Parking Appeal Procedures

For complete information on the Middle Georgia State College Parking Policy, including permits, conditions of use and rules governing college parking facilities, please visit this web address:

www.mga.edu/police/docs/parking_Policy.pdf

Department of Public Safety

Macon Campus
Campus Support Services
(478) 471-2414

Cochran Campus
Alderman Hall
(478) 934-3002

Warner Robins Campus
Academic Services
(478) 731-9901

Dublin Campus
Main Building
(478) 274-7751

Eastman Campus
Main Building
(478) 374-6403

OFFICE HOURS
Mon-Thur: 8:00am - 5:30pm
Fri: 8:00am - 12:00pm
Sat/Sun: Closed

Police Officers are available 24 hours a day, 7 days a week.

PARKING CITATION FINES

- $75.00 - Unauthorized parking in handicapped spaces/areas
- $25.00 - Unregistered vehicle
- $25.00 - Improper parking, double parking, or parking on driveways
- $25.00 - Obstructing traffic or driving in undesignated areas
- $25.00 - Parking in unauthorized areas or those not designated for parking
- $25.00 - Parking in areas designated for faculty, staff, and visitors
- $50.00 - Parking in areas designated for police, fire, or plant operations
- $25.00 - Parking on a crosswalk, access walk, loading zone, or near buildings
- $25.00 - Failure to display permit in accordance with established parking policy
- $25.00 - Parking on yellow curb (bus stop/emergency vehicles only)
- $25.00 - Parking on grass/lawn areas
- $25.00 - Overtime parking
- $25.00 - Parking in reserved parking or area not permitted for
- $30.00 - Entering through an exit (moving violation)
- $30.00 - Exiting through an entrance (moving violation)
- $10.00 - Backing/Pulling through a parking space
- $25.00 - Expired permit
- $25.00 - Expired guest parking (resident students)
- $20.00 - Late payment fee
- $10.00 - Boot removal fee

A citation must be settled within seven (7) calendar days. Payments should be made to the Middle Georgia State College Business Office.
PARKING TICKET APPEALS

If a person believes a citation has been issued unfairly, the citation may be appealed. Appeals for Middle Georgia State College parking tickets must be made within 7 calendar days from the date the ticket is issued.

Individuals may appeal parking citations by completing and submitting an appeals form through Banner on the BossCars appeal area of the online site or following these steps:

1. Sign into your BannerWeb account
2. Click on the “Personal Information Tab”.
3. Click on “Bosscars”.
4. Click on “Outstanding Citation”.
5. Submit your appeal.

APPEAL PROCESS

During the Appeals process, an in-person hearing will not be conducted. Initial appeals will be reviewed by the Department of Public Safety. Further appeals must be made within 3 days of the initial appeal reply and will be forwarded to the Parking Appeals Panel through Student Affairs. The appeals committee may be comprised of (1) Student, (1) Faculty Member, and (1) Staff Member. Middle Georgia State College reserves the right to allow substitutions when necessary as well as replace panel members periodically.

In order for your appeal to be processed in a timely manner, all pertinent documentation and statements should be submitted in writing when the appeal is filed.

APPEAL DECISIONS

Appellants may view the decision of their appeal by returning to BossCars through Banner Web.

Decisions will not be mailed or emailed and the decision of the Appeals Panel is final and binding.

When an appeal decision is not in favor of the appellant, the petitioner will have (3) business days to resolve the fine. Payment will be made at the locations cited in the “Citation” section of this policy.

After (3) business days, citations not paid will be subject to the standard $20.00 per citation late fee.

APPEAL PANEL HEARING

The Parking Appeals Panel will meet approximately once a month to review parking ticket appeals and to render decisions. The appellant does not need to be present but will not be excluded from speaking briefly to the panel hearing. Appellants will not be allowed in the room during deliberation. The Parking Appeals Panel’s decision is final and binding.

SPRING 2013

APPEAL HEARING DATES

February 1, 2013
February 22, 2013
March 29, 2013
April 26, 2013