

Manual of Policies and Procedures for Student Affairs

Chapter 12. Traffic and Parking Citation Appeals Panel

Subchapter 12-100. General Provisions

Sec. 12-101. Purpose

a. The Traffic and Parking Citation Appeals Panel reviews appeals submitted by individuals who have received a university traffic or parking citation.

Sec. 12-102. Definitions

a. In this chapter, unless the context requires a different meaning,

1. "individual" means faculty, staff, student, and visitor.
2. "panel" means a person appointed by the vice president for student affairs or his/her delegate or representative.
3. "vice president" means the vice president for student affairs or his/her delegate or representative.
4. "student" means a person enrolled in residence at the university or a person accepted for admission or readmission to the university while, or who has been enrolled at the university in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the university while that person is on campus.
5. "university" means the University of Texas at Tyler.

Sec. 12-103. Introduction

a. The Traffic and Parking Citation Appeals Panel is composed of six members, appointed by the vice president. Three members are faculty or staff and three members are students. Two of the three faculty or staff members are designated as senior members. One senior member serves as the panel chair and one senior member serves as the panel chair-elect.

b. The panel schedules meetings as needed.

c. In order for the Traffic and Parking Citation Appeals Panel to meet and render a decision, there must be at least three panel members present, one of which must be a senior member.

d. The Traffic and Parking Citation Appeals Panel will inform the individual making the appeal via mail of its ruling within seven (7) days of the panel meeting.

e. If the panel rules in favor of the individual, no further action is warranted.

f. If the panel rules against the individual, he or she must pay the designated fee at the university cashier's office within ten (10) working days from the date on the appeal notification letter.

Sec. 12-104. Application

a. At the beginning of the fall semester, the vice president appoints panel members for a two (2) year appointment for faculty/staff members. Student member appointments are for one academic year. Additional appointments may be made, when necessary, throughout the academic year. Faculty/staff appointments are staggered to ensure one returning senior panel member each year.

b. The Traffic and Parking Citation Appeals Panel shall consist of the following:

1. Three (3) students
2. Three (3) faculty/staff (Two designated as Senior Panel Members)

3. Vice president as an ex-officio member

Subchapter 12-200. Traffic and Parking Citation Appeals Panel

Sec. 12-201. Administration of the Traffic and Parking Citation Appeals Panel

- a. The panel will meet when there is a need to rule on an appeal. In order for the panel to meet there must be a least three panel members present, one of which must be a senior member.
- b. The request for an appeal must be submitted to the UT Tyler Police Department within ten (10) working days from the date on the citation. If an appeal is not filed before 4:00 p.m. on the tenth (10th) working day from the date on the citation, the citation is deemed final.
- c. Appeal forms may be obtained from the University Police Department, the office of the Assistant Vice President for Student Life, or on-line at <http://www.uttyler.edu/police/parksreg/citationappeal.htm>.
- d. Court appearance citations are handled by the appropriate state or municipal court and not by the UT Tyler Traffic and Parking Citation Appeals Panel.
- e. The decision of the Traffic and Parking Citation Appeals Panel is final.

Subchapter 12-300. Traffic and Parking Regulations

Sec. 12-301. Enforcement of Traffic and Parking Regulations

- a. University reserves the right to enforce traffic and parking regulations:
 1. through the issuance of University traffic and parking citations and the collections of fees and administrative enforcement charges for offenses;
 2. through the impoundment of vehicles interfering with the movement of vehicular or pedestrian traffic, or blocking a sidewalk, loading dock, ramp, cross-walk, entrance, exit, fire lane or aisle and through the impoundment of vehicles for unpaid charges;
 3. by the suspension or revocation of permits;
 4. by requiring either the vehicle owner or operator or the person who purchased the permit to appear in court or at a University hearing for non-payment of outstanding charges;
 5. by barring the readmission, withholding grades, degrees, refunds and official transcripts of any student for non-payment of outstanding charges;
 6. by disciplinary action against employees or students who fail to abide by these regulations;
 7. by denying parking permits to those with overdue charges;
 8. by the issuance of court appearance citations requiring an appearance in the appropriate state or municipal court; or
 9. by such other methods as are commonly employed by city governments or state agencies in control of traffic regulation enforcement.

Revised: 10/01/08

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