

HPU PARKING/TRAFFIC TERMS and CONDITIONS 2025-2026

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ARTICLE I: General Information & Definitions

At High Point University, we're committed to keeping campus safe and running smoothly. That's why we have a few parking guidelines in place, managed by the University's Parking Office and approved by University Administration.

Please note: **HPU is a paperless citation campus**—parking citations are sent directly to your HPU email. Sometimes, security may leave a reminder on your vehicle, but this is just a courtesy and not the actual citation. Keep in mind, if there's no reminder left, it doesn't mean the citation is invalid.

Parking terms, conditions, and lot assignments may occasionally change without prior notice.

A. Helpful Definitions:

- A. **AVI (Automated Vehicle Identification):** This is our RFID system used for pre-clearing vehicle access to campus.
- B. **Student:** Anyone enrolled in classes at HPU, including grad students or students returning in the fall. If you're a student—even if you're working on campus—you're always considered a student when it comes to parking.
- C. **Early Decision Parking:** Students with Early Decision parking decal must park only in the lot that matches their decal (ED-1, ED-2, etc.). These spots are reserved 24/7 and can't be shared with others. These assignments are valid for one academic year, from fall through spring.
- D. **Staff:** This includes non-faculty HPU employees and select team leaders from our campus partners. Even if staff are enrolled in classes, they are still considered staff for parking purposes.
- E. **Faculty:** Instructors, Adjuncts, and Assistant Vice Presidents fall into this category.
- F. **P/VP/Dean:** These are leadership roles including Vice Presidents, Senior VPs, the Provost, President, and Deans.
- G. **Auxiliary Partners:** These folks work closely with HPU but aren't directly employed by the University. Think: Maintenance, Housekeeping, Food Services, or the Bookstore team.
- H. **Vendors/Contractors:** People working on campus under contract, who don't qualify as Auxiliary Partners and aren't driving a clearly marked company vehicle. May not park in ED, Faculty, or Reserved space. They may use an unmarked space, Lot A/B or the parking deck.
- I. **Visitors:** Anyone not officially affiliated with HPU who has a valid reason to park on campus. Note: Vehicles that are registered (or should be registered) with HPU are never considered visitors.
- J. **Speed Limit:** For everyone's safety, the speed limit across campus is 15 mph.

B. Decal Designations

At HPU, we use a color-coded decal system to help identify where different members of our campus community can park. Here's a quick breakdown:

- **Silver:** Reserved for our Vice Presidents and Deans
- **Red:** For Faculty—both full-time and adjunct instructors
- **Green:** For Staff and Sponsored Contract Holders
- **Yellow:** For our valued Auxiliary Partners
- **Purple:** For Students—undergraduate, graduate, and doctoral, whether full-time or part-time

C. Types of Vehicles (Conveyances)

To keep everyone safe and organized, here's what you need to know about the types of vehicles permitted on campus:

- **Motor Vehicles:** These are standard cars, trucks, and SUVs that are powered by a motor and designed for road use (can exceed 25 mph). They must be legally registered through your state's DMV.
- **Golf Carts / ATVs / UTVs:** Personally owned low-speed vehicles like golf carts or utility vehicles are **not allowed** on HPU property, including for storage. Only university-approved vehicles operated by HPU Campus Police or Transportation are permitted.
- **Motorcycles:** These are two- or three-wheeled motor-powered vehicles over 50cc that can go over 30 mph. They must be DMV registered, and all riders must wear a DOT-approved helmet while on campus.
- **Mopeds & Scooters:** These smaller vehicles are under 50cc and have no manual shifting. They cannot exceed 30 mph. They must **never** be ridden or stored inside buildings or on sidewalks. If a scooter or moped exceeds the size/speed limit, it's considered a motorcycle. Helmets are required.
- **Self-Propelled Devices:** Battery-powered items like electric bikes, scooters, skateboards, unicycles, and similar devices are **not allowed** on campus property.
- **Personal Transport Devices:** Gas or battery-powered personal mobility devices are also not allowed—unless approved under the Americans with Disabilities Act (ADA).
- **Minibikes:** These small, motorized bikes that cannot be state-registered are **not allowed** to operate on campus.
- **Bicycles:** Human-powered bikes (with up to four wheels) are welcome! Some may include a small, non-battery motor up to 0.5 horsepower, but fully battery-powered bicycles are not allowed.

