

PARKING APPEAL GUIDELINES

The Parking Appeals panel is made up of 2 faculty members, 2 staff members, and 5 student SGA members. The duties of the appeal panel are to hear all parking appeals either written or in person, and render a decision to dismiss or uphold parking violations based on the evidence presented, and based on the rules and regulation of the university for parking or related violations. Decisions should not be based on personal beliefs or opinions, or because you don't agree with the policy. Verdicts of the panel should be consistent and fair in all matters. The panel shall also review violations on videotape to render decisions. The Parking & Transportation representative only votes when there is a tie and a decision cannot be made by the panel members. Otherwise, the Parking & Transportation representative is only the facilitator of the meeting.

Appeals will be heard without information of the person's identity, unless they appeal in person. All personal appeals are videotaped for evidence and in case the panel needs to refer back to the tape for additional information. The appeals panel will meet every Wednesday at 2:00pm at the Parking & Transportation Department. Meetings will be conducted while school is in session, and sometimes when classes are over, but the university is still open, (if there are appeals to be heard). There is no quorum necessary for the panel to meet. Decisions from the Parking Appeals panel will be mailed following completion of the meeting that day. They will be mailed to the address listed on the appeals form. There should be no reducing of fines, and no dismissing of handicap citations unless the person appealing it possesses a current valid handicap permit at the time the citation was issued.

The appeals panel can make recommendations to the Parking & Transportation Department for such things as painting, signs, web page updates, and other relevant information deemed helpful and beneficial to all customers. The panel does not make University Policy or have input into the forming of parking regulations and procedures.

Thank you for serving on the appeals panel.