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Appeal Procedure

PLEASE READ THE FOLLOWING FORM Parking Appeal Procedure

The Appeals Committee will operate independent of faculty, staff and administrators. They will meet every other Thursday at 9:30am in the MSC conference room 203.

To appeal a citation one must appear at the Parking Management Office **WITHIN 14 CALENDAR DAYS OF THE DATE OF THE CITATION** and complete the *Parking Appeal Written Form*. The original ticket, or a copy available from PMO, must accompany the appeal, and be placed on the appropriate form in this packet. Appellants must be present and appeal forms must be presented **before 10:00am on the day of Appeals Meeting**.

If one chooses to appeal in written form, the *Parking Appeal Written Form* must also be COMPLETED ENTIRELY or the review board will not be able to review the appeal. While completing the appeal packet please **PRINT NEATLY AND LEGIBLY** to ensure a faster response from the board.

It is not mandatory for the appellant to appear before the committee. If one chooses to appear before the committee, it is the duty of the person to appear at the scheduled hearing in his/her own behalf. The hearing will not be rescheduled. If an applicant or written form is not presented at the appointed time of hearing, the appeal will be disapproved and the applicant will be responsible for payment of ticket without the opportunity of re-appeal.

The Appeals Committee may request the presence of the issuing agent and his/her supervisor at the hearing to present testimony. The Appeals Committee may review past records of parking violations and whether a decal was purchased to reach their decision. The decision of the Appeals Committee is **FINAL**. When a decision has been reached, notification will be sent to the Parking Management Office, Student Government Office, and the person appealing.

An applicant may postpone payment of the penalty while an appeal is in progress. **However, failure to pay a parking penalty will result in a HOLD being placed on a student's grades and records for registration purposes. Therefore, if either early or regular registration occurs while in the appeals process, the student must pay the penalty in order for the hold to be removed. If the appeal is supported, a refund will be made to the student.**

Invalid Reasons for Appealing Citations

Commonly used defenses in appealing citations, all of which are rejected by the appeals board.

1. "I knew I was illegally parked, but I had my flashers on."
2. "I saw the signs which said: NO PARKING ANYTIME, HANDICAPPED, est., but I was only parked for a minute."
3. "I was not aware I could not park there"
4. "I have no knowledge of the parking rules"
5. "I couldn't find a parking space"
6. "I parked there before and didn't get ticketed"

After An Appeal Has Been Submitted

All citation appeals are reviewed by the Appeals Committee, the Appeals Committee will:

1. Read the appeal and review the information on the citation
2. Review the Parking Regulations that are relevant to the appeal
3. Review other information, such as area maps or digital photographs est.
4. Make a decision on the appeal

What The Appeals Committee Can Decide

- **Reduced:** The amount of the fine is lessened (payment must be made the day after the Appeals Committee meeting)
- **Approved:** The citation is dismissed completely.
- **Disapproved:** Citation is up help and payment must be made the day after the Appeals Committee Meeting.
- **Appeals Committee Decision in final**

Submit Appeals To

- Email: parkingmgmt@pvamu.edu
Fax: (936) 261-1753
- **Mail:**
Parking Management Office
Mail Stop 1405
PO Box 519
Prairie View Tx, 77446
- **Drop It Off At our Office**
Parking Management Office
Harrington Science Bldg. Room 117
Monday Thru Friday 8:00 a.m. – 5:00 p.m.
(Except on official university holidays)

If you have any questions regarding your appeal or this process please feel free to contact:

Parking Management Office 936-261-1701
parkingmgmt@pvamu.edu

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