

**VCAA to Administrator Letter**

Click or tap to enter a date. (date)

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

A formal complaint has been filed by Click or tap here to enter text. (Complainant) against Click or tap here to enter text. (Respondent) regarding Click or tap here to enter text. (list brief description of complaint), and according to policy, has been placed in my office as Vice Chancellor of Academic Affairs. I am assigning you the role of Administrator responsible for facilitating an Administrator Review as outlined in the Formal Complaint Process section of the most recent Student Handbook.

Please follow the Administrator Review process as outlined in the Student Handbook 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. I have also included any supporting documents that were sent along with this complaint.

Please return to me the results of your Administrative Review along with your recommendation as well as any supplemental documents acquired throughout your progress. Also, please completed your portion of the Record of Formal Complaint Process below as warranted.

Thank you,

(Name)

Vice Chancellor of Academic Affairs

Enc: Formal Complaint Submission Form

 Click or tap here to enter text. (List any supporting documentation received thus far)

**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. |  |  |