Template – Letter informing no Discipline

**NOTE:**

This letter is to the Student from the Department Head / Associate Dean / Dean / Director in the case that there will be no discipline. Please consult with sections 2.22 to 2.25 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.

The items identified below comprise the essential items that should be included in your initial letter to the student, in accordance with section 2.22 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).

The template is organized so 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 – Letter informing no discipline", 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

Student Number

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

Re: Student Non-Academic Misconduct – Incident on [date]

# Summarize the allegations and refer to or enclose initial letter to student:

On [date], I met with you to discuss my letter to you of [date of letter informing student of allegation], enclosed, and the allegations of [describe alleged misconduct]. [Names and titles of others at meeting] also attended the meeting.

# Summarize the meeting, key timelines in investigation, and key evidence obtained through the investigation, including (if applicable) an indication of which key evidence was considered credible and reliable

[Example]

At the meeting, we discussed the following items:

* Incident. You did not deny the incident, but stated that you were intoxicated when it occurred and you expressed remorse for your actions. You apologized for your conduct and you advised that you have considered how your conduct might have affected others. You also advised that you apologized to those affected by your conduct.
* Life situation and supports. You indicated that since [date], you have been to addictions counselling at [place]. You also indicated that you have been receiving crisis counselling from [place] and are following a treatment plan. You have subsequently provided me with a summary of the counselling services that you have received, which is attached for your reference. Finally, you indicated that you have been working at [place] since the incident and continue to work there on a part-time basis.
* Academic Plan. With respect to your academic standing, you recognized that your study habits need improvement, and you indicated your plans for academic improvement will consist of: working with your adviser to create a plan to get back on track, going to your professors' office hours to improve your understanding of the material, going to tutoring to improve your study habits, revising your notes after class, completing all assignments, visiting the library frequently for research and study purposes, preparing for class and using a day planner to manage time (for studying, homework, reading, and extra help).

# Inform student of your assessment and decision:

I appreciate your apology and the time that you have taken to reflect on your behaviour, as well as the steps that you have taken to apologize to those affected by your conduct. 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)](https://umanitoba.ca/governance/governing-documents), including the following in particular:
2. Respectful Work and Learning Environment policy and procedure;
3. Violent or Threatening Behaviour policy and procedure; and
4. Student Discipline Bylaw and related procedures.
5. 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.

# Inform student that hold will be lifted from student account and end letter:

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.

# 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]