

# HPU PARKING/TRAFFIC TERMS & CONDITIONS

2021-2022

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## ARTICLE I General Information

### A. Introduction

In order to maintain a safe and operationally efficient High Point University (HPU) campus, parking must be managed appropriately. To standardize control, parking regulations have been published by the university's Transportation and Parking Office (hereinafter referred to as "Director") and have been approved by university administration. **Parking terms and conditions, including lot/space utilization, may be modified without notice.**

### B. Definitions

- a. **AVI:** Automated Vehicle Identification; a radio frequency identification (RFID) system used to pre-vent a motor vehicle campus entry.
- b. **Student:** Persons enrolled in any class or program at High Point University. This includes graduate students and persons who are not enrolled for a summer session but attended HPU during the previous semester and/or are enrolled to attend during the fall semester.
  - i. **Early Decision:** Parking is permitted in assigned and numbered space corresponding with the window decal displayed on the inside of the driver's side windshield. This space is reserved for the assignee 24hours 7 days a week. Parking in any other space on campus, other than 30/60 minutes, is prohibited and subject to citation. The numbered space cannot be "loaned" to anyone else. This space is available to the student for one (1)

academic year only, beginning with the fall semester and ending with the spring semester. New Early Decision window decals are reissued every year.

- c. **Staff:** Non-faculty employees of HPU and select leaders of HPU auxiliary partners. This includes HPU employees that are enrolled in classes.
- d. **Faculty:** Persons assigned teaching responsibilities including Adjuncts, as well as Assistant Vice Presidents.
- e. **VP/P/Dean:** Employees designated as Vice President, Senior Vice President, Provost, President, and Dean.
- f. **Vendor/Contractor:** Persons who are contracted to work on campus who are not operating a clearly, company-identified vehicle, and who do not qualify as “Auxiliary Partners.”
- g. **Visitor:** Persons who are not students, faculty, staff members, auxiliary partners, or vendor/contractors but have a legitimate purpose to park on campus. HPU registered vehicles or vehicles required to be HPU registered, shall never be considered a visitor.
- h. **Conveyances:**
  - i. **Motor Vehicle:** Any engine or motor-powered, occupied able machine manufactured primarily for use on public streets or highways that can exceed 25 MPH and that is typically required to be state DMV registered. Vehicle must be currently registered by the state of residence DMV.
  - ii. **Low-speed Vehicle:** A four-wheeled electric or gas-powered machine (golf cart-type) whose top speed is less than 25 MPH. A low-speed vehicle shall be equipped with headlamps, tail lamps, parking brakes, rearview mirror(s), windshields, speedometer, seat belts, and a vehicle identification number. A low-speed vehicle shall be registered in accordance with N.C.G.S. 20-50 and insured in accordance with N.C.G.S. 20-309.
  - iii. **Motorcycle:** A two or three wheeled, open-station powered machine of greater than 50 cubic centimeters of piston displacement designed to carry one operator and no more than one passenger, manufactured primarily for use on public streets or highways, that can exceed 30 MPH on a level surface, and that is typically required to be state DMV registered. Vehicle must be currently registered by the state of residence DMV.
  - iv. **Moped and Scooter:** A two-wheeled, open station machine manufactured with an engine or motor of no more than 50 cubic centimeters of piston displacement and no external shifting device. A moped’s top speed cannot exceed 30 MPH on a level surface. **A “moped” or “scooter” that exceeds said parameters shall be classified as a motorcycle and must be registered by the state of residence DMV.**
  - v. **Minibike:** A small, two-wheeled, motorized machine that is unable to be state registered. Prohibited to operate on campus.
  - vi. **Bicycle:** One, two, three, or four-wheeled, human-powered device that may have an auxiliary/added motor not to exceed one-half horse power.

vii. **All Other Battery-Powered and Gas-Powered Personal Transport Devices:** Prohibited from use except as permitted under the Americans with Disability Act.

i. **Parking Space:**

- i. The paved area designated by painted parallel lines on either side, or a line on one side and a curb on the other, or as a parallel to the curb space as designated by pavement markings.
- ii. In a gravel area, parking blocks are placed to indicate parking spaces. When a vehicle is parked in a gravel area, it must be perpendicular to the parking block. Only one vehicle to a parking block permitted.

j. **Auxiliary Partners (A.P.):**

- i. Resident contractors (i.e., daily contractors, e.g., Harvest Table, Budd, 1924 Prime, Bookstore) that are required to park in specified lots:
  1. Aldridge Village shall park in the southern-most spaces south of the Village Grille (closest to Parkway Commons).
  2. North College Administration shall park in the front of the building.
  3. North College Terrace shall park in spaces closest to the building's southeast corner (near dumpsters).
  4. Silver Line Diner shall park in spaces along University Parkway closest to the fence line.
  5. All others shall park at the IHM lot at the corner of Montlieu Av and Centennial Av and utilize HPU provided transportation, Gold Line.

