Department of Intercollegiate Athletics and Department of Recreational Sports

Procedures for Processing Underclassman Parking Decal Requests

1. It is understood that parking on this campus is limited. Any action from either department to support an exemption to current parking permit policy will be determined by the appropriate authorities to be a need to allow a student or students to meet a sport obligation.

2. Generally, any requests from an individual in a sport which practices and competes at a College venue will not be considered. Exemptions for freshmen should be minimal and only requested in extreme circumstances.

3. Every effort will be made to evaluate needs throughout an entire program taking into account all available transportation options.

4. It is understood that support from the Athletic Department or Recreational Sport program does not assure approval of a request. The Parking Services Staff or Committee is the final authority for approval of any request to waive current parking restrictions. The approving authorities within each department are as follows:
   a. Athletics: Steve Cole, Associate AD-Internal Operations
   b. Recreational Sports: Linda Knight or Joe Tighe

5. Students should complete the waiver request process and have approvals prior to bringing a car to campus. Underclassman approved through this policy will be considered for restricted area parking only, and the individual is responsible for the cost of the decal.

Processing Procedures – Intercollegiate Athletics

   a. Coach will evaluate individual or team needs and forward a written or email request to the Associate AD-Internal Ops.
   
   b. The request will be reviewed and approved, denied or revised as appropriate. Once there is departmental approval for support of a waiver request, the Associate AD-Internal Ops will forward to the Director of Parking Services a list of individuals who have athletic department support for a waiver request.

   c. Individual students will be advised that they must complete the appropriate Waiver Request Form through Parking Services. The students will be contacted by Parking Services specific to the approval or denial of their request.

   d. Generally, this process will be completed in the summer prior to the start of the academic year.