

[Date]

Student Name  
Student Address

Student Number

Via Email ([student@myumanitoba.ca](mailto:student@myumanitoba.ca))

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

**Re: Student Non-Academic Misconduct – Facebook posts**

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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.

As discussed at our meeting, the posts and comments made on the Facebook page violate a number of University policies, including our *Respectful Work and Learning Environment* policy and our *Student Non-Academic Misconduct and Concerning Behaviour* procedure. At our meeting, you apologized for your conduct, you advised that you have considered how your conduct might have affected others and you expressed remorse. You also advised that you have posted an apology for your remarks on the Facebook page.

I appreciate your apology and the time that you have taken to reflect on your behaviour. As such, I am prepared to forego discipline at this time and to allow you to continue your studies at the University of Manitoba, provided that you meet all of the following conditions:

1. You will familiarize yourself with the University's policies and procedures, located online at [Governing documents | Governance | University of Manitoba \(umanitoba.ca\)](http://governingdocuments.governance.umanitoba.ca), including the following in particular:
  - (a) *Respectful Work and Learning Environment* policy and related procedure;
  - (b) *Violent or Threatening Behaviour* policy and related procedure; and
  - (c) *Student Discipline Bylaw* and related procedures.
2. You will ensure that you maintain a respectful work and learning environment and no further incidents of inappropriate behaviour occur.

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.

In light of our meeting and the reflection you have undertaken, I now consider this matter closed. Any disciplinary holds on your student record relating to this matter will be lifted.

I hope you are able to maintain a respectful work and learning environment in the future so that you may achieve all of your educational and career goals.

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]