Citation #_____

WILLIAM JESSUP UNIVERSITY

Parking Appeal for Administrative Review

You may file your request for administrative review by completing this form. WJU Vehicle code article 7 parking appeals states, "An administrative review of all citations will be granted if the appeal is made within 10 calendar days of the issuance of the citation. A written explanation should be prepared and submitted to the campus security office located in student life. You will be notified in writing once a decision about your appeal has been rendered. The appeals committee is comprised of members of the student body as appointed by the Associated Student Body of William Jessup University. Appeals hearings will be performed to review all citation appeals at least three times per semester. Students may specifically request an in-person hearing. Students requesting an in-person hearing must also submit a written appeal with their request for an in-person hearing." Please print legibly and attach sufficient documentation for consideration of dismissal. Items submitted are not returned, please provide copies. **Submit this form to Office of Campus Security located in Student Life Office 333 Sunset Blvd. Rocklin Ca 95765**.

Name_____ Phone#_____

Address_____
and Street Apartment # City State Zip Code

Vehicle License Plate #_____ Parking Permit #_____

Please record your justification for dismissal below. If more space is needed, please attach a separate sheet of paper. Attach all substantiating information. For example: daily parking permit or copy of DMV disabled identification receipt.

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_____

Signature_____ Date _____

For Office Use Only – Do Not Write In This Section

Action Taken By: _____ Letter Sent By: _____ Date:_____

❑Fine Dismissed

❑Lazarus

❑Appeal Denied Filed By:_____

10/05/07