

Parking Regulation for Academic Year: 2018-19

Dated: July 1, 2018

Supersedes Previous Revision Dated: July 1, 2017.

Introduction

These regulations will be enforced in their entirety. Please acquaint yourself with their contents, as unawareness of these regulations will not be considered as justification in citation appeals. It is the responsibility of each member of the University community to read, understand and abide by the regulations.

Regulation Statement

Any motorized vehicle operated on the property of North Dakota State University is subject to all regulations governing parking at the institution. In accordance with NDSU parking regulations, all parking on campus may be restricted to vehicles with permits displayed, required documentation displayed, or electronic authorization through the Passport mobile parking platform to authorize parking in a specific area or, to indicate that the metered parking fee has been paid. Parking enforcement is conducted the entire year- and certain areas are enforced 24-hours per day. Specifically the UVS lots and the C-lot adjacent to the Memorial Student Union on Administration Ave.

Reason for Regulations

These regulations are a service to North Dakota State University and are intended to protect student, staff, and faculty pedestrian mobility. Use available parking space in the best interest of the entire University and maximize parking consistent with land needs for the academic function, topography, financial feasibility and maintenance of the campus landscape and infrastructure.

Web Site References

[VP Finance and Administration](#)
[Facilities Management](#)
[NDSU Policy Manual](#)

Contact Information

NDSU Parking and Transportation Services, a part of the NDSU Facilities Management Department, is located at the Parking Office, 1801 15th Ave N., Fargo, ND 58102. NDSU Parking and Transportation Services can be contacted via email at nds.parking@nds.edu or by phone at 701-231-5771. Specific questions should be directed to the following:

Subject	Contact	Telephone	Department Email / Web Sites
Regulation Content & Clarification	Parking Coordinator	(701) 231-5771	nds.parking@nds.edu

Reservation & Requests for Event Parking	Enforcement Coordinator	(701) 231-9860	ndsuh parking@ndsuh edu Reservation & Request Form
Parking Enforcement	Enforcement Coordinator	(701) 231-9860	ndsuh parking@ndsuh edu
Parking Citations	Citation Specialist	(701) 231-6575	ndsuh parking@ndsuh edu Citation Appeals
Purchase a Parking Permit	Parking Coordinator	(701) 231-5771	ndsuh parking@ndsuh edu On-line Student Permit Sales On-line Faculty/Staff Permit Sales Department 1-Day or Temp Permits
Guest Parking	Enforcement Coordinator	(701) 231-9860	ndsuh parking@ndsuh edu
Campus Signage	Enforcement Coordinator	(701) 231-9860	ndsuh parking@ndsuh edu

Principles

Overview – The intent of these parking regulations is to help control and reduce the amount of illegal parking on the NDSU campus by holding offenders accountable for their actions. Illegal parking reduces the amount of available parking and is unfair to those who have purchased NDSU parking permits and adhere to the NDSU parking regulations.

Any motorized vehicle operated on the property of North Dakota State University is subject to all regulations governing parking at the University. The operation of a motorized vehicle on University property is a privilege granted by NDSU and is not an inherent right of any faculty/staff member, student or guest. Since campus parking is limited, faculty, staff and students should carefully consider their needs prior to applying for parking privileges. Said privileges may be denied, revoked, suspended or modified by Parking and Transportations Services.

All faculty, staff and students must comply with parking rules and regulations as part of their employment, appointment or enrollment. The regulations also apply to guests, vendors and contractors and are considered part of the terms, conditions and permissions to be on the NDSU campus.

All faculty, staff, students or guests who choose to park on NDSU property must have a University parking permit or park in one of the four campus guest pay lots. A parking permit identifies an individual that has been granted the privilege of properly parking a vehicle on University property, but does not guarantee a parking space will be available on the campus. Failure to purchase a permit may result in citation fees or other disciplinary actions at the owner's expense. Parking enforcement is conducted year-round, 24-hours per day, unless otherwise announced. NDSU regulations do not differ during certain holidays or school breaks.

The university may amend this regulation, in whole or in part, at any time. Advanced public notice of changes will be provided, when possible.

Applicability – This regulation applies to the drivers, owners, or registrants of all motor vehicles on the North Dakota State University campus. The person purchasing the parking permit (or state licensed vehicle owner or vehicle owner's responsible family member) is accountable for all citations issued against the vehicle.

Proof – The issuance of a citation constitutes sufficient evidence that a regulation violation occurred at the location, date and time referenced on the citation.