C. **Liability**

High Point University assumes no responsibility for damage to a vehicle, or the contents therein, while parked or while being operated on campus or as prescribed under Article VI.

D. **Geographic Applicability**

HPU Parking Terms and Conditions shall apply to all persons residing, parking and/or operating motor vehicles on High Point University property and contiguous city streets.

E. **Enforcement Periods**

Parking regulations, except where specifically excluded herein, are enforced 24 hours a day/ 7 days a week, 365 (366 leap year) days a year.

- i. Exclusion: 30/60 MINUTES, RESERVED, FACULTY, VISITOR, STUDENT HEALTH SERVICES, and ADMISSIONS lots/spaces are enforceable **Monday-Friday, 7am-5pm.**

F. **Permissible Locations**

Parking is permitted in marked/defined spaces only. Parking on any grass or natural area is prohibited, except where permitted by sign and access. The absence of "No Parking" signs or painted curbs does not indicate that parking is permitted.

**G. Responsibility**

Students, faculty, and staff are responsible for their visitors and will be held financially responsible for HPU parking/traffic citations issued to family members or friends who use their registered vehicles.

**H. Disabled Vehicles: Duty to Report**

Any person experiencing mechanical difficulty with a vehicle that is disabled or malfunctioning must notify Campus Security at the time of the malfunction. The driver may be required to furnish proof (written or otherwise) to security that the vehicle is actually disabled. Drivers are required to remain with any vehicle that becomes disabled in the roadway or travel lane until Security can assess the impact on traffic flow. Such vehicles may be subject to immediate relocation (towing) at owner's expense. **Notes affixed to a disabled or malfunctioning vehicle without Security verification are not an affirmative defense for improper parking.**

**I. Loaned Vehicle**

The registered owner of a vehicle is responsible for any/all tickets or moving violations issued to said vehicle, even if loaned to someone else.

**J. Campus Access**

The university's main campus is open to the public between the hours of 6am-8pm, seven days a week. During said hours vehicles may enter campus and park without a HPU permit in any non-illuminated ADMISSIONS, VISITOR, or any undesignated/unmarked space. Persons/vehicles entering between the hours of 8pm-6am, seven days a week must present a valid HPU AVI-registered vehicle, a HPU Passport to enter campus, or must be an invited guest via HPU visitor management system (iVisitor) and must display a HPU visitor parking permit between 8pm and 6am.

**ARTICLE II Motor Vehicle Registration Required**

**A. Mandatory Registration**

All students, faculty, staff, vendors, and contractors are required to register their vehicles with Security at Wanek Center security desk (24 hours/7 days a week). Contractors/Vendors driving well branded company vehicles are not required to register their vehicles. Other required registration is described below.

**B. Guest/Visitor Parking Permits**

Overnight guests must obtain a three-day guest parking permit (no charge) from any Welcome Center or via iVisitor. Please see Article I.B.g for the definition of a "guest/visitor." Visitor permits are not required for day-time guests that are parked in undesignated, visitor, 30/60 minutes spaces, or during large events. Visitors should be registered by hosts online at [my.highpoint.edu](http://my.highpoint.edu).

Visitor and guest will be issued a yellow visitor hang tag while on campus, between the hours of 0800-2000 hours. The hang tag must be hung from the rear-view mirror, the officer at the Welcome Center will mark the date and time of entry on the Visitor Hang Tag. Between the hours

of 2000-0800 guest are to be registered prior to entry onto campus. They will be issued a guest parking permit that must be displayed on the dash while parking in a non-marked space.

**C. Temporary Parking Permits**

A 14-day temporary parking permit may be issued at no charge to anyone who is required to register his/her vehicle. Temporary permits shall be displayed on the dashboard of the vehicle with the permit number facing the windshield. A temporary parking permit may only be issued twice for the same vehicle or to the same person within 90 days of the first issuance. Extenuating circumstances shall be evaluated on a case-by-case basis.

