



PROCEDURE

Procedure Name	STUDENT NON-ACADEMIC MISCONDUCT			<i>Revised</i>
Procedure Number	SD 1.5	Approval Date	October 15, 2026	
Parent Policy	SD 1.0 Student Rights and Responsibilities			
Procedure Authority	Dean of Students Services/Registrar			
Executive Sponsor	Vice-President, Academic and Provost			
Approved By	Vice-President, Academic and Provost			

1. PURPOSE

Medicine Hat College (MHC) addresses non-academic misconduct through a process that prioritizes personal accountability and emphasizes restorative and educational approaches before considering punitive measures. Responses are guided by fairness, transparency, and a commitment to safety and wellbeing. The Student Conduct Office aims to prevent harm and disruption while maintaining a supportive and inclusive learning environment by promoting reflection and learning.

2. DEFINITIONS

- **Activity or Area Supervisor:** the individual responsible for overseeing conduct at the time misconduct occurs. When a supervised activity is taking place, responsibility lies with the activity supervisor. In the absence of an activity supervisor, such as in open spaces, responsibility defaults to the area supervisor (the person with departmental responsibility for that space).
- **Bad Faith:** complaints made falsely and maliciously with the intent to intimidate or retaliate.
- **Frivolous:** complaints lacking in substance, proper seriousness, or factual basis.
- **Student Record:** the official college file containing a student's personal, administrative, and service-related information collected and maintained by MHC throughout the student's relationship with the institution. This record may include, but is not limited to, admissions documentation, student services information, financial and account related records, conduct or disciplinary documents, and relevant correspondence. It does not include academic performance data such as grades or transcripts.
- **Vexatious:** the repetition of one or more previous complaints that substantially share the same theme, have already been decided, and are made with the intent to annoy or harass the respondent.

3. SCOPE

The procedure applies to in-person or online non-academic student behaviours that:

- occur on college premises, or involve college related property or activities such as classes, events, off-campus experiences, Work Integrated Learning (WIL) placements, and conferences.
- occur at events or activities with a substantial connection to the college that have an adverse impact on college's reputation, or
- impact another individual's ability to reasonably participate in related MHC programs, activities, or employment.

4. GENERAL

- 4.1 Where possible, individuals are encouraged to attempt to address their concerns directly with the student.
- 4.2 Activity or area supervisors have an initial responsibility to address observed behavior or complaints about behavior at the time they occur. When a concern cannot be resolved in the moment, or when the nature of the behavior warrants further review, the matter should be referred to the Student Conduct Office.
- 4.3 911 will be contacted for all incidents involving imminent risk or harm.
- 4.4 The college may be required to report incidents to law enforcement agencies, employ interim measures, engage third-party investigators, or delay investigations to maintain safety and a fair process.
- 4.5 Students may have multiple relationships with the college (such as student employee, athlete, resident, work practicum, or Students' Association Executive) and their actions may intersect more than one policy, procedure, law, regulation, handbook, or another guideline. In these circumstances, the respective departments or agencies will jointly determine which processes will be applied and in what order.
- 4.6 The college is committed to maintaining a respectful and safe environment in which individuals may raise concerns, seek support, and participate in processes without fear of threat, reprisal, or retaliation. All parties have the right to do so when:
 - (a) fulfilling obligations under any policy or procedure,
 - (b) exercising rights under any policy or procedure,
 - (c) pursuing lawful remedies, including those under the Alberta Human Rights Act, the Criminal Code of Canada, or through civil litigation,
 - (d) participating in or cooperating with an investigation, or
 - (e) supporting or being associated with another individual engaged in any of the above.
- 4.7 At any time in the process, the Student Conduct Office may consult with relevant parties to determine appropriate supports for the student. Confidentiality will be maintained wherever possible throughout this process.

5. PROCEDURAL FAIRNESS

All parties involved in investigations have the right to fair, respectful, and unbiased treatment. This includes:

- (a) Students will be notified of any complaints made about them.
- (b) Students will be informed of the steps in the process, important timelines, and how the decision will be communicated.
- (c) Students will receive reasonable notice of any meetings they are asked to attend, including the subject matter.
- (d) Students have the right to respond to any allegations made against them and can share their information, documents, or witnesses with the investigator.
- (e) Investigations will consider the specific details and circumstances of each case with thoughtful review.
- (f) Decisions will be made based on relevant information, and free from bias and conflicts of interest.

5.1 SUPPORT AND REPRESENTATION IN INVESTIGATIONS

- (a) Students have the right to Students' Association representation during investigations.

