



Police and Security/E-Building  
120 White Bridge Road, Nashville, TN 37209  
Phone: 615-353-3273

## TRAFFIC VIOLATIONS CITATION APPEAL

STUDENT: \_\_\_\_\_ STAFF: \_\_\_\_\_ VISITOR: \_\_\_\_\_

NAME: \_\_\_\_\_ A# \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

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

All privately owned and/or operated vehicles for use on campus by students and faculty/staff must be registered in the Security Station in the Student Services Center lobby. For faculty and staff decals there is a charge of \$15. The decal charge for attending students is included in their tuition and fees. 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 in the back lots 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 E-13, 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, E13, 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 ☐ \$50

COMMENTS: \_\_\_\_\_

Approved by: Thomas Phelps, Chief of Police

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised as of 11/15/2023