

Miscellaneous

IMPLEMENTING REDUCTION IN FACULTY DUE TO CHANGING ENROLLMENT PATTERNS

SG 2.09

Date of Last Update:

January 07, 2019

Approved By:

- University Academic Senate / Provost

Responsible Office:

Provost Office

POLICY STATEMENT

Guidelines for Implementing Reduction in Faculty Due to Changing Enrollment Patterns

The following guidelines should be followed for any reduction in workforce. See Board of Trustees' Policies [BOT 4.2.15](#) for additional information.

A. Role of the Unit

The unit is evaluated with respect to the University's role and mission, and the University curriculum, as well as its relationship to other programs in the region and state.

B. Enrollment History

The enrollment history is evaluated on the basis of a list of the full-time equivalent students (FTES) taught by the unit.

C. Efficiency

In addition to the student/faculty ratio, both cost per student credit hour and teaching load are examined.

D. Number of Majors

The number of majors for a unit reported for each year is reviewed.

E. Service Factor

The service factor measures the dependence of other collegiate units on the one being evaluated. This evaluation is based on the number of credits taught by the unit to majors not their own (balance of trade) as well as by an examination of general education and cognate requirements.

F. Professional and Community Contributions

The professional and community contributions by the unit are considered. Sources of such information include unit evaluations, consultant reports, and departmental records.

G. Future Demand

The future demand for the unit is a judgment based on the impact of additions, deletions, or modifications in programs. In addition, changes in institutional need and external conditions will be considered.

All data to be provided by the [Office of Institutional Analysis](#).

FACULTY QUALIFICATIONS

SG 3.06

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- University Academic Senate / Provost

Responsible Office:

Provost Office

POLICY STATEMENT

The importance of faculty members having the appropriate expertise in the subjects they teach is reflected in the [University's Guidelines for Faculty Qualifications](#), as required by the Higher Learning Commission (the regional accrediting body for the University). In addition, faculty who wish to engage in graduate education [must be approved through an application process](#).

UNIT HEAD RESPONSIBILITIES

SG 6.01

Date of Last Update:

January 09, 2020

Approved By:

- University Academic Senate / Provost

Responsible Office:

Provost Office

POLICY STATEMENT**SG 6.01 Unit Head Responsibilities**

Policies relating to the appointment, term and evaluation of unit heads are covered in a document approved by UAS February 11, 1983 with [a revised version approved by UAS on April 10, 2009](#).

Among the provisions of this document are the following:

- A. Each academic unit shall have a unit head; this person will be designated as chairperson or director based on the nature of the unit involved.
- B. The authority to appoint the unit head is vested in the dean of the college. When there is a vacancy in the position of unit head, the faculty of the unit shall meet, and, after deliberating among themselves and in consultation with the dean, shall recommend a nominee or nominees for appointment as unit head. Normally, the dean appoints the nominee recommended by the unit. Should the dean appoint a unit head who has not been recommended by the unit faculty, the dean shall communicate the rationale to the unit. If the unit is not able to make a nomination, the dean shall make an appointment.
- C. Normally the appointment will be for a three-year period. A unit head may be reappointed when eligible.
- D. There shall be a formal evaluation of the unit head every three years, resulting in a written statement. This report will be shared by the dean, the unit head, and the faculty involved, and be restricted to these persons. This evaluation shall be carried out by the associated unit faculty and the administrators within University, college, and unit personnel guidelines. This evaluation shall be based on the performance of the unit head in carrying out the duties and responsibilities of the position. This evaluation neither precludes nor takes the place of the usual faculty evaluation for tenure, promotion, or contract renewal.
- E. All appointees shall have faculty status, or have the academic credentials to be awarded faculty status, with the associated responsibilities and benefits of faculty rank. Characteristically,

unit heads will be senior faculty, with tenure, chosen on the basis of their ability as teachers, their experience in their discipline, and their leadership capabilities.