D. Parking Spaces

Parking spaces at HPU are easy to spot! On paved lots, they're marked by painted lines—either on both sides or one side with a curb. In gravel lots, look for parking blocks to guide where you should park. When parking in gravel, your vehicle should be perpendicular to the block, and only one vehicle is allowed per block. If you don't see signs or markings, that doesn't mean it's okay to park there—please follow designated markings to avoid a citation.

Parking Guidelines for Auxiliary Partners (A.P.):

Auxiliary Partners are our on-campus partners like Harvest Table, Budd Group, 1924 Prime, and the Bookstore. Here's where they should park:

- **Aldridge Village:** Southernmost spaces near the Village Grille (closest to Parkway Commons)
- **North College Court:** Southeast corner spaces near the dumpsters
- **Silver Line Diner:** Along University Parkway, next to the fence line
- **All other A.P. employees:** Park in the Museum District lot (former IHM facility at Qubein Ave. & Centennial St.) and use the HPU Gold Line shuttle for transportation

E. Liability

HPU does not assume responsibility for damage to vehicles or their contents while parked or driven on campus, as outlined in Article VI.

F. When and Where Rules Apply

HPU's parking policies apply to everyone—students, staff, faculty, and guests—on all campus property and neighboring city streets used by the University. Parking regulations are enforced **24/7, year-round**, including during breaks and holidays. However, some spaces have limited enforcement hours:

- **30/60 MINUTE, RESERVED, FACULTY, VISITOR, STUDENT HEALTH SERVICES, and ADMISSIONS** spaces are enforced Monday through Friday, 7:00 AM to 5:00 PM.

H. Where You Can Park

You may only park in clearly marked and designated parking spaces. Parking on grass or natural areas is not allowed unless signage says otherwise. If there's no "No Parking" sign or painted curb, it **still doesn't mean** parking is permitted.

I. Responsibility for Visitors

Students, faculty, and staff are responsible for their guests. If a friend or family member drives your registered vehicle and receives a ticket, **you** are responsible for that citation.

J. Disabled Vehicles

If your vehicle breaks down or becomes disabled on campus, contact Campus Police/Security right away. You may need to show proof that the vehicle is truly disabled. If your vehicle is stuck in a travel lane or roadway, you must stay with it until security arrives to assess the situation.

K. Loaned Vehicles

If you let someone else borrow your vehicle, you're still responsible for any parking tickets or traffic violations it receives while on campus.

L. Campus Access

The HPU main campus is open to the public from **8:00 AM to 8:00 PM**, seven days a week. During those hours, visitors may enter campus and park with a visitor permit in any non-illuminated ADMISSIONS, VISITOR, or undesignated/unmarked space.

- Between **8:00 PM and 8:00 AM**, all vehicles must have a valid HPU parking decal, an HPU Passport, or be registered as a guest via our visitor system. These vehicles may park in the same visitor-eligible spaces listed above but must display a visitor parking permit during those hours.
- **Faculty, staff, students, and Auxiliary Partners** are always required to register their vehicle and display a valid HPU parking decal.

ARTICLE II: Motor Vehicle Registration Required

A. Registering Your Vehicle

All students, faculty, and staff must register their vehicles with HPU Security. You can do this easily at the **RG Wanek Security Desk**, open every day from **9:00 AM to 9:00 PM**. Or the North College Admin building.

Once registered, you'll receive two decals:

- The **larger decal** goes on the **rear exterior** of your vehicle, preferably on the driver's side. Use the adhesive provided and place it so it's clearly visible when standing 10 feet behind your vehicle.
- The **smaller decal** goes inside the **front windshield**, near the top center, also clearly visible from 10 feet in front.

