



MARSHALL UNIVERSITY  
OFFICE OF PUBLIC SAFETY  
PARKING ENFORCEMENT DIVISION

**All appeal forms must be signed, completed, and submitted within 10 days of the violation.**

*Please print or type the information.*

**IMPORTANT - APPEALS ARE NOT GRANTED FOR ANY OF THE FOLLOWING REASONS:**

- Parking or stopping for a brief time to do an errand
- Failure to see / read signage
- Late for class or an appointment
- Inability to find a proper or convenient parking space
- Lack of knowledge of the parking rules and regulations
- Lack or failure to display a valid parking permit
- Other vehicles were improperly parked
- Parking Services failure to cite previous citations

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**Section 1 - CUSTOMER INFORMATION**

I am filing this appeal as a: \_\_\_\_\_ Student \_\_\_\_\_ Faculty/ Staff \_\_\_\_\_ Visitor

NAME: \_\_\_\_\_ MU ID#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY / STATE / ZIP: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**Section 2 – CITATION INFORMATION**

Citation Number(s): \_\_\_\_\_ Date of Violation: \_\_\_\_/\_\_\_\_/\_\_\_\_

Type of Violation(s): \_\_\_\_\_

Vehicle License Plate Number: \_\_\_\_\_ State: \_\_\_\_\_

**Section 3 – APPEAL STATEMENT**

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\_\_\_\_\_  
*Signature of Appellant*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Date*

The Appeals Board will review the appeals and render a decision. The board may find a parking violation occurred and impose the appropriate penalty; or find that no parking violation occurred and dismiss the citation; or suspend half or all the fines imposed.

**The decision of the Parking Violations Appeal Board is final.**

Appeal Board Hearing Date: \_\_\_\_\_ FINDING: Dismissed \_\_\_\_\_ Appeal Denied \_\_\_\_\_ Fine Reduced \_\_\_\_\_ Amount of Fine \_\_\_\_\_