On March 30, 1983, ECS also adopted a report on the "Duties and Authority of the Unit Head" which outlines the responsibility, authority, and interaction of the dean and the unit head. "The dean of the college has the administrative authority and responsibility for all academic aspects of the college. . . The dean can and usually does delegate some responsibility and authority to unit heads or coordinators." Areas the unit heads deal with include but are not limited to the following: fiscal matters; personnel matters; teaching; scholarly, & research activities; professional conduct matters; faculty absences; office assignments; meetings & communications; secretarial & technical services; faculty assignments; adjunct faculty; curriculum; library resources; course scheduling; student relations & advising; student help; equipment, facilities, & records.

UNDERGRADUATE STUDENT EMPLOYEES

SG 6.02

Date of Last Update:

January 07, 2019

Approved By:

- University Academic Senate / Provost

Responsible Office:

Provost Office

POLICY

Undergraduate Student Employees

Full-time students enrolled at the University may be hired as student employees. All units should have a budget allocation for student employees. Wages paid to a student employee must follow the wage schedule available in the Student Employment Office. In addition, when classes are in session students without work-study are not permitted to work in excess of 25 hours per week. Students with work-study are restricted to the number of hours according to their work-study award. Work-study and regular student employees must be paid an hourly rate and hours-worked reported in the University's electronic time keeping system. Faculty members should communicate their needs for student employees to their unit heads. All student employees must

complete the online training session with their supervisor to work as a student employee of the University.

Student employees may assist in departmental operations, tutoring, and laboratory and studio sessions under the direct supervision of appropriate staff and faculty. Student employees may also assist in the evaluation of student exams and assignments, provided that they have been approved by the Dean of the unit in which they work and they have completed FERPA training offered by the university. The scope of their assistance, including questions on access to gradebooks, are addressed in the FERPA training. Student employees are expressly barred from providing independent instruction in the classroom. They are also barred from administering or proctoring exams and assignments without faculty or approved staff supervision. Student employees may not be exposed to confidential personnel matters or academic records that are irrelevant to their work assignment.

This policy does not apply to graduate student assistants.

PARKING ORDINANCE

SLT 6.28

Date of Last Update:

June 26, 2019

Approved By:

- Senior Leadership Team

Responsible Office:

Public Safety

POLICY STATEMENT

STATEMENT OF AUTHORITY

This ordinance is enacted through the Grand Valley State University Board of Trustees pursuant to and in accordance with the authority and responsibility of said Board as provided in the Constitution of the State of Michigan, and Act 291 of the Michigan Public Acts of 1967, as amended. This ordinance and the Michigan Vehicle Code (MCL 257.1 et seq., MSA 9.1801 et seq.), as amended, are hereby adopted by reference.

Section 1. Definitions

1. Campus: Unless otherwise noted in this Ordinance, Campus shall mean property owned or controlled by Grand Valley State University (GVSU or University) on the Allendale Campus and Grand Rapids Campuses (Robert C. Pew Grand Rapids Campus and the Health Campus), and includes the Standale Plaza in the City of Walker.
2. Department of Public Safety: Department of Public Safety shall mean the Grand Valley State University Department of Public Safety which is comprised of Police, Security, Emergency Management, and Parking Services. The Department of Public Safety is responsible for parking on all University owned or controlled properties.
3. Hours of Compliance: Parking is enforced 24/7 unless otherwise noted.
4. Overnight Parking: Overnight parking on campus is considered as between the hours of 3:00 a.m. - 6:00 a.m.
5. Color-Coded Parking: All cling parking permits are color-coded. The color of a permit authorizes parking in specific lots/areas.

PROCEDURES

Section 2. Parking on Campus

2.1. Vehicles on Campus

2.1.1. State Requirements: All vehicles parked on campus must be properly registered and display current registration credentials as prescribed by the state within which they are registered, and be legally operable under the laws set forth by Michigan Legislation.

2.1.1.1. Disabled Vehicle: A vehicle that is not legally operable under Michigan law is deemed a disabled vehicle. A disabled vehicle on property owned or controlled by the University must be reported to Parking Services (during business hours) or Police (after hours). The disabled vehicle must be removed from the campus within 24 hours or is subject to parking violation and/or citation by Police (within 48 hours).