**D. Service & Delivery Permits**

A Service & Delivery hang-tag is available from the Office Transportation and Parking to those with a need to park privately owned vehicles near buildings while conducting university business. They are valid for one hour increments from Monday-Friday, 7am-5pm, with no time duration outside said hours. Application for said permit may be made by emailing [parking@highpoint.edu](mailto:parking@highpoint.edu).

**E. Special Parking Permit**

A special, temporary hang-tag is available from the Parking Office to those who have unique circumstances. Parking privileges, location, and duration shall be determined on a case-by-case basis. Application for said permit may be made by emailing [parking@highpoint.edu](mailto:parking@highpoint.edu).

**F. HPU Decal Placement**

- a. Two HPU decals shall be displayed on all four-wheeled vehicles. The larger of the two decals is to be adhered to the rear exterior of the assigned vehicle **using the supplied adhesive**. The decal must be applied so that the decal is clearly visible when standing 10 feet directly behind the center of the vehicle. **Vehicle should be cool to the touch in the location the decal is going to be applied**. The small decal is to be adhered to the inside front windshield, near the top center, and parallel to the ground so that it is clearly visible when standing 10 feet directly in front of the vehicle. If the front decal does not provide access, please email [parking@highpoint.edu](mailto:parking@highpoint.edu).
  - i. HPU vehicle registration decals shall be displayed as issued and may not be altered in any manner.
- b. ED Students will receive a numbered Early Decision (logo shall change each academic year) decal which shall be adhered to the inside of the front windshield, driver side bottom corner.
- c. Motorcycles and mopeds shall display the decal on the left front fork or in close proximity to the left front fork when said fork cannot accommodate the decal.
- d. Bicycles are required to be registered. Decal shall be adhered to the bicycle frame via supplied adhesive.

**G. Vehicle Registration Procedures**

- a. Vehicle registration or re-registration for students, faculty, and staff is available online at [my.highpoint.edu](http://my.highpoint.edu) or [www.highpoint.edu/parking](http://www.highpoint.edu/parking). Vendors/Contractors must register their vehicles in person at the security office located at the North College Administration Building. After-hours visitors may register their vehicles in person when entering campus at any Welcome Center.
- b. Once vehicle data is submitted, registration is completed by obtaining the parking decal at the Wanek Center security desk or the North College Administration building. **A valid HPU Passport and original state-issued vehicle registration must be presented to receive decals.**

- c. Decals are valid for as long as the student is currently enrolled or the employee, auxiliary partner, contractor, or vendor is currently employed by or contracted with HPU. Decals will be electronically expired, thus null and void following disenrollment or employment/contract separation.
- d. Acceptance of HPU vehicle registration decal(s) is confirmation that the registrant/owner/individual has agreed to abide by all HPU parking terms and conditions.

**H. Handicap Authorization**

Campus handicap spaces must be regulated in accordance with guidelines prescribed by the State of North Carolina. Displaying/utilizing an unauthorized handicap hang-tag/plaque shall result in a \$250 fine and may result in a judicial hearing. Violators are subject to both a campus HPU parking citation and a \$250 city citation.

**I. Registration Decals Are Non-Transferable**

Use of the decal(s) on any vehicle other than the one to which it was assigned carries both a monetary penalty and a misconduct referral to Student Life (if a student is the violator) and may result in loss of campus driving/parking privileges. The parking decal(s) must be displayed on and attached to the vehicle in which it was assigned in accordance with Article II. F. To obtain a replacement decal due to front windshield or back glass replacement or change of vehicle ownership, student or partner must remove remaining decal, both front and rear, and return to the Wanek Center security desk to be eligible for a replacement set of decals. For damaged decals please see Article IV. H.

**J. False Registration**

Any and all parties involved in false registration may be subject to monetary fines, Student Life judicial review (if party is an enrolled student), and the loss of parking privileges. Any alteration or attempt to alter a decal or permit or the use of any permit or decal issued to another or to deceive an enforcement officer by obstructing or hiding said decal is a violation of registration regulations and may constitute an honor code violation. This includes but is not limited to “taping” of decal to vehicle glass or body.

**ARTICLE III Parking Spaces/Areas**

**A. Parked Vehicle**

A parked vehicle is defined as one that is stationary, unattended/unoccupied by the driver/operator whether the vehicle is running or not. Parking along a curb, roadway edge, or in a roadway is considered parking in a fire lane, wither marked or not and subject to ticketing and/or towing.

**B. Reserved**

Parking spaces with the designation “RESERVED” are for faculty and staff and are enforced Monday-Friday, 7am-5pm.

