

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, or visitor.
2. "panel" means a person appointed by the chief student affairs officer.
3. "chief student affairs officer" means the chief student affairs officer or their designee.
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 chief student affairs officer. Two of the members are designated as senior members.

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 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 chief student affairs officer appoints panel members for the academic year. Additional appointments may be made, when necessary, throughout the academic 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. chief student affairs officer 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 after the citation was issued. If an appeal is not filed within this time period, the citation is deemed final.
- c. Appeal forms may be obtained from the [University Police Department website](#) or at the Campus Police Department (USC).
- 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, bicycle, or pedestrian traffic, blocking a sidewalk or space for those with disabilities, occupying a reserved space, loading dock, ramp, cross-walk, entrance, exit, fire lane or aisle in violation of parking policies;
 - 3. through the impoundment or booting of vehicles for unpaid citations;
 - 4. by the suspension, revocation, or denial of campus driving privileges, parking permit, and access privileges to those with overdue charges or who have violated these regulations;
 - 5. by withholding degree and official transcript of any student for non-payment of outstanding charges in accordance with university policy;
 - 6. by disciplinary action against employees or students who fail to abide by these regulations;
 - 7. by the issuance of court appearance citations requiring an appearance in the appropriate state or municipal court or by such other methods commonly employed by city governments or state agencies in control of traffic regulation enforcement.