2.1.2. Parking Space: A vehicle must be fully and completely contained within the lines of a single designated space as delineated by service markings and must not obstruct traffic flow.

Occupying or preventing the use of more than one parking space constitutes double-parking and is prohibited.

2.1.3. Prohibited Parking Areas: If an area is not posted for parking, parking is prohibited except under the direction of the Department of Public Safety. Prohibited parking areas include, but are

not limited to:

2.1.3.1. Hashed-lines: Parking in diagonal hashed-lines is prohibited (see *Section 2.9 regarding motorcycle parking*).

2.1.3.2. Fire Lanes: Parking in areas signed as a fire lane is prohibited

2.1.3.3. Yellow Curbs: Yellow curbs indicate a no parking zone. Parking along yellow curbs is prohibited.

2.1.3.4. Coned Areas: Parking in coned spaces, in closed parking lots, and at bagged meters is prohibited.

2.1.3.5. Sidewalk Restriction: Sidewalks and walkways are restricted to pedestrian, bicycle, and motorized wheelchair use only. Driving or parking a moped, motorcycle or other motor vehicle on a sidewalk or walkway is prohibited without permission from the Department of Public Safety.

2.1.3.6. Landscape Restriction: Driving or parking a moped, motorcycle or other motor vehicle on a sidewalk or walkway is prohibited without permission from the Department of Public Safety. Landscaped areas are restricted to pedestrian traffic only.

2.1.3.7. Loading Zones: Loading zones are provided to accommodate active loading and unloading only. All loading and unloading must be done in designated loading docks or from regular parking spaces. Loading zone regulations are enforced 24/7.

2.1.4. Parking by Permit Only: Parking on campus is by permit only except for areas designated in visitor pay-to-park locations. By parking on campus, the vehicle operator has agreed to abide by the rules and regulations of the Parking Ordinance and is subject to parking violation notices and other penalties as outlined in Section 3. Information about parking lot locations and types of permits is available on the [Parking Services](#) website.

2.2. Parking Options

2.2.1. Permit Parking: Parking permits are required on the Allendale Campus and Grand Rapids Campuses with the exception of Pay-to-Park spaces. Permits are required Monday-Thursday 3:00 a.m. – 6:30 p.m. and Friday 3:00 a.m. – 5:00 p.m. unless otherwise noted. Parking permits are not required at the Standale Plaza in the City of Walker, Meijer Campus in Holland, Muskegon locations, or the Traverse City Regional Center. There is no University parking lot at the Detroit Center. [Campus maps](#) are published online. (See *Section 2.3 for detailed permit information*.)

2.2.1.1. Spring and Summer Semesters: During the spring and summer semesters, parking permits are not required in student commuter spaces on the Allendale Campus and Pew

Grand Rapids Campus nor in resident parking spaces on the Allendale Campus. Parking permits are required in Pew Resident spaces on the Pew Grand Rapids Campus year-round. Parking permits are required in faculty/staff and specially signed spaces on the Allendale Campus and Grand Rapids Campuses year-round.

2.2.2. Pay-to-Park: Pay-to-Park areas offer short-term parking and require payment. Permits are not valid in Pay-to-Park areas unless specifically designated. Those choosing to park on campus without a permit must utilize Pay-to-Park areas. Over-payments will not be refunded. Pay-to-Park areas include metered spaces and pay station spaces.

2.2.2.1. Meters: Meters in areas by academic buildings require payment Monday - Saturday, 7:00 a.m. - 8:00 p.m. year-round unless otherwise noted. Housing meters located in and near residential areas require payment 24/7 year-round. Spaces with jammed, broken, failed, or otherwise malfunctioning meters are considered to be no parking zones and should be reported to Parking Services. Meters accept U.S. coins (quarters, nickels, and dimes only) and ParkMobile (a third-party mobile app) as payment. Payment at a meter is not required if a valid ADA permit and a valid GVSU permit are displayed (*see Section 2.8*).

2.2.2.2. Pay Stations: Pay station areas require payment Monday - Saturday, 7:00 a.m. - 8:00 p.m. year-round. Payment is required to park in pay station areas, including Motorcycle and ADA spaces. Pay stations accept coins, bills, credit cards, and ParkMobile as payment. Pay stations that are offline or otherwise malfunctioning are considered no parking zones and should be reported to Parking Services.

