


Procedure Name:	STUDENT APPEAL OF SUSPENSION TO BOARD OF GOVERNORS	
Approved By:	Board of Governors	
Approval Date:	September 5, 2025	
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Procedure Holder:	President & CEO	
Operational Lead:	Director, President's Office	
Procedure Number:	ADM-021P	

## STUDENT APPEAL OF SUSPENSION TO BOARD OF GOVERNORS PROCEDURE

### 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 to suspend a student from the institution.
- 1.2 This procedure specifies the steps to be followed when a student appeals a suspension decision made by the President of the College

### 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 appeals submitted to the Board.
- 2.3 **President:** The President & CEO of Coast Mountain College.
- 2.4 **Student:** An individual who has been suspended from the College and is appealing the suspension decision.
- 2.5 **Student Conduct File:** A record maintained by an administrator 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.
- 2.6 **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.
- 2.7 **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, legal guardian, translator and/or the Students' Union.

2.8 **Suspension:** The removal of a Student from the College by the President 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 on campus, to reside in on campus housing, to attend classes, participate in College activities, or access College services.

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

### 3.00 STUDENT REQUEST FOR APPEAL

3.1 A Student appeal must clearly state the grounds on which the appeal is based. Grounds for appeal may include, but are not limited to:

- a. allegations that the decision to suspend lacked procedural fairness
- b. the emergence of relevant new information that was not available at the time the suspension decision was made and that may have affected the outcome.

3.2 The Student must submit a completed *Student Appeal of Suspension to Board of Governors* form, along with all supporting documentation, to the Director, President's Office at [boardappeal@coastmountaincollege.ca](mailto:boardappeal@coastmountaincollege.ca).

3.3 The appeal form is available on the College website:

- a. Appeals must be submitted within 20 business days from the date the Student was notified of the suspension decision.
- b. At any time, the Student may terminate the appeal process by providing written notice to the Director, President's Office. Once an appeal is withdrawn, the Student may not resubmit an appeal to the Board regarding the matter.

### 4.00 STUDENT AND PRESIDENT SUBMISSIONS

4.1 Upon receipt of the *Student Appeal of Suspension to Board of Governors* form, within two business days the Director, President's must:

- a. notify the President and the Board Chair
- b. acknowledge receipt in writing to the student
- c. forward a copy of the appeal request to the Board Chair and the President.

4.2 The Board will form a Board Appeal Working Group within five business days.

4.3 The Board Appeal Working Group will convene to review the request within seven business days following the establishment of the group.

- a. The Board Appeal Working Group may request additional information from the President.

4.4 The President will provide any documentation requested by the Board Appeal Working Group to the Director, President's Office within five business days of receiving such request.

4.5 The Director, President's Office will forward all documentation to the Working Group upon receipt.

4.6 The President may provide the name of any designated representative, if applicable, who will speak on behalf of the President.

- 4.7 In exceptional circumstances, and at the discretion of the Chair of the Board Appeal Working Group, additional documents may be accepted from either the Student or the President after the submission deadline.

#### 5.00 ESTABLISHING THE BOARD APPEAL WORKING GROUP

- 5.1 The Chair of the Board of Governors will establish the Board Appeal Working Group within five business days of receiving the submissions.
- 5.2 The Board Appeal Working Group may consist of members who have completed training on tribunal procedures.
- 5.3 Board Appeal Working Group Members are required to:
  - a. disclose any actual or potential conflicts of interest for consideration of their eligibility to serve on the working group.
- 5.4 The Board Appeal Working Group may convene within seven business days of being established to review the documentation and determine whether the appeal request is based on sufficient grounds.
  - a. Within three business days of the meeting, the Chair of the Board Appeal Working Group will notify the Student and the President in writing of the decision regarding whether a hearing will be held, including reasons for the decision.
  - b. If the appeal is accepted for hearing, the Chair of the Board Appeal Working Group will schedule the hearing within 10 business days of the decision to proceed.

