



SAVANNAH STATE UNIVERSITY

CITATION APPEALS

July 1, 2016

THE PARKING APPEALS BOARD

The Parking Appeals Board (PAB) 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 PAB will be to review appeals for parking citations received on the Savannah State University campus.

THE APPEALS PROCESS

Anyone receiving a parking citation on the Savannah State University campus has a right to appeal the citation to the PAB. The PAB is tasked with the responsibility of reviewing, investigating, and rendering a final decision to either uphold or dismiss the citation. The Board has five members, identified as: one sworn Public Safety Officer, two representatives from the Student Government Association, one staff member, and one faculty member. A student is not eligible to chair the PAB. The person serving in the capacity of chair will be elected by the PAB members at the first meeting. The chair can only serve a maximum of two consecutive academic years. The PAB 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 PAB shall convene at least monthly during the academic year, or as often as necessary to assess and investigate appeals. The PAB 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. **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 PAB shall render a final decision. The appellant will be notified of the decision in writing within 10 business days following the PAB 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 PAB needs additional information, you will be notified via email and/or phone to submit the requested additional information.
- Only appellants can appeal their own citations, not friends, relatives, roommates, etc.

- Potential graduates' rights to appeal a citation within one month of his/her graduation are forfeited. A reminder notice will be sent to all potential graduating seniors with parking permits. Parking fines must be paid in full in order to graduate or receive transcripts.
- **PAB decisions are final and are not subject to additional review.**
- Regardless if an appeal is submitted or not, the citation to which it pertains is due and payable when the citation was issued. If/when a citation appeal is overturned, then amount paid will be credited to the citation charge on the parking account and posted to PAWS (student account).