

Appeal Procedure

Consistent enforcement of campus parking policies and regulations helps contribute to an equitable system for all members of the University community. Occasionally, extenuating circumstances may be the basis for an appeal of a parking citation. The following information is applicable if you choose to file an appeal of this type.

Citation appeals must be received within 15 calendar days of the date of issuance. The elapse of 15 calendar days results in the violator's forfeiture of the right to appeal the citation. An appeal may be submitted in one of the following forms:

Appeal Form or Letter of Correspondence

A written appeal, either on an appeal form (available at 160 Bevis Hall) or letter of correspondence (please include the citation number, vehicle license plate number, and a mailing address for your reply in your letter), may be submitted in person to 160 Bevis Hall. You may also mail an appeal to:

Transportation & Parking Services
160 Bevis Hall
1080 Carmack Road
Columbus, OH 43210-1002

On-Line Appeal Form

An on-line appeal form is available through our web site at www.tp.osu.edu. Click on the "Appeal a Citation" link on the left hand side of the main page (under the Quick Links section).

Other Appeal Information

- Absent extraordinary circumstances, an appeal submitted after 15 days from the citation issue date will not be reviewed, and the citation must be paid.
- Disregarding OSU Parking Policies and Procedures are not valid reasons to waive a citation. "I was running late"; "I'll never do it again"; "I was just dropping off a paper"; "I didn't know"; "I was just there a minute" and "I forgot my hangtag" are rarely reasons that, on their own, waive citations. You are encouraged to add as much relevant information and supporting documentation as possible to the appeal to assist in the review process.
- Fire lane, fire hydrant, disability zone parking violations, and unauthorized uses of a permit are not waivable offenses.
- Please note that first offense citations are not automatically waived. All circumstances are taken into consideration.
- Missed Payroll Deductions that have turned into citations are not eligible for appeal.

Did You Know...

An on-line appeal form is available through our web site at www.tp.osu.edu. Click on the "Appeal a Citation" link on the left hand side of the main page (under the Quick Links section).