2.3. Cling and Temporary Permits

2.3.1. Cling Permits: Cling permits are available to currently enrolled GVSU students, faculty and staff with active appointments, and tenants if appropriate.

2.3.1.1. A valid permit must be completely affixed to the lower left corner (driver's side) of the windshield, with the barcode and permit number fully visible from outside the vehicle. Expired permits must be removed from the windshield.

2.3.1.2. Permits are the property of GVSU. Permits may not be sold, altered, copied, or modified in any way.

2.3.1.3. Students who choose to purchase a permit are charged per semester (fall and winter semesters). The cost of a permit is charged directly to the student's account. Permits that have not been paid for will be deactivated. The parking permit must be returned to Parking Services to be eligible for a refund. Refund amounts follow the tuition refund schedule.

2.3.1.4. Students who are no longer enrolled at GVSU or faculty/staff who are no longer employed by the University are not eligible to use a University-issued parking permit and must return it to Parking Services.

2.3.1.5. Parking permits are issued for the exclusive use of the person applying for the permit. A G# is authorized for one cling permit only. If more than one permit is received, contact Parking Services immediately to arrange for its return.

2.3.1.6. Lost permits must be reported to Parking Services immediately. Stolen permits must be reported to Police and Parking Services. A claim of a stolen permit must include a police report from the appropriate jurisdiction

2.3.2. *Temporary Permits:* Daily permits are available to GVSU students. The daily rate will be set each July 1st by the Business and Finance Office. Faculty/staff and daytime visitors who need a temporary permit may obtain one from Parking Services at no cost. Temporary permits may be printed or paperless/digital.

2.3.2.1. If a student cling parking permit has been purchased, the student may be eligible for temporary daily permits at no cost. Temporary daily permits are valid only in the same parking areas which are associated with the cling.

2.3.2.2. In the event a paperless permit is unavailable, a temporary parking permit must be displayed with the effective date(s) in full view on the dashboard to the left of the steering wheel from the driver's seat.

2.4. Student Parking

2.4.1. *Student Commuter.* Students who are currently enrolled at GVSU and do not reside in University housing facilities on campus are considered to be commuter students.

2.4.1.1. *Student Commuter.* Student Commuter permits are valid in Student Commuter parking lots marked by a red "S" on signs throughout campus.

2.4.1.2. *Lot J Remote Commuter.* Lot J permits are offered as a reduced cost, remote parking option for commuter students. This permit is valid on the Allendale Campus or Pew Grand Rapids Campus on a first-come, first-serve basis for Lot J only. A Student Commuter permit must be purchased to be eligible to park in other parking areas. Individuals needing ADA parking accommodations should refer to Section 2.8.

2.4.2. *Student Resident.* Students who are currently enrolled at GVSU and reside in University housing facilities on campus are considered residents. There are three types of Student Residents:

2.4.2.1. Allendale Resident: Allendale Resident parking permits are valid in Allendale Resident areas marked by a yellow “R” on the Allendale Campus and in Student Commuter areas marked by a red “S” on the Pew Grand Rapids Campus.

2.4.2.2. Pew Resident: Pew Resident parking permits are valid in Pew Resident areas marked by a brown “P” on the Pew Grand Rapids Campus and in Student Commuter areas marked by a red “S” on the Allendale Campus. Parking permits are required in Pew Resident spaces on the Pew Grand Rapids Campus year-round.

2.4.2.3. Calder Resident: Students who live on the Allendale Campus in the Calder Residence are considered Calder Residents. Calder Resident parking permits are valid in signed Calder Residents Only spaces, as well as in Allendale Resident areas marked by a yellow "R" on the Allendale Campus and in Student Commuter spaces marked by a red "S" on the Pew Grand Rapids Campus.

2.5. Faculty and Staff Parking

2.5.1. Active Appointments: Only GVSU faculty/staff with active appointments are issued parking permits. Parking permits are only valid for adjunct faculty/staff if they have an active appointment and are either working for or teaching at GVSU during the semester in which the permit is being used.

