Sample No Communication Order

Dear [individual],

As discussed, I write to inform you that the [Office of the Dean of Undergraduate Students] has issued a No Communication Order, whereby neither you nor [other party] may have any communication with each other in person or through another party, by telephone, letter, e-mail, or other electronic media, or by any other means. This applies on campus and in the local vicinity, at University-sponsored events, and/or through the use of University resources (including electronic). You may not engage in indirect communication via social media or any other means. You must also refrain from any form of harassment, retaliation, or intimidating behavior. If at any time either one of you feels the need to communicate with the other, you may do so only through me or through another administrator authorized by my office.

[Other party] has received the same instructions as you find throughout this letter. If you have any questions, let me know right away.

This No Communication Order will remain in effect until [date], unless I inform you that my office has modified or revoked it.

This Order is not an indication of responsibility for a violation of University policy; rather, it is intended to forestall interactions that could be perceived by either party as retaliatory, intimidating, or harassing. No Communication Orders do not, in and of themselves, become part of the recipient’s permanent University record. However, it is very important that you understand and abide by the above stated conditions, since an infringement of this Order may result in disciplinary consequences.

If you have any questions now or in the future regarding the No Communication Order, please do not hesitate to get in touch with me.

Sincerely,
[University administrator]