



## 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. The appeals committee is made up of three members: an administrative representative, a faculty representative, and a student government representative. The Appeals Committee is independent from the COM Police Department.

1. To appeal a citation, you must first pay the citation within **10 days** (school/business days) so that you will not incur a late fee. Pay citations at the cashier office (Bldg. 2).
2. Secondly, submit an appeals form to the College of the Mainland Police Department (Bldg. 16) within **10 days** (school/business days) from the issuance of the citation. The appeals form can be found online at <http://www.com.edu/police>.
3. Appeal forms with attached evidence, citation copies, and citation payment receipts will be forwarded to the Appeals Committee and a hearing will be scheduled.

You must have **substantial and valid evidence** that you did not commit a parking violation, or that it occurred due to circumstances beyond your control. You must submit **valid documentation of evidence, copy of your citation, and copy of citation payment receipt** with the appeals form or your appeals request will be automatically rejected.

4. The following reasons for an appeal are considered invalid and will be rejected.
  - Lack of knowledge of the 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. Once your appeal has been received, you will be contacted for an appeals review hearing which occurs the first Wednesday of the month from 11 a.m.-12:30 p.m. If you cannot attend the scheduled hearing you must give notification to the campus police department (409-933-8403) within **24 hours** of the scheduled hearing or your appeal will be rejected and disqualified. The decision of the committee will be based on a majority vote and you will be notified of the decision via email within 24 hours after the hearing date.
6. **All appeal ruling decisions are final.**
  - You will receive a refund from the cashier office (Bldg. 2) for dismissed citations.