

TRAFFIC/PARKING CITATION APPEALS

1. The Southwestern Oklahoma State University Campus 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 within ten (10) days from when the violation occurred.
5. 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.
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 Department of Public Safety on the corner of State & College before ten (10) days has expired from time of citation. The appeal will be reviewed 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 through the Business office.
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.

TRAFFIC/PARKING CITATION APPEAL FORM

NAME _____ SS# _____

ADDRESS _____ PARKING DECAL NUMBER _____

DATE OF VIOLATION _____ BUSINESS OFFICE RECEIPT# _____

CITAION NUMBER _____ APPEAL 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

WRITE APPEAL EXPLANATION BELOW AND BACK
