

**DISCIPLINARY APPEAL REQUEST FORM
PRINCETON RESCUE SQUAD
EDUCATION DEPARTMENT**

Name of Student Requesting Appeal _____

Student's Address _____

Local Phone Number _____ Street _____ City _____ State _____ Zip Code _____
E mail address _____

I am requesting to appeal the decision of _____ made on _____
Name of Instructor / Course Assignment Date of Decision

My appeal is based upon one or more of the following grounds: Please check your reason(s)

- a. A procedural or prejudicial error was committed. Provide an explanation of error believed to have occurred.
- b. The finding of facts obtained in the decision included substantial inaccurate information that affected the outcome of the session. Include a description of the information and why appellant considers it inaccurate.
- c. Specific evidence presented at the session is objectionable. The reason for the objection must be stated, i.e., why the evidence should not be considered.
- d. Evidence not offered during the session is now available. The reason(s) why the evidence was not offered at the session must be stated along with a description of the new evidence that is now available.
- e. The sanction imposed is excessive or inappropriate; the reasons for believing this must be stated in the appeal.

You must provide a detailed explanation on a separate attachment substantiating your basis for the appeal. Be sure to attach any other supporting documents.

I am aware of the following appeals procedures:

A student may appeal the decision of the Course Instructor to the next higher level of authority within the student disciplinary process. Once an appeal form has been filed with the Education Director, all supporting documentation and evidence from the faculty will be submitted to the Medical Director and Advisory Board for review. The case may be resolved at this level, or if thought warranted by the Advisory Board or requested in writing by the student the case shall be forwarded to the CEO, COO, and Board of Directors. If an appeals hearing at this level is held, the decision of the appeals body is final. The following points apply to all cases of appeal:

1. The appeal must be in writing to the appropriate person or body and submitted within the specified period of time. (within 5 business days after receipt of the decision or as specified in the notification letter, whichever is most recently received).
2. The appeal must include the name of the individual making the appeal, the action that is being appealed; the date the action took place and the grounds for the appeal (see #3 below).
3. Appeals must be made on the basis of one or more specific grounds as delineated on this form.
4. Upon receiving the appeal, the appropriate person or appeals body shall have 15 business days to review the case and render a decision. If extenuating circumstances prevent the appeals body from meeting this time frame, all parties involved will agree upon an alternate schedule.
5. Any appeal hearing, if merited and submitted within 10 business days of determination, that has been forwarded to the Board of Directors will provide the appellant and instructor a written notification of charges to include: Date, time, and place of the hearing along with a clear statement of the facts and evidence to be presented in support of the charges made.
6. During the Board of Director hearing, the appellant and a representative from the initial session or body shall be afforded the opportunity to present reasonable oral argument and file typewritten or reproduced material. The appellate body may call in other witnesses it deems necessary.
7. Upon review of the appeal, the Board of Directors may uphold, modify, impose sanctions held in abeyance, or completely reverse the original decision as appropriate. A written summary of the findings must be provided and should the decision be modified it should be in accordance with one or more of the conditions delineated in this code.

Signature Of Student Making the Appeal

Date

Received By: _____
Program Director

Date & Time Received in Office