



Police & Security

Revised: July 11, 2025

Parking Citation Appeals Committee

Parking Citation Appeals Process

- To appeal a citation you must file the appeal through the Parking Portal, which can be accessed through the [LSUE Police and Security webpage \(lsue.edu/police/\)](https://lsue.edu/police/).
- You **MUST** file the appeal with 10 business days of receiving the citation
- In the Parking Portal, you will be able to choose which violations you want to appeal. Each violation is a separate citation and must be appealed individually.
- All the communications in reference to the appeal will be conducted using LSUE email **ONLY**.
- *When submitting an appeal, there must be significant and valid evidence that a parking violation was not committed. Valid documentation must be provided with the initial appeal. Documents and photos can be uploaded with the appeal in the Parking Portal.*
- The committee's decision is final.
- The Appeals Committee meets monthly (typically the 1st Tuesday of each month).
- The Appeals Committee will consist of 7 members, one person from each of the following:

 - Chair (LSUE Director of Police and Security-nonvoting unless tie breaker)
 - Faculty Senate
 - Staff Senate
 - Student Government
 - Business office
 - Facilities
 - Housing

- A minimum of four members will be required for a quorum.
- The deadline for appeals to be heard at the meeting will be the Friday (close of business) prior to the next meeting.
- The members of the committee will review each appeal, to include but not limited to:
 - the appeal itself,
 - the citation,
 - photographs (if available)
 - testimony of the person appealing (if they chose to appear before the committee)
- Appeals based on the following will not be acceptable:
 - Ignorance of the regulation.
 - Inability to find a permitted parking space.
 - Late to class or appointment.
 - Other vehicles were parked incorrectly.
 - Operation of vehicle by another person.
 - Operation of an unregistered vehicle.
 - Stated failure to receive citation previously for similar offenses.
 - Inability to pay fines.
 - Disagreement with the Traffic and Parking Regulations.
- Each member of the committee present will fill out the "Appeal Voting Sheet" including the Citation number, LSUE ID number (if applicable), if the person appeared before the committee, and their vote of granted or denied for each appeal.
- The Chair of the Committee will not vote unless it is needed to break a tie.
- The Chair of the Committee will tabulate all the members votes on the Committee Voting Talley Sheet.
- The Chair of the Committee will fill the Committee Decision part of the Appeals Form.
- The decision of the committee will be communicated via letter, sent by email, to the person appealing the citation by close of business Friday following the meeting.