

Louisiana College
Department of Safety and Security
Citation Appeal Form

Section 4 – Guidelines For Filing An Appeal:

1. *Appealing a citation will not defer Student Account charges.*
2. *Appeals will be based solely on the written statement.*
3. *The questions that parking appeal judges ask when reviewing appeals are:*
 - *Did a violation occur?*
 - *Was the violation avoidable?*

When the answer to both is "yes", the appeal will be denied.

4. *Be **CLEAR** in explaining your situation*
 5. *Be **RELEVANT** and **POLITE** in presenting your case*
 6. *The following reasons are considered as frivolous for appeal:*
 - *Lack of knowledge of the regulations, for example, new to campus or have not reviewed regulations;*
 - *Other vehicles were parked improperly;*
 - *Only parked illegally for a short period of time;*
 - *Stated failure of parking officer to ticket previously for similar offenses;*
 - *Late to class or appointment;*
 - *Inability to pay the amount of the fine;*
 - *No other place to park.*
 - *Someone other than Security Officer said you could park there.*
 7. *Don't appeal "just to give it a shot."*
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