



## INFORMATION FOR INDIVIDUALS WHO WISH TO APPEAL A PARKING CITATION

The primary method of making an appeal is in writing, using the form on the reverse side. Any appellant may also arrange to make an oral presentation in support of the written appeal. Appellants should generally arrange for oral presentations only when the appeal cannot adequately be explained in writing. Oral presentations should be concise and generally limited to five (5) minutes.

Individuals who wish to make an oral presentation in support of their appeal must indicate this with a check in the appropriate box on the appeal form. The Transit and Parking Services Office will notify the appellant of the date and time the appropriate court will hear the appeal. If an oral presentation is requested and the appellant does not appear, the written appeal will be reviewed in lieu of the oral presentation.

All requests for hearings and appeals of citation(s) will be considered under the parking regulations listed in the brochure "Parking Information". Please state the reasons for appealing and present any verifiable facts which will substantiate the appeal. Diagrams and repair receipts are helpful. **PAYMENT OF CITATION(S) MUST ACCOMPANY THE APPEAL BEFORE IT WILL BE REVIEWED AND MUST BE SUBMITTED WITHIN TEN (10) CALENDAR DAYS OF THE CITATION.** If the appeal is successful, the appropriate amount of the payment will be refunded.

The appellant will be notified in writing by Transit and Parking Services regarding the decision made by the Student Appeals Court. A denial by the Student Appeals Court may be appealed to the Appeal Review Committee. All decisions by the Appeal Review Committee are final and not subject to further appeal.

### THE FOLLOWING REASONS ARE NOT GROUNDS FOR A SUCCESSFUL APPEAL:

- Lack of knowledge of regulations, for example, new to campus or have not read regulations;
- Other vehicles were also parked improperly, late to class or appointment;
- Disagreement with or inability to pay the amount of the fine(s);
- Lack of space;
- Unread or misunderstood signs;
- Parking only for short period of time;
- Failure to display parking permit;
- Parked in handicap area without valid DMV placard;
- Lost citation;
- Forgetfulness.

The Appeal Review committee or Student Appeals Court may decide to uphold an appeal based on any of the following findings:

- A violation was not committed.
- A citing officer acted improperly.
- An emergency situation existed that justified the violation.
- Other sufficient mitigating circumstance existed.

If there are any questions about the appeal procedure, feel free to discuss the matter at Transit and Parking Services, located in Adams Hall at 606 SW 15<sup>th</sup> Street. Or contact us by telephone at 541-737-2583. The mailing address is: Transit and Parking Services, Oregon State University, 100 Adams Hall, Corvallis, OR 97331.