**Investigation Committee Notification Letter**

Click or tap to enter a date.

Dear Click or tap here to enter text., (Respondent)

This letter is to inform you that your Code of Conduct case regarding Click or tap here to enter text. (list brief description of violation) in violation of Click or tap here to enter text. (copy exact violation verbiage from Code of Conduct Policy) will be placed before an Investigation Committee for further objective review and deliberation.

The Investigation Committee will be appointed within five (5) business days of this letter. The Committee will then have fifteen (15) business days to complete their deliberation and deliver their findings, or to file for a five (5) day extension if needed to complete the process in as thorough a manner as possible. Once the Investigation Committee’s findings have been reported, I will contact you via your Methodist College email to provide you with a decision letter.

This policy as well as your obligations and rights within this process can be viewed in the Student Handbook located on the Methodist College web page.

Sincerely,

Click or tap here to enter text. (name and title of Administrator)

Enc: Code of Conduct Initiation Form

Click or tap here to enter text. (List evidence documents submitted)

**Record of Due Process**

Please include more information to accommodate the appeal process or additional steps unique to this particular case. All dates are recorded as business days.

Faculty Reporting: Click or tap here to enter text.

Student (Respondent) Involved: Click or tap here to enter text.

Course: Click or tap here to enter text.

Session: Click or tap here to enter text.

Administrator: Click or tap here to enter text.

Investigating Committee Members: Click or tap here to enter text.

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| --- | --- | --- |
| *Step in Due Process* | *Date* | *Timeline Notes* |
| Code of Conduct Initiation Form Submitted | Click or tap to enter a date. | Must be within 5 days of alleged event |
| VCAA Letter to Respondent | Click or tap to enter a date. | Must be within 5 days of receipt of Code of Conduct Initiation Form |
| Letter of Resolution | Click or tap to enter a date. | Must be within 5 days of receipt of VCAA Letter to Respondent |
| VCAA to Administrator Letter | Click or tap to enter a date. |  |
| Administrator Dismissal Letter |  | Must be within 10 days from VCAA assigning to Administrator |
| Administrator Letter to the Investigation Committee | Click or tap to enter a date. | Must be within 10 days from VCAA assigning to Administrator |
| Investigation Committee Notification Letter to Respondent | Click or tap to enter a date. | To be sent the same day as Administrator Letter to the Investigation Committee |
| Committee Met with Complainant | Click or tap to enter a date. |  |
| Committee Met with Respondent | Click or tap to enter a date. |  |
| Investigation Committee Chair Report to Administrator | Click or tap to enter a date. | Must be within 15 days from Committee’s creation |
| Letter of Sanction | Click or tap to enter a date. | Must be within 5 days of Administrator receiving Committee’s report |
| Administrator Notification to Complainant Letter | Click or tap to enter a date. | To be sent the same day as Letter of Sanction |
| Appeal to VCAA Letter | Click or tap to enter a date. | Must be within 5 days of Respondent receiving Letter of Sanction |
| VCAA Decision Letter | Click or tap to enter a date. | Must be within 15 days of receiving Respondent appeal |
| Complete Records Submitted to Chancellor’s Office by VCAA | Click or tap to enter a date. |  |