It is impossible to determine whether or not the citation was on the vehicle when the owner returned. A presumption will therefore govern that a citation placed on a vehicle will be there when the owner returns.

When it is determined that an NDSU student, faculty or staff member (past or present) has the same physical address or last name as the registered owner of a vehicle with outstanding citations, a review will be performed to determine the responsible party. Based on the information obtained from NDSU and the State Department of Motor Vehicles where the vehicle is licensed, the NDSU faculty, staff or student may be held responsible for those citations, rather than the registered owner. Any vehicle that is found to be registered to a relative of a current or previous NDSU student, faculty or staff member will become the responsibility of that current or previous NDSU student, faculty or staff member, unless the registered owner takes responsibility for the parking citation by making payment in full. When no current or previous NDSU student, faculty or staff member is found, the registered owner/leser/renter of the vehicle at the time of the citation will become responsible for the parking citation. NDSU students, faculty and staff are responsible to inform guests of the NDSU parking regulations, or may be held responsible for paying parking citations incurred by their guests.

Liability for Protection of Motor Vehicles – NDSU, its officers, and employees are not liable for the care and/or protection of any motor vehicle or its contents at any time while it is being operated or parked on/in any area subject to the University's jurisdiction. Theft or damage that occurs should be reported to the NDSU Campus Police at (701) 231-8998.

Procedures – Motor vehicles may be parked only in areas designated as parking areas by signs and/or street/pavement markings, except when otherwise directed by Parking and Transportations Services or law enforcement officers actively engaged in directing traffic on campus.

Motor vehicles may park only in areas or spaces for which the permit is valid. Permits must be clearly visible and displayed in accordance with the instructions stated by Parking and Transportation Services or as detailed on the back of NDSU parking permits.

In the absence of a sign at the entrance to a lot, refer to the NDSU [Campus Parking Map](#) located on the Parking and Transportation Services website.

Parking is prohibited on campus grassed spaces, sidewalks, fire lanes, driving lanes, no parking zones, campus streets or in all areas not designated as parking areas by signs and/or pavement markings.

General Parking Information

1. All motor vehicles parking on the NDSU campus are required to have a valid NDSU parking permit displayed and must meet North Dakota Motor Vehicle Department requirements. Students, faculty and staff may purchase or renew one (1) parking permit per academic year. Students, faculty and staff with outstanding parking citations must pay them in full before they will be allowed to purchase or renew their NDSU Parking Permit. NDSU parking permits are the property of NDSU. In the pay lots, valid authorization through the Passport mobile parking platform satisfies NDSU's parking permit requirement.
2. Purchase of a parking permit does not guarantee the holder a parking space.
3. Students moving out of NDSU housing must surrender their parking permit to NDSU Parking and Transportation Services. Students who transfer to a different NDSU housing unit must exchange their permit at the NDSU Parking Office for a permit in an appropriately assigned parking lot. There are no additional costs for exchanging these permits. Failure to do so may result in loss of campus parking privileges.
4. The annual parking fee for full-time or part-time students (undergraduate, graduate, research assistants) and full-time or part-time faculty and staff (adjunct lecture, postdoctoral, visiting scholars) is set by the NDSU President after recommendations are received from the Campus Space and Facilities Committee of the University Senate. There is a fee charged for the replacement of parking permits.
5. It is preferred that the permit be hung on the rearview mirror, but alternatively it can be displayed on the driver's side dashboard. Improperly displaying your permit, even when parking in your assigned lot, will result in a citation being issued. Permits must be fully visible to be valid. Refer to the permit placement instructions on the back of your NDSU issued student or faculty/staff parking permit.
6. Students who leave the university before the end of the regular school year, or who no longer need to park on campus, may be eligible for a pro-rated refund. Pro-rated refunds shall be issued in accordance with the table below. Refunds will be issued only to the registered owner of the permit in the NDSU T2 System. Refund credits shall not be given to a second party under any circumstances. The permit must be returned to NDSU Parking and Transportation Services before any credits will be issued.

	Fall Semester Dates	Spring Semester Dates	Summer Semester 1 Dates	Summer Semester 2 Dates
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100%	Aug 20, 2018 – Aug 30, 2018	Dec 17, 2018 – Jan 17, 2019	No Refunds	No Refunds
50%	Aug 31, 2018 - Jan 17, 2019	No Refunds	No Refunds	No Refunds

7. Falsifying registration information, reproducing, defacing, forging, altering, obscuring, transferring, and/or retaining and using a found permit is considered theft of services. The vehicle may be subject to impoundment; criminal charges and/or university sanctions may be filed against the owner/operator in accordance with NDSU Policy, Section 169, and part 3.28 of the [2017 Code of Student Conduct](#).