Please don't use magnets or tape to attach decals—these methods aren't allowed. Decals must be displayed as issued and cannot be altered. If they become damaged or unreadable, you'll need to replace them.

Your decal is linked to your vehicle, so if you switch cars or get a new windshield or back window, remove both decals and bring them to the RG Wanek Security desk or North College Admin building for replacements. If you don't have the old decals, bring a bill of sale, insurance doc, or police report as backup.

Remember: **It's your responsibility** to keep your registration up to date. Failure to do so may result in citations or referral to the Office of Community Standards.

B. Visitor & Guest Permits

Hosting a guest overnight? No problem! Guests must have a **visitor parking permit**, which is free and available at any Welcome Center or through the **Visitor Management System** (see Article I.A.I for the definition of a guest). Hosts can register guests online at my.highpoint.edu.

- Between **8:00 AM and 8:00 PM**, guests will be given a **yellow visitor hang tag** to display from their rearview mirror or on the dashboard.
- Between **8:00 PM and 8:00 AM**, all guests must be pre-registered. They'll receive a **guest parking permit**, which must also be displayed while parked in non-marked spaces.

C. Temporary Permits

Need a short-term solution? A **14-day temporary parking permit** is available at no charge for specific situations like:

1. A newly purchased vehicle waiting on plates
2. Using a loaner car while yours is being repaired

Temporary permits go on the dashboard, with the number facing the windshield. They can only be issued **twice in a 90-day period**. If something unusual comes up, we'll evaluate your situation case-by-case.

Important:

- Vehicles with HPU decals cannot also display temporary ones.
- Students with revoked parking privileges are not eligible for temporary permits until reinstated.

D. Service & Delivery Permits

Need to park close to a building for university business? A **Service & Delivery hang tag** can help. These spaces are reserved 24/7 and it has 1-hour block during the week (Mon–Fri, 7:00 AM–5:00 PM).

These tags must be requested by your department's Vice President and are **non-transferable**. If you leave the University, please return your hang tag to the North College Admin Parking Office.

Students are **not** permitted to park in Service & Delivery spaces under any circumstances.

Request these by emailing: parking@highpoint.edu

E. Contractor & Vendor Permits

All contractors and vendors must pick up a **contractor hang tag** at the **Contractor Services Office** at 1141 Lexington Ave (College Village) between 7:00 AM and 11:00 AM. Or 1911 N Centennial St (N College Admin) between 12:00 PM and 4:00 PM.

Need one after hours? Visit Campus Police at North College Administration, 1911 North Centennial Ave.

Note:

- Students are **never** allowed to receive Contractor Passes.
- Vehicles registered with a HPU decal may **not** display contractor hang tags.

F. Special Parking Permits

For unique situations, HPU offers special, temporary, hang tags. Please note, **HPU does not issue handicap placards**—those must come from your state's DMV.

To request a special permit, contact parking@highpoint.edu. Parking duration and location will be reviewed on a case-by-case basis.

G. Decal Display Rules

Here's a quick recap on where your decals should go:

- **Rear decal (large):** Back of the vehicle, clearly visible from 10 feet behind
- **Front decal (small):** Inside front windshield, top center, clearly visible from 10 feet in front

Make sure the vehicle surface is cool when applying the decal, and always use the adhesive provided.

Other details:

- **Early Decision students** will receive a unique ED decal the beginning of your freshman academic year—this goes on the **inside, lower driver's side** of the front windshield.
- **Motorcycles and mopeds** must display decals near the left front fork.
- **Bicycles** must be registered too. Place the decal on the bike frame using the adhesive.

H. How to Register

Students, faculty, and staff can register or re-register their vehicles at:

- https://hpu.campusinnovation.com/hpu_myparking_prod/index.html
- www.highpoint.edu/parking

Contractors/Vendors must register in person at the **Contractor Services Office** at College Village located at 1141 Lexington Ave. After hours? Head to the **Security Office at North College Admin Building**.

