

[LETTERHEAD]

CONFIDENTIAL

Sent Via email at [email address] and US mail

[Date]

[Student Name]

[Parent/Guardian Name]

[Address]

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Dear [Name]

On [date], I met with you and received your formal complaint against [Name of Respondent], [Name of Complainant], [Address] at [describe location]. The purpose of this NOA is to notify you of supportive measures, summarize your allegations against Respondent, describe the relevant policies, inform you of your rights and responsibilities, and describe the [Name of College] process.

Supportive Measures. As discussed in our meeting, the College agreed to provide you with the following supportive measures during the complaint process. [List and describe the supportive measures.] If at any time, these supportive measures need adjustment or you feel you need additional support, please contact my office as soon as possible.

Allegations The Complainant alleges that Respondent engaged in the following conduct: [Provide a

[Redacted]

[Redacted]

[Redacted]

[Redacted]



process, if the Respondent is found responsible for sexual harassment against the Complainant, the College will implement sanctions for Respondent and remedies for Complainant.

Timelines. The College endeavors to complete the investigation and complaint process within reasonably prompt time frames, typically within 60-90 calendar days of the time the formal complaint was filed. If the College has good cause to extend the time lines, the College will provide written notice to the Complainant and Respondent explaining the reasons for the delay and the needed extension.

Informal Resolution Process. You are not required to participate in an informal resolution process. However, at any time prior to reaching a determination regarding responsibility, you may request an informal resolution process that does not involve a full investigation and adjudication. Please contact me to discuss informal resolution options. An informal resolution process will be initiated only upon written consent from all parties.

If the matter is resolved through an informal resolution process, then the complaint will be dismissed. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process.

Confidentiality. The College will keep the identity of the Complainant, Respondent and witness(es)



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