

## APPEALS PROCEDURE (CUVR 600)

### 600: Appeals

Students who believe that they were in compliance with the CUVR and wish to appeal an issued citation may do so through the appeal process. Appeals may only be made in person, IN WRITING at the Department of Campus Safety & Security. All appeals must be submitted within 10 days of the date of the ticket. Appeals submitted in excess of the 10 days from the date of the ticket will not be considered. **Verbal appeals**, either in person or over the phone, will not be accepted.

### 601: Disposition of Appeals

The appeals process has two steps. The first step is the review and evaluation of the appeal by the Department of Campus Safety & Security. This step is generally completed within 10 days of the submission of the appeal. Appellants will be notified via e-mail as to the decision made in this step. Appeals that are denied in the first step will be forwarded to Student Court (**note the exceptions below**).

Disposition of appeals are as follows:

- |                               |               |
|-------------------------------|---------------|
| • Appeal denied               | fine upheld   |
| • Appeal denied               | fine reduced  |
| • Appeal changed to a warning | no fine       |
| • Appeal granted              | ticket voided |

In exception to the two step process, the following appeals are **NOT** forwarded to student court:

- |  |              |
|--|--------------|
| • Speeding   | CUVR 403     |
| • Reckless operation                               | CUVR 405     |
| • Parking in:                                      |              |
| ○ A handicap space                                 | CUVR 307,308 |
| ○ A fire lane                                      | CUVR 311     |
| • Tickets 6-9, whether or not for the same offense | CUVR 506     |

Fines for tickets issued may be charged to the student's account prior to the completion of the appeals process. Fines which are reduced or eliminated will be credited back to the student's account.

### 602: Types of Appeals

Three types of appeals will be considered for evaluation:

- Unclear or conflicting regulations
- Unclear parking lot markings, lines or signs
- Appeals based on emergency or medical situations which made the violation necessary and/or unavoidable. (proof may be required).

### 603: Invalid Appeals

Appeals that will NOT be considered include, but are not limited to:

- Ignorance or lack of knowledge of the regulations
- Inability to find a legal parking space
- Failure to follow posted signs, or "other cars were parked there and didn't get a ticket. . ."
- Appointments, class or work schedules or ". . . too busy . . ."
- Illness
- Lateness, schedule conflict or "an appointment"
- Forgetfulness
  - to appeal the ticket
  - to affix the permit to the vehicle
  - to move the vehicle
  - where I parked my car
- Did not receive a copy of the ticket.
- Loaning the car to a friend or sibling.
- Inability to financially afford the ticket.

**604: Payment of Fines**

All fines are automatically billed to the student's account. Fines may be charged to the student's account prior to the completion of the appeals process. ([refer to CUVR 601](#)). Payment for all fines is to be made at the cashier's office, located in the lower level of the Steven's Student Center.

**605: Loss of Right to Appeal**

Under certain circumstances, an individual's right to appeal may be forfeited. Contributing factors may include, but are not limited to:

- Repeat or habitual offender status ([refer to CUVR 506](#))
- The severity of the offense or situation.
- Status of privilege ([refer to CUVR 509, 511](#))

**606: Warning Tickets**

Warning tickets, as noted on the ticket header, are designed to convey parking and traffic regulations and the subsequent penalty for the violation of that regulation. The recipient of a warning ticket is NOT charged, and the warning is not recorded on the individual's account information.

Warning tickets may be used for reference if it becomes evident that the individual is a habitual offender, particularly in situations where probation, restriction and/or the loss of right to appeal is being considered.