



APPEALS FOR PARKING VIOLATIONS:

1. Any person receiving a Parking Violation Notice shall have 72 hours from the date of the issuance to appeal to the Vice President and Dean of Administration. Failure to apply for an appeal within the 72 hour limit will result in forfeiture of the right to appeal and the ticket must be paid.
2. The Vice President and Dean of Administration has the authority to adjudicate appeals for all Parking Violation Notices (tickets) that are issued.
3. If an appeal is denied, the fine must be paid within 10 calendar days of the decision, or late charges will accrue accordingly.

Procedures:

1. The Human Resource Office Staff are available to assist visitors, students, staff and faculty who wish to contest a Parking Violation Notice. If it is determined that no violation occurred, the ticket and the fines will be dismissed.
2. Individuals desiring to appeal a Parking Violation Notice must obtain, complete and submit an Appeal Form to the Human Resources Office within 72 hours of the date of the violation. Appeal Forms will be forwarded to the Vice President and Dean of Administration.
3. The Vice President and Dean of Administration has the authority to dispose of a case by: (1) upholding the charge(s) completely; (2) upholding the charge(s) but reducing the fine to whatever amount is deemed appropriate in light of the extenuating circumstances; (3) reducing the charges to a lesser offense; or (4) dismissing the charges completely. The decision of the Vice President and Dean of Administration will be reduced to writing and a copy shall be furnished to the complainant and the Vice President and Dean of Administration. The decision of the Vice President and Dean of Administration is final without further right of review by the complainant.

Basis:

Except in rare and unusual circumstances, the only proper basis for an appeal is contention that the cited regulations were not violated. It is no excuse that the individual “thought it wasn’t a violation”, “did not mean to violate a regulation” or “say other vehicles doing the same thing”. The issue on an appeal is whether or not the cited regulation was violated. **It is strongly encouraged that the complainant include supporting evidence, i.e., documentation, statements from witnesses. In the absence of such supporting evidence, the Vice President and Dean of Administration shall be strongly inclined to accept the validity of the ticket as written.**