

**RESIDENT FRESHMAN/SOPHOMORE  
PARKING WAIVER PETITION FORM**

**ITEM 1 – PERSONAL INFORMATION**

Full Name: \_\_\_\_\_  
HUID #: \_\_\_\_\_  
Campus Address: \_\_\_\_\_  
HU Email Address (required): \_\_\_\_\_  
Classification (required): \_\_\_\_\_  
Phone #: \_\_\_\_\_

**ITEM 2 – I AM PETITIONING FOR AN RESIDENT FRESHMAN/SOPHOMORE PARKING WAIVER:**

(check one)

- Off campus employment
- Medical (see 504 Compliance Office for required documents)
- Special Circumstances

**ITEM 3 – DOCUMENTATION IN SUPPORT OF PETITION:** (see page 2 for requirements). Be sure to attach or include all necessary documents with this page.

**ITEM 4 – SIGNATURE**

My signature is verification that I am the person in Item 1 – PERSONAL INFORMATION above, and my supporting statement(s) and documentation are true and accurate.

I understand that the Hampton University Honor Code encompasses a wide range of behaviors which have specific important to this waiver request. Honesty in presenting all the facts necessary for HUPD and The Office of the Vice President for Student Affairs to make an informed evaluation and decision is expected.

Your signature verifies your understanding of the Honor Code as stated in the *Hampton University Student Handbook* and its relevance to the waiver request.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Freshman students):

Freshmen/Sophomore who obtains a parking permit by providing falsified information, as well as upperclassmen who attempt to purchase a permit for a freshman/Sophomore will have future parking privileges revoked and may face judicial action.

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**Office Use Only**

**ITEM 5 – DECISION** (Resident Freshman/Sophomore Parking Waiver Petition Decision)

- Petition Approved
- Petition Pending Need Additional Documentation
- Petition Denied

Date Petition Received: \_\_\_\_\_  
Student Notified Decision by Phone: \_\_\_\_\_  
Student Notified Decision by Email: \_\_\_\_\_

Staff Initials: \_\_\_\_\_  
Chief HUPD: \_\_\_\_\_  
VP For Student Affairs: \_\_\_\_\_  
Date of Decision: \_\_\_\_\_

## **INTRODUCTION: Resident Freshman/Sophomore Parking Waiver Petition Form**

Students who wish to petition for a waiver may do so by completing and submitting a Resident Freshman/Sophomore Waiver Petition Form and other supporting documents. Documents must be submitted to Traffic Administration Office or may be sent electronically to the [UNIVERSITY.POLICE@HAMPTONU.EDU](mailto:UNIVERSITY.POLICE@HAMPTONU.EDU) email address. Submitting a request for a waiver **does not** guarantee approval nor should acceptance of the request by Traffic Administration be construed as a commitment to approve the waiver.

Waiver requests must be approved **prior** to bringing the vehicle to campus. If approved, the student will be able to purchase a permit for the academic year. **Proof of employment needs to be provided at the beginning of each semester.** To submit a request for a waiver, students must complete the waiver request form.

Submit waiver requests through the [university.police@hamptonu.edu](mailto:university.police@hamptonu.edu) email address:

### **DOCUMENTS REQUIRED:**

1. **Off-campus Employment** - Waivers will be granted in this category on a very limited basis. Waivers should include a signed, letter on company letterhead from employer stating days and hours of employment. Letter shall include employer's telephone number. A current payroll stub is required. Students must show hours/week of regular scheduled employment. Freshmen must provide a notarized letter from their parent(s) acknowledging their understanding of the negative impact of working and having access to an automobile on the student's academic work.

2. **Medical reasons** - requires a letter from a licensed physician indicating a legitimate medical need. This letter should explain in detail the nature of the problem, the reason(s) for the student to have ready access to their own transportation and the time-frame being projected for this need. Please provide all medical documents to the 504 compliance office, Wigwam Room 212. The compliance office will validate medical request.