**C. Admissions & Visitor**

Parking spaces designated as “ADMISSIONS” or “VISITORS” are for guests who are not required to have their vehicle HPU registered per Article I. B. g., future students/family, prospective business partners, and official university guests.

- D. **Student Health**  
Spaces marked as Student Health are reserved for use while at Student Health. All others are subject to ticketing.
- E. **Faculty**  
Parking spaces with the designation “FACULTY” are for faculty only and are enforced Monday-Friday, 7am-5pm.
- F. **30/60 Minute**  
Parking spaces with the designation of “30” or “60 Minutes” are for temporary parking by anyone (unless designated “STUDENT ONLY”). However, if a vehicle is required to be HPU registered and it is not, it is subject to an unregistered parking citation.
- G. **Service and Delivery**  
Parking spaces with the designation “SERVICE & DELIVERY ONLY” are reserved 24 hours a day/7 days a week for university service and delivery vehicles and select personal operated vehicles that display a Special Parking Permit. Additionally, Service and Delivery spaces are restricted to one hour increments, Monday-Friday, 7am-5pm.
- H. **Temporary Restricted/Coned-off**  
Any space(s) that have been blocked or coned-off by Security.
- I. **Loading/Unloading Zone**  
Must be in the act of being loaded or unloaded. Any vehicle unattended for more than five minutes shall be considered “parked” (see Article III. A.).
- J. **Unmarked/Undesignated**  
Available for students (excludes Early Decision students) and visitors (not required to be registered) only. Faculty, staff, and auxiliary partners may not park in undesignated spaces, except for Lot B.  
Early Decision students are only permitted to park in assigned, numbered spaces corresponding to decal numbers displayed on front windshield of vehicle.
- K. **Handicap**  
Includes any designated space that has a handicap painted marking, hashed line, and/or a sign. Blocking curb cuts shall be considered a handicap citation fine. Only vehicles properly displaying a state-issued handicap permit or handicap license plate shall be permitted to use such spaces. Permits must be state issued to the individual using the space.
- L. **Bicycle**  
Bicycles shall only be parked in approved bicycle racks or within dorm rooms or offices (not blocking egress). Bicycles not HPU registered or properly parked on campus are subject to Article VI.
- M. **Motorcycle/Moped**  
Motorcycles and mopeds may only be parked in a “MOTORCYCLE/MOPED” parking space or any undesignated space in Lots A or B. Motorcycles and mopeds not HPU registered or not

properly parked are subject to Articles V and VI. A four-wheel vehicle is prohibited in a Motorcycle/Moped space.

**N. VP/Dean**

Parking spaces with the designation “VP/DEAN” are restricted to only Vice Presidents, Senior VP’s, and Deans. Spaces shall be enforced Monday-Friday, 7am-5pm.

**O. 24 Hour Reserved Spaces**

Spaces designated for the “PRESIDENT”, “RESIDENT DIRECTORS”, and “EARLY DECISION STUDENTS” numbered spaces.

**P. Early Decision Numbered Spaces**

Spaces designated for vehicles that display the current year issued decal. Decal number must match the numbered space in which the vehicle is parked. Spaces shall be enforced 24 hours a day/7 days a week while school is in session. This space cannot be loaned out to anyone else.

- a. Exclusion: Handicap (in accordance with Article III. K.), 30/60 minutes, and unmarked spaces at Aldridge Village and North College Administration.

**ARTICLE IV Decal Fees**

The first vehicle decal is complimentary/included for all students, staff, faculty, and auxiliary partners. Below are the charges for subsequent decals:

**A. Undergraduate Students**

Each subsequent, concurrently registered decal set will incur a \$500 charge. Decal charges may be waived if the student provides proof that the prior decal is no longer in use. Acceptable proof includes old decals (returned in any condition), bill of sale or proof of destruction. Undergraduate students are permitted to register two vehicles.

**B. Graduate Students**

Each subsequent, concurrently registered decal set will incur a \$500 charge. Decal charges may be waived if the student provides proof that the prior decal is no longer in use. Acceptable proof includes old decals (returned in any condition), bill of sale or proof of destruction. Graduate students are permitted to register two vehicles.

**C. Faculty**

Each subsequent decal is complimentary. Faculty are permitted to register two vehicles.

**D. Staff**

Each subsequent decal is complimentary. Staff are permitted to register two vehicles.

**E. Auxiliary Partners**

Auxiliary partners are permitted to register one vehicle.

