



**Robert P. Deegan**  
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The following reasons **DO NOT** warrant dismissal of a parking citation. A citation will **ONLY** be dismissed at the **first** level of review if it is factually incorrect or issued in error.

- *I did not see the signs*
- *Not knowing the parking regulations*
- *Forgetfulness*
- *Parking for only a short time*
- *Parking in a nearly empty lot*
- *I cannot afford to pay the fine*
- *I will never do it again*
- *No officer was at the front entrance*

If you feel you have been issued a parking citation that is *factually incorrect* or *issued in error* and wish to appeal, you must complete the attached PARKING CITATION INTERNAL REVIEW form. You must return it to the Police Department within **FIVE (5)** calendar days from the date you were issued this review form. (see due date above).

Upon receipt of this completed form, the ADMINISTRATIVE REVIEWER will review the citation and your explanation. The ADMINISTRATIVE REVIEWER is the **FINAL** District authority concerning reviews on campus.

If you are dissatisfied with the results of the first level review, you may request a 2nd level review through a neutral source outside the District. You **MUST PAY** the citation within **15 days** following the mailing of the results of the First Level review. Your request cannot be accepted after this date.

The following are instructions for and policies regarding requesting the internal review:

1. Keep original citation in your possession. A copy of the citation will be attached to the submitted appeal form. Once you have appealed a citation, you are not required to make payment on that citation until you receive a response indicating the disposition.
2. The decision will be mailed to the address you have listed *on the appeal form*. Please verify this is the correct address.

If you have any questions, please call the Police Department @ 744-1150 X2289.