8. NDSU students, faculty and staff using NDSU parking permits are required to keep accurate vehicle registration information on file with NDSU Parking and Transportation Services. Drivers shall provide the following vehicle information: license plate, state, make, model, color, and year using the on-line [vehicle registration form](#).

9. University parking lots shall not be used for storing or parking inoperative, junked, or abandoned motor vehicles or unauthorized vehicles that are being advertised for sale.

10. When parking in a NDSU campus parking lot, vehicles must be properly parked within the painted lines of an authorized parking space. Failure to do so may result in a citation being issued.

University Village (UVS) Parking

11. Without exception, students, staff and faculty affiliated with NDSU, who reside in University Village may purchase one (1) University Village (UVS) parking permit while these permits are available for sale; when applicable, they may also purchase one (1) Dome Overnight (DO) parking permit for their unaffiliated spouse or eligible dependent family member. Any vehicle parked within the University Village complex shall have a UVS parking permit displayed at all times or the vehicle’s owner faces being cited for ‘No Permit/Wrong Lot’. Vehicles with any other NDSU parking permits displayed are not allowed to park within the UVS complex at any time. UVS lots are enforced 24/7 during the academic year. Vehicles displaying Dome Overnight (DO) parking permits are not eligible to park in UVS lots at any time.

Accessible (Mobility-Impaired) Parking

12. Individuals who want to use university-designated mobility-impaired parking areas must obtain a State Mobility-Impaired Permit from the Department of Motor Vehicles. A mobility-impaired permit must be displayed in conjunction with a valid NDSU permit. Mobility-impaired spaces in pay station lots do not require an additional NDSU permit, but do require payment at the pay station kiosk or electronically with the Passport mobile parking platform. Please refer to the on-line [campus parking map](#) for designated mobility-impaired parking areas.

Persons with short-term medical conditions or injuries may receive more accessible parking options at NDSU Parking and Transportation Services. Appropriate written verification of need from your medical provider is required.

Student Parking

13. Students with valid NDSU parking permits may park in their assigned lots from 7:00 a.m. to 4:30 p.m., Monday- Friday. Students with or without parking permits may park in any lot from 4:30 p.m. to 7:00 a.m. weekdays and all day Saturday, Sunday, and official holidays except in the following areas: State Fleet Lot, AA, Staff Unloading, designated Reserved Parking, Shuttle Bus Stops, BU Lot, Park & Ride Lots, all UVS

lots, all yellow marked curbs, **the employee C lot is enforced 24/7 during the academic year** and wherever otherwise posted. All NDSU campus streets are designated 'No Parking' at all times, unless otherwise posted. Students, please refer to the bottom of your assigned NDSU parking permit to view all valid parking location(s) for your assigned parking permit.

Undergraduate, graduate, or other students who work for NDSU in a non-benefitted capacity are considered students first and therefore not eligible to purchase a parking permit in a faculty or staff parking lot.

Students may purchase One-Day or Temporary parking permits from the Parking Office if they forget to bring their permit with them to the campus. There is a daily fee associated with the purchase of a One-Day or Temporary permit.

For students participating in sanctioned NDSU events that require overnight parking accommodations on campus, the following options are available:

- a. Students who possess a valid NDSU permit (other than Park & Ride) are eligible to park in the designated, overnight parking areas in the [RF or TA student parking lots](#).
- b. Students that do not possess an NDSU parking permit may purchase a 1-Day or Temporary parking permit directly from the Parking Office that is valid in designated overnight parking spaces in the [RF or TA student parking lots](#).

When snow removal is necessary, students may be required to move their vehicles for lot cleaning. If they do not move their vehicles when requested, vehicles may be towed at the owner's expense.

Holidays and Class Breaks

14. Class breaks (i.e. when the University is open) are not considered official holidays; therefore, all parking regulations apply. Please click [here](#) for a list of official holidays.

During official class breaks, valid NDSU student permits (excluding Park & Ride) are honored in any **student** lot on campus. Student lots are identified in yellow on the NDSU [Campus Parking Map](#).

Motorized Cycles

15. Motorized cycles are allowed to park in designated motorized cycle areas on campus only – parking elsewhere may result in a citation being issued. Motorized cycles shall not park in areas designated as bicycle racks. See the on-line campus [motorcycle parking map](#) for locations.