**F. Bicycle, Motorcycle, and Mopeds**

Not considered a “subsequent, concurrently registered vehicle” as they do not occupy a standard vehicle parking space, thus there is no charge to register.



**G. Low Speed Vehicles**

Considered a “subsequent, concurrently registered vehicle” in accordance with Article IV. A.

**H. Damaged Replacement Decals**

A \$50 fee will incur for any replacement decals for currently registered vehicles with damaged, torn, or altered decals unless a police report is provided.

**ARTICLE V Violations/Fines**

A parking space is not guaranteed near where one works, resides, or attends class. A lack of a convenient, permissible parking space or being late for an appointment or class is not a tenable cause to park improperly.

**The display of hazard lights does not exempt one from improper parking.**

A. If a HPU parking/traffic citation is marked “Warning”, no remittance is required; however, the citation will be registered into the database.

**B. \$50 Offenses:**

**a. Unregistered Vehicle**

Failure to register a vehicle for the current school year. Must properly display a current decal on the vehicle. This includes the two parking decals (front and back) and Panther Head decal (ED students only).

**b. Improper Display**

Displaying decals improperly; missing portion of a decal; missing front or back decal; missing Current year Early Decision decal (ED students only).

**c. Coned-Off Space(s)**

A space or spaces that have been blocked or coned-off by or under the authority of, the Security Department.

**d. Parking in Roundabout**

Parking in or around a university roundabout.

**e. Fire Lane**

Parking in a fire lane or within 15 feet of a fire hydrant.

**f. Guest/Visitor**

Parking in a space marked “GUEST” or “VISITOR” when not a guest/visitor, M-F, 7am-5pm.

**g. Obstructing Way/Impeding Flow of Traffic**

Parking on or obstructing a walkway, roadway, or driveway.

**h. President Space**

Parking in the space designated for the President.

**i. Student Health**

Parking in a space marked “STUDENT HEALTH”. Reserved M-F, 7am-5pm. Proof of SHS attendance is an affirmative defense for a parking citation received in said spaces.

**j. Unauthorized parking**

Unauthorized parking or driving on any grassy area, parking or driving on any sidewalk, patio, or other restricted area. Areas included are loading/unloading zones, Faculty, Reserved, Service and Delivery, Student Only, ED Student Numbered parking spaces.

**k. Unauthorized permit**

Unauthorized display of a permit, temporary tag, or decal.

**l. Towing Fee**

Relocating a vehicle for improper, unauthorized parking.

**C. \$100 Offenses:**

**a. Handicapped space**

Includes handicap space, hashed out space, and/or blocking a curb cut.

**D. \$100 Offense and referral to conduct court:**

a. Unauthorized use of handicap placard, tag, or plate.

**E. Moving Violations/HPU parking/traffic citations:**

a. Moving violations are defined as any act of reckless or negligent driving including driving in excess of the posted speed limit, driving in the wrong direction on a one-way street, failure to yield, failure to stop for stop signs, failure to stop at security checkpoint, failure to bear right at circles, failure to yield/stop for emergency or security vehicles when displaying flashing lights and/or siren, failure to wear a DOT approved helmet when operating a motorcycle or moped, operating a motor vehicle on a sidewalk, overcrowded vehicle, and failure to follow the direction of an officer or sign.

- i. First Offense: \$100
- ii. Second Offense: \$200
- iii. Third Offense: \$250 and revocation of campus driving/parking privileges for remainder of academic year

F. A vehicle that remains in violation for 24 hours shall constitute a separate violation and is subject to additional HPU parking/traffic citations and/or vehicle relocation or towing.

G. A vehicle that remains in a 30 or 60 Minutes, Faculty, Service and Delivery, parking in an Early Decision Numbered space, or Reserved parking space is subject to an additional HPU parking/traffic citation every hour said vehicle remains in violation of time limit up to four citations within a 24-hour period.

**ARTICLE VI Vehicle Immobilization Process of Enforcement and Recovery (VIPER)**

A. Vehicles subject to VIPER, i.e. immobilization or removal whereby violation vehicle will have an immobilization device attached to the vehicle to prevent movement or that is impounded.

a. HPU registered vehicle with five citations per academic year.

b. HPU unregistered vehicle with three citations per academic year.

c. A motorcycle or moped that is not state registered, as applicable, and/or not HPU registered or is parked in a hazardous position is subject to immediate immobilization or impounding.

