**Administrator Notification to Complainant Letter**

Click or tap here to enter text. (Date)

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

On Click or tap to enter a date. (date violation was reported), a Code of Conduct was filed regarding Click or tap here to enter text. (describe violation). This violation: Policy S-03, Student Code of Conduct Definitions, Investigation, and Disposition. Specifically;

Click or tap here to enter text. (copy and insert verbiage from handbook regarding section of Code of Conduct violated).

Following the process outlined in policy S-03, *Student Code of Conduct Definition, Investigation, and Disposition,* a committee was formed to review all artifacts, invite your input and comments, and recommend an appropriate sanction. This letter is to inform you the decision has been made to Click or tap here to enter text. (uphold/deny the complaint). The Respondent has been notified of this decision and sanctions have been provided.

Per the Code of Conduct process, the Respondent does have the ability to appeal this decision and any sanctions within five (5) business days of being notified. For further information on that process, please review the complete Code of Conduct process located in the Student Handbook located on the Methodist College website.

Sincerely,

(Administrator’s name and title(s)/position(s))

cc: Click or tap here to enter text., Registrar

Click or tap here to enter text., Chancellor

Click or tap here to enter text., VCAA

**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.

|  |  |  |
| --- | --- | --- |
| *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. |  |