

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE**

**SUBJECT:** Student Traffic Appeals

**EFFECTIVE DATE:** July 1, 2000; Revised November 5, 2013

**I. Introduction**

If a Southwest Tennessee Community College student believes that he/she has justification, traffic citations may be appealed within 72 hours after issuance (excluding Saturdays, Sundays and holidays).

**II. Policy**

Students have the option of appearing before the Committee for Traffic Appeals which will hear the appeal if he/she wishes to make an oral argument. However, if this option is not exercised, the members of the committee will consider the appeal based upon the written statement submitted by the student on the appeal request form. The Committee will meet biweekly and at such times as may be necessary. The location, date and time of the next scheduled committee hearing will be shared with the student at the time the appeal form is completed and submitted in the Office of Student Activities. The Committee is to be composed of five students (the president and vice president of the Student Government Association, three student organization representatives to be recommended by their faculty advisors). The decision of the committee membership will be made based upon the regulations set forth in the Southwest Tennessee Community College Traffic Code (which is given to all students when they obtain a parking decal). The Committee shall select a chairperson and recording secretary.

**III. Procedures**

- A. The appeal process begins with the student completing the "Appeal Traffic Citation Ticket" form. The form may be obtained, completed and left in the Office of Student Activities. The traffic citation issued by Police Services must be attached to the appeal form at the time of its submission.
- B. The Committee for Traffic Appeals will meet to review the appeals submitted by students for consideration of voiding the obligation. The student may verbally present his/her case to the Committee in support of the written documentation submitted.
- C. Decisions of the Committee majority will determine the outcome of the appeal, which in effect gives the Committee the authority to void tickets. If the decision of the committee membership is that the assessment on the citation be paid, fines must be paid in accordance with the procedures set forth in the Southwest Tennessee Community College Traffic Code.

- D. The decision of the Committee will be forwarded to the Director of Student Activities and Police Services. Police Services will notify the student of the results via returned student copy of the request form on which the action will be noted. If the student wishes to learn the committee's decision prior to the receipt of his/her copy, the student may call the Office of Student Activities after the committee hearing is held.
  
- E. If the student is not satisfied with the Committee's decision, the student may submit a written request to the Director of Student Activities within 72 hours after the decision of the Committee has been released. The Director will review the decision and decide whether to uphold or override the committee's action. The student will be notified by email of the Director's decision.

#### **IV. Limitations**

Once a traffic citation is issued to a student, notice of such is entered into the computer resulting in a "hold" placed on the student's record preventing future activity.

Source: Vice President of Student Services and Enrollment Management: 7-1-00; Rev. 11-5-13