

NOTICE OF AMENDED REGULATION

May 6, 2014

DEPARTMENT OF EDUCATION

Division of Universities
University of North Florida

REGULATION TITLE:

Parking Regulations – Purpose and Scope

REGULATION NO.:

9.0010R

SUMMARY:

The regulation is being amended to consolidate Parking Regulations 9.0020R through 9.0110R into a single regulation governing parking on campus. Additional amendments to the regulations include: color coding of certain lots, changes in costs and process for lost/stolen permits, appeals process, exchange of annual permit for term, temporary permits, costs of towing and associated costs as the responsibility of vehicle owner and ability for student to include permit fee on their student account to be paid by financial aid.

FULL TEXT:

The full text of the regulation being proposed is attached.

AUTHORITY:

Board of Governors Regulation Development Procedure – March 23, 2006
Florida Statutes 1006.66

UNIVERSITY OFFICIAL INITIATING THE PROPOSED REVISED REGULATION:

Scott Bennett, Associate Vice President Administration and Finance

INDIVIDUAL TO BE CONTACTED REGARDING THE PROPOSED Amended

REGULATION: Stephanie Howell, Paralegal, Office of the General Counsel, showell@unf.edu, phone (904)620-2828; fax (904)620-1044; Building 1, Room 2100, 1 UNF Drive, Jacksonville, FL 32224.

Any comments regarding the amendment of the regulation must be sent in writing to the contact person on or before May 21, 2014, to receive full consideration.



Regulation Number	Subject	Effective Date	Revised Date
9.0010R	Parking Regulations—Purpose & Scope	10/20/05	01/18/11
Responsible Division / Department: Administration & Finance / Parking & Transportation Services			
<input type="checkbox"/> New Regulation <input checked="" type="checkbox"/> Major Revision of Existing Regulation <input type="checkbox"/> Minor/Technical Revision of Existing Regulation <input type="checkbox"/> Reaffirmation of Existing Regulation			

I. PURPOSE & SCOPE

- (1) The purpose of this ~~and the following~~ regulations is to set standards for the parking of all vehicles at the University of North Florida. As such, the parking ~~requirements regulations~~ contained in this ~~regulation chapter~~ are applicable to all persons who park a vehicle on University property including its garages, lots, designated spaces, roads, grounds or other portions of the campus. ~~These regulations are~~ This regulation is enforceable at all times of the day and night and in any weather condition throughout the calendar year.
- (2) The Parking Services Department, Safety Rangers and/or the University Police are authorized to enforce the parking ~~regulations requirements~~ contained in ~~these this~~ regulations and may issue citations ("Non-Moving University Parking/Traffic Infraction Citation"), immobilize vehicles, or tow away vehicles to enforce ~~these regulations this regulation~~.
- (3) A Non-Moving University Parking/Traffic Infraction Citation is a minor infraction of University regulations and any person who received such a citation has a right to appeal the citation through the University's internal parking appeals process. The internal parking appeals procedure is the exclusive process to contest a citation and the outcome of any appeal through this process will be the final decision of the University regarding the subject citation.
- (4) The University's Parking ~~Regulations requirements~~ as detailed in ~~these regulations this regulation~~ are published on the Parking Services website (www.unf.edu/parking) and are available from the Parking Services Department.
- (5) The University does not assume any responsibility for damage to vehicles or their contents while they are parked on University property. Any vehicle parked on campus is parked at the risk of the owner.

II. STATEMENT OF REGULATION/VEHICLE PARKING PERMITS

- (1) Any motor vehicle parked on University property during designated hours must display a valid University parking permit. Parking a vehicle on University property is a privilege, not a right, and is made available only pursuant to ~~the regulations contained in this chapter this regulation~~.
- (2) All motor vehicles parked on University property, whether parked by students, faculty, staff, vendors, contractors, visitors, or others not specifically exempted in paragraph (5) below, must display a valid parking permit on the days and at times designated by the University's President. This information is published on the Parking Services web site (www.unf.edu/parking) and is available from the Parking Services Department. During special events on campus, parking in selected areas may be limited and subject to an additional special parking fee for the event. All other parking requirements contained in ~~these regulations this regulation~~ are in effect 24 hours per day throughout the

calendar year.

