

DOCUMENT TITLE	Appeal of Suspension from College Process
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NAME OF POLICY THE DOCUMENT SUPPORTS	G-1.7 Board Executive Committee Terms of Reference
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HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	President

APPEAL OF SUSPENSION FROM COLLEGE PROCESS

PURPOSE

The purpose of this document is to outline the process that will take place should a student be suspended from the College by the President.

PROCEDURE

APPEAL OF SUSPENSION FROM THE COLLEGE

If the President approves a suspension from the College, the student has a right to appeal to the Board of Governors Executive Committee as per the [British Columbia College and Institute Act](#) and [Policy G-1.7](#).

The only two grounds upon which an appeal can be based are:

1. A flaw in due process or procedures in the determination to suspend the student.
2. New evidence or information, not available at the time of the President’s decision to suspend the student, which may have affected the decision.

The student appellant must submit their appeal package to the Board Assistant martinh@camosun.ca within ten working days of receipt the suspension letter. They may request a review in person or in writing.

On receipt of appeal:

1. The Board Executive Assistant gives the appeal package to the President (respondent) and the Board Chair.
2. The Board Chair determines whether or not the appeal meets the criteria outlined above.

3. If it does not, the student will be informed by the Board Chair within five days that the appeal will not be accepted because it does not meet the criteria.
4. If it meets the criteria, the President will have the option to review any new information provided in the appeal, and reverse or modify the decision.
5. If the appeal proceeds, the Board Chair will inform the Board Executive committee and will schedule a hearing, within ten days.
6. The Board Executive committee will determine the outcome of the appeal and their decision is final.

PROCESS FOR THE HEARING

The Board Chair will identify whether the appeal will be heard in writing or in person based on the student's request for appeal.

In Writing

1. The president/respondent will be provided with an opportunity to provide a written response to the request for appeal.
2. The Board Executive Committee will convene a meeting to review the full set of documents, including appellant and respondent statements, and will either make a final decision or request more information from either the appellant or respondent.
3. The decision will be communicated to the parties as soon as possible.

In Person

1. The appeal will be heard by the Board Executive Committee. Both the student appellant (along with a support person) and the president/respondent may be present for the hearing.
2. The Board Chair will preside over the hearing. Board Executive members will be granted an opportunity to ask questions by the Chair.
3. The Executive Committee may allow witnesses who have relevant evidence in support of the appeal. These witnesses need to be identified in advance of the hearing to the Assistant to the Board.
4. The student will have an opportunity to introduce their grounds for appeal.
5. The president will have an opportunity to present a response to these grounds.
6. The Board may ask questions of the appellant, respondent and witnesses. They may go in-camera then ask for further clarification or ask additional questions.
7. Both the president and student will have the opportunity to make final statement to the Board Executive Committee regarding the merits of the appeal.
8. The Board Executive Committee will deliberate in-camera.
9. The decision will be communicated in writing to the parties as soon as possible.



LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- [G-1.7 Board Executive Committee Terms of Reference](#)
- [E-2.9 Sexual Violence and Misconduct](#)
- [Guidelines: Camosun College Support Person](#)