2.5.1.1. Faculty/Staff: Faculty/Staff parking permits are only valid in Faculty/Staff areas marked by a blue “F” and in Student Commuter areas marked by a red “S” with the exception of Winter Lot on the Pew Grand Rapids Campus. Faculty/Staff parking permits are not valid in Pay-to-Park spaces or visitor spaces on any campus.

2.5.1.2. Fall Faculty/Staff: Fall Faculty/Staff parking permits are issued to employees with a 6-month contract for the fall semester only and are valid in the same locations as associated with a Faculty/Staff permit. The Fall Faculty/Staff parking permit is only valid for the fall semester and expires on December 31 of the academic year in which the permit is issued.

2.5.1.3. Faculty/Staff Reserved: Faculty/Staff Reserved parking permits are valid in Faculty/Staff areas marked by a blue “F” and in Student Commuter areas marked by a red “S” with the exception of Winter Lot on the Pew Grand Rapids Campus. Additionally, individuals who qualify for a Faculty/Staff Reserved parking permit are afforded additional parking on campus as marked by “Reserved” signs.

2.5.1.4. Lot L/Administration: Lot L parking permits are valid on the Allendale Campus only. This permit is not valid in Pay-to-Park or other visitor spaces on campus.

2.5.2. GVRP: Faculty and staff who have officially retired from GVSU are eligible for a GVRP parking permit.

2.6. Specially Signed Spaces and Designated Permits

2.6.1. Specially signed parking spaces require parking permits designated for a particular type of space and are enforced 24/7. These spaces include, but are not limited to: Biology Department, Communications Department, Disability Support Resources, Food Service, Housing Staff, Information Technology, Reserved, Service Vehicle, University Bookstore, Admissions Visitor, Visitor, Prospective Student, and spaces numbered for Tenants.

2.6.2. Service Vehicles: Service Vehicle spaces and permits are intended for use by persons or companies providing one of the following services: installation, repair, or improvement of University-owned structures and infrastructures (exterior and interior). Service Vehicle permits are not intended for loading or unloading. Service Vehicle parking permits are valid in Faculty/Staff areas marked by a blue “F,” in Student Commuter areas marked by a red “S” with the exception of Winter Lot on the Pew Campus, in Service Vehicle spaces, and at metered spaces without payment.

2.6.3. Tenants: Tenants with lease agreements for spaces in University buildings may be eligible for a tenant permit. This permit offers the same privileges as a Faculty/Staff permit *except on the Health Campus and is only valid in Faculty/Staff areas marked by a blue “F” and in Student Commuter areas marked by a red “S” with the exception of Winter Lot on the Pew Grand Rapids Campus.* On the Health Campus tenant parking permits are only valid in areas specially signed as tenant spaces. Tenant parking permits are not valid in any Pay-to-Park spaces or other visitor spaces.

2.6.4. Vendors: Employees of vendor companies that provide services to GVSU on a regular basis may qualify for a special permit. A request must be made to Parking Services by a GVSU department head on behalf of the vendor company.

2.6.5. Alternative Fuel/Hybrid Spaces: *These spaces, excluding metered spaces, require a special parking permit designation. Contact Parking Services for additional information regarding this permit designation.*

2.6.6. Electric Vehicle Charging Spaces: Spaces are provided throughout campus for actively-charging electric vehicles only. Spaces are limited, so a parking and/or charging opportunity is not guaranteed. A valid GVSU permit is required.

2.6.6.1. Electric vehicle charging stations located in the Front Lot on the Pew Campus are for Consumers Energy staff and visitors only.

2.6.7. *Small Car Only Spaces:* Use of small car spaces marked with hashed end lines requires compliance 24/7. Vehicles parking in these spaces must be contained within all sides of the space and not overhang any line.

2.6.8. *Loading Zones:* Loading zones are provided to accommodate active loading and unloading only. All loading and unloading must be done in designated loading docks or from regular parking spaces. Loading zones regulations are enforced 24/7. Loading from prohibited parking areas is strictly prohibited.

