



Traffic and Parking Appeals Form

Any faculty, staff, or student at Southern University and A&M College may appeal a decision rendered by the Traffic and Parking Division of a citation/boot/tow. **The purpose of the traffic appeals process is to dispute the validity of a citation ONLY. All other issues must be handled directly with the Division of Traffic and Parking.** Please review full traffic and parking appeals information at www.subr.edu/dos, under Policies and Information. Please note the following for traffic and parking appeals:

- An appeal of a citation/boot/tow must be made within **seven (7) calendar days** from the date it was initially issued via this form only.
- Only individuals that have **registered** their vehicle through the Southern University Traffic and Parking Division are eligible for appeal consideration.
- The citation is to be appealed by the person to whom it was issued or to whom the permit displayed was issued. Written statements from witnesses are permitted and may be submitted as documentation with the initial appeal only.
- The following information is **REQUIRED** to be submitted with an appeal:
 - A **copy of the citation and driver's license**.
 - A **typed statement** as to why the citation is being appealed.
 - Diagrams, photos, and other supporting documentation to validate the appeal.
 - Supporting information will **NOT** be accepted after the initial appeal is submitted.

All appeals decisions are final. Only complete appeals will be considered and applicants will be contacted with additional information on a denial or of a scheduled hearing date/time. Failure to appear at the scheduled hearing relinquishes all rights to an appeal. All communication regarding traffic/parking appeals is done via **SUBR email ONLY**. Check email regularly for updates. Please submit questions via email to traffic_appeals@subr.edu

Submit Appeals Information (in one packet) to: Suite 213, Smith-Brown Memorial Student Union or via email to traffic_appeals@subr.edu.

PERSONAL INFORMATION

Name: _____ Date: _____

S- Number: _____ Phone Number: _____

SUBR Email Address (required): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Date of Citation: _____ Citation Number: _____

Indicate (student, employee, visitor): _____ Vehicle License Plate Number: _____

Color and Make/Model of Vehicle: _____

For Office Use Only

Approved for Hearing: _____ Denied: _____

Comments: _____