


Policy Name:	STUDENT APPEAL OF SUSPENSION TO BOARD OF GOVERNORS	
Approved By:	Board of Governors	
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Policy Holder:	President & CEO	
Operational Lead:	Director, President's Office	
Policy Number:	ADM-021	

STUDENT APPEAL OF SUSPENSION TO BOARD OF GOVERNORS POLICY

1.00 PURPOSE

- 1.1 All Coast Mountain College (the College) students have right to submit a final appeal to the Board of Governors regarding a decision by the College President & CEO to suspend a student from the institution. The purpose of this policy is to outline the principles governing the process for such final appeals.
- 1.2 The procedural steps for student appeals are documented in ADM-021, *Student Appeal of Suspension to Board of Governors Procedure*.

2.00 DEFINITIONS

- 2.1 **Balance of Probabilities:** Also known as the "preponderance of the evidence," is the standard of proof used in civil law cases. It essentially means that a fact is considered proven if it is more likely than not to be true, or if there is a greater than 50% chance that it occurred. This standard is lower than the "beyond a reasonable doubt" standard used in criminal law.
- 2.2 **Board Appeal Working Group:** A working group of four Board members who hear the appeals submitted to the Board.
- 2.3 **Student:** An individual who has been suspended from the College and is appealing the suspension decision.
- 2.4 **Student Conduct File:** A record maintained by an administrator as designated by the Vice-President, Academic, Students, and International. This file is separate from the student's academic records and contains all information collected regarding alleged misconduct, including investigation records and supporting documentation. It is maintained in accordance with prudent and acceptable standards within the field.
- 2.5 **Student Record:** A record maintained by the Registrar's Office that contains all academic information and decisions related to a student's eligibility and ability to participate in educational programs and activities at the College.
- 2.6 **Support Person:** An individual, either internal or external to the College, who may provide information, advice, advocacy, cultural support, accessibility support, or

representation to the student who is appealing the suspension. This may include, but is not limited to, a legal guardian, translator, and/or the Students' Union.

2.7 **Suspension:** The removal of a student from the College by the President & CEO pursuant to the [BC College and Institute Act](#). The removal could be for a specified period of time or permanent. During this time the student is not permitted to be on campus, to reside in on campus housing, attend classes, participate in College activities, or access College services.

2.8 **The College:** Coast Mountain College (CMTN).

3.00 POLICY STATEMENT

3.1 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.

4.00 SCOPE AND LIMITS

4.1 This policy and its associated procedure, ADM-021P, *Student Appeal of Suspension to Board of Governors Procedure*, apply to students who have been suspended from the College by a decision of the College President & CEO.

4.2 The circumstances that may lead to a suspension are described in related policies including:

- a. [ADM-009, Student Non-Academic Conduct Policy](#)
- b. [EDU-007, Sexualized Violence Policy](#)
- c. EDU-022, *Academic Integrity Policy*
- d. [HMR-003, Bullying, Harassment and Discrimination Policy](#).

4.3 This policy and its associated procedure do not apply to the appeal of other academic or non-academic decisions that do not result in suspension.

- a. Refer to the policies below for more information:
 - i. [EDU-015, Student Complaints Referral Policy](#)
 - ii. EDU-023, *Academic Appeals Policy*.

5.00 PROCEDURAL FAIRNESS

5.1 Students have the right to:

- a. have all policies applied consistently and equitably
- b. receive written communication from the College regarding any decision or action, with sufficient detail to allow them to understand the reasons and implications
- c. dispute an initial decision or action taken by the College
- d. appeal a subsequent decision or action taken by the College

- e. receive sufficiently detailed and reasoned notice of any activity, decision, or proceeding affecting their rights or status as a student
- f. have a timely and reasonable opportunity to be heard and to present their case before impartial and neutral decision makers
- g. be provided with sufficiently detailed, reasoned, and timely decisions from the Board Appeal Working Group
- h. seek representation, advocacy, or support during the appeal process
- i. request that the appeal process be paused by submitting written notice to the Director, President's Office.

6.00 PRINCIPLES

- 6.1 The College will establish and maintain a process that enables students to appeal a suspension from the College in a manner that upholds the principles of procedural fairness.
- 6.2 The Board of Governors serves as the final level of appeal for decisions regarding student suspensions.
- 6.3 Students are responsible for informing themselves about relevant College policies and procedures.
 - a. Ignorance of College policies and procedures does not excuse students from responsibility for their actions.
 - b. Policies and procedures that relate to students are available on the College website.
- 6.4 A decision to suspend will remain in effect throughout the duration of any appeal to the Board of Governors.
- 6.5 The College encourages students to seek information and/or support from a Support Person about this policy and its accompanying procedure, ADM-021P, *Student Appeal of Suspension to Board of Governors Procedure*.
- 6.6 The Board Appeal Working Group may consult the Vice-President Academic, Students, and International for advice about this policy and procedure, hearing processes, or concepts of procedural fairness at any stage before or after a student's hearing or issuance of a final hearing decision.
- 6.7 All participants involved in the appeal process, except the Student, are expected to maintain the confidentiality of any information obtained during the course of an investigation or proceedings, and to preserve the overall confidentiality of the appeal process.

7.00 RELATED POLICIES, PROCEDURES, AND GUIDELINES

- 7.1 [ADM-009, Student Non-Academic Conduct Policy](#)
- 7.2 [ADM-011, Records Management Policy](#)
- 7.3 ADM-021P, *Student Appeal of Suspension to Board of Governors Procedure*
- 7.4 [EDU-007, Sexualized Violence Policy](#)
- 7.5 [EDU-007P, Sexualized Violence Procedure](#)

ADM-021, Student Appeal of Suspension to Board of Governors Policy

- 7.6 [EDU-015, Student Complaints Referral Policy](#)
- 7.7 *EDU-022, Academic Integrity Policy*
- 7.8 *EDU-023, Academic Appeals Policy*
- 7.9 [HMR-003, Bullying, Harassment, and Discrimination Policy](#)

8.00 OTHER SUPPORTING DOCUMENTS

- 8.1 [BC College and Institute Act](#)
- 8.2 [BC Freedom of Information and Protection of Privacy Act](#)
- 8.3 *Student Appeal of Suspension to Board of Governors Form*

9.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Role	Approved By
Created	Sept. 5, 2025	Director, President's Office	Board of Governors