Parking Citation Appeal

Complete this form and return it to the Campus Safety Office within 30 days from the date on the citation. All appeals of citations will be considered under Administrative Procedure Number: 513.01 titled: Motor Vehicle Regulations. **The Vice President of Administrative Services will notify you of the decision by e-mail.**

The following excuses are not acceptable for appeal:
- Lack of knowledge of the regulations, or misunderstood signs.
- Other vehicles were also parking improperly.
- Late to class or appointment.
- Disagreement with or inability to pay the amount of the fine(s).

<table>
<thead>
<tr>
<th>Today’s Date</th>
<th>Citation Date</th>
<th>Time (AM / PM)</th>
<th>Visitor</th>
<th>Student</th>
<th>Employee</th>
</tr>
</thead>
</table>

Student ID Number (SID) ___________________________ Citation Number ____________ (Attach copy of citation)

Name: __________________________
Phone: __________________________ Email: __________________________

The following facts are submitted in support of this appeal:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

(if more space is needed, use back of this sheet)

I wish to appear before the Vice President of Administrative Services in person: Yes___ No___

Signature:________________________ Date:______________

Campus Safety Response:____________________________________________________________

______________________________________________________________________________ (Attach Supporting Documentation)

Appeal Decision: Excused ____ Denied ____ Changed to Warning ____

Reason:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

VP of Admin Services Signature:________________________ Date:____________________