2.7. Visitor Parking

2.7.1. *Daytime Visitors:* Visitors parking during the day may choose to obtain a parking permit directly from Parking Services office at no cost; from the faculty/staff member they are visiting; or utilize pay-to-park areas. Currently enrolled students, faculty/staff with active appointments, individuals with GVRP permits, and/or tenants are not eligible for visitor permits.

2.7.2. *Overnight Visitors:* Visitors staying on campus overnight (*see Section 2.10*) must obtain a parking permit in person from the Parking Services office located on the campus where they are visiting. Overnight visitors are limited to 20 overnight permits per year excluding weekends. During the spring and summer semesters, overnight visitors to the Pew Grand Rapids Campus are limited to ten overnight permits.

2.7.3. *Fieldhouse/Recreation Center Visitors with Membership:* Alumni and outside members can obtain a Fieldhouse parking permit by providing their current Athletic and Recreation Facilities membership card and driver's license to Parking Services in Allendale. These parking permits will be valid for the duration of the membership and are required to be renewed along with the membership. This permit is for non-academic recreational facilities use only and may not be used for any other purpose, including events or academic classes. GVSU faculty, staff, and students are not eligible for Fieldhouse permits.

2.7.4. *Campus Recreation Class Visitors:* Community members taking campus recreation classes at the Athletic and Recreation Facilities may obtain a temporary day permit at no cost. Other types of parking permits are not available. GVSU faculty, staff, and students are not eligible for Campus Recreation permits.

2.8. ADA-Compliant Parking

2.8.1. *ADA Compliant Parking Spaces:* ADA-compliant parking requires a valid ADA placard or plate designation and is enforced 24/7.

2.8.2. Permit Compliance: During permit compliance hours (see Section 2.2.1), a valid GVSU permit must always accompany the ADA placard or plate designation. If ADA-compliant parking spaces are not available, the ADA permit holder may, with a valid GVSU permit and a valid ADA placard or plate displayed, park in a faculty/staff or student space or at a meter without payment.

2.8.2.1. Lot J Remote Commuter permits are only valid in Lot J and are therefore not permitted in other areas even when accompanied by an ADA placard or plate designation.

2.8.2.2. Parking in ADA-compliant spaces in pay station areas is limited to two hours and requires payment.

2.8.2.3. ADA parking is prohibited in specially signed spaces without the required designated parking permit (see Section 2.6).

2.8.3. University-Issued ADA Permits: Mobility-impaired persons shall be issued, without charge, a temporary permit for a period not to exceed three days. University-issued ADA permits must be accompanied by a valid GVSU Faculty/Staff or Student parking permit. Persons requiring accommodations for a period of 4-30 days will be directed to Disability Support Resources for assistance. Individuals needing ADA-compliant parking privileges beyond 30 days must obtain a permit from the Michigan Secretary of State.

2.8.4. Illegal Use of an ADA Parking Placard or License Plate: Under Michigan law, it is illegal: 1) to use an ADA placard or license plate when the ADA permit holder is not being transported; 2) to use an ADA placard or license plate when the placard or plate is altered; 3) to lend/use a placard/plate from another person; and 4) to use a copy of a placard/plate. Illegally used ADA designations are subject to confiscation by Police and will be returned to the Secretary of State with an explanation of the misuse. Fraudulent use of an ADA parking placard or plate is punishable by up to 30 days in jail and/or up to a \$500 fine. Parking Services will immediately notify Police of potential violations.

2.9. Motorcycle/Moped Parking

2.9.1. Applicability: This section is applicable to all two-wheeled motorized vehicles. Motorcycles and mopeds parking on campus do not require a parking permit. Overnight parking is only allowed in designated motorcycle parking areas in residential lots. Parking in any blue hashed area is strictly prohibited.

2.9.2. Allendale Campus: Motorcycles and mopeds must be parked in the yellow hashed area at the end of parking rows in faculty/staff and student parking areas, unless otherwise signed.

