



PROCEDURE

Procedure Name	ACADEMIC MISCONDUCT APPEALS <i>New</i>		
Procedure Number	SD 1.2	Approval Date	October 15, 2026
Parent Policy	SD 1.0 Student Rights and Responsibilities		
Procedure Authority	Dean of Student Services/Registrar		
Executive Sponsor	Vice-President, Academic and Provost		
Approved By	Vice-President, Academic and Provost		

1. PURPOSE

Medicine Hat College (MHC) is committed to a clear and consistent appeal process that maintains academic integrity and procedural fairness. Timeliness, transparency, and impartiality support outcomes that are accurate, consistent, and uphold the integrity of academic standards.

2. SCOPE

This procedure applies to appeals of academic misconduct decisions. Students wishing to appeal a grade that is not related to an academic misconduct decision should refer to the Grade Appeal procedure.

3. DEFINITIONS

- **Academic Misconduct:** any behaviour that could damage or interfere with the ability to fairly evaluate an academic achievement, merit, or standing. Examples of Academic Misconduct can be found in Appendix A.

4. APPEAL GUIDELINES

- 4.1 The college is committed to an appeal process that is timely, transparent, and respectful of all participants, while balancing the need for careful and objective review.
- 4.2 Appeal applications must be submitted within ten working days of receiving a decision.
- 4.3 Disagreement or dissatisfaction with a decision, finding, or outcome is not, on its own, a ground for appeal.
- 4.4 Communication related to appeals will occur primarily via email. Students are responsible for monitoring their college email throughout the process.
- 4.5 An appeal is not a re-hearing of the matter. The review is limited to determining whether the original academic decision was reached through a procedurally fair process, was reasonable based on the information available at the time and was consistent with applicable academic policies and standards.

5. PROCEDURAL FAIRNESS

- 5.1 Students and instructors may choose to have a designated union or association representative present at any meetings and may consult their respective union or association at any point during the appeal process.

5.2 All parties have the right to be treated in accordance with the principles of procedural fairness throughout the appeal process, including the following.

- (a) All parties will receive written notice when an appeal has been filed and will be informed of the grounds for appeal to allow adequate time to prepare a response.
- (b) All parties will have the opportunity to present their information in writing and, where an in-person or virtual hearing is scheduled, to speak directly to the appeal committee.
- (c) Appeals will be heard by individuals who are free from bias or any real or perceived conflict of interest in the matter under consideration.
- (d) All parties will receive a written decision that includes the outcome of the appeal and the reasons supporting that decision.

6. STATUS DURING AN ACADEMIC MISCONDUCT APPEAL

- 6.1 Submitting an appeal does not automatically delay or suspend the implementation of the original academic decision or sanction. The temporary deferral of implementation while the appeal is under review requires the approval of the dean or associate dean as applicable.
- 6.2 When a written appeal has been submitted regarding a withdrawal, suspension, or expulsion, the student may be permitted to continue attending current classes and any subsequent courses in their program while the appeal is under review. Permission to continue participation must be requested from the dean responsible for the program and may be denied if continued attendance is considered a risk to the safety or well-being of others, or if it may disrupt the learning environment.
- 6.3 During the appeal process, the student may continue to access regular college services and participate in student activities, provided that participation does not pose a risk to safety or cause disruption.
- 6.4 If the original decision is upheld, the student must discontinue participation in all applicable classes upon notification of the decision. In cases of withdrawal, suspension, or expulsion, the student will also no longer be eligible for access to college services or participation in activities intended for students.

