

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. Please state the reasons for appealing and attach any verifiable documentation which will substantiate the appeal. Any appellant may also arrange to make an oral presentation in support of the written appeal by checking the appropriate box on the appeal form. 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.

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.

Parking Services will notify the appellant of the date and time the committee 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 valid requests appeals of citation(s) will be reviewed in consideration of the OSU Standard <http://oregonstate.edu/leadership/policies/former-osu-oar-links/30-motor-vehicles> for Standards Governing the Use of Vehicles, Non-Motorized Transportation, and Parking.

The appellant will be notified of the Committee's decision by e-mail. 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;
- 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;
- Lost citation;
- Forgetfulness.

The Appeal Review Committee 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 you have any questions about the appeal procedure, feel free to contact Parking Services in Adams Hall at 606 SW 15th Street or by telephone at 541-737-2583 or e-mail parking@oregonstate.edu