



Procedure Title	Related to Policy No.	
Appeal of Suspension to the Board of Governors	E-1.54	
Executive Responsible	Administrator Responsible	
President	VP Finance & Corporate Services	
Approving Body	Approval Date	Date of Next Review
Board of Governors	November 21, 2025	November 2030
Associated Policy and Resources		
Appeal of Suspension to the Board of Governors		
Suspension Appeal Form		

PURPOSE

This procedure sets out the steps for implementing the appeal process outlined in the *Appeal of Suspension to the Board of Governors* policy, as required under Section 37 of the *College and Institute Act*. It provides clear guidance to appellants, the President, and the Board of Governors to ensure appeals are conducted in a timely, fair, and consistent manner.

PROCEDURE

1. Request for Appeal

- 1.1 The appellant must submit the Suspension Appeal Form to the Executive Assistant to the Board of Governors within 10 business days of receipt of the President's decision letter.
- 1.2 Upon receipt of the form, the Executive Assistant to the Board will give the Suspension Appeal Form and supporting documentation to the President and the Chair of the Board of Governors.
- 1.3 The President or designate will provide a written submission to the Executive Assistant to the Board, together with any further supporting documentation, within 10 business days of receiving a copy of the appellant's appeal documentation.
 - a) The submissions will contain the following information:
 - i. Reasons for the suspension, and
 - ii. Witnesses to be called, should the Hearing be granted, with summary of evidence to be presented.

- 1.4 The appellant will remain on suspension until the outcome of the Board Hearing is known.

2. Determining Grounds for Appeal

- 2.1 The Chair of the Board of Governors (or Board designate) will review the request and determine whether the grounds for appeal outlined in the policy scope are met.
 - a) If grounds for appeal are met, the Chair will notify the appellant and the President in writing within five (5) business days, and the Board Hearing will be scheduled in accordance with section 2.7.
 - b) If grounds for appeal are not met, the appellant will be informed in writing by the Chair of the Board (or Board designate) within five (5) business days of the determination.
- 2.2 If the appeal meets the criteria, the President will have the opportunity to review any new information provided in the appeal. The President has the opportunity to change the suspension decision prior to the scheduled hearing.
 - a) If the President changes the suspension decision prior to the scheduled hearing, they will notify the appellant, the Chair of the Board of Governors, the Office of the Registrar (Students) or Human Resources (Employees) and other administrators as appropriate.

3. Board Hearing

- 3.1 The Board Hearing will be held within five (5) business days of the determination that the appellant's application meets the grounds for appeal and conducted in accordance with the process set out in Appendix A.
- 3.2 A support person may accompany the student or employee during the meeting. The support person's role is not to speak on behalf of the student or employee but to provide advice and support.
- 3.3 If the appellant fails to attend the Hearing and fails to provide reasonable evidence of an emergency, the Hearing is abandoned, and the Appeal is automatically denied.
- 3.4 The appellant may, at any time, terminate the appeal process by providing written notice to the Executive Assistant to the Board. The appellant may not subsequently resubmit the appeal to the Board of Governors.
- 3.5 Within five business days of the Hearing, the Board Hearing Committee will communicate its decision on the Appeal.
- 3.6 The decision of the Board will be that the appeal is "founded" or "unfounded". The decision of the Board is final; it will not be revisited.

4. Appeal Timelines

- 4.1 All timelines referred to in this document are based on regular business days (Monday through Friday). The timelines specified are the maximum number of days allowed for each stage of the process. However, the College recognizes that a timely decision is desirable and encourages all parties to proceed without delay.
- 4.2 Where these timelines cannot be met due to unforeseen circumstances or during college closures, the appellant and the President will be notified.

Definitions and Acronyms		
Appellant	The individual appealing a decision of suspension.	
Hearing	A formal meeting of the Board Hearing Committee where the appellant and the President (or designate) present evidence, call witnesses, and provide closing remarks before the Committee makes a final decision.	
Procedural Fairness	<p>The principles of procedural fairness ensure the right to be heard, the right to have an impartial, unbiased decision, and the right to have reasons.</p> <ul style="list-style-type: none">• The right to be heard includes providing sufficient notification that allows involved parties to review and respond to a complaint or accusation. Sufficient notification may include information about the complaint or accusation, respective policy and procedures (or where to find them), the possible outcomes or impact of a decision, a time frame, and any relevant contact information.• The right to an impartial, unbiased decision ensures that the procedure is free of conflict of interest.• The right to have reasons requires that decision-makers provide both the decision and the written reasons for that decision.	
Support Person	An individual chosen by the appellant who attends College meetings with the appellant. This individual does not participate on behalf of the appellant but is available to provide advice and support.	
Suspension	An involuntary separation of an individual from the College for a specified period of time, indefinitely, or permanently. For students, this may include a failing grade (Fail “F” or Unsuccessful “U”) in all registered courses. Suspension may only be imposed by the President.	
Supporting Information		
Related Policies, Forms, Documents, Websites	<p>Suspension Appeal Form</p> <p>Academic Conduct Policy and Procedure E-1.29</p> <p>Student (Non-Academic) Conduct Policy and Procedure E-1.45</p> <p>Respectful Workplace Policy and Procedure AD-HR-1.10</p> <p>CNC Collective Agreements</p>	
Acts and Regulations	<p>BC College and Institute Act</p>	
Amendment History		
Amendment Number	Approval Date	Summary of Modifications
#0	November 21, 2025	Initial creation and approval of new procedure.

Appendix A – Board Hearing Committee and Process

Board Hearing Committee Composition

1. The Board Hearing Committee (the Committee) is determined by the Chair of the Board of Governors (or Board designate) and comprised of a minimum of three members from the CNC Board of Governors HR Committee. One member is designated as Chair.
2. No Board Member shall serve on the Committee if they are currently a student or employee in the department in which the appeal is concerned or may otherwise be perceived to be in a conflict of interest with respect to the appeal to be heard.

Board Hearing Process

3. The Committee Chair will introduce the participants and outline the procedures to be followed at the Hearing.
4. The appellant will identify the issues from their perspective and outline facts relevant to the appeal.
5. The President, or designate, will have the same opportunity to identify the issues from their perspective and outline the facts relevant to the appeal.
6. The appellant and President will have the opportunity to respond to or ask questions on the other's presentation.
7. The Committee will call in the appellant's and the President's witnesses individually. Witnesses will be limited to attend the hearing only during their relevant testimony.
8. The appellant and President will have the opportunity to ask questions of the witnesses.
9. The Committee members may ask questions of the appellant, President, and/or witnesses.
10. The Chair will invite the appellant and the President to provide closing remarks.
11. The Committee will then deliberate in private.
12. The Committee Chair will render a decision and submit a written decision and rationale to the appellant and the President within five (5) business days of the Hearing.
 - a. The Executive Assistant to the Board will notify and provide appropriate documentation to the Office of the Registrar (Students) or Human Resources (Employees), and other administrators as appropriate.
13. The Committee decision is final.