7. GROUNDS FOR APPEAL

- 7.1 To submit an appeal, students must identify at least one of the grounds listed below and explain how that issue substantially affected the outcome.
 - (a) **Failure to Consider Evidence:** relevant information was not considered or was improperly weighed.
 - (b) **Unreasonable or Disproportionate Outcome:** the severity, nature, or type of disciplinary action is unreasonable in relation to the circumstances.
 - (c) **Bias or Reasonable Apprehension of Bias:** the decision-maker was influenced by bias, or there is a reasonable apprehension that bias affected the decision.
 - (d) **New Information:** information has become available that was not accessible or known at the time of the original decision and could have meaningfully affected that decision.
 - (e) **Flawed Process:** the process was conducted in a manner that was incomplete, inconsistent, or otherwise flawed in a way that could have impacted the result.

8. INITIATING AN APPEAL: FIRST INCIDENTS OF ACADEMIC MISCONDUCT

- 8.1 First Incident appeals must be submitted in writing to the associate dean of the applicable school using the appeal request form. The form is available through the Registrar's Office.

8.2 Appeals must be submitted within ten working days of the date the decision was issued to the student.

8.3 An appeal submission must include

- (a) student information including name, student ID, program, and contact details.
- (b) details of the decision being appealed including date of decision, decision-maker, and any file/reference number if available.
- (c) the specific ground(s) for appeal.
- (d) an explanation of how the identified ground(s) substantially affected the outcome.
- (e) a description of the impact the original decision has or may have on the student.
- (f) any relevant documents or evidence being relied upon, including any new information. If the appeal relies on new information, the submission must explain why the information was not reasonably available at the time of the original decision.
- (g) whether the student will require assistance or accommodations during a meeting.

8.4 The associate dean will acknowledge receipt of the appeal in writing within five working days of submission.

8.5 The associate dean will conduct an administrative review to ensure the appeal includes all required information and was submitted within the required timeline. If information is missing or unclear, the student may be asked to provide additional details within a specified timeframe.

8.6 The associate dean may decline to proceed with an appeal if one or more of the following apply

- (a) the individual submitting the appeal is not the affected student.
- (b) the appeal does not meet the submission requirements set out in this procedure.
- (c) the matter is outside the authority of this procedure.
- (d) the stated grounds do not fall within Section 7 or are clearly without merit.
- (e) any new information relied upon could reasonably have been presented earlier.
- (f) the appeal is brought solely due to dissatisfaction with the decision, or with a department, policy, or procedure.

9. APPEAL PROCESS: FIRST INCIDENT OF ACADEMIC MISCONDUCT

9.1 The associate dean will set up a meeting with the student either in-person or remotely no later than 15 working days from the submission of the appeal application.

9.2 The associate dean will examine all documentation and consult with the instructor prior to the meeting. During the meeting, students will have an opportunity to present their information, respond to questions, and understand the evidence against them. A Students' Association representative is the only individual permitted to accompany the student.

9.3 If the student does not attend the meeting, the associate dean has the right to make a determination in their absence.

9.4 Following the meeting, the associate dean will then issue a final determination.

9.5 The decision of the associate dean may

- (a) dismiss the appeal, meaning the original decision stands; or
- (b) allow the appeal and
 - i. overturn the original decision; or
 - ii. vary the original decision by substituting a different remedy or sanction.

9.6 The appeal decision is final.

9.7 The associate dean will communicate the decision to the student in writing within five working days of the meeting. The communication will include a summary of the issues in the appeal, the decision, and the reasons supporting the decision.

9.8 The associate dean will send the outcome letter to Registrar's Office, notifying them of any required amendments to the student file or transcript. The results of the appeal will be attached to the original academic misconduct file. Upheld appeals will not count as previous incidents.

10. INITIATING AN APPEAL: SUBSEQUENT OR SERIOUS INCIDENTS OF ACADEMIC MISCONDUCT

10.1 Subsequent and serious incident appeals must be submitted in writing to the dean of the applicable school using the appeal request form. The form is available through the Registrar's Office.

