

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section II - Academic/Student

SUBJECT: STUDENT PARKING VIOLATIONS

REVIEWER(S): Dean of Student *Affairs* and Enrollment Management*
Dean of *Administrative and Financial Services*

I. POLICY

The College will maintain a safe and orderly process for staff, faculty, and student parking. Violators will be subject to fines, vehicle booting, or towing. City of Charlotte penalties may be issued in addition to those described below. The dean of *administrative and financial services* will issue registration and transcript holds for any student with outstanding parking fines, prohibiting registration and release of transcripts. Graduation requirements for program students include full payment of outstanding parking fines.

II. PROCEDURE

A. Academic Progress Implications

1. The dean of student *affairs* will review violation reports issued by CHS Access Control or Parking Services.
2. The dean of student *affairs* will notify the student of the violation and notify the dean of *administrative and financial services* of the fines.
3. Registration and transcript holds will be issued by the dean of *administrative and financial services* for students with outstanding fines.
4. Registration and transcript holds will be removed upon confirmation of payment of fines.
5. Business office clearance for graduation will be signed upon confirmation of payment of fines.

B. Business Office Implications

1. Student vehicles parked in unauthorized areas will receive a parking violation (or may be subject to having a “boot” placed on their car) from the CHS Security department and will be notified by CCHS Student Services.
2. Violation letters will be sent out from the CHS’ Parking department to CCHS Student Services for discussion with the student or violation letters may be generated by CCHS Student Services based on the violation reports.
3. Students who park in unauthorized areas will be fined as follows:
 - a. 1st offense \$10.00
 - b. 2nd offense \$20.00
 - c. 3rd offense \$30.00
 - d. 4th offense (or greater) \$40.00
4. Additional fines or penalties may be enforced by the city.
5. Immediate towing may occur if it is the fifth offense or the student is parked in a handicapped space, fire lane, driveway or the driving lane.
6. Students will have 24 hours to appeal the violation. Appeals may be made to CCHS Student Services or CHS Parking *and/or Access Control*.
7. Fines are assessed and collected by the CCHS Business Office. All fines must be paid to meet graduation requirements

C. The Student Parking Violations policy and procedure will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____