

## POLICY AND PROCEDURES

POLICY NAME: Procedural Fairness and Appeals	POLICY NUMBER: 3.3	CATEGORY: Administration
RESPONSIBLE EXECUTIVE: Vice-President	APPROVAL AUTHORITY: Executive Council	EFFECTIVE DATE: October 15, 2020
NEXT FULL REVIEW DATE: October 14, 2025	REVISED: May 5, 2023	REPLACES:

### Purpose

This policy sets out the process and practice for Coquitlam College (the College) to make fair and equitable decisions relating to student appeals.

### Scope

This policy applies to all staff and students.

### Policy Statements

1. The College follows the guidelines for procedural fairness as set out in the Federation of Independent School Association (FISA).
2. The College will adhere to the principles of procedural fairness when exercising its decision-making authority.

### Procedures

1. These principles of procedural fairness ensure that:
  - a. An individual has a right to be informed of the allegations made against them.
  - b. The individual has a reasonable opportunity to respond to the allegations. This may be orally or in writing.
  - c. The individual is informed of the decision and provided with reasons.
  - d. The process is unbiased and fair, and all individuals are treated with respect and dignity, without the fear of reprisal.
2. The College's process for dealing with student misconduct and/or appeal is outlined in each policy. It is the student's responsibility to read each policy and understand the implications of any breach of policy.
3. The College urges students to seek informal resolutions with their instructor or with the Principal or delegate. In cases where an informal resolution is not possible, the College has established procedures for managing student matters and/or appeals. Refer to related policies for details.
4. Students not satisfied with the arbitration process and/or decision made of the College may seek support or resolution from outside third parties such as:
  - a. Languages Canada (for students in the English Studies program)

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- b. Federation of Independent School Associations (FISA)
- c. Legal counsel
- d. other legislated authority with oversight over the specific complaint.

### Definitions

There are none.

### Related Documents

- [Dispute Resolution Policy, Languages Canada](#)
- [Procedural Fairness Best Practice Guidelines for Independent Schools, Federation of Independent School Associations \(FISA\)](#)
- [1.3.2 Harassment and Bullying Prevention for Students](#)
- [1.3.3 Sexual Misconduct](#)
- [2.2.1 Student Academic Responsibility](#)
- [2.2.2 Student Non-Academic Conduct Policy](#)
- [2.2.3 Appeal of Final Grade Policy](#)