Guests can register at any Welcome Center upon arrival. To receive your decal, visit the **RG Wanek Security Desk** with your HPU Passport and your official state vehicle registration.

Decal Validity: Your decals are valid as long as you're enrolled, employed, or under contract with HPU. They are automatically deactivated once that relationship ends.

By accepting the decal, you agree to follow all **HPU Parking Terms and Conditions**.

I. Handicap Authorization

Handicap spaces on campus follow **North Carolina state law**. Misuse of handicap placards or tags—if altered, unauthorized, or borrowed—will result in a **\$250 fine**, possible campus judicial action, and additional state penalties.

J. Non-Transferable Decals

HPU parking decals are **assigned to your specific vehicle** and cannot be used on a different one. Doing so may result in a fine, misconduct referral, and/or loss of driving privileges.

Need to replace your decals due to a new vehicle or window replacement? Remove the original ones and bring them to the RG Wanek Security desk or North College Admin Building. If you can't, bring proof like a police report, bill of sale, or insurance paperwork.

K. False Registration

Falsifying or misusing vehicle registration—like using someone else's decal, tampering with it, or hiding it—can lead to serious consequences including fines, conduct referrals, and loss of parking privileges.

Let's keep it honest and fair for everyone!

ARTICLE III: Parking Spaces & Areas

High Point University offers a variety of parking options across campus to support our vibrant and busy community. Please review the information below to better understand where you can park based on your role at HPU.

1. What counts as a parked vehicle?

A vehicle is considered parked if it's stationary and the driver isn't inside—even if the engine is running or the hazard lights are on. Please note: parking along curbs, roadways, or edges is considered fire lane parking, even if it's not marked, and may result in a citation or towing.

2. Admissions & Visitor Spaces

These spots are reserved for prospective students, families, official university guests, and business visitors who are *not* required to register their vehicles with HPU. If your vehicle is registered (or should be), you cannot use these spaces, even if someone else is driving.

3. Student Health Spaces

These are for students visiting Student Health and should only be used during your appointment. All other vehicles are subject to citation.

4. Faculty Parking

Faculty-designated spaces are reserved Monday through Friday, 7:00am to 5:00pm, for faculty members only.

5. Reserved Parking

Spaces labeled "Reserved" are for faculty and staff and are enforced during the same weekday hours: 7:00am–5:00pm.

6. 30-Minute and 60-Minute Spaces

These are short-term parking spaces open to anyone (unless marked “STUDENT ONLY”). If your vehicle should be HPU registered and isn’t, a citation may be issued—even for a short stay.

7. Service & Delivery Spaces

Reserved 24/7 for university service and delivery vehicles or those with an authorized permit. Use is limited to one-hour increments from Monday–Friday, 7:00am–5:00pm.

8. Temporarily Restricted or Coned-Off Areas

If a space or road is blocked off by cones or barriers, please do not move them or park there. These areas are off-limits until reopened by authorized personnel.

9. Loading & Unloading Zones

Quickly picking up or dropping off? No problem! But vehicles left unattended will be considered parked and subject to citation.

10. Unmarked/Undesignated Spaces

These are open to students (excluding Early Decision students) and registered visitors. Faculty, staff, and auxiliary partners may not park in these spaces—except in Lot B and the Parking Deck.

11. Early Decision (ED) Spaces

These spots are reserved 24/7 for vehicles displaying the current academic year’s ED decal. Vehicles must park in the designated ED lot (e.g., ED-1, ED-2) shown on the windshield decal. These spaces are non-transferable, and they are only good for one year.

12. Handicap Spaces

Only vehicles with a valid, state-issued handicap placard or plate may use these spots. Please avoid parking in hashed or curb-cut areas, even with a placard. Availability is not guaranteed at every location.

13. Bicycle Parking

Bikes must be registered and parked in designated racks or stored inside dorm rooms or offices (without blocking exits). Improperly parked or unregistered bicycles may be subject to removal.

