



## Campus Parking Citation Appeals Process

The appeals process grants the individual who believes that a campus parking citation was issued in error the opportunity to have the citation reviewed by an appeals committee comprised of an administrative representative, a faculty representative, and a student government representative. The Appeals Committee is independent from the COM Police Department.

### 1. Payment or Appeal Deadline

You must either pay or appeal the citation within **10 school/business days** of the citation issuance. Citations may be paid in person at the Cashier's Office located in the Administration Building or by phone at **409-933-8377** (citation number and valid driver's license number required).

### 2. Submission of Appeal

All appeals must be submitted **online** within **10 school/business days** from the date the citation was issued. Appeals submitted after this deadline will not be considered.

### 3. Review of Appeal Request

All appeal submissions will first undergo a **review** by the Student Conduct Officer or designee to ensure a valid reason for appeal exists. Appeals determined to be invalid during the review will be **automatically denied**, will not advance to the Appeals Committee, and the citation must be paid within 10 business days of the decision notice.

You must provide substantial and valid evidence that you did not commit the parking violation or that the violation occurred due to circumstances beyond your control. **Valid documentation and a copy of the citation must be uploaded with your appeal.** Appeals submitted without sufficient documentation will be automatically rejected.

### 4. Invalid Reasons for Appeal

The following reasons for an appeal are considered invalid and will result in automatic denial during the review or by the Appeals Committee:

- Lack of knowledge of parking laws and policies. For example, new to the campus or have not reviewed the laws or policies.
- Other vehicles were improperly parked.
- Only parked illegally for a short period of time.
- I parked like this before but was not cited previously.
- Late to class, late to work, or late to an appointment.
- Inability to pay the fine.
- No other place to park.
- Illegally parked in a fire lane.
- Illegally parked in a handicap space or handicap access area.
- Appeal is not submitted within 10 days (school/business days).
- Insufficient evidence.

### 5. Appeals Committee Review and Hearing

If the reason for appeal is valid, you will be contacted to attend the monthly appeal review hearing meeting. If you are unable to attend the scheduled hearing, you must email the Appeals Committee at [parkingappeal@com.edu](mailto:parkingappeal@com.edu) within 24 hours of the scheduled hearing. Failure to do so will result in the appeal being rejected and disqualified.

The committee's decision will be based on a majority vote, and you will be notified of the outcome via email within 24 hours following the hearing date.

### 6. All Appeal Rulings are Final.

- If your appeal is approved, you will not be required to pay the citation.
- If your appeal is denied, you will have **10 school/business days** from the decision date to pay your citation at the Cashier's Office located in the Student Center or by phone at **409-933-8377** (citation number and valid driver's license number required).