#### 6.00 APPEAL HEARING

- 6.1 A written record of all hearing meetings will be maintained.
- 6.2 The Board of Governors Chair and the Director, President's Office must ensure that help and support are available for hearing participants for traumatic and sensitive cases.
- 6.3 The President, Board Appeal Working Group Members, and other College employees involved in the process are required to maintain strict confidentiality regarding all aspects of the proceedings.
- 6.4 The hearing will be attended by:
  - a. Members of the Board Appeal Working Group
  - b. the Student
  - c. the President or their designated representative
    - i. Under exceptional circumstances (e.g., being absent for an extended period of time where delay of the hearing would significantly impact the Student), the President may appoint a designated representative to attend the hearing.
  - d. people directly involved in the case
  - e. other individuals as determined appropriate by the Board Appeal Working Group.
- 6.5 Hearings are closed-door sessions and are not open to the public or to College community members who are not directly involved in the proceedings.

- 6.6 The Student may be represented during the appeal hearing.
    - a. The Student must:
      - i. identify the name and title of any support person on the *Student Request for Appeal to the Board of Governors* form and
      - ii. provide this information to the President prior to the hearing.
    - b. Despite being represented, the Student is expected to participate fully in the hearing and to respond to any factual questions posed by the Board Appeal Working Group.
  - 6.7 The President may also be represented during the hearing.
    - a. The President must identify the name and title of any representative to the Board Appeal Working Group and ensure that this information is provided to the Student prior to the hearing.
    - b. Despite being represented, the President is expected to participate fully in the hearing and respond to any factual questions posed by the Board Appeal Working Group.
  - 6.8 The Student may request accommodations to support their full participation in the hearing and must notify the Chair of the Board Appeal Working Group of such requirements at least five business days before the hearing.
  - 6.9 The Student may have a cultural or accessibility support person, or legal guardian present during the hearing; however, the support person is not permitted to engage in discussions during the proceedings unless asked by a member of the Working Group.
  - 6.10 The Director, President's Office may work with the Student to organize such support and accommodation needs if required.
  - 6.11 The Chair of the Board Appeal Working Group will preside over the hearing proceedings and ensure that procedural fairness is upheld:
    - a. The Chair will begin the hearing by introducing all participants and outlining the procedures to be followed.
    - b. The Student will be given the opportunity to present their case and respond to any questions.
    - c. The President or their designated representative will be given the opportunity to present their case and respond to any questions
    - d. Board Appeal Working Group Members may pose questions to any party.
  - 6.12 At the conclusion of the hearing, all printed documentation provided during the proceedings must be returned to the Board of Governors Chair.
    - a. The Board of Governors Chair will ensure that all documentation is placed in the student conduct file as part of the official record of the hearing.
- 7.00 DECISION
- 7.1 Immediately following the hearing, the Board Appeal Working Group Members may deliberate in private and reach a decision regarding the appeal on the same day.

- 7.2 The decision of the Board Appeal Working Group will be:
  - a. based on the standard of proof of the “balance of probabilities”
  - b. determined by majority vote of the Board Appeal Working Group Members.
- 7.3 The Hearing Committee will rule that the appeal is either “allowed” or “dismissed.”
  - a. If the appeal is allowed, the Committee may:
    - i. remit the matter back to the President for reconsideration, or
    - ii. substitute its own decision for the decision of the President.
- 7.4 The Board of Governors Chair may communicate the final decision and rationale to the Student and the President on the same day, and in writing within three business days of the hearing.
- 7.5 If there is any delay in making a final decision, the Student will be informed of the delay and provided with a reasonable timeline for the completion of the process.
- 7.6 The Vice President, Academic, Students, and International will receive a copy of the written decision and rationale for inclusion in the student conduct file and will communicate the decision to the Registrar’s Office and other affected parties.

#### 8.00 HEARING RECORDS, RECORDINGS, AND FILES

- 8.1 Written records of the hearing will be maintained in the student conduct file.
- 8.2 All records related to the hearing will be retained for a minimum of one year following the hearing date.
- 8.3 Hearing records will remain confidential.

