TRAFFIC/PARKING CITATION APPEALS

1. The University Police officers are experienced and well informed in the interpretation of the SWOSU traffic rules and regulations.
2. Traffic Citation Notifications are issued only when infractions of SWOSU traffic regulations occur.
3. If you receive a Traffic Citation notification and believe that the citation has been issued in error, you may appeal to the Traffic Appeals Board.
4. Appeals on the ORIGINAL CITATION AND FINE can be made to the Traffic Appeals Board provided that no more than 72 hours have elapsed since the violation occurred.
5. Tickets appealed after 72 hours will include the doubled amount of the fine as indicated on the ticket.
6. Only one appeal per citation can be made. **The decision of the Traffic Appeals Board is final.**

INSTRUCTIONS

1. ALL APPEALS WILL BE IN WRITTEN FORM ONLY. THE TRAFFIC APPEALS BOARD WILL MEET THE LAST WEEK OF EVERY MONTH.
2. The fine for the citation and a $5.00 appeal fee must be paid in the University Business Office. This must be done within 72 hours in order to avoid the charges doubling (as stated on citation).
3. After paying the fine and the $5.00 appeal fee you may obtain a Traffic Appeals Form at the University Business Office.
4. Complete the form and take it to the Dept of Public Safety across from Stewart Hall (State & College) before ten (10) days has expired from time of citation. The appeal will be revised by the Traffic Appeals Board at the end of the month.
5. If your appeal is approved, your citation fee and $5.00 will be refunded by mail.
6. If your appeal is denied, your appeal fee will be forfeited and you will be contacted by mail.
7. **APPEALS CANNOT BE MADE OR FORMS TURNED IN AFTER 10 CALENDAR DAYS FROM THE DATE THE VIOLATION OCCURRED.**

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TRAFFIC/PARKING CITATION APPEAL FORM

NAME_______________________________________SS#__________________________
ADDRESS_______________________________________PARKING DECAL NUMBER_______
DATE OF VIOLATION__________________BUSINESS OFFICE RECEIPT#_________________________
CITAION NUMBER____________________APEAL DATE_______________________________________
VEHICLE TAG#______________________DATE APPEAL RECEIVED AT DPS OFFICE____________
RETURN APPEAL TO: SWOSU TRAFFIC APPEALS BOARD C/O DEPT OF PUBLIC SAFETY, 100 CAMPUS DRIVE, WEATHERFORD, OK 73096 (INTERSECTION OF STATE AND COLLEGE

WRITE APPEAL EXPLANATION BELOW AND BACK

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