

**Administrator Letter to Complainant**

Click or tap to enter a date. (Date)

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

This letter is to inform you that the formal complaint against Click or tap here to enter text. (Respondent) regarding Click or tap here to enter text. (code/policy/regulation violated) has been reviewed. It is the decision of this office that Click or tap here to enter text. (the complaint is substantiated OR the complaint has no merit).

We appreciate your utilization of the Methodist College Formal Complaint process. Your dedication to maintaining a high standard of integrity is greatly honored and appreciated.

(If the complaint is determined to be substantiated)

As previously discussed and determined, Click or tap here to enter text. (list the determined mutually agreeable resolution)

(If the complaint is determined to be substantiated but no mutually agreeable resolution can be found)

As previously discussed and determined, a mutually agreeable resolution was not able to be concluded. As such, this formal complaint will be escalated to the office of the Vice Chancellor of Academic Affairs for an Investigative Committee review. You will be hearing from the Committee within the appropriate timeline laid out in the Formal Complaint Process section of the Student Handbook, which can be found on the Methodist College website.

(If the complaint is determined to have no merit)

According to the Methodist College Formal Complaint process, you have the opportunity to appeal this decision to the Vice Chancellor of Academic Affairs if you disagree with this finding. The Formal Complaint Process is available for your review in the Methodist College Student Handbook available on the College website.

Sincerely,

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

CC: Click or tap here to enter text., Vice Chancellor of Academic Affairs

 Click or tap here to enter text. (Respondent - remove CC if complaint is determined to have no merit)

Enc: Click or tap here to enter text. (List any supplemental documentation obtained)

**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. |  |  |