



# Appeal Procedures of Assessment of Fines, Penalties, or Other Costs Related to University Environmental Safety Procedures

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POLICY # IN-FIAD.EHS.14

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**Effective:** unknown  
**Last Updated:** August 1996

**Responsible IUPUI Campus Division:**  
*Finance and Administration*

**Responsible IUPUI Campus Office:**  
*Environmental Health and Safety*

**Responsible IUPUI Campus Administrator:**  
*Rich Strong, Director, EHS*

**Policy Contact:**  
*Primary contact person*

The IUPUI administration formally approves official campus administrative policies through an established process, publishes those policies in a consistent format, and maintains official campus policies in a central, readily accessible policy website. Responsible administrators (as defined below) and their offices, that are engaged in developing and maintaining campus-wide administrative policies must comply with the procedures in this policy for drafting, approving, revising, distributing, maintaining, and withdrawing campus-wide policies. Academic policies are available on the [Faculty Council website](#).

This policy is in accordance with University Policy [UA-08, Establishing University Polices](#).

## Scope

This policy applies to any staff, faculty, student, or guest of the University who is affected by the cost of a fine assessment issued by the Department of Environmental Health and Safety.

## Policy Statement

Any person affected by a cost of fine assessment issued by the Department of Environmental Health and Safety may request and shall be granted the opportunity to appeal the assessment before a quorum of the IUPUI Environmental Safety Committee provided that a written request for such a review is submitted to the current Chairperson of the Committee within thirty (30) days of issuance of the cost assessment. The written request is to provide a brief statement on the grounds for such a review.

Any cost or penalty assessment issued relative to an IUPUI Environmental Safety Policy shall automatically be considered final and binding if a written request is not filed with the Committee Chairperson within thirty days after the assessment is initially issued.

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## Reason for Policy

Not provided – will update during review process

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## Exceptions/Exclusions

Not provided – will update during review process

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## Procedures

**Appeals Review Procedure** - The Environmental Safety Committee shall review and consider the appeals request at its next regularly-scheduled meeting. The petitioner of the review shall be granted the opportunity to show cause as to why such an assessment should not be honored. The Department of Environmental Health and Safety shall also have the opportunity to show cause in favor of the assessment.

After review of such causes, the Committee Chairperson shall poll the opinion of the Committee members in attendance. The outcome of the appeal will be determined by a simple majority of the opinion of the members in attendance at the time of the polling. Any person involved in the assessment of the cost must abstain from voting. In the case of a tie, the opinion of the Committee Chairperson shall determine the outcome of the appeal. The decision of the Committee shall be advisory to the Chancellor or his designee.

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## Definitions

Not provided – will update during review process

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## Sanctions

Not provided – will update during review process

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## Contact Information

<i>Subject</i>	<i>Contact</i>	<i>Phone</i>	<i>Email</i>

(This section may be modified to include responsibilities if necessary.)

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## Forms

Not provided – will update during review process

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## Web Addresses

Not provided – will update during review process

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## Related Information

Not provided – will update during review process

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## Document Change Log

Include information about previous policy versions or whether this policy replaces an existing policy.

<i>Date</i>	<i>Contact</i>	<i>Email</i>	<i>Status</i>
Unknown			Policy approved
3/2014			Converted to policy template

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## Communications

Specify population to receive communications and desired communication methods.

	✓ the desired populations & communication methods
Students	
Staff	
Faculty	
Jag News	
Faculty Council	
Staff Council	
IUPUI Facebook	
IUPUI Twitter	
Housing	