2.9.3. *Pew Grand Rapids Campus:* Motorcycles and mopeds must be parked in designated motorcycle parking areas designated by signage in the Eberhard Center loading dock, DeVos Lot, Seward Parking Ramp, and Watson Lot. Parking in yellow hashed areas of the Seward Parking Ramp is permitted. Residents may park in the yellow hash marks at the end of parking rows in the Secchia Lot only. Parking in all other areas is restricted.

2.9.4. *Health Campus:* Motorcycles and mopeds must be parked in designated signed motorcycle parking areas only.

2.9.5. *Pay-to-Park:* Payment is required for motorcycle parking in all Pay-to-Park areas.

2.10. Overnight Parking

2.10.1. *Locations:* Overnight parking (3:00 a.m. – 6:00 a.m.) is permitted in residential lots only. Overnight parking is prohibited in faculty/staff, student commuter, and Pay-to-Park areas.

2.10.2. *Overnight Employees:* Information about parking locations designated for GVSU employees whose duties require overnight parking is available on the [Parking Services](#) website.

2.11. Trailers

2.11.1. *Trailers:* GVSU does not provide accommodations for parking of vehicles pulling trailers during the regular academic year except for those attached to contractor and service vehicles operated by individuals actively working on campus. Trailers must not be left unattended without the permission of the Department of Public Safety.

2.12. Buses and Other Oversized Vehicles

2.12.1. *Oversized Vehicles:* Oversized vehicles are those vehicles larger than one standard parking space and must therefore park only in certain lots. Refer to the [Parking Services](#) website for a list of parking areas currently designated for this purpose. Parking of buses and other oversized vehicles parking is strictly prohibited in Pay-to-Park areas. Parking rules applicable to buses and other oversized vehicles are enforced year-round.

2.12.2. *Allendale Campus:* Buses bringing athletes and/or other group to the Allendale Campus are limited to 15 minutes for picking up and dropping off. Picking up and dropping off is strictly prohibited in Pay-to-Park areas.

2.12.3. *Grand Rapids Campuses:* Buses and other oversized vehicles are prohibited on the Grand Rapids Campuses.

2.13. Bicycles

2.13.1. *Registration and Storage:* Bicycles must be stored in the provided bicycle racks. Bicycles

improperly stored and locked will be removed by Department of Public Safety at the owner's expense. Free bicycle registration is available on the [Public Safety](#) website.

2.14. Vehicles Prohibited

2.14.1. *Vehicles Prohibited:* The following vehicles are not permitted on campus unless permission is obtained from the Director of Public Safety:

- Snowmobiles
- Off-road motorcycles
- All-terrain vehicles
- Recreational vehicles parked overnight
- Non-traditional vehicles (i.e. golf carts outside of The Meadows facilities, dune buggies, go-carts, etc.)

2.15. University's Rights and Responsibilities

2.15.1. The University reserves the right to close, restrict parking and/or driving to, or otherwise make unavailable any and all areas at any time to any vehicle on University owned or controlled property, whether properly permitted or not.

2.15.2. The University also reserves the right to remove, at the owner's expense, any abandoned, unlawfully parked, or inoperable vehicle from University owned or controlled property. Police are responsible for the removal of vehicles.

2.15.3. The University assumes no responsibility for loss or damage to vehicles driven or parked on campus, or for the contents thereof.

Section 3: Parking Fine, Appeals and Penalties

3.1. Parking Violation Fines

3.1.1. *Payment Options:*

3.1.1.1. *Online:* On the Parking Services website via credit card.

3.1.1.2. *Payment Box:* At the payment drop box located in front of the Service Building on the Allendale Campus via cash or check.

3.1.1.3. *Telephone:* Over the phone at (616)331-7275 via credit card.

3.1.1.4. *In Person:* Over-the-counter at Parking Services in Allendale or at a Student Assistance Center on the Allendale Campus or Pew Grand Rapids Campus via credit card, cash, or check.

3.1.1.5. *Mail:* Through postal mail via check.

3.1.2. *Returned Checks:* A fee will be imposed for any returned checks.

3.1.3. *Cash Payments:* Cash payments will only be accepted in person. Coins must be rolled.

