



Apology Letter

The Residence Community Living Standards exist to ensure a safe and comfortable environment for all residents. It is important that all students uphold these standards out of respect for themselves and their communities. Apologies are an expression of remorse and the willingness to take responsibility for your actions. They should be sincere and taken seriously. A written apology will provide you with an opportunity to begin repairing any harm or impact caused and is an important step to rebuilding trust with an individual or community.

Learning Outcomes

The purpose of this assignment is to encourage you to:

- Understand how your actions have had an impact on others.
- Have begun efforts to repair the relationship(s) with individual(s) in your community that you have harmed.

Instructions

For this assignment, you are to write a letter of apology to the person or people that were affected by your actions. Your letter should be addressed to the individual(s) and be genuine and respectful. Your letter can be submitted to communitystandards@uoguelph.ca for review and approval. The Community Standards Assistant will then forward your apology to an Assistant Residence Life Manager or Residence Life Manager of the building where the incident took place. The letter will be shared with harmed parties, should they be willing to receive it.

As you write your apology letter, please consider the following guidelines:

1. Your Role in What Happened

- a. Demonstrate that you understand the harm caused by your actions. Do not deny or minimize your responsibility for the harm caused. Instead, demonstrate that you are taking responsibility for your actions.*

2. How You Feel

- a. Express sentiments of regret and explain why you have these regrets.*

3. What You Will Do

- a. A statement of commitment for moving forward, to make amends or repair the harms caused.*

4. What you Will Not Do

- a. Discuss what behaviors you will avoid in the future in order to avoid causing further harm.*

For further assistance on how to prepare your apology letter, please consider watching this video:

The Best Way to Apologize (According to Science) <https://www.youtube.com/watch?v=q-ApAdE0m5s>

Format:

- Typed, single-spaced, minimum of 250 words in length
- Respectful and reflective in tone

To Submit

Please submit your letter of apology to communitystandards@uoguelph.ca by **11:59pm** on the deadline outlined in your outcome letter. Please include the title of your assignment in the subject line of your email. Should you have any questions please contact your Assistant Residence Life Manager or Residence Life Manager or email communitystandards@uoguelph.ca .

Student Housing Services is dedicated to upholding confidentiality. Your letter will be reviewed for completion and quality of the submission by a Community Standards Assistant and may be reviewed by a member of the Residence Life Management Team.

If you have any accommodations or require this information in an alternate format, please contact communitystandards@uoguelph.ca