- d. A bicycle that is not HPU registered or is parked in a hazardous position is subject to immediate immobilization or impounding.
  - e. Personal transport devices are subject to immediate impounding.
- B. Once VIPER device is applied, all outstanding fines must be paid to the Cashier's Office (cash, certified funds or student account) prior to removal. Registration may be required, if previously unregistered, to have the vehicle released. Please note that payment via credit or debit card are not allowed at this time.
- C. A vehicle that has been subject to VIPER shall be towed three business days from the date and time the VIPER was applied. Towing and impound fees shall be the responsibility of the vehicle owner/operator (See Article VII).
- D. HPU shall not be held responsible for damage incurred by any locking mechanism.
- E. VIPER action may be authorized by the director or an assistant director following confirmation from the Parking Office.

#### **ARTICLE VII Towing/Impounding**

- A. Towing/Impounding may be authorized by the Director, Assistant Director, or the Transportation and Parking Manager/Assistant Manager; when, in their sole discretion, it is determined:
- a. A traffic or egress hazard exists
  - b. Said vehicle is blocking another vehicle from movement
  - c. Vehicle location is impeding university event(s), construction, or repair attempts
  - d. Immobilizations are not practical as the vehicle could likely be transported after device has been deployed
  - e. 72 hours following immobilization device application
  - f. Failure to remove a vehicle from a designated lot by the posted deadline when said posting occurs at least 24 hours in advance of the deadline
- B. There may be an additional \$50 charge for a towing/impounding beyond the violation fee(s).
- C. If a vehicle is located on the property of High Point University and appears to have been abandoned. A vehicle that has been unlawfully parked on private property or has been placed on private property of the owner or person in control of the property for more than twenty-four (24) hours is deemed abandoned. If the vehicle is not registered with a High Point University decal, then the High Point University Security Department will request assistance from the High Point Police Department in locating the registered owner of the vehicle. If contact is made the vehicle must be removed within seventy-two (72) hours of notification. If no contact is made or if unable to locate the registered owner of the vehicle, then the vehicle will be tagged on the driver's side window with a High Point University Security Illegally/Improper decal. The owner of the vehicle will have up to seventy-two (72) hours to remove the vehicle from the property or the vehicle may be towed and stored at the owner's expense.
- D. Students requesting to leave their vehicles here on campus over the summer break shall submit a request in writing to the High Point University Security Department. They will be directed where to park their vehicle as the parking areas may change due to construction projects on the summer months. Failure to submit a request to the High Point Security Department or not parking in the

approved area, will result in the registered vehicle owner being contacted for further investigation into the status of the vehicle. If the registered owner or student is no longer a current member of High Point University, contact will be made to have the vehicle removed within seventy-two (72) hours or the vehicle may be towed and stored at the owner's expense. Any vehicle that is towed an information report will be completed with pictures taken prior to being towed.

#### **ARTICLE VIII Fine Payments**

- a. Students: Automatic transfers from student accounts occur several times per semester, thus no student action is required.
- b. All others:
  - i. Cashier's Office in Roberts Hall during normal office hours: Cash, Check, Credit Card
  - ii. By check made payable to HPU and mailed to One University Parkway, High Point, NC 27268 (please write citation number in memo section on check).
  - iii. Employees may have fines collected in accordance with HPU policy.

#### **ARTICLE IX Appeals**

- A. Appeals can only be submitted by the individual receiving the citation under Article II. A: Mandatory Registration.
- B. HPU parking/traffic citations may only be appealed online by the student who received the citation; not by phone, email, or in person. HPU parking/traffic citations may be appealed via an online process at [www.highpoint.edu/parking](http://www.highpoint.edu/parking). Appeals must be submitted within 7 days of the receipt of an HPU parking/traffic citation. The appeal should include a detailed description of why the HPU parking/traffic citation should be considered improper or invalid. Appeals submitted beyond 7 days of the time and date of the HPU parking/traffic citation will not be accepted. Parents may not appeal on behalf of an offspring. Appeal by a third party are not accepted.
- C. The Transportation and Parking Office will review the written appeal and may:
  - a. Grant the appeal and forgive the citation
  - b. Reduce the fine
  - c. Deny the appeal
  - d. Convey it to a warning
- D. If the appeal is denied by the Transportation and Parking Office, the appellant may appeal to the Board of Appeals within 7 days of notice of denial. Said board shall consist of one student, one security member, and one faculty member. The Board of Traffic Appeals shall meet as needed, at least once a semester. The decision of the Board is final.

The Board may:

- a. Reverse the decision of the Transportation and Parking Office and forgive the citation
- b. Reduce the fine
- c. Deny the appeal
- d. Convey it to a warning