(3) Purchase of a specific category parking permit does not necessarily guarantee a parking space in a specific location. On some occasions, high traffic flow periods may result in all the spaces in a specific location being occupied. All permits allow parking in discount lots ([Gray Lots](#)) and if a space is not available in the other areas allowed with a specific parking permit, permit holders will be required to park in these discount ([Gray](#)) parking areas.

(4) All visitors to campus who desire to park a vehicle on University property must purchase and display a non-refundable single-day parking permit. These single-day parking permits do not allow for parking in all spaces on campus. Location allowance and/or restrictions are noted on the permit.

(5) The following vehicles are exempted from the requirement of displaying parking permits:

(a) Vehicles parked inside an authorized University construction fence; or

(b) Vehicle parking in posted timed load zone spaces (e.g., 20 minute, 45 minute) but only for the maximum time limit as posted;

(c) Delivery vehicles, maintenance service vehicles, law enforcement vehicles, telephone, water or power trucks, press vehicles, vending machine service vehicles, limousine service, taxis, and buses as long as the vehicle clearly displays markings identifying its purpose;

(d) Vehicles with "STATE" license tags – for those State vehicles without specifically assigned spaces, these vehicles must be parked in lot 18 or lot 53;

(e) Vehicles while on official business with "US Government" license tags;

(f) Vehicles of individuals parking in lot 16 ([Herbert University Center](#) lot), except for any spaces allocated to Housing in the north-west corner of this lot, who have business in the [Herbert University Center](#) and who are not University employees or students.

(g) Vehicles of ~~individuals parking in lot 60 (Alumni Hall lot) who have business in guests visiting~~ Alumni Hall ~~and who are not University employees or students who are parked in the designated "Guest" parking area of lot 60 (Alumni Hall lot).~~

~~(h) Vehicles of specific guests of the Admissions Department who are designated by the Admissions Department and parked in the "Reserved for UNF Special Guest" spaces of lot 53 (Hicks Hall lot).~~

(6) Contractors and contractor personnel engaged in University construction projects will be provided specific parking instructions. However, any contractor who fails to comply with the parking instructions provided and parks outside of the specified areas will be subject to all parking [regulations requirements](#), including payment for and display of a valid parking permit.

(7) Except for any spaces allocated to Housing in the north-west corner, lot 16 ([Herbert University Center](#) lot) is only available for vehicles of individuals with business in the [Herbert University Center](#). Vehicles of University employees or students with business in the [Herbert University Center](#) must display a valid parking permit ~~other than a Discount permit~~ to park in lot 16. [Herbert University Center employees must display a valid parking permit other than a Discount \(Gray\) permit to park in lot 16.](#)

(8) ~~Each Faculty, Staff or Student at UNF may purchase a second parking permit. The second permit is limited to the discount (Gray) permit category or a motorcycle permit. Lot 60 (Alumni Hall lot) is only available for vehicles of individuals with business in Alumni Hall. Vehicles of University employees or students with business in Alumni Hall must display a valid parking permit other than a Discount permit to park in lot 60.~~

III. PARKING PERMIT FEES, STYLES, DISPLAY REQUIREMENTS, REPLACEMENTS AND REFUNDS **STATEMENT OF REGULATION**

(1) The University of North Florida Board of Trustees annually approves the permit categories and sets the amount to be paid for parking permits. This information is published on the Parking Services website (www.unf.edu/parking) and is available from the Parking Services Department. The University President may adjust the day permit rate for

individual days and/or at specific locations on campus to accommodate requirements for special events. Any adjustment would be to the day permit rate only and would not affect the rates of annual or term permits.

