

Rhode Island School of Design
Parking Citation Appeal Form

Appeals are only accepted in cases where there is significant dispute over the facts or when there are major extenuating circumstances, not agreeing with a valid parking regulation shall not be grounds for an appeal.

An appeal form must be completed and returned to the Department of Public Safety with ten (10) days after a citation has been issued. The form will be reviewed by the Director of Public Safety, who if facts support the appeal, may void the citation. The Director of Public Safety will make a decision within five (5) days of receipt of the appeal. If the appeal is denied by the Director of Public Safety, the individual has the right, upon request, that the appeal be forward to the Parking Appeals Committee. The decision of the Parking Appeals Committee will be final with no additional appeal steps.

First Name: _____

Last Name: _____

RISD id: _____

Office Phone: _____

Faculty _____ Staff _____

RISD Parking Permit number: _____

Email: _____

Date of Appeal: _____

Date of Citation: _____

Citation number: _____

Basis of Appeal:

After completing this form please email it to Normand Gamanche at ngamache@risd.edu.