

Traffic and Parking Citation Appeal Form
LeTourneau University

Any person who has received a University traffic or parking citation may contest the charge and/or fine by: Submitting this form to the University Police Chief in writing or by email: universitypolice@letu.edu no later than ten (10) working days after the citation was issued to be considered.

Citation No.: _____ Vehicle License Plate No: _____

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Reason for Contesting: _____

_____ Signature: _____

Below to be filled out by Police Chief or his designee

PD Signature: _____ Comments: _____

_____ () sustained, () altered, () overturned

The contested decision will be emailed to the requestor. If the contest is denied by the Police Chief or his designee, an appeal may be made in writing or by email by forwarding this form to the Dean of Students at studentlife@letu.edu. The appeal decision is final.

Reason for Appeal _____

Below to be completed by Dean of Students

Decision of the Dean of Students: Appeal is: () sustained, () altered, () overturned

Comments: _____

Signature: _____ Date: _____

The requestor will be notified by email. If the appeal is denied, the citation will be charged to the requestors Account.