(2) Styles of Parking Permits and Display Requirements. The three styles of parking permits and requirements for display of each are:

(a) An affixed style permit. Affixed style permits must be immediately and permanently affixed to the vehicle as prescribed by the Parking Services Department. This information is published on the Parking Services Department (www.unf.edu/parking) and is available from the Parking Services Department. These permits are issued for a specific vehicle and are not transferable. The University may require the purchaser to register any vehicle that uses the permit for validation of parking rights.

(b) A hanging style permit. These permits must be displayed on the inside rear view mirror with the permit number visible and facing outward at all times a motor vehicle is parked on campus. Hanging style permits may be transferred to any motor vehicle the permit holder parks on campus. The University may require the purchaser to register any vehicle(s) that uses the permit for validation of parking rights.

(c) ~~Visitor-Daily~~ parking permit. These permits must be displayed on a motor vehicle's dash so that the permit number is visible and facing outward while the motor vehicle is parked on campus. ~~Visitor-Daily~~ parking permits may be transferred to any motor vehicle that the permit holder parks on campus.

~~(3) Failure to display any permit type, affixed, hanging style or visitor, in the designated manner described in these regulations may result in the issuance of a citation for a permit violation.~~

(34) Parking Permit Replacement:

(a) If a vehicle with an affixed permit is traded, or the affixed permit is defaced, the owner may obtain a replacement permit for no charge by presenting proof of the prior permit to the Parking Services Department. The old permit must be removed from the old vehicle and returned when application for the replacement is made.

~~(b) All stolen permits must be reported to both the Parking Services and University Police Departments. Stolen permits will be replaced upon receipt of a University Police Department Report for an administrative fee of \$5.~~

~~(c) All Lost permits must be reported to the Parking Services Department. Lost permits will be replaced upon receipt of a completed Lost Permit Affirmation form for an administrative fee of \$20.~~

~~(b) All lost or stolen permits should be reported to the Parking Services Department. Stolen permits should also be reported to the University Police. Lost permits will not be replaced and the permit holder will be required to purchase a new permit. Stolen permits will be replaced for a fee of \$10.00 contingent upon the permit holder presenting a copy of the police report reporting the theft of the permit to the Parking Services Department.~~

~~(d,e) Parking Permit Refunds will be provided for permits purchased in the current term if the permit is returned before the last day of the Drop/Add period for the current term and if the student is no longer enrolled in classes.~~

~~(e) An annual parking permit may be exchanged for a like-category term parking permit during the fall term. A refund equal to the difference between the costs of the permits will be provided.~~

~~(f,g) Reproducing or defacing a permit is prohibited and renders the permit invalid. A vehicle displaying a defaced or altered permit may be immobilized and also may be issued citations for an altered permit and for no valid permit. Further, the driver of the vehicle displaying a defaced or altered permit may be subject to disciplinary action and/or criminal prosecution.~~

(4) Temporary Parking Permits

~~(a) If a vehicle with an affixed permit is temporarily out of normal service, the owner may obtain up to six (6) temporary parking permits per semester per parking account from the Parking Services Department at no cost. These~~

[temporary permits are issued for the same permit category as the annual or term permit that was purchased. While a temporary permit is valid and in effect, the associated official permit is invalid and the vehicle may be immobilized if found on campus using the official permit.](#)

[\(b\) Temporary daily replacement parking permits can be used for motorcycles. The security of the parking permit when displayed is the responsibility of the permit holder.](#)

IV. PARKING LOCATIONS STATEMENT OF REGULATION

(1) Visitors Parking: Visitors with a valid single ~~day~~-daily parking permit may only park in locations on campus as specified on the ~~visitor~~-daily parking permit. The single day parking permit must be displayed on the vehicle dashboard with the number clearly visible while the vehicle is parked on campus. In order to accommodate specific guest or visitor circumstances such as summer housing or special events, the Parking Services Department is authorized to issue multi-day parking permits with specific allowances and restrictions.

(2) Registered Guest Parking: Registered Guests are those that have received an advanced invitation to park in defined areas on campus. Parking passes for Registered Guests will be provided to these persons either by mail or at the Parking Services Office or booths. The Registered Guest parking pass must be displayed on the vehicle dashboard with the number clearly visible while the vehicle is parked on campus.

