Template – Informing a Student of Allegations   
of Non-Academic Misconduct

**NOTE:**

This letter is to the Student from the Department Head / Associate Dean / Dean / Director. Please consult with sections 2.7 to 2.14 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) to ensure that you are the proper Disciplinary Authority, prior to contacting the student.

Once you have confirmed jurisdiction to proceed, the items identified below comprise the essential items that should be included in your initial letter to the student, in accordance with section 2.15 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 such that the items are ordered 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 – Informing a student of allegations of non-academic misconduct", 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]

# Inform the student of the allegations:

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

I understand that:

[Example #1]

* On [DATE], you acted inappropriately towards another student in [location]. According to the report, [enter details of report received].

[Example #2]

* 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. These governing documents can be found at: [Governing Documents: Students | Governance | University of Manitoba (umanitoba.ca)](https://umanitoba.ca/governance/governing-documents-students#student-discipline)

# Advise the student of the process and link to policies:

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)](https://umanitoba.ca/governance/governing-documents-students#student-discipline)

# Instruct student to arrange appointment for meeting to discuss:

I would like to meet with you to give you an opportunity to respond to these allegations. 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.

# Inform the student of Student Advocacy services and right to appeal:

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.

# Inform student of hold placed on student account:

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.

# Inform student regarding consequences of failure to respond:

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

# 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]