

[Date]

Student Name
Student Address

Student Number

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

Dear _____:

Re: Reports of Concerning Behaviour

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

I understand that:

- You have been essentially “homeless” for some time, living at various locations on campus;
- You have been found on campus under the influence of drugs and/or alcohol;
- You have engaged in disruptive behaviour on campus (dancing on tables, etc.); and
- You have been stealing food and students’ lunches in order to feed yourself.

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 be successful in your program.

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.

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.

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.

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.

Yours truly,

[Your name]

[Your title]

cc. Laurie Schnarr, Vice-Provost (Students)
Jeff Adams, University Registrar & Executive Director of Enrolment Services
, [Dean or Department Head], [Faculty/Department of Registration]