14. Motorcycle & Moped Parking

Motorcycles and mopeds must be registered and parked in motorcycle/moped spaces or undesignated areas in Lot A or B. These vehicles must remain at least 15 feet from buildings for safety reasons. Four-wheeled vehicles are never permitted in these spaces.

15. VP/Dean Spaces

These are reserved Monday through Friday, 7:00am–5:00pm, exclusively for Vice Presidents, Senior VPs, and Deans who display the appropriate decal.

16. 24-Hour Reserved Spaces

Parking spaces marked “President,” “OSL (Office of Student Life),” “Hotel Guest Only,” “IT,” or “Early Decision Students” are reserved 24/7 for the individuals or groups noted.

17. Resident Director (RD) Spaces

Reserved for RDs only. These are not available for RA use and may not be loaned or shared.

18. Hotel Guest Parking

Guests staying at the Kahn Hotel with a proper hang tag may use these spaces in the Witcher Lot. They are reserved 24/7.

19. Location-Based Exceptions

At Aldridge Village, North College Station, Panther Commons, and the Museum District, students may use Handicap, 30/60-minute, and unmarked spaces according to availability.

20. Auxiliary Partners (Harvest Table, BUDD Group, others)

Partners are to park in the Museum District Lot (IHM Lot) unless they’ve received special permission from their General Manager to park on campus and have proper decal or hang tag. Drop-offs on campus are not permitted. Employees will be redirected to the Museum District to walk or catch the shuttle.

ARTICLE IV: Violations/Fines

Please remember: a parking space near your class, office, or residence is **not guaranteed**. Being late or unable to find a close spot is **not a valid reason** to park improperly or to appeal a citation. Likewise, **weather conditions, hazard lights, or temporary stops** do not excuse improper parking.

All citations are **paperless** and sent directly to your HPU email. If a citation is marked "Warning," no payment is required; however, it is still entered into the parking database. Warnings are issued at the discretion of the Parking Enforcement Officer and are **not guaranteed**.

\$50 Offenses

A. Unregistered Vehicle / Failure to Display

Failure to register your vehicle with HPU or to display a current decal (including front, rear, or ED decal where required). Vehicles lacking visible decals may be denied campus access or cited.

B. Improper Display

Decals not properly affixed, cracked, broken or missing any portion. This includes missing front/back decals or missing ED decal for Early Decision students. Improper display may result in **denied entry** to campus.

C. Coned-Off Spaces

Parking in any lot, space, or roadway that has been blocked or coned-off by Campus Safety or an authorized agent.

D. Roundabout Parking

Parking in or near a campus roundabout is not allowed.

E. Fire Lane

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

F. Guest/Visitor Spaces

Parking in a space designated "GUEST" or "VISITOR" when not a visitor, Monday through Friday, 7:00am – 5:00pm.

G. Obstruction/Impediment

Blocking or parking on sidewalks, roadways, driveways, or pathways.

H. President's Space

Parking in the space designated exclusively for the University President.

I. Student Health Spaces

Reserved Monday – Friday, 7:00am – 5:00pm. Parking here without attending an appointment is not permitted. Proof of appointment is an acceptable defense.

J. Unauthorized Areas

Parking or driving on grass, sidewalks, patios, brick surfaces, or other restricted areas. This includes designated zones such as Faculty, Reserved, Hotel Guest Only, Service & Delivery, Early Decision, etc.

K. Unauthorized Permit/Tag

Displaying a permit, temporary tag, or decal that is not officially issued or approved.

L. Encroachment

Parking across or beyond the lines, occupying more than one space.

M. Towing Fee

Fees associated with the relocation of a vehicle parked improperly or without authorization.

N. Hotel Guest Only Spaces

Reserved 24/7 for registered guests of the Kahn Hotel. Unauthorized vehicles will be cited.

O. 30- or 60-Minute Parking

Exceeding the posted time limit. First observed time must be documented by the issuing officer.

P. EV Charging Spaces

Only actively charging EVs are permitted. Hybrid vehicles that do not plug in **may not park** in EV spaces. Exceeding allotted charging time of 6 hours may result in a citation.

