

Appeal a Citation

General Information

If you have been issued a citation and you believe this was issued in error, you have the option to appeal to the Dean of Students within ten (10) business days from the date the citation was issued. Before filing an appeal, please note that a parking permit is not a guarantee of a parking space, just as the lack of a space does not justify a parking violation. Additionally, any student, faculty or staff member must register their vehicle to drive or park on university property, with the permit displayed according to the parking regulations in order to avoid a citation. To review parking rules and regulations, visit the [Parking Regulations](#) page.

Grounds for Appeal

Appeals may be granted for two reasons:

- ⌘ There is substantial evidence that you did not commit the violation for which the citation was issued; or:
- ⌘ You may have committed the violation, but circumstances were not under your control; **and:**
 - ⌘ prior to being issued the citation, you made some demonstrable attempt to notify Campus Police; **or:**
 - ⌘ You can produce written verification from a source who was a party to the situation establishing that the situation was so unusual it cannot reasonably occur again.

Invalid Grounds for Appeal

- ⌘ Lack of knowledge of the regulations
- ⌘ Forgetfulness
- ⌘ Parking for a short period
- ⌘ Inability to find an authorized parking space
- ⌘ Failure to obtain a temporary permit
- ⌘ Failure to notice parking signs
- ⌘ Failure to display a parking permit
- ⌘ Disagreement with, or inability to pay, the fines

Submitting an Appeal

Methods

Written appeals may be submitted either by email, fax, postal mail or in person to the Dean of Students. Be sure to do so within ten (10) business days from the date the citation was issued.

email: karwrigh@iue.edu

fax: (765) 973-8237

mail: Dean of Students
Indiana University East
2325 Chester Boulevard
Richmond, IN 47374

In person: Dean of Students Office
Whitewater Hall, Room 101D
Indiana University East

Requirements

To submit an appeal, you will need to provide:

- ✘ Your full name and mailing address
- ✘ IU University ID number (IU students and employees)
- ✘ Reason(s) for appeal
- ✘ Citation number and date issued
- ✘ License plate number, including the state in which the vehicle is registered

Appeal Tips

- ✘ Describe the facts of the matter including: when, where, how, and/or why the incident occurred.
- ✘ If extenuating circumstances are presented as cause for appeal, supporting documentation should be included (e.g., accident reports, medical records, auto repair bills).
- ✘ Enclose a photograph, map or diagram of the parking space in question if you believe it will help the Appeals Committee understand the basis of your appeal.
- ✘ Explain how your action did not constitute a violation by applying the parking regulation in question to the facts you have discussed.

About the Appeal Process

The parking appeal process was established by IU East to provide parking patrons with an avenue for appeal. Your written appeal will be reviewed by a committee of faculty and staff who will make a determination about your appeal.

Appeals Committee Process

When an appeal is submitted, the citation in question will be marked to show it is on appeal. This annotation will prevent you from being billed until your appeal has been reviewed. If your appeal is received more than 10 days after the issue of the citation, you may receive a bill or charge on your bursar account.

You will be informed of the committee decision by postal mail. The decision of the committee is final.

Appeals Committee Guidelines

The following guidelines will be used by the appeals committee to reach a decision:

- ✘ When you become a student or accept a position with Indiana University, you agree to abide by the rules and regulations established by the university.
- ✘ Your past parking record will be a factor in the decision.
- ✘ Ignorance of the parking regulations is not an excuse. Understanding parking regulations is considered to be the responsibility of a motorized vehicle driver.
- ✘ A parking permit is not a guarantee of a space. Not only is the driver responsible for finding an authorized space, but the lack thereof does not justify a parking violation.
- ✘ The registered owner of the vehicle is ultimately responsible for the citation(s), regardless of who is driving the vehicle at the time of the violation.
- ✘ Students, faculty and staff must register their vehicles to drive or park on university property, with the parking permits displayed correctly to be considered valid.

Possible Appeal Outcomes

Excused

If your citation is excused, the parking fine or towing fee will be waived and you will no longer be held accountable. If the violation was paid in advance, a refund will be issued.

Denied

If your appeal is denied, the appeals committee considers you responsible for the fine and expects you to pay the entire parking violation fine.