(3) Open Parking Spaces: Any parking space within an assigned lot not specifically marked for another purpose is an open parking space. Students, faculty, staff, visitors, vendors, contractors and others may use these spaces on a first come basis, if they have valid parking permits for these spaces.

(4) Disability Parking Spaces: Only vehicles lawfully displaying a state-issued disability parking permit and the appropriate category UNF issued parking permit are authorized to park in disability parking spaces. Failure for an individual to display both the proper category UNF parking permit and a state-issued disability parking permit will constitute a parking violation.

(5) UNF Temporary Mobility Impairment Parking: A registered student, faculty, or staff member with a temporary mobility-related impairment may apply to the Parking Services Department for a temporary mobility impaired parking permit. Individuals seeking such special temporary parking privileges must provide medical documentation from a physician stating the need for the temporary mobility impaired parking privileges. Upon receipt of required medical documentation, the Parking Services Department will provide a temporary permit to the individual that will allow the permit holder to utilize the University's disability parking spaces in the parking areas where the permit holder's UNF issued permit is applicable. Temporary mobility impaired permits will only be issued for the period of time specified in the supplied physician's documentation. These temporary permits are intended to be for no more than thirty (30) days and if an applicant anticipates needing mobility impaired parking for a longer period, s/he is encouraged to apply for a state-issued disability parking permit. Failure for an individual to display both the appropriate category UNF parking permit and a UNF Temporary Mobility Parking Permit will constitute a parking violation.

(6) Reserved Parking: Reserved spaces may be designated by the President or his/her designee.

(7) Vehicles shall be parked only in spaces specifically marked for parking. The absence of "No Parking" signs does not mean that parking is allowed in non-authorized locations.

(8) Motor Vehicles must be parked within the identifiable space boundaries. Parking on or over a line is prohibited.

(9) Double-parking is prohibited at all times.

(10) Vehicles may not be parked in such manner as to obstruct vehicular or pedestrian traffic, wheelchair ramps, interfere with normal operational activities, or create a hazard. Vehicles so parked may be cited or towed away at the owner's expense.

(11) Parking on grass, sidewalks, loading zones, or on roadways (except where specifically marked for parking) is prohibited.

~~(12) If a vehicle with an affixed permit is temporarily out of normal service, the owner may obtain a temporary parking permit from the Parking Services Department at no cost.~~

~~(13) Any vehicle parked on campus is parked at the risk of the owner.~~

~~(14) Except for students living in University housing, overnight parking of any vehicle on campus is prohibited unless special advance permission to park overnight on campus is provided by the University Police Department.~~

~~(15) Vehicles which are parked in a manner that may constitute a traffic or safety hazard are subject to be towed away at the owner's expense. Similarly, disabled or abandoned vehicles, generally those left unattended for more than three days, may be towed away at the owner's expense.~~

~~(16) Major repairs to vehicles shall not be performed on campus.~~

~~(17) Locating a legal parking space is the responsibility of the vehicle's operator. Lack of a parking space will not be considered a valid excuse for violation of [any this](#) parking regulation.~~

~~(18) Unauthorized persons parking vehicles in disability [or reserved](#) parking spaces are subject to fine, immobilization and/or having a vehicle towed away at owner's expense.~~

~~(19) Unauthorized persons parking vehicles in reserved parking spaces are subject to fine, immobilization and/or having a vehicle towed away at owner's expense.~~

~~(20) [Regulations-Requirements](#) concerning no-parking zones, loading zones, reserved parking or other specially allocated parking areas are subject to enforcement at all times and unauthorized parking in such areas is prohibited.~~

VI. MOTOR SCOOTER, MOTORCYCLE, MOPED, BICYCLE, BOAT, TRAILER AND NON-MOTORIZED VEHICLE REQUIREMENTS STATEMENT OF REGULATION

(1) Motor scooters, motorcycles, mopeds, or bicycles shall be parked only in special racks or designated areas.