3.1.4. *Transfer of Fines:* After ten days, student fines will be transferred to the respective student account. Non-student fines will be referred to collections. Outstanding fines may also be sent to the appropriate District Court for collection.

3.1.5. *Excessive Parking Violation Notices:* The accumulation of six or more unpaid parking violation notices issued to a single vehicle may be deemed excessive. Any vehicle accumulating excessive parking violation notices may be considered a nuisance, and the vehicle is subject to impoundment or immobilization by Police, and/or District Court action.

3.2. Appeals

3.2.1. *Appeal Options:* Appeals must be submitted within seven business days of the parking violation notice issue date.

3.2.1.1. *Online:* On the Parking Services website. Faculty/staff and students may submit appeals online or exercise the option to appeal in person.

3.2.1.2. *In Person:* Appeals must be submitted on the campus where the parking violation notice was issued. Parking Judiciaries are available for in-person appeals at pre-scheduled times, and are first-come, first-serve. The appeal schedule is published on the [Parking Services](#) website.

3.2.1.3. *Handwritten:* Appeals may be filed in person at a Parking Services office by visitors and vendors of the University only, or by students and faculty/staff under extenuating circumstances.

3.2.1.4. *By Phone:* Appeals submitted by phone will not be accepted.

3.2.2. *Parking Judiciary Decision:* The Parking Judiciary's decision and any penalty imposed will be sent to the e-mail or mailing address submitted with the appeal. The decision of the Parking Judiciary is the final step within the University Parking Judiciary system.

3.3. Penalties

3.3.1. *Parking Violations:* All parking violations as specified in the Parking Ordinance constitute civil infractions. Any person who is found to have committed a civil infraction under this ordinance may be ordered to pay a civil fine and costs. The schedule of fines for parking violations is approved by the University president and published on the [Parking Services](#) website. Violations of the *Michigan Vehicle Code* shall be under the jurisdiction of the 58th and/or 61st District Court.

3.3.2. *Misappropriated and Counterfeit Permit Use:* Unauthorized or improper use of any permit, and/or forging, copying, or altering a permit may result in confiscation, criminal charges and/or University sanctions. Permits remain the property of the University after purchase. Potential violations will be immediately reported to the Police. Fraudulently obtaining goods or services is a crime punishable by up to one year in jail and a fine up to \$2,000.

3.3.3. *Revocation of Parking Privileges:* GVSU reserves the right to restrict the parking of any vehicle by any individual at any time on property owned or controlled by the University.

3.3.4. *Impoundment and Immobilization:* Vehicles parked on property owned or controlled by the University in violation of these regulations or any local, state, or federal ordinances, laws or statutes may be subject to impoundment or immobilization by the Police at the vehicle owner's expense. Impounded vehicles will be towed by a wrecker service. The cost of impoundment will constitute a lien against the vehicle, with the owner being liable for costs of towing and storage or release from immobilization devices.

3.3.4.1. GVSU Police are responsible for impoundment of vehicles. Violations subjecting a vehicle to immediate impoundment on property owned or controlled by the University include:

1. Interfering with or impeding:
 - a. The flow of vehicular or pedestrian traffic;
 - b. The use of facilities, buildings, loading docks, or dumpsters;
 - c. The services of emergency personnel, the operation of emergency vehicles, or an evacuation in the event of a possible emergency;
2. Parking on any surface or in any area not designated for the legal operation or parking of a vehicle;
3. Parking in or blocking the use of an ADA reserved space without displayed authorization;
4. Displaying a counterfeit, altered, stolen, transferred, deactivated, or otherwise misappropriated permit;
5. Vehicles parked in violation of any section of the Parking Ordinance.

3.3.5. *Parking Violations – Contact Not Required:* If a parking infraction is observed by Department of Public Safety staff and immediate contact is not possible or may jeopardize the safety of an officer or other staff, a parking violation notice may be issued to the registered owner of the vehicle without contact at the time of the violation.

3.3.6. *Owner Responsibility:* Parking violation notices and fines will be issued to the holder of the University parking permit displayed on the vehicle or to the registered owner of a non-permitted

vehicle.