10.2 Appeals must be submitted within ten working days of the date the decision was issued to the student.

10.3 An appeal submission must include

- (a) student information including name, student ID, program, and contact details.
- (b) details of the decision being appealed including date of decision, decision-maker, and any file/reference number if available.
- (c) the specific ground(s) for appeal.
- (d) an explanation of how the identified ground(s) substantially affected the outcome.
- (e) a description of the impact the original decision has or may have on the student.
- (f) any relevant documents or evidence being relied upon, including any new information. If the appeal relies on new information, the submission must explain why the information was not reasonably available at the time of the original decision.
- (g) whether the student will require assistance or accommodations during a meeting.

10.4 The dean will acknowledge receipt of the appeal in writing within five working days of submission.

10.5 The dean will conduct an administrative review to ensure the appeal includes all required information and was submitted within the required timeline. If information is missing or unclear, the student may be asked to provide additional details within a specified timeframe.

10.6 The dean may decline to proceed with an appeal if one or more of the following apply

- (a) the individual submitting the appeal is not the affected student.
- (b) the appeal does not meet the submission requirements set out in this procedure.
- (c) the matter is outside the authority of this procedure.
- (d) the stated grounds do not fall within Section 7 or are clearly without merit.
- (e) any new information relied upon could reasonably have been presented earlier.
- (f) the appeal is brought solely due to dissatisfaction with the decision, or with a department, policy, or procedure.

11. APPEAL PROCESS: SUBSEQUENT OR SERIOUS INCIDENTS OF ACADEMIC MISCONDUCT

11.1 If the appeal meets the threshold requirements, the dean will form an appeal committee, serving as its chair. The committee will be comprised of:

- a student representative from another program,
- a faculty member from another school, and
- the dean

11.2 Committee members are recommended by their respective associations; however, the dean has final approval of committee member selection.

- 11.3 Hearings may proceed in writing, in-person, or remotely. The committee chair may exercise their discretion to call a written or oral hearing.
- 11.4 An in-person hearing may be used where clarification of documentary evidence is needed, where credibility is a central issue, or where the potential consequences for the appellant are significant.
- 11.5 The appeal committee will examine all documentation and hear from all parties, including the instructor and the student. The student and instructor may be accompanied by a representative from their respective associations during any meetings.
- 11.6 The committee will convene as soon as is practicable, but not later than 15 working days from the submission of the appeal application. All parties will be provided with reasonable written notice of the date, time, format, and order of proceedings for any hearing.
- 11.7 Hearings are not open to the public. Association representatives are the only individuals permitted to accompany the student and instructor to a hearing.
- 11.8 If either the student or the instructor does not attend the hearing, the committee has the right to proceed with the hearing in their absence.
- 11.9 Both parties will have an opportunity to present their information, respond to questions from committee members, and understand the evidence against them in all hearing formats.
- 11.10 Neither party is permitted to communicate with the committee without the knowledge or presence of the other party. Any written communication will be shared with all parties.
- 11.11 The parties must maintain confidentiality throughout the proceedings. Recording the hearing is not permitted, except as an accommodation approved by the committee chair.
- 11.12 Committee members will make recommendations to the dean, who will then issue a final determination.
- 11.13 The decision of the dean may
 - (a) dismiss the appeal, meaning the original decision stands; or
 - (b) allow the appeal and
 - iii. overturn the original decision; or
 - iv. vary the original decision by substituting a different remedy or sanction.
- 11.14 The appeal decision is final.
- 11.15 The dean will communicate the decision to the student in writing within ten working days of the deliberations. The decision will include a summary of the issues in the appeal, the decision, and the reasons supporting the decision.
- 11.16 The dean must notify the Registrar's Office of any required amendments to the student file or transcript.

ORIGINAL COPY SIGNED

Nancy Brown
Vice-President, Academic and Provost
Date: October 15, 2026

Additional Information	Location
SD 1.1 Academic Misconduct Procedure	MHC Website/Policy & Procedure SharePoint
Academic Misconduct Appeal Form	Registrar's Office
SD 1.4 Grade Appeal Procedure	MHC Website/Policy & Procedure SharePoint