Faculty and Staff Parking

16. Faculty and staff with valid NDSU parking permits may park in their assigned lot from 7:00 a.m. to 4:30 p.m., Monday-Friday. Faculty and staff with or without parking permits may park in any lot from 4:30 p.m. to 7:00 a.m. weekdays and all day Saturdays, Sundays, and official holidays except in the State Fleet Lot, AA and all UVS lots, designated Reserved Parking, any lot temporarily reserved for Special Event parking and wherever otherwise posted. Exception: **The employee C lot is enforced 24/7 during the academic year**. Faculty and staff unloading zones by Minard, Hultz, and Agricultural Engineering require an employee permit and parking is limited to 15 minutes. Faculty and staff, refer to your parking permit for overflow location(s).

Faculty and staff are not authorized refunds for parking permits, even if they voluntarily resign from their position at NDSU. However, faculty and staff may purchase a parking permit for half price at the beginning of the second semester of an academic year. This half price offer shall not apply for any faculty or staff during the first semester of an academic year. University departments shall not purchase parking permits for full-time, part-time or temporary employees, regardless of funding source. Staff employed by a temporary staffing agency, not NDSU, shall be considered a guest or guest under these regulations. Every NDSU employee is responsible for the purchase of their own NDSU parking permit, to include 1-day and temporary parking permits.

Benefitted faculty and staff, who utilize their education benefits, are eligible to purchase a faculty and staff parking permit.

See below Payroll Deduction Schedules			
Full Price \$185.00			
Employee Start Date	Eligible Payroll Deductions	Employee Start Date	Eligible Payroll Deductions
Between 5/12 - 8/31	8	Between 10/16 -10/31	4
Between 9/1 - 9/15	7	Between 11/1 - 11/15	3
Between 9/16 - 9/30	6	Between 11/16 - 11/30	2
Between 10/1 - 10/15	5	Between 12/1 - 12/15	*Please see Parking Office
Half-Price \$92.50 (12/18 and Later)			
Employee Start Date	Eligible Payroll Deductions	Employee Start Date	Eligible Payroll Deductions
Between 12/16 - 12/31	8	Between 2/16 - 2/28	4
Between 1/1 - 1/15	7	Between 3/1 - 3/15	3
Between 1/16 - 1/31	6	Between 3/16 - 3/31	2
Before 2/1 - 2/15	5	Between 4/1 - 4/15	*Please see Parking Office

*All new employees, including individuals beginning employment between the dates of 12/1/20XX and 12/15/20XX and between the dates of 4/1/20XX and 4/30/20XX, must come to the NDSU Parking and Transportation Office in person, to be issued an employee parking permit.

Retired Faculty and Staff

17. Retired NDSU faculty and staff are eligible to receive a Retired Parking Permit at no charge. Retired Parking Permits are only valid in NDSU pay lots, and the IFC lot behind the Alumni Center.

Departmental Service Vehicle Permit (DSV)

18. The DSV permit is to be used by members of an NDSU department for conducting official business on campus. If eligible, a department may request a maximum of two (2) DSV permits at no charge. A valid NDSU permit (excluding Park & Ride) is required to be displayed with the DSV permit in order to be valid. The DSV permit is allowed in all Staff, Student, Pay Lots, Time Zones, Staff Unloading Zones, and Service Vehicle Spaces for a two (2) hour maximum parking time limit. Exception: DSV permits are not valid in the

C-lot. The C lot is enforced 24/7 during the academic year. DSV permits shall be renewed annually by each department. This can be accomplished by completing the on-line [DSV Permit Application](#). Departments requesting more than two (2) DSV permits shall be billed \$50.00 for each additional DSV permit. Departments shall pay for all additional DSV permits via the [Inter-Departmental Billing](#) (IDB) form. NDSU reserves the right to revoke a department's DSV permit(s) due to unauthorized usage.

Tenant Employee* (Non-NDSU employee) Parking

19. Tenant employees are employees who have offices on the NDSU campus but are not employed by NDSU. Tenant employees with valid NDSU parking permits may park in their assigned lots from 7:00 a.m. to 4:30 p.m., Monday-Friday. Tenant employees with or without parking permits may park in any lot from 4:30 p.m. to 7:00 a.m. weekdays and all day Saturdays, Sundays, and official holidays except in the State Fleet Lot, AA and all UVS lots, designated Reserved Parking, any lot temporarily reserved for Special Event parking, the C lot is enforced 24/7 during the academic year and wherever otherwise posted. Tenant employees, refer to your parking permit for all valid locations.

