

[Date]

Student Name
Student Address

Student Number

Via Email (student@myumanitoba.ca)
Original to follow by post

Dear _____:

Re: Student Non-Academic Misconduct – Facebook posts

On [date], I met with you to discuss my letter to you of [date of letter informing student of allegation], enclosed, and your inappropriate posts on Facebook. [Names and titles of others at meeting] also attended the meeting.

At our meeting, we discussed the multiple reports that the University has received from various areas of campus regarding your inappropriate behaviour, including reports from _____, _____, _____, and from _____, indicating that your behaviour has made them feel uncomfortable or unsafe. We also reviewed the documents that you provided to me, including emails and computer screen shots, in response to the reports. In reviewing these documents, three main points arose that are of great concern to the University:

- There is no real contradiction between the reports received and your response to the reports. You appear, however, to have no awareness that your conduct is inappropriate.
- You have demonstrated an inability to understand social cues and you have a pattern of making your fellow classmates feel uncomfortable or unsafe in your presence.
- These patterns and themes raise safety concerns for the University community in general.
- You have made statements in your own documents and other communications on the themes of depression, suicidal thoughts and thoughts of self-harm. These themes raise concerns for the University with respect to your health and well-being.

I find that, on a balance of probabilities, you have engaged in inappropriate behaviour towards your fellow students, undermining the work and learning environment.

Under the Student Discipline Bylaw and Student Non-Academic Misconduct and Concerning Behaviour Procedure, I have the authority to deal with inappropriate or disruptive behaviour by students and to impose discipline relating to such inappropriate or disruptive behaviour.

In response to the reports received and the concerning themes outlined above, I have decided to implement the following disciplinary action against you:

- Apology. You will write a letter of apology to _____ for your actions. This apology letter will be delivered to _____ care of the Dean's Office. You are required to deliver the letter to [dean's confidential assistant] by email or by delivery to the Dean's Office no later than [date].
- Conditions Prescribing Future Conduct. You must meet a number of conditions in order to continue your studies at the University of Manitoba. These will include:
 - a. Meeting with Office of Human Rights and Conflict Management. You are required to meet with a member of the Office of Human Rights and Conflict Management, on such schedule as may be prescribed, to ensure your understanding and compliance with the Respectful Work and Learning Environment policy and related procedures. Please contact the Confidential Intake Officer at 204-474--6348 or human.rights@umanitoba.ca to set up an appointment.
 - b. Student Counselling. You must contact the Student Counselling Centre (204-474-8592) to set up an appointment so that a counsellor may assess your current status and develop a plan to address your ongoing counselling needs. You will be expected to follow the plan developed by your counsellor. You must grant permission for University staff to speak to your counsellor, at such intervals as we deem appropriate, in order to confirm:
 - i. That your health is stable enough for you to not pose an immediate danger to yourself and to allow you to participate constructively in the University community; and
 - ii. That you are complying with his recommended treatment.
 - c. Student Support Case Manager. You must contact a Student Support Case Manager to book an appointment, at 204-474-7423 or stadv@umanitoba.ca by [date], to schedule an appointment and discuss your situation and advise as to your plans to successfully complete your academic program.
 - d. No Contact. You will refrain from contacting directly or indirectly the following people: [names].
 - e. Compliance with Policies. You will ensure that you maintain a respectful work and learning environment and no further incidents of inappropriate behaviour occur. You will familiarize yourself with the University's policies and procedures, located online at [Governing documents | Governance | University of Manitoba \(umanitoba.ca\)](#), including the following in particular:
 - i. Respectful Work and Learning Environment policy and related procedure;

- ii. Student Discipline Bylaw and related procedures; and
- iii. Violent or Threatening Behaviour policy and procedure.

Please note that any further incidents of inappropriate or disruptive behaviour will be considered in the context of this incident and may result in disciplinary action against you.

If you disagree with the decision, you may appeal it to the Local Discipline Committee by filing an appeal at the Dean's Office within 10 working days of this letter. You may seek assistance on an appeal from Student Advocacy (204-474-7423). If you need to come onto campus for the limited purposes of attending an appeal hearing, you must first make arrangements with UMSS (204-474-9312).

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]