

Traffic and Parking Appeals

Any faculty, staff, or student at Southern University and A&M College may appeal a decision rendered by the University's Traffic and Parking Division of a citation/boot/tow by submitting an appeal. **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.**

Traffic and Parking Appeals Criteria

An appeal of a citation/boot/tow must be made within seven (7) calendar days from the date it was initially issued. Only individuals that have registered their vehicle through the Southern University Traffic and Parking Division are eligible for appeal consideration.

- The citation must 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 ticket 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.

Unacceptable Appeals Criteria

Appeals based on the following are **NOT** acceptable and will be automatically denied:

- Initial appeal was submitted beyond seven (7) calendar days of issuance/charge
- Lack of knowledge of Southern University traffic and parking regulations
- Parking decal displayed incorrectly
- Stated inability to find a permitted parking space
- Operation of the vehicle by another person
- Stated failure of the traffic control officer to citation/boot/tow previously for similar offenses
- Inability to pay fine
- Inclement weather
- Tardiness to class or an appointment
- Someone other than a Southern University Traffic and Parking Division employee gave permission to park

Submission Information

Completed traffic and parking appeals should be submitted to Suite 213 of the Smith-Brown Memorial Student Union. Once appeals are received:

- Submitted appeals are reviewed based on University appeals criteria and Division of Traffic and Parking photos.
- The appeals review process could take up to 30 days.
- Appeals that do not meet the appeal criteria are automatically denied.
- Appeals that require additional review and questions will be scheduled a hearing with the Appeals Committee. An appeals hearing **CANNOT** be requested by the individual submitting an appeal.
- Appeals that have been denied cannot be resubmitted.
- All appeals decision notifications are sent via **official SUBR email accounts ONLY** at the end of each month.