

## PARKING APPEAL PROCEDURE

*Please read the following information carefully.*

To appeal a citation, one must fill out the Parking Appeal Form **WITHIN SEVEN (7) CALENDAR DAYS OF THE DATE OF THE CITATION.**

If you choose to appeal, the Parking Appeal Form must be COMPLETED ENTIRELY or the Student Conduct Board will be unable to review the appeal. Please PRINT NEATLY and LEGIBLY when completing the appeal packet to ensure a faster response from the board. The completed form MUST be returned to the Office of the Dean of Students and Housing for Student Success (Douglas Campus: Powell Hall) within SEVEN (7) days. Those on the Waycross Campus may deliver the form to the Cashier's Office who will email a copy to the Dean of Students and Housing for Student Success.

It is not mandatory to appear before the Board. However, if you choose to appear before the Board, it MUST be noted in your narrative and it is your duty to appear at the scheduled hearing on your own behalf. The hearing WILL NOT be rescheduled.

The Board may consider past records of parking in reaching their decision. When a decision has been reached, notification will be sent via SGSC email or, for visitors, the email that you have provided. The decision of the Student Conduct Board may **ONLY** be appealed to the Dean of Students and Housing for Student Success.

You may postpone payment of the penalty while an appeal is in progress. Failure to pay a parking penalty will result in actions such as a **"HOLD"** being placed on a student's grades and registration will be delayed, etc. Therefore, if either early or regular registration occurs while in the appeals process, you may pay the penalty in order for the hold to be removed. If the appeal is supported, a refund will be made.

If you choose not to file an appeal, the fine may be paid at the Cashier's Office.

If you have any questions regarding your appeal or the appeals process, please contact:

Sandra Adams  
Dean of Students and Housing for Student Success  
South Georgia State College  
Powell Hall  
(912) 260-4416  
Email: [sandra.adams@sgsc.edu](mailto:sandra.adams@sgsc.edu)

**This Area for SGSC Staff Member Completion Only:**

Staff Member Initial and Date Returned: \_\_\_\_\_

Date Submitted to Dean of Students: \_\_\_\_\_

# South Georgia State College Parking Appeal Form

Please Print Legibly

Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Phone #: \_\_\_\_\_

Campus: \_\_\_\_\_ Douglas \_\_\_\_\_ Waycross

SGSC Email Address (if student/staff/faculty): \_\_\_\_\_

Classification: \_\_\_\_\_ Student \_\_\_\_\_ Faculty/Staff \_\_\_\_\_ Visitor

**Residential** Student Decal Number: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate Number: \_\_\_\_\_

Citation Number: \_\_\_\_\_ Citation Date: \_\_\_\_\_

Charge(s) Listed: \_\_\_\_\_

## Written Appeal

Use the space provided below for stating the reason that you feel that the citation was given in error.  
Attach any photographic evidence to support your claim.

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

**ATTACH A COPY OF YOUR PARKING CITATION**

APPEALS MUST BE FILED WITHIN 7 DAYS OF RECEIVING CITATION.