

**VCAA to Investigation Committee Letter**

Click or tap to enter a date. (Date)

Dear Click or tap here to enter text. (Investigation Committee member/chair names),

Thank you for serving on this Investigation Committee to review a formal complaint made 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 details of complaint). Your role is outlined in the Formal Complaint Process in the Student Handbook. You are the Investigation Committee. Click or tap here to enter text. (Name of Chair) has been appointed the chair of this committee.

The attached documents have been submitted by the Complainant. I have also attached a detailed report of the actions taken and timelines for your reference. As is outlined in the process, you can request additional pertinent information from involved parties. Please note the Investigation Committee guidelines in the Formal Complaint Process noted in the Student Handbook.

It is important to note that the Investigation Committee must made a recommendation to the VCAA no less than fifteen (15) days from the appointment of the Committee, which is Click or tap to enter a date. (deadline date). Please adhere to the timeline.

You are responsible for sending me written notification of the results of this Committee that includes:

* The specific nature of the complaint, including date, time, persons involved, and rationale for the concern
* What resolution is desired by the complainant
* What evidence the committee uncovered and by what means
* Who the committee interviewed and when
* What specific evidence exists with regard to the complaint
* What actions are recommended to be taken
* Report signed by all committee members with names printed below

Please contact me at any time if you have any questions. Thank you again for working on this important issue.

Sincerely,

(Name)

Vice Chancellor of Academic Affairs

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. |  |  |