3. **University obligation or commitment** requiring transportation off campus should be submitted and must provide the necessary documentation to positively prove the need. University obligations or commitment reasons require a letter from a University sponsor/coach/instructor indicating a legitimate need. This letter should explain in detail the nature of the problem, the reason(s) for the student to have ready access to their own transportation and the time-frame being projected for this need. Petitions for approval are not automatic and are generally given only when a student's transportation circumstances cannot be accommodated by local Transit Service.

The resident decal allows parking at designated locations. The resident decal is available for resident Freshmen/Sophomore who have obtained permission to have a vehicle registered on campus. It is important to note that no student under consideration for an exception should bring a vehicle to campus until approval to purchase a resident decal has been granted.

Please direct all inquiries regarding the status of your appeal to: [university.police@hamptonu.edu](mailto:university.police@hamptonu.edu)

THANK YOU for your cooperation.

# Freshman/Sophomore Parking Policy

## Waiver

Freshmen who are eligible for exemption on the freshman parking policy must complete the following form:  
Freshman Parking Waiver.pdf

## Deadline

Fall Semester September 30  
Spring Semester January 16

## Rationale

An initiative of Hampton's strategic plan is to create a more pedestrian-friendly, residential campus. Reducing the number of cars on campus, strengthening the variety and number of social activities available to students are some of the methods identified to accomplish this goal. Limiting parking privileges to upperclassmen and non-traditional or commuter students affords residential Freshmen/Sophomore with more opportunities to focus on academics and integrate themselves into the campus community by encouraging them to take full advantage of the on-campus social activities designed with their needs and interests in mind.

## Interpretation and Enforcement of this Policy

The Traffic Office will not sell parking decals to resident Freshmen/Sophomore, and other members of the community who are eligible for a parking decal will not be permitted to purchase one for resident Freshmen/Sophomore. Attempts to do so will result in having any future parking privileges of both parties revoked. In addition, we ask that students comply with the spirit of this policy by not bringing cars to campus with the expectation that they can be parked on the streets or public areas of our neighboring communities. The University works with its neighbors to reduce traffic flow and parking in nearby off-campus neighborhoods, and students are expected to help HU be a good neighbor.

## Exceptions

### Policy Exceptions

Off-campus employment (min. of 20 hours per week)  
Documented medical condition  
Extenuating Family Circumstances  
University Obligation or Commitment  
(Supporting documents on official letterhead must be provided)

In our efforts to support the continued growth and development of HU and to facilitate the goal of a pedestrian-friendly, residential campus, residential Freshmen/Sophomore are generally restricted from parking vehicles on campus. A limited number of exceptions to this policy may be granted on a yearly basis.

**Definition: A Residential Freshmen/Sophomore** is a student living on campus who is in their first or second year of college. Freshmen/Sophomore living off-campus do not fall under this policy. Classifications of undergraduate students are classified according to the number of semester hours of credit earned:

- Freshman: less than 30 semester hours
- Sophomore: 30 to 59 semester hours

**Definition: New Applicants** are residential Freshmen/Sophomore who are new to campus starting the Fall/Spring semester.

Students who can demonstrate a compelling need or who would suffer undue hardship due to the restriction on residential freshman cars can petition for a waiver. Waiver requests are reviewed by HUPD and approved by the Office of the Vice President for Student Affairs.

Waiver requests must be approved prior to bringing the vehicle to campus. If approved, the student will be able to purchase a parking decal permit for the academic year. To submit a request for a waiver, students must

complete the waiver request form. Submit waiver requests to [UNIVERSITY.POLICE@hamptonu.edu](mailto:UNIVERSITY.POLICE@hamptonu.edu). After the waiver request deadlines, the application process is closed.

