

[Date]

Student Name
Student Address

Student Number

Via Email (student@myumanitoba.ca)

Dear _____:

RE: Student Non-Academic Misconduct

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

I understand that on [DATE], you made a number of inappropriate posts on Facebook that violate our *Respectful Work and Learning Environment* policy and constitute inappropriate behaviour under our *Student Non-Academic Misconduct and Concerning Behaviour* procedure. A copy of the screen shots is enclosed for your reference.

I will be conducting an investigation into this matter in accordance with the Student Discipline Bylaw. A copy of the Bylaw and related procedures is available online at: [Governing Documents: Students | Governance | University of Manitoba \(umanitoba.ca\)](#)

I would like to meet with you to give you an opportunity to respond to these allegations. I ask you to contact Ms. Jane Doe ([phone number]) in my office to schedule an appointment in this regard.

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. Any final decision regarding discipline may be appealed in accordance with the *Student Discipline Bylaw*.

Please be advised that a hold will be placed on your student account until I have fully reviewed this matter and determined the appropriate action to be taken. Please also note that, absent additional information from you, the University may take disciplinary action against you based on the information outlined above, which could result in penalties up to and including a suspension or expulsion from classes.

Please contact Ms. Jane Doe at your earliest to schedule a meeting. If you have not contacted Ms. Doe on or before [Date], I will have no choice but to make a decision based solely on the information at hand.

Yours truly,

[Your name]
Associate Dean, Faculty of

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

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