**VCAA Decision Letter**

Click or tap to enter a date.

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

This letter concerns the Code of Conduct appeal submitted to my office on Click or tap to enter a date.. I have thoroughly reviewed your appeal form, the responses from the Administrator and Investigation Committee, and all records and document pertaining this file gathered by the above offices and yourself. The above reviews have concluded to uphold the Code of Conduction violation and issued the sanctions of: Click or tap here to enter text. (list sanctions).

My findings are Click or tap here to enter text. (list findings and rationale).

(If the findings are in opposition to the findings of the Administrator/Committee, list the reasoning in detail as well as who will be in contact with the student and what the student’s options are moving forward)

The decision of the Vice Chancellor of Academic Affairs is final and there is no further appeal avenue under the college’s Code of Conduct process.

Sincerely,

Click or tap here to enter text. (name of VCAA)

Vice Chancellor of Academic Affairs

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

 Registrar (if grade will be affected)

**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. |  |