PLEASE READ THE FOLLOWING

Parking Appeal Procedure

To appeal a citation, one must fill out Parking Appeal Electrical Form below WITH \(10\) CALENDAR DAYS OF THE DATE OF THE CITATION. The original ticket, or a copy available from UPD, must be submitted to Student Affairs (UC 315).

If one chooses to appeal in written form, the Parking Appeal Written Form must be COMPLETED ENTIRELY or the Judicial Board will be unable to review the appeal.

It is not mandatory for an appellant to appear before the board. If one chooses to appear before the committee, it is the duty of the person to appear at the scheduled hearing in his/her own behalf. The hearing will not be rescheduled. If an applicant submits a written form and does not appear at the appointed time of hearing, the appeal will be disapproved and applicant will be responsible for payment of ticket.