

## Sample No Contact Order

Dear [individual],

As discussed, I write to inform you that the Office of the Dean of Undergraduate Students has issued a No Contact Order whereby neither you nor [other party] may have any contact with each other, either on or off campus, in person or through another party, by telephone, letter, e-mail, or other electronic media, or by any other means. 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 a third party explicitly authorized by me.

Furthermore, you must make a concerted effort to avoid any close proximity to [other party], as follows:

- In areas where neither of you is required to be present, if one of you arrives first, the other must leave.
- In areas where you are both required to be present, you must each avoid sitting near the other.
- In areas where their presence is required and yours is not, you may not be present.
- In areas where your presence is required and theirs is not, they may not be present.

[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 Contact 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 Contact 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. This may include revising the order such that responsibility to avoid the other party falls exclusively on the party found responsible for violating the order.

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

Sincerely,

[University administrator]