(2) Parking motor scooters, motorcycles, mopeds, bicycles, boats and trailers in automobile parking spaces on campus is prohibited at all times.

(3) Parking of recreational vehicles (motor homes) on campus is prohibited unless advance permission to park on campus is provided by Parking Services.

VI. VIOLATIONS OF PARKING REQUIREMENTS STATEMENT OF REGULATION

(1) Any vehicle that is parked, or fails to display the appropriate [permit type, affixed, hanging style or daily, in the designated manner described in this regulation is category UNF parking permit](#), in violation of the parking [regulations requirements](#) contained in this [chapter regulation and](#) may result in the [UNF parking permit holder for the vehicle being issued issuance of a Non-Moving University Parking/Traffic Infraction-Citation](#) by Parking Services patrollers or police officers. The parking citation will state the nature of the violation and the number of the issuing individual. If there is no UNF permit displayed on a vehicle parked in violation of these [regulations requirements](#), the vehicle owner may be issued the citation.

VII. STATEMENT OF REGULATION FINES, LATE FEES AND OTHER PENALTIES

(1) The University of North Florida Board of Trustees annually approves the fines for citations, late fees and immobilization fees. This information is published on the Parking Services website (www.unf.edu/parking) and is

available from the Parking Services Department.

(2) Fines for parking, permit or other infractions issued pursuant to violations of ~~these~~ this regulations must be paid within fourteen (14) calendar days of the date of issuance. After fourteen (14) days, late fees and other penalties, including administrative action and vehicle immobilization may be assessed.

(3) Payment or other appropriate arrangements for payment for parking permits must be made within fourteen (14) calendar days from the last day of the drop/add period for the current term. After fourteen (14) calendar days, a late fee and other penalties, including administrative action and vehicle immobilization may be assessed.

(34) A vehicle found with a lost, stolen, invalid, altered or forged parking permit may be cited and immobilized and parking privileges may be revoked for the remainder of the permit year. Possession, use or distribution activity may also result in criminal prosecution and/or University disciplinary action.

(45) Other Penalties:

(a) Permission to operate and/or park a vehicle on campus may be revoked for a period of up to twelve (12) months for falsification or misrepresentation of information when applying for driving and parking privileges;

(b) Permission to operate a vehicle on campus may be revoked for a period of up to twelve (12) months for habitually or willfully violating ~~these~~ this regulations; or

(c) As deemed by the University President, or his designee.

VIII. PAYMENT PROCEDURES STATEMENT OF REGULATION

(1) All persons receiving UNF citations for non-moving violations shall pay such charges in person or by mail or on the web to UNF Parking Services. Such payment shall be made within fourteen (14) calendar days from the date the citation is issued.

(2) Citations which are not satisfied within fourteen (14) calendar days from the date of issuance will be collected in accordance with the University accounts receivable collection procedures. The University may, as a result of failure to pay the appropriate fine within fourteen (14) calendar days or if charges were not dismissed upon appeal, take one or more of the following actions, as appropriate, until such payment is satisfied:

(a) Withdraw parking and driving privileges on University property;

(b) Prevent registration as a student;

(c) Withhold delivery of transcripts or degrees; and/or

(d) Place the receivable with a collection agent.

IX. VEHICLE TOWING, IMPOUNDMENT AND IMMOBILIATION STATEMENT OF REGULATION

(1) A vehicle may be towed away and/or impounded and all associated costs will be the responsibility of the vehicle owner if the University Parking Services Department or University Police determines the vehicle; A vehicle may be towed away and/or impounded if the University Parking Services Department or University Police determines the vehicle;

(a) Is blocking a traffic way;

(b) Is blocking a pedestrian way;

(c) Is blocking access to a required service;

(d) Is creating a hazard;

(e) Belongs to a person whose parking privileges on campus have been revoked by the University;

(f) Is parked in a designated no parking or tow-away zone;

(g) Is illegally parked in a disability parking space;

