

**Investigation Committee Report to VCAA**

Click or tap to enter a date. (Date)

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

Thank you for allowing me to serve as the Chair of Investigation Committee for the formal complaint regarding Click or tap here to enter text. (brief description of complaint). I am providing the following report to you, the Vice Chancellor of Academic Affairs, as outlined in the Formal Complaint Process.

The appointed Investigation Committee consists of myself, Click or tap here to enter text. (name of Committee member), and Click or tap here to enter text. (name of Committee member).

**Nature of Complaint**

Date: Click or tap to enter a date.

Time: Click or tap here to enter text.

Persons Involved: Click or tap here to enter text.

Rational for Concern: Click or tap here to enter text.

**Desired Resolution by Complainant**

Click or tap here to enter text.

**Evidence Uncovered by Investigation Committee & Meaning**

Click or tap here to enter text.

**Interview Information (Include Names, Dates/Times, and notable information for each interview)**

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

**Evidentiary Summary**

Click or tap here to enter text.

**Recommended Sanctions:**

Click or tap here to enter text.

Strict adherence to all timelines and processes, as outlined in the Formal Complaint Process in the Student Handbook, was maintained by the Investigation Committee.

Please feel free to contact me with any questions or concerns regarding the content of this report. Thank you for allowing the Committee to assist in providing a fair and just Formal Complaint investigation.

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Investigation Committee Chair– Signature Investigation Committee Chair - Printed

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Investigation Committee Member – Signature Investigation Committee Member - Printed

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Investigation Committee Member – Signature Investigation Committee Member - Printed

Enc: Formal Complaint Submission Form

Administrator Decision Letter to Complainant

Complainant Appeal to VCAA Letter

Click or tap here to enter text. (List any additional supplemental documentation obtained through process)

**Record of Formal Complaint Process**

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

Complainant Reporting: Click or tap here to enter text.

Respondent Involved: Click or tap here to enter text.

Administrator: Click or tap here to enter text.

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| --- | --- | --- | --- |
| *Step in Due Process* | *Date* | *Status* | *Timeline Notes* |
| Formal Complaint Submission Form | Click or tap to enter a date. |  | Must be within 5 days of alleged event OR last Informal Complaint Process contact |
| VCAA Complaint Notification to Respondent Letter | Click or tap to enter a date. |  | To be sent same day as VCAA to Administrator Letter |
| VCAA to Administrator Letter | Click or tap to enter a date. |  | Must be within 3 days of VCAA receiving the complaint |
| Administrator Decision Letter to Complainant | Click or tap to enter a date. |  | Must be within 10 days of being assigned the complaint |
| Administrator Decision Letter to Respondent | Click or tap to enter a date. |  | To be sent 10 days after Administrator Decision Letter to Complainant IF no appeal is filed |
| Complainant Appeal to VCAA Letter OR  Escalation CC to VCAA from Administrator | Click or tap to enter a date. |  | Must be within 10 days of receiving Administrator Decision Letter to Complainant |
| VCAA to Investigation Committee Letter | Click or tap to enter a date. |  | Must be within 5 days from receiving Appeal to VCAA Form |
| Committee Meets with Complainant | Click or tap to enter a date. |  |  |
| Committee Meets with Respondent | Click or tap to enter a date. |  |  |
| Investigation Committee Report to VCAA | Click or tap to enter a date. |  | Must be within 15 day of committee assignment |
| VCAA Decision Letter | Click or tap to enter a date. |  | Must be within 10 days of receiving committee report |
| Complete Records Filed by VCAA | Click or tap to enter a date. |  |  |