- (b) Students have the right to be accompanied by an approved support person during all stages of a non-academic misconduct investigation. Support persons may include sources that can provide emotional, spiritual, or cultural support.
- (c) Support persons may not represent the student or speak on their behalf during the investigation and may be asked to leave if they do so. Their role is solely to provide support.
- (d) Support persons are approved at the discretion of the investigator. Any individual that is or may be involved in the investigation process may not act as a support person.
- (e) Students are also encouraged to seek guidance and support outside of the investigation process to maintain their well-being.

6. INFORMATION PRIVACY AND CONFIDENTIALITY

- 6.1 Personal information must be protected according to MHC policies and procedures and in compliance with all applicable privacy legislation.
- 6.2 All participants must keep investigation processes, findings, discussions, and information confidential. Participants cannot ask other individuals if they participated in the process.
- 6.3 With consent, student information may be shared in order to access support services and assistance.
- 6.4 In certain circumstances the college may be required to disclose information. In such cases, the information disclosed will be strictly limited to only the details required. Disclosures may occur if:
 - (a) an individual is at imminent risk of self-harm,
 - (b) the health or safety of others may be at risk of harm,
 - (c) reporting or some other action is required by law, and
 - (d) evidence of the reported conduct has been made public.

7. REPORTING

- 7.1 The Student Conduct Office is available to employees or students for consultation regarding potential instances of student non-academic misconduct.
- 7.2 Individuals, including students, may submit a complaint in writing to the Student Conduct Office when they believe a student has violated this procedure or the Student Rights and Responsibilities policy.
- 7.3 The Student Conduct Office will determine whether the situation can be resolved informally or whether a formal process is required.
- 7.4 If the complaint moves to a formal process, the Student Conduct Office will advise all parties of next steps and what information is required.
- 7.5 Complaints that are determined to be frivolous, vexatious, or made in bad faith may be subject to remedies or sanctions at the discretion of the Student Conduct Office.
- 7.6 If an individual has chosen to report under this procedure, it does not limit their right to submit a complaint to law enforcement or another agency.
- 7.7 Individuals considering making an anonymous report should be aware that it may not lead to resolution if there is inadequate information to carry out a fair and effective investigation.

8. INFORMAL RESOLUTION

- 8.1 Informal resolution involves pathways to resolve a dispute that typically have some level of collaboration or cooperation between both a complainant and a respondent.
- 8.2 The Student Conduct Office will determine the seriousness of the complaint and whether it can be resolved informally.
- 8.3 An informal response is appropriate only when misconduct is minor, not a risk to safety, and has not persisted following previous informal responses.
- 8.4 As part of an informal response, employees are encouraged to identify and discuss supports with the students involved as a way of being proactive in preventing future breaches of policies and procedures.
- 8.5 No further action is required if the complaint is resolved during a meeting between the Student Conduct Office, complainant, and respondent. A record of the informal resolution discussion will be retained by the Student Conduct Office for the duration of the respondent's enrollment at the college

9. FORMAL RESOLUTION

- 9.1 The Student Conduct Office will investigate formal complaints, unless the complaint is frivolous, vexatious, made in bad faith, or does not provide sufficient information for an investigation.
- 9.2 The Student Conduct Office reserves the right to have a third-party present during interviews and any investigation process for security, note taking, and verification purposes.
- 9.3 The Student Conduct Office will designate one or more persons to act as the investigator and decision maker and reserves the right to engage a third-party investigator as needed.
- 9.4 Where there is an ongoing criminal investigation into a matter also under investigation by the Student Conduct Office, the college will cooperate with law enforcement authorities to the extent permitted by law but will not suspend or cease its internal investigation.

10. INVESTIGATION

- 10.1 Investigators must have appropriate training and experience in relation to the matter under investigation.
- 10.2 Investigations will be completed in a reasonable, timely manner that reflects the complexity and requirements of the investigation and aligns with procedural fairness.
- 10.3 The investigator will contact the respondent, and where applicable the complainant, to inform them of the investigation process.
- 10.4 The respondent will be notified of any allegations in writing and provided an opportunity to respond.
- 10.5 The investigation process includes, but is not limited to, speaking with those involved and others with relevant knowledge, reviewing relevant documents and materials, and considering all available information. Based on this information, the investigator will draw conclusions and determine the findings. Findings of responsibility are made using the balance of probabilities, meaning it is more likely than not that the alleged non-academic misconduct occurred.
- 10.6 The outcome of the investigation and any remedies or sanctions will be communicated to applicable parties.

10.7 Sanctions will be documented on the student's personal file and on transcripts where applicable.

11. INTERIM MEASURES

11.1 Interim measures are temporary limitations imposed for the purposes of ensuring safety, the preservation of property, and the operations of the college. They must balance individuals' safety with fairness to the respondent and consider the impact on learning and student relationships.

