



OFFICE OF STUDENT CONDUCT (OSC):

GUIDELINES FOR NON-ACADEMIC MISCONDUCT APPEALS PROCEDURES, TIMELINES AND FORMS

Upon receipt of the Board's decision, either party may initiate an appeal based upon the following three (3) allowable grounds under the Code:

- (1) alleged bias of the Non-Academic Misconduct Review Board or one of its members, or
- (2) alleged failure by the Non-Academic Misconduct Review Board to comply with the principles of natural justice or procedural fairness, or
- (3) substantial new evidence unavailable to the Non-Academic Misconduct Review Board.

Anyone requiring further information or advice about this process should consult the Office of Student Conduct or the Students' Association of Mount Royal College.

Procedures: <i>(What must be done)</i>	Responsibilities and Timelines: <i>(by whom and by when)</i>
<p>Stage I- Initiating A Non-Academic Misconduct Appeal</p> <p><input type="checkbox"/> Section A of the <i>Non-Academic Integrity Appeal Form</i> must be completed and submitted to the OSC, stating the reasons why the appeal should be heard and the remedy being sought.</p>	<p>Who: Community member who is party to the Incident</p> <p>When: Within 5 working days of receipt of the original board's decision.</p>
<p>Stage II- Processing the Appeal</p> <p><input type="checkbox"/> The OSC reviews and refers all supporting documentation from the original incident and the appeal to the Chairperson of the Non-Academic Misconduct Appeal Board (NMAB).</p>	<p>Who: OSC</p> <p>When: Within 5 working days of the receipt of the appeal whenever possible.</p>
<p>Stage III- Convening the Non-Academic Misconduct Appeal Board Hearing</p> <p><input type="checkbox"/> The Chairperson determines whether there are grounds for an appeal.</p> <p><input type="checkbox"/> If no, the appeal is declined, and, within 5 working days the Chairperson must communicate this in writing to all parties and to the OSC.</p> <p><input type="checkbox"/> If yes, an NMAB hearing is convened, within 10 working days whenever possible.</p> <p><input type="checkbox"/> The decision is rendered within 5 days of the conclusion of the hearing. The decision of the board is final and may not be appealed. The results from the appeal process are communicated to all parties and to the OSC.</p>	<p>Who: NMAB</p>