

Date:

Name:

Address:

Student Email:

Dear:

In response to your actions in my course, as stated in my course syllabi and based on the *Student Rights and Responsibilities* section of the Wenatchee Valley College [Student Handbook](#), following Wenatchee Valley College [Code of Conduct Policy](#), I have assigned the following academic sanction: **Specify academic sanctions in full**

As explained under *Student Academic Grievance Procedure* in the *Student Handbook*, you have the right to file an academic grievance if you believe your final course grade was assigned by application of an improper, arbitrary, or capricious academic evaluation. Informal resolution steps, procedures, and timelines are available on the WVC website.

A copy of this report has been filed with the Vice President of Student Services in order that the Vice President may decide whether to seek disciplinary sanctions under *Code of Student Conduct* procedures.

Questions on the process may be directed to the Office of Vice President of Student Services.

Sincerely,