Q. Unauthorized Use of Service & Delivery Spaces

Only vehicles with an official HPU-issued service/delivery permit may use these spaces. Unauthorized use or parking beyond the one-hour limit (Monday–Friday, 7:00am–5:00pm) will result in a citation.

R. Failure to Stop at Security Checkpoint

Failure to stop for a checkpoint — First Offense.

\$100 Offenses

A. Handicap Spaces

Parking in handicap-designated spaces, hashed lines, or curb cuts without valid state-issued credentials. May also result in a referral to Conduct Court.

B. Misuse of Handicap Placard

Displaying or using a placard, plate, or tag issued to someone else or otherwise misused.

Moving Violations (HPU Parking/Traffic Citations)

Defined as reckless, negligent, or otherwise unsafe vehicle operation. Examples include:

- Speeding
- Driving wrong direction
- Failure to yield or stop
- Ignoring posted signs or officer directions
- Not wearing a DOT-approved helmet (motorcycles/mopeds)
- Driving on sidewalks
- Overloading vehicles
- Not stopping for emergency/security vehicles
- Not stopping at a security checkpoint (see exception above for first offense)

First Offense: \$100

Second Offense: \$200

Third Offense: \$250 + **Loss of campus driving/parking privileges** for the remainder of the academic year.

Time Limits for Citations

a) A vehicle that remains in violation for more than 24 hours is considered a **new offense** and is subject to an additional citation and/or towing.

b) Vehicles parked beyond the allowed time in the following spaces may receive **up to four citations** in a 24-hour period (one per hour):

- 30/60 Minute
- Faculty
- Service & Delivery
- Early Decision
- Hotel Guest Only
- Reserved
- EV Charging
- Roadway or Parking Lot Access Points

ARTICLE V: Scofflaws

To ensure a respectful and safe parking experience for all members of the HPU community, we track repeated violations.

A *scofflaw* is defined as any individual or registered vehicle that accumulates more than **eight (8) citations or violations**. These repeated violations may result in additional fines and/or the vehicle being removed from HPU property.

Next steps for repeat offenders may include:

- Referral to the **Office of Community Standards, Honor Court, or Senior Administration**
- Potential **disciplinary actions**
- Additional **monetary penalties**

Our goal is always to encourage cooperation and responsible use of campus parking resources. Let's keep campus safe and accessible for everyone!

ARTICLE VI: Towing/Impounding

In certain situations, it may become necessary to **tow or impound** a vehicle. These actions are authorized only by the **Watch Commander** or the **Transportation and Parking Manager**, based on the circumstances described below.

A. Situations Where Towing May Be Authorized:

- A vehicle is **blocking another vehicle** from moving.
- A vehicle is **interfering with a university event**, construction, or necessary repairs.
- The vehicle was not removed from a designated lot **by a clearly posted deadline** (notice must be given at least 24 hours in advance).
- An **unreported disabled vehicle** is left unattended and poses a hazard or obstruction.

B. Towing/Impound Fee:

An **additional \$50 fee** may apply, on top of any existing violation citations.

C. Documentation:

To ensure transparency, **photos will be taken** and an official **report completed** for every vehicle that is towed or impounded.

D. Abandoned Vehicles:

Vehicles may be considered abandoned if they:

- Remain in the same location for more than **45 days**.
- Do not have a **current state-issued license plate**.
- Are **not registered** with a current HPU parking decal.
- Have been parked on HPU property without authorization for more than **24 hours**.

In these cases, HPU Security will attempt to contact the registered owner. If no contact is made within 24 hours, or if the vehicle is not removed, the vehicle may be **towed and stored at the owner's expense**.

Before towing, a decal will be placed on the **driver's side window** notifying the owner of the infraction and giving a final 24-hour window to remove the vehicle.

E. Long-Term Parking Requests:

Students needing to leave a vehicle on campus during **summer break** must complete the online long-term parking request form. Approved vehicles will be directed to park in designated areas, which may change due to summer construction.

