



**Concordia**  
UNIVERSITY • SAINT PAUL

Department of Security  
275 Syndicate Street North  
St. Paul, Minnesota 55104  
(651) 641-8777 –emergency  
(651) 641-8278 -information

## **Parking Appeal Process**

An alleged violator of a University parking regulation who has been issued a ticket for monetary fine may appeal the ticket. The appeal must be made in writing, and must indicate the reason(s) for the appeal. The Security Department must receive all faculty, staff, student and visitor appeal forms within five traditional school days of the receipt of the ticket.

### General Guidelines for Appeals:

1. All appeals must be made in writing. Parking appeals must be obtained from the Security Office.
2. The appeal must be completely filled out on both sides. Incomplete appeals will be denied.
3. The appeal must be received within five traditional school days of issuance of the ticket.
4. The Parking Appeals Committee, which meets as needed, will review all parking appeals. All decisions made by the Parking Appeals Committee are final. A written response will be forwarded to the owner of the vehicle.
5. All responses from the Parking Appeals Committee will be sent to the email address provided on the appeal form. A copy of the ticket and appeal is retained on file in the Security Office.