(h) Is illegally parked in a reserved space;

(i) Is parked in a fire lane;

(j) Is illegally parked in a Registered Guest / Vendor space;

(k) Is involved in a crime or is potential evidence;

- (l) Would be left unattended due to the arrest of the driver;
- (m) Appears to be abandoned and reasonable efforts to contact the vehicle owner are unsuccessful;
- (n) Is not displaying a valid license plate or a valid temporary registration tag;
- (o) Has been immobilized by placement of a wheel lock device to it for a period of twenty (20) or more calendar days and the owner has not satisfied requirements to have the device removed;
- (p) Is parked in a manner that has the potential to cause harm to members of the University community, or damage to University property or other property; and/or
- (q) Is deemed by the University President, or his designee, to require removal.

(2) Any and all charges against the vehicle, including the immobilization fee, must be satisfied prior to the vehicle being released from impound. Wrecker services removing vehicles from the University are entitled to payment as authorized by applicable Florida Statutes and Municipal Ordinances.

(3) Use of Immobilizing Devices. The Parking Services Department is authorized to attach a wheel lock device that is capable of immobilizing a vehicle so that it cannot be moved

- (a) when three (3) or more parking citations for violations of the parking regulations-requirements contained in ~~these~~ this regulations have been issued and not successfully appealed and remain unpaid for more than fourteen (14) calendar days.
- (b) when eight (8) or more parking citations for violations of the parking regulations-requirements contained in this regulation have been issued during the previous 365 days and not successfully appealed and the parking regulations requirements are again being violated (9th or more citation within 365 days);
- (c) when a vehicle displays a lost, stolen, invalid, forged or altered UNF parking permit;
- (d) in situations where a vehicle is repeatedly parked on campus without displaying a UNF parking permit; or
- (e) if the parking permit displayed on a vehicle has been issued to an individual whose parking privileges on campus have been revoked by the University.

(4) At the time the wheel lock device is attached, a notice will be affixed to the vehicle giving information as to the amount of pending fines and where the fines should be paid, ~~and the amount of any service charges~~, which must be satisfied before the wheel lock is removed. An immobilization fee as approved annually by the University of North Florida Board of Trustees and published on the Parking Services website (www.unf.edu/parking) and available from the Parking Services Department, will be charged, in addition to other fines.

(5) If a vehicle is immobilized or towed, all outstanding citation amounts, late fees and the immobilization or tow fee must be paid before the vehicle will be released. An appeal may then be filed and, if successful in whole or in part, a full or partial refund will be provided.

XI. APPEALING CITATIONS AND APPELLATE PROCEDURES STATEMENT OF REGULATION

(1) General

(a) Faculty, staff, students, visitors and guests who wish to appeal a parking citation must complete and submit the online Citation Appeal Form which is available on the Parking Services website, www.unf.edu/parking. Faculty, staff, and students may also gain access to the appeal form by going to their "My Wings" account and then to the "Parking Account" tab located under "My Applications". The completed form together with any relevant supporting documentation must be submitted online to the Parking Services Department within fourteen (14) calendar days of issuance of the citation. Appeals not filed within the fourteen day deadline are untimely, will not be heard and the citation will stand as issued.

(b) The appeal will be considered by Parking Services Department staff. Parking Services Department staff may accept or deny the appeal. If accepted, the appeal process is complete and a notification will be sent to the appellant. If denied, Parking Services Staff will notify appellant of the decision.

(c) If the appellant desires to appeal the Parking Services Department decision, a second level appeal can be submitted online within fourteen (14) calendar days of the issuance of the Parking Services Department's appeal decision email date. Student second level appeals of parking citations will be decided by the Student Government Judiciary. All other second level appeals will be decided by the University's Parking Violations Appeal Board. An

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individual submitting a second level appeal for a parking citation must attend the scheduled appeal hearing. If absent from the scheduled hearing, the appeal will automatically be denied. The decision reached at the second level appeal hearing will be final and will not be revisited. Parking Services Department will inform appellante of decision.

