Missouri State University – West Plains
Parking Ticket Appeal Form
(One ticket per form please)

Name: ________________________________  Campus ID #: ____________________
Address: ______________________________  Ticket #: ________________________
                                                Ticket date and time: _______________
Phone:  ________________________________  Parking tag #: __________________________
License #: ______________  State: _________
Year/Make/Model of vehicle: __________________________________________________

1. Ignorance of parking regulations is not a valid reason for an appeal. Students, faculty and staff are responsible for becoming familiar with University parking policy and regulations. Visitors are responsible for following regulations on posted signs.
2. Failure to find a parking space is not an excuse to violate parking regulations. Possession of a parking permit is not a guarantee of an available parking space, but authorization to park if a legal space is available.
3. Owners of vehicles registered with the Missouri State University – West Plains Business Office will be responsible for all tickets on their vehicles, including parking violations committed by other persons operating the vehicle with the owner’s permission. However, the person who parked in error may acknowledge and accept financial responsibility for the violation.

Reason for appeal (Use separate page if needed):
______________________________________________________________________________________________________
______________________________________________________________________________________________________
______________________________________________________________________________________________________

** Notification of appeal decision will be made by way of University e-mail. **

I have read the guidelines on this parking ticket appeal form and am providing any and all evidence regarding my appeal.

___________________________________           _____________________________
Signature             Date

How to Appeal A Ticket
A ticket may be appealed to the Coordinator of Student Life & Development within fifteen (15) calendar days of the ticket date on a form that is available from the Student Services Administrative Secretary on the first floor of Looney Hall, from the Coordinator of Student Life and Development in Putnam Student Center, or online at the Missouri State University – West Plains website. The Coordinator of Student Life and Development will adjudicate all written appeals and will grant an appeal when it is clearly justified. The decision of the Coordinator of Student Life and Development will be final unless a second written appeal is submitted to the Parking Appeals Committee within fifteen (15) days of the Coordinator’s decision. The Parking Appeals Committee will schedule a time and date for the person appealing to appear before the Parking Appeals Committee and explain their appeal in person.

ACTION TAKEN

☐ Granted  ☐ Reduced: $ _____________  ☐ Denied