

PARKING AND MOTOR VEHICLE VIOLATION APPEAL FORM

Steps in the Appeal Process

Appeals must be submitted within five (5) working days of receiving a ticket. Only the student/faculty/staff who has registered the vehicle may appeal a ticket issued against it. To submit an appeal:

1. Print off this form.
 2. Complete Section I of the appeal form.
 3. Attach the ticket(s) to the completed form and submit these documents via campus mail to: Parking Appeals committee, Box 2613.
 4. The Parking Appeals committee will consider the appeal, decide to either change or affirm the citation and penalty, and inform the complainant.
 5. Appeals WILL NOT be heard if all information is not included
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Section I – Basis for Appeal

Name: _____ Campus Box: _____
Signature: _____ Date Submitted: _____
Number on Ticket(s): _____ Date of Violation: _____

Section II – Decision of the Appeals Committee

Change: _____ Deny: _____ Fine Amount: _____
Committee Representative: _____
Date of Hearing: _____