**Administrator Letter to Investigation Committee**

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 Ad Hoc Committee to review an allegation of a student violating the Code of Conduct. Your role is outlined in the Student Code of Conduct (college catalog page 78…) at IV.C.2. I am serving as the Administrator. You are the Ad Hoc Investigation Committee. Click or tap here to enter text. (Name of Chair) has been appointed the chair of this committee.

The documents in these packets were submitted by the Complainant. I have also attached a detailed report of the actions taken and timelines for your reference. The incident(s) is/are Click or tap here to enter text. (briefly identify the violation). As is outlined in the policy, you can request more information from the Respondent, and this may be a sound practice for this case. Please note the Committee’s guidelines noted on page 83 in the Student Handbook regarding due process.

It is important to note that the Respondent must be notified in writing of the decision and sanction within 15 business days from the appointment of the Investigation Committee which is Click or tap to enter a date. (deadline date). Please adhere to the timeline or the allegations will be dismissed.

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

* Members of the Committee
* Decision (was the Code of Conduct violated)
* If violation is substantiated, a recommended sanction or sanctions

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

Sincerely,

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

**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.

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| *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. |  |