Parking/Traffic Citation Appeal

Any individual desiring to appeal a parking/traffic citation must submit his/her appeal online through LEONET within seven (7) calendar days of the date of the citation(s). Online appeals can be submitted 24 hours a day, 7 days a week.

Before appealing a citation, please review the following instructions:

- To appeal a citation, first go to your LEONET account, then to SELF SERVICE and CITATION APPEAL. You will need to put in your CITATION NUMBER and LICENSE PLATE NUMBER to proceed. Please do not skip spaces between the letters and numbers of the plate. For example: S20003224, NDZ016.
- If you receive a hand written citation, you will need to put three zeroes in front of the citation number and then license plate number. EX: 000765226. If it is a Campus Traffic Citation, you will need to put in two zeroes in front of the number and then your license plate number. EX: 001205552.
- Once a citation is issued you have 7 calendar days to appeal it. It takes 24-hours for the citation to be downloaded and applied to your LEONET account. If you receive the citation on a Monday, you should be able to appeal it on a Tuesday after 10:00 a.m. If the citation is written on a Friday, you should be able to appeal it on the following Monday after 10:00 a.m.

The citation being appealed will remain on the individuals account until after a decision has been rendered at which time, if the appeal is approved by the Student Government Association Justices, the citation will then be voided and removed from the individual’s account. You may check the status of your appeal in LEONET at any time by following the same procedure to appeal a citation.

An appeal will not be considered if one or both of the following administrative requirements are not met.

1. The appeal must be submitted within the seven (7) calendar day period mentioned above.
2. The appeal form must be properly completed.
Only the individual who obtained the hang-tag/decal can appeal a citation issued against it. In the event the vehicle does not display a parking hangtag/decal, only the individual (student and/or employee) who operates the vehicle on campus may appeal a citation(s) issued to the vehicle.

Although all parking and traffic citation appeals will be considered, those received on the following grounds are typically insufficient, on their own, to be approve.

1. Lack of knowledge/understanding of the regulations.
2. Legal parking space was unavailable.
3. Improper display or failure to display the current parking hangtag/decal.
4. Inclement weather.
5. Late arrival for class, meeting, or appointment.
6. Parking in a handicapped space without the appropriate State and University documentation.

If you have any questions, please contact the Parking Office at 985/549-5695 or parking@selu.edu.