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**Savannah State University**

**CITATION APPEALS**

**July 1, 2014**

**THE PARKING REVIEW BOARD**

The Parking Review Board (PRB) is an essential component in assuring that the parking rules and regulations of the University are applied fairly and impartially. The duties and responsibilities of the PRB will be to review appeals for parking citations received on the Savannah State University campus.

**THE APPEAL PROCESS**

Anyone receiving a parking citation on the Savannah State University campus has a right to appeal that citation to the PRB. The PRB is tasked with the responsibility of reviewing, investigating, and rendering a final decision to either uphold or dismiss the citation. The Board has 5 members, identified as: one sworn Public Safety Officer of the rank of Corporal or Sergeant, two representatives from the Student Government Association, one staff member, and one faculty member. Only a faculty or staff member is eligible to chair the PRB. The person serving in the capacity of chair will be elected by the PRB members at the first meeting. The PRB shall require the attendance of two members exclusive of the chair or his/her designee in order to convene for business for any appeal. The PRB shall convene at least monthly during the academic year, or as often as necessary to assess and investigate appeals. The PRB shall conduct all investigations in compliance with Federal and State Laws, Board of Regents rules and regulations, and Savannah State University policies and procedures.

All appeals must be submitted online at [www.savannahstate.edu/permit](http://www.savannahstate.edu/permit). **The appeal must be received within 10 calendar days from the date of the citation.** The right of appeal is forfeited after the 10 calendar days. The PRB shall render a final decision. The appellant will be notified of the decision in writing within 10 business days following the PRB meeting at which the appeal was heard either via email or United States Postal Service.

When the appellant initiates the appeal process, he or she must indicate why the patroller/officer was wrong or negligent in the performance of his or her duties when the citation was issued. Appealing for reasons such as “late for class, no parking spaces were available, other people were parked there, I’ve always parked there before, etc.” are not justifiable reasons for consideration. Ignorance of the regulations is also not a justifiable reason for appeal. When appealing, the appellant must adhere to the following policies and procedures:

* Submit appeal request online at www.savannahstate.edu/permit.
* After 10 calendar days, the right to appeal is forfeited.
* Upload and attach to the online appeal electronic request any and all related material to justify your request, including tickets and receipts.
* If the PRB needs additional information, you will be invited to the next meeting.
* Only appellants can appeal their own citations, not friends, relatives, roommates, etc.
* Potential graduates’ rights to appeal a citation within 1-month of his/her graduation is forfeited. A reminder notice will be sent to all seniors with parking permits. Parking fines must be paid in full in order to graduate or receive a transcript.
* **PRB decisions are final and are not subject to additional review.**
* When appeals are denied, the citation to which it pertains becomes due and payable.