(d) Following consideration of an appeal, the appellant will be notified by email to the appellant's UNF, or alternate, email address by the Parking Services Department of the final outcome of the appeal. If the citation is sustained, or only partially reduced, any remaining fine must be paid within fourteen (14) calendar days after notification of the disposition of the appeal, or late fees and other penalties, including administrative action, collection fees and vehicle immobilization may be assessed.

(2) Student Appeal Process

(a) The Citation Appeal Form and all relevant supporting documentation provided by the appellant online within fourteen (14) calendar days from the date of citation issuance will be considered a first level appeal and reviewed by the Parking Services Department. The Parking Services Department staff will render a decision on the appeal and email that decision to the appellant's UNF email address.

(b) If the appeal is denied, the appellante may choose to submit a second level appeal for the same parking citation. The second level appeal must be submitted online within fourteen (14) calendar days from the date the email decision from the first appeal is sent from the Parking Services Department.

(c) An email stating the date, time and location of the Hearing will be sent to the student's UNF email address. It is mandatory that the appellant attend the hearing. The case will be heard by a quorum of the Judiciary body and a decision on the appeal will be made pursuant to Student Government Judiciary procedures. An appellant's failure to appear at the scheduled hearing will result in automatic denial of the appeal. The Student Government Judiciary decision is final.

(3) Non-Student Appeal Process

(a) The Citation Appeal Form and all relevant supporting documentation provided by the appellant online within fourteen (14) calendar days from the date of citation issuance will be considered a first level appeal and reviewed by the Parking Services Department. The Parking Services Department staff will render a decision on the appeal and email that decision to the appellant's UNF, or alternate email address.

(b) If the appeal is denied, the appellante may choose to submit a second level appeal for the same parking citation. The second level appeal must be submitted online within fourteen (14) calendar days from the date the email decision from the first appeal is sent from the Parking Services Department.

(c) An email stating the date, time and location of the Hearing will be sent to the email address submitted on the Citation Appeal Form. It is mandatory that the appellant attend the hearing. The case will be heard by a quorum of the Appeal Board and a decision on the appeal will be made pursuant to University's Parking Violations Appeal Board procedures. An appellant's failure to appear at the scheduled hearing will result in automatic denial of the appeal. The University's Parking Violations Appeal Board decision is final.

(4) Appeal Decisions

(a) Decisions on appeals by the Parking Services Department, Student Government Judiciary, and the University's Parking Violations Appeal Board will be based on the details presented to them and all decisions will be based on the merits of the particular case. The members of the Parking Services Department, Student Judiciary, and the Appeal Board are expected to be diligent and conscientious in their duties and to use their best judgment and common sense when rendering decisions on parking citation appeals. The following justifications are not to be considered sufficient on their own to allow for a successful appeal.

- Being late for an appointment or class.
- Displayed an expired parking permit.
- Disagreement with the rules and requirements governing parking at UNF.
- Unaware of the parking rules and requirements governing parking at UNF.
- Someone else used your vehicle.
- Observed others parking illegally.
- Parked in a similar fashion without being cited.
- Could not find a parking space.

- Inability to pay fine or purchase a parking permit.
- Perception that the parking area is not safe.
- Parked on the grass.

(b) The decisions reached by Student Government Judiciary and the Parking Violations Appeal Board are the only avenue for second level appeals regarding parking citations and the decisions reached by these bodies are final and binding and constitute the University's final decision regarding the appealed citations.

I. STATEMENT OF REGULATION

(a) An individual who wishes to appeal a parking citation must complete and submit a Citation Appeal Form which is available on the Parking Services website (www.unf.edu/parking) or from the Parking Services Department. The completed form together with any relevant supporting documentation must be submitted to the Parking Services Department within fourteen (14) calendar days of issuance of the citation. Appeals not filed within the fourteen day deadline are untimely, will not be heard and the citation will stand as issued.