#### 9.00 BOARD OF GOVERNORS’ REVIEW

- 9.1 The Board of Governors’ review must focus solely on determining whether College policies were followed and whether the sanction imposed was appropriate.
- 9.2 The Board will not reinvestigate the underlying allegations of the misconduct.
- 9.3 The Board may access the complete investigation record, including redacted copies of confidential documents, as required to fulfill its review responsibilities.

#### 10.00 PRIVACY AND CONFIDENTIALITY

- 10.1 Access to information related to the appeal is restricted to individuals who require it for purposes of administering or participating in the appeal process.
- 10.2 All participants in the appeal process, except the Student, are required to maintain the confidentiality of all information obtained through the proceedings, both during and after the conclusions of the process.
- 10.3 Records of the appeal hearing, including any documented notes or decisions, must be stored securely and retained in accordance with the College’s records management policies and applicable legislation.
- 10.4 The Student has the right to access their personal information that was collected and used during the appeal process, subject to applicable redactions.

ADM-021P, Student Suspension Appeal to the Board of Governors Procedure

11.00 RELATED POLICIES, PROCEDURES, AND GUIDELINES

- 11.1 [ADM-009, Student Non-Academic Conduct Policy](#)
- 11.2 [ADM-011, Records Management Policy](#)
- 11.3 ADM-021, *Student Appeal of Suspension to Board of Governors Policy*
- 11.4 [EDU-007, Sexualized Violence Policy](#)
- 11.5 [EDU-007P, Sexualized Violence Procedure](#)
- 11.6 [EDU-015, Student Complaints Referral Policy](#)
- 11.7 EDU-022, *Academic Integrity Policy*
- 11.8 EDU-023, *Academic Appeals Policy*
- 11.9 [HMR-003, Bullying, Harassment, and Discrimination Policy](#)

12.00 OTHER SUPPORTING DOCUMENTS

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

13.00 HISTORY

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

## Appendix A: Timeline

The table below summarizes the timeline of events for the appeal of a suspension to the Board of Governors.

Action	Timeline	Person Responsible
1. Submit appeal of the President's decision	Twenty business days following notification of suspension by the President	Student
2. Forward appeal request to the Board Chair and the President	Two business days following submission of appeal	Director, President's Office
3. Establish Board Appeal Working Group	Five business days following notification of appeal	Chair, Board of Governors
4. Review submission and request any required information from the President	Seven business days following establishment of working group	Chair, Board Appeal Working Group
5. Submit additional information if requested	Five business days following the request from the Board Appeal Working Group	The President
6. Communicate in writing, the decision regarding whether a hearing will be held, including reasons for the decision	Three business days after the meeting to review submission from the Student	Chair, Board Appeal Working Group
7. Schedule appeal hearing if required	Ten business days following the request from the Board Appeal Working Group	Chair, Board Appeal Working Group
8. Communicate the appeal hearing to the Student and the President if requested by the Board Appeal Working Group	Upon receipt organize meeting and communicate date	Director, President's Office
9. Notify Working Group Chair of any requirements for accommodation	Five business days before the meeting	Student
10. Organize accommodation needs and support if required	Five business days before the meeting	Director, President's Office
11. Board Appeal Working Group meets to reach a decision	Immediately after appeal meeting	Chair, Board Appeal Working Group
12. Communicate the final decision and rationale to the Student and President	The on the same day the decision is made	Chair, Board of Governors
13. Communicate final decision in writing to the Student and the President	Within three business days of the hearing	
14. Submit copy of final decision and rationale to Vice President, Academic, Students, and International	Five business day following working group decision	

<b>Action</b>	<b>Timeline</b>	<b>Person Responsible</b>
15. Communicate decision to Registrar's Office and other affected parties	On receipt of such information from the Board of Governor Chair	Vice President, Academic, Students, and International
16. Retain all records related to the appeal	In accordance with Record Management Policy	Vice President, Academic, Students and International