



TRAFFIC VIOLATIONS CITATION APPEAL

Safety and Security/A-Building
120 White Bridge Road, Nashville, TN 37209
Phone: 615/353-3273 FAX: 615/353-3515

STUDENT: _____ STAFF: _____ VISITOR: _____

NAME: _____ A# _____ PHONE: _____

MAILING ADDRESS: _____

TRAFFIC & PARKING REGULATIONS (as stated in NSCC Student Handbook)

All students must register their vehicles with the Security Office. Registration consists of purchasing an official college parking decal at a cost of \$15.00 per year. Decals must be affixed to the rear left bumper or lower left corner of rear window.

DAY CLASSES (until 3:00 p.m.)

STUDENT PARKING:

Spaces designated for **STUDENT** parking are **WHITE LINES ONLY**. Any vehicle improperly parked may be towed at the owner's expense.

VISITORS' PARKING:

Spaces designated for visitors' parking are marked with **GREEN LINES**. Individuals registered for classes are classified as "students" and should park in areas designated for student parking only.

FACULTY/STAFF PARKING: Spaces designated for faculty/staff parking are marked with **BLUE LINES** or **BLACK LINES**.

EVENING CLASSES (after 3:00 p.m.)

There is no designated parking on campus after 3:00 p.m. Monday – Friday. Parking is open to both students and faculty/staff.

- Parking restrictions will not be enforced between semesters, on Sundays, or school holidays EXCEPT for disabled parking.

DISABLED PARKING

Special parking areas are provided for disabled students. The laws of the State of Tennessee govern disabled parking. As enacted by the Tennessee General Assembly, any individual parked illegally in a designated disabled parking area will be fined \$200.00 for each violation. (NO EXCEPTIONS—STATE LAW)

- Parking fines are assessed at \$25.00 per infraction and can be paid at the Bursar's Office (S-203). Student grades, transcripts, certificates, and/or diplomas will not be released until fines are paid and the student account has been cleared. Students also will not be allowed to register or early-register for classes until all outstanding parking fines have been paid.

PROCESS TO APPEAL TRAFFIC VIOLATIONS CITATIONS:

Appeals of traffic tickets violations MUST be made within 72 hours after the ticket is issued. Appeal forms are available at the Office of Security, room A-34, and/or in the Student Services Center. Appeal forms should be completed with a copy of the citation attached. Both copies should be returned to the Office of Security where a ruling will be made to DISMISS or SUSTAIN the citation.

COMPLETE INFORMATION IN THE BOX BELOW. RETURN TO THE SECURITY OFFICE, A-34, MAIL, OR FAX (SEE ABOVE).

Citation #: _____ (attach copy of ticket to this form)	Date of Appeal: _____
Reason for Appeal:	

DECISION REGARDING APPEAL OF CITATION # _____ DISMISSED SUSTAINED \$25 \$200

COMMENTS: _____

Approved by: Derrek Sheucraft, Director of Safety & Security Signature: _____ Date: _____