



PROCEDURE

Procedure Name	STUDENT NON-ACADEMIC MISCONDUCT APPEALS			New
Procedure Number	SD 1.6	Approval Date	October 15, 2026	
Parent Policy	SD 1.0 Student Rights and Responsibilities			
Procedure Authority	Vice-President, Academic and Provost			
Executive Sponsor	Vice-President, Academic and Provost			
Approved By	Vice-President, Academic and Provost			

1. PURPOSE

Medicine Hat College (MHC) supports student rights through an accessible, respectful, and independent review process for non-academic conduct decisions. Guided by impartiality and thoughtful assessment, the appeal process ensures accountability and consistent decision-making.

2. DEFINITIONS

- **Appellant:** a student who has submitted an appeal application.
- **Bias:** a prejudgment of an issue, or an inclination in favour of one side or the other. This includes actual bias (e.g., holding a personal interest in the outcome of a decision), or a reasonable apprehension of bias.

3. GENERAL

- 3.1 The college strives to ensure the appeal process is timely, transparent, and respectful of all participants, while balancing the need for careful and objective review.
- 3.2 Dissatisfaction with a decision, finding, or outcome is not, on its own, a ground for appeal.
- 3.3 An appeal is not a re-hearing of the case. The review focuses on whether the original decision, finding, or outcome was reached through a procedurally sound process, was reasonable based on the information available at the time, and aligned with applicable policies and procedures.
- 3.4 Appeals may be paused if the matter is also under review through an external or independent process. The appeal will resume once that process concludes, or when continuation is determined appropriate by the college.
- 3.5 Filing an appeal does not automatically delay or suspend the implementation of the original outcome. Depending on the nature of the remedy or sanction, the college may temporarily pause implementation while the appeal is under consideration.
- 3.6 Decisions may be made solely on the basis of written submissions. A hearing or meeting with the parties may not be required.
- 3.7 Communication related to the appeal will occur primarily in writing. Students are responsible for monitoring college communications and meeting all timelines in this procedure.

4. GROUNDS FOR APPEAL

4.1 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.

5. INITIATING AN APPEAL

5.1 Appeals should be submitted in writing to the Office of the Vice-President, Academic and Provost using the Student Non-Academic Misconduct Appeal Form.

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

5.3 An appeal submission must include

- (a) appellant 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 appellant.
- (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 appellant will require assistance or accommodations during a hearing.
- (h) the name of any requested support person and/or Students' Association representative that the appellant may want to be present.

6. INITIAL REVIEW

6.1 The Office of the Vice-President, Academic and Provost will acknowledge receipt of the appeal in writing within five working days of submission.

6.2 The Office of the Vice-President, Academic and Provost 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 appellant may be asked to provide additional details within a specified timeframe.

6.3 The Vice-President, Academic and Provost will determine whether the appeal contains valid grounds.

6.4 The Vice-President, Academic and Provost may decline to proceed with an appeal if one or more of the following apply:

- (a) the individual submitting the appeal is not the appellant,

- (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 4, are clearly without merit, or do not justify an appeal proceeding,
- (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.

7. APPEAL PROCESS

- 7.1 If the appeal meets the threshold requirements, the Vice-President, Academic and Provost will form the appeal committee, serving as its chair. The committee will be comprised of:
- (a) the Vice-President, Academic and Provost (Chair),
 - (b) one neutral college administrator or faculty member not previously involved in the matter chosen by the committee chair, and
 - (c) a student from a different program than, and unknown to the appellant, recommended by the Students' Association.
- 7.2 Once an appeal is accepted to proceed, all appeal materials will be shared with the relevant parties.
- 7.3 Hearings may proceed in writing, in-person, or remotely via an online platform. The committee chair may exercise their discretion to call a written or oral hearing.
- 7.4 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.
- 7.5 The committee will convene as soon as is practicable, but not later than 30 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.
- 7.6 Hearings are not open to the public.
- 7.7 If either the appellant or the respondent does not attend the hearing, the committee has the right to proceed with the hearing in their absence.
- 7.8 Both parties will have an opportunity to present their information and to respond to questions from committee members in all hearing formats.
- 7.9 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.
- 7.10 The parties are expected to maintain confidentiality throughout the proceedings.
- 7.11 Recording the hearing is not permitted, except as approved by the committee chair as an accommodation.
- 7.12 Following the conclusion of the hearing, the committee will deliberate in private and come to a decision.

8. DECISION

- 8.1 The appeal committee decision 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.

8.2 The committee chair will communicate the committee's decision in writing within five working days of the deliberations. The decision will include the names of the committee members, a summary of the issues in the appeal, the decision, and the reasons supporting the decision. Any resulting amendments to the student file will be made by the Student Conduct Office and the Registrar's Office.

8.3 Decisions of the appeal committee are final.

9. PROCEDURAL FAIRNESS

9.1 All parties have the right to be treated in accordance with 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.

9.2 The student or instructor may choose to have a designated union or association representative present at any meetings.

9.3 An appellant may be accompanied by an approved support person during the appeal process. Support persons must be approved a minimum of 24 hours prior to attending a meeting or hearing. They may provide emotional, cultural, or practical support but may not speak on behalf of the party. Support persons who speak for any party may be asked to leave the room.

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 1.5 Student Non-Academic Misconduct 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