



Office of Student Life | Viking Union, 506

Student.Life@wwu.edu | (360) 650-3706

University Judicial Affairs
Viking Union 506, MS-9105 (360) 650-3706

October 19, 2011

Jacob Michael Ramirez [REDACTED]

RE: Alleged Violation of the Student Rights and Responsibilities Code

Dear Jacob:

This letter is to inform you that I have received a report from University Police that alleges a violation by you of Western Washington University's Student Rights and Responsibilities Code, specifically, Harassment/Threats/unwanted and/or intimidating contact and/or communication of a threatening nature - WAC 516-23-290: Harassment and/or Threats of Violence; "unwanted and/or intimidating contact and/or communication of a threatening nature."

Parking Services and the University Police reported you mailed them payment for a parking violation with the "F" word written on your check and on the parking ticket.

As University Judicial Officer, it is my responsibility to determine the validity of this allegation. In order to complete my review, I need to meet with you. As stated in WAC 516-23-430 Proceeding for Violation of the Code, the purpose of the meeting is to allow you the opportunity to give your statement. Furthermore, you may bring witnesses and provide other evidence during this meeting (WAC 516-23-450 Rights of Accused).

Following the fact-finding state of the meeting, I will deliberate and reach a decision regarding the allegation.

An administrative hold is on your university record until this complaint is fully resolved. If you fail to meet with me by October 24, 2011, a decision may be made in your absence. Please call (360) 650- 3706, Viking Union 506, if you need to reschedule the appointment.

At your request, a staff member will provide you with impartial advisement regarding Western's judicial processes. I am enclosing a copy of the Student Rights and Responsibilities Code (Chapter 516-23-WAC) for your review.

Sincerely,

Michael L. Schardein
University Judicial Officer
Western Washington University
Michael.Schardein@wwu.edu

Attachment