

BGSU Firelands

Parking Violation Appeal Procedure

The appeal procedure outlined below applies only to BGSU Firelands students. All other persons receiving violations on campus may request a meeting with the Director, Budget and Operations, to appeal their violation, but only after speaking with the deputy who issued the violation. Only those situations involving some valid extenuating circumstance will be considered by the deputies and Director for waiver.

Student Appeal Procedure

1. The student must meet with the deputy who issued the violation in order to explain any valid extenuating circumstances which may have forced the violation to occur (this would not include running late for class, not wanting to walk from another lot, weather conditions, etc.). The deputies' office is located in the Office of Budget and Operations, 140 Foundation Hall. If, in the deputy's opinion a valid extenuating circumstance existed at the time of the violation, the deputy may waive the violation.
2. If, after meeting with the deputy, the student still disputes the violation, they must complete a "*Student Parking Appeal*" form. Appeal forms are available at the Office of Budget & Operations, as well as on-line at <http://www.firelands.bgsu.edu/offices/bando/index.html>. Three (3) signed copies of the completed form should be submitted to the Office of Budget and Operations.
3. At the time the form is submitted, the student will be informed of a tentative hearing date before the BGSU Firelands Student Parking Violation Appeal Committee. The Committee meets as necessary on the 4th Friday of each month at 3:00 p.m. The student's hearing will be confirmed by e-mail for the next regularly scheduled time the Committee meets. The student must plan to attend the hearing at the scheduled time if they would like to address the Committee or provide information beyond what was included in their written statement on the appeal form.
4. The Committee will be provided with a written statement from the issuing deputy and may also hear testimony from the deputy, and/or other involved parties, if requested.
5. The Committee will issue one of the following decisions: *Approved*, meaning the violation will be waived; *Reduced*, indicating that the violation fine amount has been adjusted; or *Denied*, indicating that the appeal has been denied. The decision of the Committee will be sent to the student via U.S. Mail to the home address of record on file with the University.
6. Only one appeal may be made per violation, and the decision of the Committee is considered final.