Appealing A Citation

The appeals hearing officer for the university will review all written appeals involving non-moving traffic violations. This is the “first appeal.”

If you disagree with the decision made on your appeal, you may request that the Parking Appeals Hearing Committee (PAHC) review the decision. This “second appeal” must be requested through Parking Services within 10 business days of the postmark date on the first appeal.

The permit holder as the key individual should submit appeals when a ticket is issued.

Parking Services will schedule your hearing time on the next available date that the PAHC Committee is to meet. You will be scheduled within a 30-minute block (i.e., 3:00, 3:30, 4:00, or 4:30) and will present your case on a first-come first-served basis within that 30-minute time period.

You may appear in person before the PAHC or may have a written statement (usually the first appeal) read by the committee during the appeals hearing session. You may not bring witnesses, parents, spouses, family members, or attorneys to the hearing.

The Parking Appeals Hearing Committee consists of volunteers from all university community populations who hold a university parking permit, Faculty/Staff, Commuter/Graduate, Resident, Carpool, and Bus Bike and Walk. There will be at least three members of the committee present at the hearing, including the chair. Parking Services will provide a non-voting representative to hold original documents, answer procedural and parking-related questions, and serve as a liaison in case members of the panel need to speak to or consult with parking personnel in the field or at Parking Services.

When you enter the conference room, the chair of the committee will greet you. Parking Services will provide a packet containing information and history of your case to each PAHC member. This may include the original citation, original appeal, signage notebook, permit notebook, maps, etc. You will have approximately 3 minutes to state your case. The chair will monitor the time and answer any of your questions or direct them to the Parking Services representative. PAHC members may ask you questions.

After both sides have answered all questions, you will be asked to leave the room. The committee will discuss your case and at the end of this discussion will vote to reduce, uphold or dismiss the citation. You will be notified by mail in about a week of the PAHC ruling, and if warranted, issued a refund for reduced or dismissed citations.

Note that this hearing is the final step in the appeal process and decisions of the Parking Appeals Hearing Committee are final.

No-Shows

If you are not able to show up during your 30-minute block, you have two business days to notify Parking Services of your intent to continue with your appeal. You must submit a second written appeal within three business days after that (total maximum time to submit second written appeal is five business days). This second written appeal will be decided by the PAHC at the next hearing. You will not be scheduled for a second hearing date to present your case.

If two business days pass since you failed to show for your scheduled appeal, the citation is automatically upheld and the appeal is dismissed.

If you fail to show up for the last PAHC meeting of the semester (both Fall and Spring) but submit a second written appeal, your case will be decided by the PAHC using email vote to complete the case before the end of the semester.