**Letter of Sanction**

Click or tap here to enter text. (Date)

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

On Click or tap to enter a date. (date violation was reported), a Code of Conduct was filed regarding Click or tap here to enter text. (describe violation). This violation: Policy S-03, Student Code of Conduct Definitions, Investigation, and Disposition. Specifically;

Click or tap here to enter text. (copy and insert verbiage from handbook regarding section of Code of Conduct violated).

Following the process outlined in policy S-03, *Student Code of Conduct Definition, Investigation, and Disposition,* a committee was formed to review all artifact, invite your input and comments, and recommend an appropriate sanction, this sanction has been applied:

* Click or tap here to enter text. (list sanction)

Please carefully review policy S-03 for further actions on your part. I am available also; feel free to email me at Click or tap here to enter text. (Administrator’s email).

Sincerely,

(Administrator’s name and title(s)/position(s))

cc: Click or tap here to enter text., Registrar

Click or tap here to enter text., Chancellor

Click or tap here to enter text., VCAA

**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.

|  |  |  |
| --- | --- | --- |
| *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. |  |