**VCAA to Administrator Letter**

Click or tap to enter a date. (date)

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

An alleged violation of the Code of Conduct has been reported involving Click or tap here to enter text. (Respondent). The alleged violation is Click or tap here to enter text. (list allegation details). According to policy, this report has been placed in my office as Vice Chancellor of Academic Affairs. I am assigning you the role of Administrator responsible for facilitating Due Process as outlined in the Code of Conduct section of the most recent Student Handbook.

Please follow the Due Process Procedure as outlined in the policy paying particular attention to the timeline. I have recorded the submission dates below to help track the progress of the allegation through the policy process.

Please return to me the results of the Ad Hoc Investigation Committee’s work along with their recommendation. Also, please include documentation of dates recording how this alleged violation proceeded through Due Process as indicated in the table below. Feel free to add dates to accommodate additional review due to appeals so there is a complete record.

Thank you,

(Name)

Vice Chancellor of Academic Affairs

**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. |  |