



Procedure for Appeals against the Suspension or Exclusion of Students

1. The decision to suspend or exclude will be taken by the Principal or a delegated member of the senior team and confirmed in writing.
2. The decision to exclude may be cumulative (e.g. persistent unsatisfactory work production or attendance) or immediate (for an offence amounting to gross misconduct e.g. being on the College campus under the influence of alcohol or illegal drugs). In the latter case, exclusion will usually be preceded by suspension in order to allow for appropriate investigation to take place.
3. Any appeal against suspension or exclusion should be made in writing to the Chair of the Corporation, c/o the Deputy Clerk to the Corporation at the College, and should outline the grounds for appeal and include all relevant evidence.
4. The Chair of the Corporation will request a summary of the reasons for exclusion, along with any relevant evidence, from the Principal or a delegated member of the senior team.
5. The Chair of the Corporation will consider the grounds for appeal and decide whether there is a case to answer. The decision will be communicated in writing at the earliest opportunity and certainly within 10 working days. The decision of the Chair of the Corporation on whether there are grounds for appeal is final.
6. If the Chair of the Corporation decides there is a case to answer, the Special Committee will be convened to hear the case. The date of the hearing and the Terms of Reference of the Special Committee will be communicated within 10 working days of the decision that there is a case to answer.
7. The decision of the Special Committee is final.

Approved by the Policy Committee of the Corporation June 2017