Failure to:

- Register the vehicle for summer parking
- Park in the assigned area
- Maintain current student status

...may result in the vehicle being towed and stored at the owner's expense. Again, proper documentation and photos will be completed for every tow.

ARTICLE VII: Changes to and Exceptions

Modifications, exceptions, or changes to the **HPU Parking Terms and Conditions** may **only** be authorized by one of the following:

- Director of the Transportation Department
- Chief of Campus Police and Security
- Assistant Chief of Campus Police and Security
- Captain of University Campus Police and Security
- Parking Office

Any other person or office is **not authorized** to alter the parking policy or grant exceptions.

ARTICLE VIII: Fine Payments

We strive to make the citation payment process as smooth and transparent as possible. Please see below for how different members of the HPU community can resolve fines:

Students:

Unpaid citations are automatically transferred to the student's account **periodically throughout the semester**. No further action is required on the student's part unless otherwise notified.

Payroll Deduction Authorization:

As an HPU employee I understand that parking on campus is a privilege, and that I am expected to park in designated areas and comply with both traffic regulations and HPU's specific parking rules. I understand that HPU may assess parking fines for my non-compliance with these parking rules. I understand that, as an employee, I am expected to pay any parking fines that I incur and if I do not pay them within 30 days of issuance, that, I am hereby authorizing HPU to withhold overdue parking fines from my paycheck/s. I understand that this privilege may be revoked if these guidelines are not followed, or I engage in excessive parking fines.

All Other Guests and Visitors:

Fines can be paid in person at the **Cashier's Office**, located on the first floor of **Roberts Hall** during normal business hours. We accept:

- Cash
- Check (made payable to **High Point University**)
- Credit Card

To pay by mail, please send your check to:

High Point University
Cashier's Office
One University Parkway
High Point, NC 27268
(Please include the citation number in the memo line)

Excessive Citations:

Students who accumulate **more than eight (8) citations** may be referred to the **Office of Community Standards** and the **HPU**

Honor/Conduct Board. This may result in **additional sanctions**, which could include monetary penalties or the **loss of parking privileges** on HPU property.

ARTICLE IX: Appeals

We understand that mistakes can happen, and we provide a clear, respectful process for appealing a citation.

Appeal Process

- A. All communication with the Parking Office is **conducted via email** only.
- B. Appeals must be submitted by the **individual who received the citation**, as outlined in Article II: Mandatory Registration.
- C. Citations may only be appealed **online** by the registered student at www.highpoint.edu/parking. A direct link to the appeal form is included in the email sent to your HPU account.
- D. Appeals must be submitted within **ten (10) days** of receiving a citation. Include a detailed and respectful explanation of why you believe the citation is invalid.
- E. Students may only submit **one (1) appeal per semester** to the Board of Appeals.
- F. Appeals submitted **after the 10-day window** will not be accepted.
- G. Appeals submitted by parents, guardians, or other third parties **will not be accepted**.

Once received, the Parking Office will review the appeal and may take one of the following actions:

- **Forgive the citation**
- **Reduce the fine**
- **Convert it to a warning**
- **Deny the appeal**

Board of Appeals

If your initial appeal is denied, you have the option to request a review by the **Board of Appeals**.

The Board consists of:

- One (1) student
- One (1) member of the security team
- One (1) faculty member

The Board meets as needed, at least once per semester. Please note that **requests to personally appear before the Board are not accepted**.

To request a Board review, your appeal must include:

- Your full name
- Student ID number
- Contact information
- Citation number
- Any **additional evidence or explanation** not included in the original appeal

Important: If you only resubmit your original appeal without adding new information, the Board may reject it due to a lack of additional evidence. Only **one (1) Board of Appeals request per semester** is permitted. Appeals for **multiple citations at once ("blanket appeals") will not be accepted**.

The decision of the Board is **final**. After review, you will receive a decision via your HPU email account. The Board may:

- **Reverse the citation and forgive it**
- **Reduce the fine**
- **Convert it to a warning**
- **Uphold the citation**