

"Right of Appeal" Application

Parking Appeals

Anyone with a valid reason may appeal a parking ticket within five (5) business days of the alleged violation by coming to the Campus Safety office with the original ticket.

NOTE: Appeals will not be accepted unless the original ticket is available. Generally, the following have NOT been recognized as valid reasons for voiding citations:

- Ignorance of the regulations
- Late arrival for classes, appointments, etc.
- Inability to find a convenient legal parking space
- Inclement weather
- Returning to campus late at night

Appeal Procedure

- Appeals must be filed in writing with Campus Safety within five (5) working days of receipt of ticket. (Receipt is defined as the day following the issuance of the ticket.)
- Reviews will be considered on the basis of the written record. (Individuals may appear before the review panel upon request.)
- The Parking Committee may uphold or withdraw the original ticket.
- The Parking Committee shall review the ticket after submission of the Appeals Form.
- The Parking Committee may, at its discretion, seek clarification from all parties involved in the matter under review.
- Findings of the Parking Committee are **final**.
- The Parking Committee's decision will be mailed to the address listed on the application.
- Correspondence will not be mailed to any incomplete address listed on an appellant's application.
- Any correspondence returned to sender will not be sent a second time.

****This sheet is for information only. Please do not turn in with appeal application.****