After assessing required documentation, a waiver may be granted based on space availability and level of hardship. If waiver is granted, a permit to park in residence hall parking or other designated lot will be issued. It is important to provide the necessary documentation at the time of the request. Once the request has been reviewed and a decision rendered, there is no further appeal. Decisions are usually available 2 weeks after the request deadline. All materials including waiver request and supporting documents must be in the hands of HUPD by the designated date to be considered. Once a decision is rendered, you will be notified by via email or the phone number provided.

**Falsifying information:** The Code of Conduct encompasses a wide range of behaviors which have specific importance to your waiver request. Honesty in presenting all the facts necessary to make an informed evaluation and decision is expected. Your signature verifies your understanding of the Code of Conduct as stated in the HU Student Handbook and its relevance to the waiver request.

Freshmen/Sophomore who obtain a parking permit by providing falsified information, as well as upperclassmen who attempt to purchase a permit for a freshman will have future parking privileges revoked and may face administrative action.

The resident decal is available for residential Freshmen/Sophomore who have obtained permission to have a vehicle registered on campus. It is important to note that no student under consideration for an exception should bring a vehicle to campus until approval to purchase a residential decal has been granted. Please allow two (2) weeks for the approval process.

Students who wish to petition for a waiver may do so by completing and submitting a Residential Freshman/Sophomore Waiver Request and other supporting documents. Documents must be submitted to the Traffic Office. Submitting a request for a waiver **does not** guarantee approval nor should acceptance of the request by the Traffic Office be construed as a commitment to approve the waiver.

Exceptions are granted for the following reasons, with documentation that positively demonstrates the need for the request. It is the student's responsibility to provide the necessary documentation to support part-time employment (at least 20 hours per week), medical reasons or extenuating family circumstances. Individuals with this privilege may register only one vehicle and must display the parking decal provided.

**Specific information for each exception is listed below:**

**Requests for exception based on part-time employment should be submitted once employment has been secured.** Approval will be granted upon successful verification of employment and schedule meeting the minimum 20 hours per week requirement. The Traffic Office reserves the right to verify continuation of employment throughout the semester. Decal holders are responsible for ensuring that the most current employment information is on file. Updated information may be provided via an electronic document or may be faxed to 757-727-5007. Failure to provide updated information may result in suspension or loss of privileges. Petitions for approval are not automatic and are generally given only when a student's transportation circumstances cannot be accommodated by local Transit Service. Freshmen/Sophomore are strongly encouraged to find employment either on campus or in the local community. Appeals will be granted in this category on a limited basis. Appeals should include a signed letter on company letterhead from employer stating days and hours of employment. Letter shall include employer's telephone number. A current payroll stub may also be required.

**Requests for exceptions based on medical reasons (physical disability or illness)** of the student requiring transportation off campus must provide the necessary documentation to positively prove the need. Students requesting a waiver in this category must register with the Office of Compliance & Disability Services prior to submitting waiver request. Petitions for approval are not automatic and are generally given only when a student's medical appointments cannot be accommodated by local Transit Service. Medical reasons require a letter from a licensed physician indicating a legitimate medical need. This letter should explain in detail the

nature of the problem, the reason(s) for the student to have ready access to their own transportation and the time-frame being projected for this need. Requests for exceptions based on extenuating family circumstances requiring transportation off campus must provide the necessary documentation to positively prove the need. Petitions for approval are not automatic and are generally given only when a student's family circumstances cannot be accommodated by local Transit Service.

**Requests for exceptions based on University obligation or commitment** requiring transportation off campus must provide the necessary documentation to positively prove the need. University obligations or commitment reasons require a letter from a University sponsor/coach/instructor indicating a legitimate need. This letter should explain in detail the nature of the problem, the reason(s) for the student to have ready access to their own transportation and the time-frame being projected for this need. Petitions for approval are not automatic and are generally given only when a student's transportation circumstances cannot be accommodated by local Transit Service.

Other exceptional circumstances are at the discretion of the Office of the Vice President for Student Affairs.