Tenant employees are not authorized refunds for parking permits, even if they voluntarily resign from their position. However, tenant employees may purchase a parking permit for half price at the beginning of the second semester of an academic year. This half price offer shall not apply for any tenant employee during the first semester of an academic year.

* Note: The term "Tenant Employee" is a term used only by the NDSU Parking Office to categorize customers in its software. This term in no way affects a Tenant Employee's standing with NDSU.

Special Event and Conference Parking

20. University departments may request parking spaces for a conference or event by submitting an on-line [Event/Conference form](#) at least ten (10) calendar days prior to the date required.

Departments shall purchase one day parking permits for their guests or speakers if space is available.

Vehicles not displaying a valid permit will be subject to parking citations.

For larger events at venues on the NDSU main campus and satellite campus sites in downtown Fargo, departments need to contact the Parking Office directly for assistance.

Tri College Parking

21. Parking permits from the Tri-College institutions must be clearly displayed and are authorized as follows:

Concordia, MSUM, M State and NDSCS [student permits](#) are honored in the R lot, TA lot, and Fargo Dome lots B, C, D and E.

Concordia, MSUM, M State and other NDUS campus [faculty/staff permits](#) are honored in the AE and TA lots.

Individuals with state-issued mobility-impaired permits may park in any mobility-impaired space on campus provided the Tri-College institution permit and the state-issued mobility-impaired permit are clearly displayed in conjunction with one another.

Park & Ride

22. Faculty, staff, and commuter students are eligible to purchase a Park & Ride permit at a reduced rate. Park & Ride lots "C," "D" and "E" are located on the south side of the Fargo Dome. Park & Ride permits are invalid in any other location, (i.e. NDSU Wellness Center or NDSU parking lots) and are not valid in

conjunction with any other permit (e.g., State Mobility-Impaired, DSV, etc.) Overnight parking is not permitted in Park & Ride lots, vehicles must vacate Park & Ride lots by 9:00pm nightly. Per the annual agreement, Fargo Dome Park & Ride lots will be enforced by NDSU personnel between the hours of 7:00am and 9:30pm Monday through Friday.

Time Zone Parking

23. Designated time zone parking is limited to 15-minutes or 30-minutes (as posted) once every four hour period. When the posted time-limit restriction has elapsed and said vehicle remains parked or is parked again in the same block or zone, said vehicle shall be construed to have remained stationary and is eligible for additional citations being issued. Note: All NDSU time zones remain in effect every day of the year on a 24-hour basis.

No Parking on Campus Streets

24. Campus streets are considered “No Parking” zones, unless otherwise designated as a time zone or a permit required zone. Curbs marked in yellow are universally considered to be ‘No Parking’ zones. Any vehicle parked on a street will be in violation of NDSU’s parking regulation.

Guest/Pay Parking

25. Paid parking is available in the Memorial Union (MU), Visitor (E), T2, and Wellness (WE) pay lots for short duration visits. See the on-line [campus parking map](#) for locations. Instructions for using the pay stations are located at each kiosk. Select the amount of time you want to park; pay with the correct amount of coins, bills, or a major debit/credit card; and collect your receipt. Place the receipt face-up on the driver’s side dashboard. Receipt must be clearly visible to be valid. Pay station receipts are only valid for the lot in which they are purchased.

In lieu of the pay stations, drivers may pay for parking using the Passport mobile parking platform. Zone numbers are posted in the four pay lots on campus. Using the Passport mobile parking platform, drivers enter the appropriate zone number, vehicle information, length of stay and payment information; an active session screen will indicate the amount of time the vehicle is authorized to park in the lot.

A valid NDSU parking permit allows the permit holder to park at the Wallman Wellness Center for two consecutive hours once daily, Monday – Friday, from 7:00 a.m. to 4:30 p.m. Fargo Dome Park & Ride permits are not valid in the Wallman Wellness Center parking lot.

Departments inviting guests (individuals or large groups) to campus are responsible for providing their guests with timely and accurate information of where to properly park. (Ex. Purchasing one day permits issued by Parking and Transportations Services or informing their guests of pay lot availability in the MU, T2, WE and Visitor’s Lots.) Parking and Transportation Services will provide electronic or hard copy maps, available upon approval of the [Reservation & Request for Event Parking](#) form.

