



Piedmont Virginia Community College

Section XII – Safety & Security Policy

XII – 7.0 Parking Ticket Appeal Policy

Policy #:	XII – 7.0
Effective:	January 2003
Revised:	March 2025
Responsible Dept:	Public Safety and Campus Police Office of Finance & Administrative Services

1. Purpose

The College has established parking regulations for the management of its parking lots. Areas have been designated for student, employee, and visitor parking. Tickets are issued to individuals who violate these regulations. This policy discusses the procedure to be followed when an individual wishes to appeal a ticket.

2. Policy Statement

The College has established parking lot procedures for all students, faculty, staff, and visitors. This policy addresses procedures in the event a student, faculty or staff member, or a visitor receives a parking ticket while on campus.

3. Other General Information

N/A

4. Applicability

This policy applies to all students, faculty, staff, and visitors of PVCC.

5. Responsibilities

The responsible parties that will ensure the proper application of the Parking Ticket Appeals Policy are as follows:

- Campus Police
- Police Chief
- Vice President for Finance and Administrative Services
- Director of Financial Services
- Parking Ticket Appeals Committee

6. Definitions

N/A

7. Procedures for Implementation

Appeals of parking tickets should be submitted in writing to the Vice President for Finance and Administrative Services. A form is available from the Cashier's office or on the PVCC website at this link: [Request to Void Parking Tickets](#).

Appeals from current students, faculty, staff, and visitors will be referred to a Parking Appeals Panel consisting of the Director of Financial Services, a staff member, and a faculty member. The Police Chief will serve as an ex-officio member of the appeals panel. The appeals panel will meet as needed.

In order to void a ticket, two panel members must vote to void it. Otherwise, the ticket is upheld and becomes a collectible financial obligation to the College. PVCC is obligated by state regulation to take appropriate action to collect such obligations. These actions may include but are not limited to placing a hold on records, denying class registration, and submitting overdue obligations to the Virginia Department of Taxation debt set-off collection program. Decisions of the appeals panel are final.

The Vice President for Finance and Administrative Services will inform individuals who appeal parking tickets in writing of the result of the appeal.

8. Sanctions for violating the policy

N/A