11.2 Interim measures are not an assumption of guilt or a prejudgement of the outcome.

11.3 Interim measures may include but are not limited to the following:

- (a) no contact with specific individuals,
- (b) change in class schedule or delivery modality,
- (c) a change in access to college services such as food services, registration, student services, library services, parking services, residence, and bookstore services, or
- (d) restricting access to specific college classes, activities, premises, or facilities.

11.4 The respondent and others, as appropriate, will be informed of any interim measures in writing.

11.5 If a student has been found not responsible as a result of an investigation under this procedure, and interim measures have prevented them from completing course or program learning requirements, reasonable arrangements will be made to ensure the student is provided an opportunity to make up for the missed learning.

12. RESOLUTION

12.1 Resolutions will be applied in a manner that attempts to repair the harm caused to the complainant and/or the college. Any remedies or sanctions applied must be proportionate to the violation.

12.2 In deciding the appropriate outcome(s), consideration will be given to the following factors:

- (a) whether the student has presented a risk to themselves or others,
- (b) whether the conduct was accidental or intentional,
- (c) whether the student has mitigating personal circumstances,
- (d) whether it is a first instance of non-academic misconduct,
- (e) whether severity is a factor, and
- (f) whether the misconduct has impacted the reputation of the college.

12.3 When the decision maker is considering a restorative action, all parties must voluntarily agree to the approach.

12.4 If the restorative action is unsuccessful whether through the failure to reach an agreement or non-compliance with the terms of an agreement, another remedy or sanction may be imposed.

12.5 Security Services will be notified in the case of exclusion from college property.

13. REMEDIES AND SANCTIONS FOR RESOLUTION

Misconduct resolved through this procedure may have one or more of the following remedies or sanctions assigned.

13.1 Possible Remedies

- (a) **Apology:** a written or video message or an in-person acknowledgment of responsibility and outline of any corrective actions.
- (b) **Restorative actions:** mutually agreeable resolution process for all relevant parties, outlining an action plan with set parameters and resources to support continued participation at the college. This may include but is not limited to mediation, talking circles, dialogue, and other restorative agreements.
All restorative resolutions will be implemented in collaboration with relevant campus and community partners, including Indigenous Services, International Education, Mental Health and Counselling, and other support networks. These groups will be engaged early and meaningfully to ensure cultural sensitivity, inclusivity, and trauma-informed practices that prioritize healing, dignity, and the well-being of all participants.
- (c) **Referral:** the recommendation to attend, participate, or complete a learning such as a workshop, training, community service, reflective exercise, project, or other form of learning related to the misconduct.

13.2 Possible Sanctions

The following will appear on student personal files.

- (a) **A written warning:** a formal written warning placed on a student's personal file until expiration, or the student is no longer with the college.
- (b) **A signed agreement of behavioural expectations:** placed on a student's personal file until expiration, or the student is no longer with the college.
- (c) **Restricted access:** a restriction limiting access to an area, service or experience associated with the college other than scheduled academic activities.
- (d) **Loss of privileges:** loss of eligibility to attend, participate, or membership to a club, team, organization, or activity for an expressed period of time, including relocation or eviction from student housing.
- (e) **Exclusion from college property:** this may include campuses, lands, buildings, and/or on-line systems.

The following sanctions require approval from the Dean of Students/Registrar, in consultation with the applicable dean.

- (f) **Course removal:** being removed from a single or multiple courses at the college which may include a partial or total loss of fees and/or grade and will appear on official transcripts.
- (g) **Program removal:** being removed from a college program which may include a partial or total loss of fees and/or grades and will appear on official transcripts.
- (h) **Removal of a college appointment:** loss of eligibility to have or continue to have college appointments such as employment, status, or an internal college-based award, scholarship, or bursary.
- (i) **Suspension:** a temporary prohibition of enrollment, of up to three years, which may include a loss of student privileges and course or program removal. Suspensions may result in a notation on official transcripts. Suspensions may include a partial or total loss of fees and funds and conditions associated with the return to the college.
- (j) **Expulsion:** a permanent prohibition of enrollment which includes a complete loss of student privileges and course or program removal. Expulsions may result in a notation on a student's transcripts.

14. APPEALS PROCESS

Respondents may make an appeal application under the Student Non-Academic Appeals procedure. Appeal applications must be submitted within 20 working days of receiving the decision. Depending on the nature of the decision being appealed the implementation of the disciplinary action may be put on hold.

ORIGINAL COPY SIGNED

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

Additional Information	Location
SD 1.0 Student Right and Responsibilities	MHC Website/Policy and Procedure SharePoint
SD 1.6 Student Non-Academic Misconduct Appeal Procedure	MHC Website/Policy and Procedure SharePoint
SD 1.0 Appendix B – Non-Academic Misconduct Examples	MHC Website/Policy and Procedure SharePoint
Student Non-Academic Misconduct Appeal Form	Vice-President, Academic & Provost SharePoint/Office