

Appealing a Parking Ticket

Individuals who wish to appeal a parking ticket received at Columbus State University should complete the appeal form found online through the [Parking Web Portal](#). Appeals must be filed within 30 calendar days of the ticket date for consideration. Please note that a hold/charge is placed on the individual's account when the ticket is issued. To have the hold/charge permanently removed from the account, the individual should pay the ticket OR receive a favorable response to an appeal. *Once a ticket is paid, it cannot be appealed.*

The Parking Appeals Committee will meet once per month as determined by the Chair to consider any pending appeals received before 5 pm on the last business day before the scheduled meeting. Any appeals received after this deadline will not be considered until the following month. The committee reserves the right to meet more frequently as needed. *The decision of the Parking Appeals Committee is final.*

The Parking Appeals Committee will be chaired by the Chief Justice of the Student Government Association and consist of 1) the Student Government Association Justices, 2) a Faculty Senate representative, 3) a Staff Council representative, and 4) the Parking Coordinator as an ex officio member. As such, the Parking Coordinator will maintain the database, set the Parking Appeals Committee agenda, and be responsible for all administrative duties such as placing holds on students' accounts, notifying Human Resources, and the creation and delivery of outcome letters to appellants and others, as needed.

The following are not valid reasons for an appeal and may be dismissed:

- Lack of knowledge of the Parking Code
- Inability to find a permitted parking space
- Operation of the vehicle by another person
- Failure of enforcement officers to ticket for similar offenses
- Inability to pay ticket fines or permit costs
- Inclement weather
- Tardiness to class, meeting, or other appointments
- Someone other than a Parking Services employee providing instruction to park
- Lacking a valid parking permit by a student or employee
- Unauthorized parking in accessibility spaces/hatches, grass/landscape, sidewalk or any other unmarked area
- Only parked in an unauthorized area for a short amount of time
- Failure to observe posted signage
- Displaying someone else's permit
- Fire lane and fire hydrant citations