

**VCAA Decision Letter**

Click or tap to enter a date.

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

This letter concerns the Formal Complaint 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: Click or tap here to enter text. (list finding(s) by Administrator and Investigation Committee).

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 Formal Complaint Process.

Sincerely,

Click or tap here to enter text.

Vice Chancellor of Academic Affairs

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

**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. |  |  |