



Hocking College Parking Citation Appeal



All spaces must be completed for appeal to be considered

Date of Appeal: _____ Date of Citation: _____ Citation Number: _____

License Plate Number: _____ State: _____ Parking Permit Number: _____

Violation: _____ Fine: _____

Name: _____ SSN: _____

Current Address: _____

Number and Street

Apt. Number

City: _____ State: _____ Zip Code: _____ Phone: _____

Write a brief summary of why this citation is being appealed.(NOTE: Also include which condition for appeal is met in order for this appeal to be considered. For conditions, see reverse side.)

I hereby appeal the above parking violation. After carefully considering all facts related to the violation, I believe that I have fair and just reason to appeal and obtain cancellation of this citation.

Signature: _____ Date: _____



Hocking College Department of Campus Safety

Division of Police

Hocking College
3301 Hocking Parkway
Nelsonville, Ohio 45764

Chief A.L. Matthews

740-753-6598
Fax: 740-753-5072



Conditions and Procedures for Appealing Hocking College Citations

Conditions:

If you wish to appeal a parking citation, you must do so within 10 days of the date of the citation. In order for your appeal to be considered, it must meet one of the following conditions for appeal.

1. You had a proper permit, but failed to display it.
2. Prior permission was granted by Campus Safety (Officer must be identified)
3. You are a visitor to campus who has not yet registered your vehicle (Failure to display permit only)

Other reasons are seldom granted. Examples of reasons that will NOT result in your appeal being granted include:

- I was there for a short time.
- There was nowhere else to park.
- Lack of convenient parking space
- No one else got a ticket
- I was running late
- I didn't see the sign
- My instructor said it was Okay
- There was plenty of staff spaces left open
- The fine is too expensive
- There was enough room for a space
- There was no sign saying I couldn't park there before
- I never got a ticket for parking there before

Procedure:

If you feel you meet one of the above conditions, you must appeal the citation by completing the appeal form on the back of this sheet.

Appeal Decisions:

Appeal Decisions are based on the individual merit of your citation only. A supervisor from Campus Safety will review your appeal within 5 business days. You will need to come back in the office or call, 740-753-6598, to obtain the appeal decision.

Should you feel that you had proper grounds for an appeal, but it was not granted, you may re-submit your original appeal along with additional information to the Director of Campus Safety. The two will be reviewed and the original decision will be upheld or overturned and your appeal granted. You will need to then stop back in the office to obtain the final appeal decision.