Template – Informing a Student of Allegations   
of Concerning Behaviour

**NOTE:**

This letter is to the Student from the Department Head / Associate Dean / Dean / Director with respect to concerning behaviour. Please consult with sections 2.26 to 2.31 of the [Student Non-Academic Misconduct and Concerning Behaviour Procedure](https://umanitoba.ca/governance/sites/governance/files/2021-09/Student%20Non-Academic%20Misconduct%20and%20Concerning%20Behaviour%20Procedure%20-%202021_09_01.pdf) prior to contacting the student.

Once you have consulted as appropriate and determined to proceed, the items identified below comprise the essential items that should be included in your initial letter to the student.

The template is organized such that the letter will be clear and contain the necessary information for the student.

Each heading contains information that should be included in the letter and there are samples of text that you may wish to use or edit slightly for your own purposes. The headings themselves SHOULD NOT be included in your final letter.

A sample of a letter, entitled "Sample – Informing a student of allegations of concerning behaviour", is included under the Sample Letters heading.

# Prepare your letter on official letterhead of the office of the author of the letter. Include in the heading the following details:

[Date]

Student Name

Student email address

Student Number

Dear \_\_\_\_\_\_\_\_\_\_\_:

Re: Concerning Behaviour – Incident on [date]

# Inform the student of the allegations:

I have recently been made aware of an incident involving you which is of great concern.

I understand that:

[Example #1]

* On [DATE], you made posts to your Facebook page and sent out other communications to members of our University community that have created concern about your health and wellbeing.

[Example #2]

* You have been essentially “homeless” for some time, living at various locations on campus;

[Example #3]

* You have been found on campus under the influence of drugs and/or alcohol;

[Example #4]

* You have engaged in disruptive behaviour on campus (dancing on tables, etc.).

[Example #5]

* You have been stealing food and students’ lunches in order to feed yourself.

# Advise the student of the process and link to policies:

I am concerned by the reports received and I would like to meet with you to ensure that you understand the University's expectations with respect to your behaviour on campus, and to ensure that you have sufficient supports in place to ensure that you remain a respectful and constructive member of our community.

I have also asked [Program Director or Department Head] to meet with you to review your academic status and your ability to be successful in your program. I have instructed [him/her] to report to me on your meeting and on your plan to ensure that you will successful in your program.

# Instruct student to arrange appointment for meeting to discuss:

I ask you to contact [support staff who will coordinate meeting] ([phone number]) in my office to schedule an appointment in this regard. [Name of others who will attend meeting on behalf of University] will also attend the meeting.

# Inform the student of Student Advocacy services:

You may attend the meeting with a representative from Student Advocacy (204-474-7423), a member of the University of Manitoba Students' Union, a member of the University community not receiving payment for appearing, a member of your immediate family, or a support person of your choosing.

# Inform student of hold placed on student account:

Please note that a hold will be placed on your student account until you have met with me and until I have fully reviewed this matter.

# Inform student regarding consequences of failure to respond:

If you have not contacted [support staff who will coordinate meeting] on or before [Date], or if I receive further reports of you exhibiting concerning behaviour in the interim, this may result in disciplinary proceedings against you and may affect your ability to continue your classes and participate in student events at the University. I trust that this will not be necessary and look forward to meeting with you as soon as possible.

# Sign letter and identify where copies are sent:

Yours truly,

[Your name]

[Your title]

cc. Vice-Provost (Students)

University Registrar & Executive Director of Enrolment Services

     , [Dean or Department Head], [Faculty/Department of Registration]