(b) The appeal will first be considered by Parking Services Department staff. If Parking Services Department staff determines the appeal has merit and the individual should not have to pay the citation, the appeal process is complete. If Parking Services Department staff determines the circumstances do not necessarily warrant a successful appeal, the appeal will be forwarded to the appropriate independent appeal board for an appeal hearing.

(c) An individual appealing a parking citation has the option of being present at the appeal hearing or having the appeal decided in his or her absence. In either situation, the decision reached at the appeal hearing will be final and will not be revisited based on the appellant's choice whether to appear or not to appear at the hearing.

(d) Student appeals of citations will be decided by the Student Government Judiciary. All other appeals will be decided by the University's Parking Violations Appeal Board.

II. STUDENT APPEAL PROCESS

The Citation Appeal Form, any relevant supporting documentation provided by the appellant and relevant documentation from the Parking Services Department will be considered by the Student Government Judiciary.

(a) For appeals where the student does not choose to appear at a hearing, each case will be read independently by two members of the Judiciary and each shall render a decision. If the decisions are the same, the case is decided and is final. If the decisions are different, the case will be considered by a quorum of the Judiciary body and an ultimate decision on the appeal will be made pursuant to the Student Government Judiciary procedures.

(b) For appeals where the student indicates that s/he wishes to appear at the hearing, the appellant will be notified of the date, time and location of the hearing and the student may appear and present evidence. The case will be heard by a quorum of the Judiciary body and a decision on the appeal will be made pursuant to Student Government Judiciary procedures. An appellant's failure to appear at the scheduled hearing will result in automatic denial of the appeal.

III. NON-STUDENT APPEALS

The Citation Appeal Form, any relevant supporting documentation provided by the appellant and relevant documentation from the Parking Services Department will be considered by the Parking Violations Appeal Board.

(a) For appeals where the appellant does not choose to appear at a hearing, each case will be considered by a quorum of the Board and a decision made pursuant to the Parking Violations Appeal Board by laws.

(b) For appeals where the appellant indicates that s/he wishes to appear at the hearing, the appellant will be notified of the date, time and location of the hearing and may appear and present evidence. The case will be heard by a quorum of the Board and a decision on the appeal will be made pursuant to the Parking Violations Appeal Board by laws. An appellant's failure to appear at the scheduled hearing will result in automatic denial of the appeal.

IV. APPEAL DECISIONS

~~(a) Decisions on appeals by the Student Government Judiciary, either as individuals or as a collective body, and decisions on appeals by the Parking Violations Appeal Board will be based on the details presented to them and all decisions will be based on the merits of the particular case. The members of the student judiciary and the appeal board are expected to be diligent and conscientious in their duties and to use their best judgment and common sense when rendering decisions on parking citation appeals. The following justifications are not to be considered sufficient on their own to allow for a successful appeal.~~

- ~~1. Lack of knowledge of parking regulations.~~
- ~~2. First time offender.~~
- ~~3. Time period since the previous parking infraction.~~

~~(b) The decisions reached by Student Government Judiciary and the Parking Violations Appeal Board are the only avenue of appeal regarding parking citations and the decisions reached by these bodies are final and binding and constitute the University's final decision regarding the appealed citations.~~

~~V. NOTIFICATION OF APPEAL RESULTS~~

~~Following consideration of an appeal, the appellant will be notified in writing (or by e-mail) by the Parking Services Department of the final outcome of the appeal. If the citation is sustained, or only partially reduced, any remaining fine must be paid within fourteen (14) calendar days after notification of the disposition of the appeal.~~

~~XI. DISPOSITION OF FEES AND FINES COLLECTED~~

~~(1) Monies collected from parking assessments and infraction fines shall be used to defray the administrative and operating costs of the parking program at the University and to provide for additional parking facilities on campus in accordance with Section 1006.66(7), Florida Statutes.~~

*Authority: Resolution Florida Board of Governors dated January 7, 2003, Florida Statutes 1006.66.
History—New 10-20-05, Formerly 5.100; 6C9-11.001. Amended 01/11/18; **Amended***

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