

OIT Parking Citations Appeals Process

The source of the information contained here is from the [OIT Parking Services Office](#). If you have any questions please contact them at parking@oit.edu or (541) 885-1551.

Don't think you should have received a Citation?

Anyone who receives a parking citation from [OIT Parking Services](#) has the right to appeal. Please note that the only proper basis for an appeal is that the cited regulation was not violated. A lack of knowledge or awareness is NOT an acceptable basis for appeal. Your appeal must be submitted within 5 days of the date of the citation.

What you need to appeal a citation:

Your Traffic Citation

Complete the [OIT Parking Services - Violation Appeal Form](#)

What you need to do:

1. Access the [OIT Parking Services - Violation Appeal Form](#).
2. Fill out all fields on the form. Only those individuals with no OIT identification number may leave the Student ID field blank. All individuals associated with OIT must use their OIT email address.
3. Please state clearly and simply your basis for the appeal. It is not necessary to provide extensive background or information at this time. You will have the opportunity to fully explain your case at your assigned appeal hearing.

What you should expect:

1. All notices regarding appeals and hearings will be sent by email to individuals associated with OIT. Individuals not associated with OIT will be sent letters through the U.S. mail.
2. Within 2 business days, you will be sent a notice confirming receipt of your request for appeal.
3. Within 5 business days, you will be sent a notice of your appeals hearing date and time.
4. You may request to submit a written appeal to the Traffic Appeals Board that substitutes for appearing in person at your hearing. A written appeal must be in the form of a letter to the Traffic Appeals Board. This letter must fully explain your position and why you believe the cited regulation was not violated. Your written appeal must be submitted as an attachment in an email to parking@oit.edu at least two business days before your scheduled hearing.
5. If you make a written appeal, you MUST receive a confirmation of receipt of your written appeal in order for you to not attend your hearing. Keep this confirmation of receipt until your appeal process is complete. Please note that if your written appeal is not properly received and you do not appeal at the scheduled hearing you will be found guilty of the cited offense.
6. If you appear in person, you will have the opportunity to make your case before the Traffic Appeals Board. This board makes the final determination on your appeal.

7. After your hearing date, you will receive a notice of the final status of your appeal.

If you have any problems completing this process or other questions please contact OIT Parking Services at parking@oit.edu or (541) 885-1551.