



STUDENT APPEAL OF SUSPENSION TO BOARD OF GOVERNORS FORM

Under the [BC College and Institute Act](#), students have the right to appeal a suspension issued by the President to the Board of Governors. This process ensures that students are provided with a fair review of the suspension decision at their request.

The *BC College and Institute Act*, Section 37 states that:

- (2) For just cause, the president of an institution may suspend a student of the institution and deal summarily with a matter of student discipline;
- (3) On exercise of a power of suspension under this section, the president must immediately report the action to the board with a statement of the reasons;
- (4) A person suspended under this section has the right of appeal to the board.

Appeals of a suspension decision must be submitted by the student to the Board of Governors within 20 business days from the date the student was notified of the decision, by completing this form.

The completed appeal form must be submitted to the Director, President’s Office.

Email: boardappeal@coastmountaincollege.ca

Mail: Director, President’s Office Coast Mountain College
5331 McConnell Ave
Terrace, B.C. V8G 4X2

For advice in completing this form, you may consult the Director, President’s Office by emailing boardappeal@coastmountaincollege.ca.

First name:	Last name:	Middle name:
Student ID:		Program:
Email:		Primary contact number:
Mailing Address:		

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All sections of this form must be fully completed. Incomplete forms will not be accepted by the Director, President's Office.

1. Indicate the grounds for your appeal. Grounds for appeal of suspension are:

Please select all that apply

- The decision to suspend lacked procedural fairness.
(Review section 5.00, ADM-021P, [Student Appeal of Suspension to Board of Governors Policy](#))

- Relevant new information has come to light that was not available when the decision to suspend was made and that may have influenced the outcome.

2. Describe or explain the grounds for the appeal.

If you require more space for this description, attach extra page(s). Attach all documents which you feel would support your appeal.

3. Do you intend to call witnesses?

If yes, list the names of these witnesses and what they are adding to the process. Attach extra page(s), if required.

Yes

No

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4. Will you be accompanied by a support person?

If so, please provide the following information:

Yes

No

NOTE: If you intend to be accompanied by legal counsel, you must notify the Director, President's Office in advance of the hearing. Failure to provide advance notice may result in the rescheduling of the appeal to ensure fair process and adequate preparation.

Name:
Primary contact number:
Email:
Relation:

5. Requested outcome of this appeal.

If you require more space for the requested outcome, attach extra page(s).

Privacy Statement

The personal information collected through this form is under the authority of the [Freedom of Information and Protection of Privacy Act](#) (FOIPPA-BC). Any information that you provide is treated confidentially and will be accessed by Coast Mountain College's Board Appeal Working Group.

By submitting this form, the information will be sent to boardappeal@coastmountaincollege.ca and will be kept confidential within the scope of which the situation necessitates or as required by law.

For questions or concerns related to privacy, please contact the Privacy Officer by emailing foi@coastmountaincollege.ca.

I have read and agree with the privacy statement noted above.

By completing and submitting this form, I confirm that the information provided is true and complete to the best of my knowledge. I understand that incomplete, false or misleading information may affect the outcome of my appeal. I acknowledge that all appeal proceedings are confidential and conducted in accordance with the BC *College and Institute Act* and Coast Mountain College policies.

Signature: _____

Date: _____