Vendor, Contractors, and Other Service Providers

26. Vendors, contractors, consultants, and service providers are eligible to purchase an annual vendor permit for the academic school year by submitting an application to NDSU Parking and Transportation Services. Annual vendor permits are not allowed in: no parking zones, fire lanes, sidewalks, state fleet lot, reserved spaces, sidewalks or campus green spaces. Refer to the [NDSU Contractor Map](#) for authorized parking locations.

27. Vendors who perform services at University buildings and on its property, driving easily recognizable service vehicles painted with a “branded/logo signature” or an appropriately sized magnetic or attached sign, are allowed to park in authorized locations as indicated on the [NDSU Contractor Map](#). (Magnetic business cards are not appropriately sized). All vendor, contractor, consultant, and service provider employees who drive their personal vehicles and choose to park on the NDSU campus, must park within the designated fenced construction area (permit not required), purchase a vendor parking permit or park off the NDSU campus. Contractors working on designated projects may be assigned to a specific lot or area. Prior coordination with your NDSU Project Manager and approval from the NDSU Parking and Transportation Services is mandatory or vendors will be subject to parking citations.

Enforcement

28. Parking enforcement is conducted by NDSU Parking and Transportation Services and the University Police. NDSU parking regulations prohibit parking on the NDSU campus without displaying a required permit or obtaining electronic authorization using the Passport mobile parking platform. The Agricultural Department plot lands and all access roads encompassed between 18th St. N., Dakota Drive, 19th Ave. N. and 12th Ave N. are all considered and signed as a ‘No Parking’ zone.

Below are the NDSU Parking violations and established citation amounts:

Code	Violation	Citation Amount		Code	Violation	Citation Amount
1	Fire Lane Parking	\$20		12	Time Zone Violation	\$20
2	Mobility-Impaired Zone	\$100		13	Parking in Driveway	\$20
3	Double Parking	\$20		14	Meter Expired	\$20
4	No Parking Zone	\$20		15	No Permit/Wrong Lot	\$20
5	Parked in Bus Stop	\$20		16	Counterfeit / Forged Altered / Stolen / Fabricated Permit ^[1]	\$100
6	Hazardous Parking	\$20		17	Suspended Parking Privileges ^[2]	\$100
7	Sidewalk/Crosswalk Parking	\$20		18	Failure to Comply Return a Suspended Parking Permit ^[3]	\$100
8	Wrong Side of Street	\$20		19	Parking at a Yellow Curb	\$20
9	Displaying Decoy Citations/Pay Station Receipts	\$20		20	Parking/Driving on Grass	\$20
10	Hydrant Parking	\$20		21	Blocking Trash Receptacles	\$20
11	Too Close to Corner	\$20		22	Other	\$20

NDSU reserves the right to suspend or terminate parking privileges on NDSU property for individuals receiving ten (10) or more citations (or having an excessive unpaid balance) in a single academic year.

[1] Displaying an altered, counterfeit, fabricated, or stolen parking permit (which includes pay stations receipts) shall result in a \$100 citation, loss of parking privileges on all NDSU property, and the surrendering of any NDSU parking permits. Other actions may include University disciplinary action and local law enforcement criminal prosecution.

[2] For individuals found parking on any NDSU property after losing these parking privileges, they will receive a \$100 Suspended Parking Privileges citation for each subsequent violation, without limit. Those with revoked NDSU parking privileges shall not park anywhere on the NDSU Campus, to include downtown NDSU locations, timed-zones, Park & Ride, housing zones and all pay lots. Parking privileges may be reinstated at the beginning of the next permit year.

[3] NDSU Parking and Transportation Services will give written notice of the above mentioned revocations that will include any other sanctions and a deadline for returning the parking permit to the NDSU Parking Office. A \$100.00 fine will be assessed to the vehicle owner's account for failure to return the NDSU parking permit to the NDSU Parking Office at the allotted time. An additional fine of \$100.00 will be assessed to the vehicle owner's account for each subsequent parking violation received during the vehicle owner's parking revocation period.

Privately owned covered trailers, flatbed trailers, and specialty design trailers shall not be parked anywhere on NDSU property without prior written approval from the NDSU Parking and Transportation Office. The only exceptions are privately owned trailers during dormitory move-in and move-out weekends of Friday, Saturday, and Sunday. All trailers shall be off the NDSU property before the beginning of business on the Monday morning after dormitory move-in and move-out weekend.

NDSU department owned covered trailers, flatbed trailers, and specialty design trailers shall not be parked anywhere on NDSU campus, unless being loaded and unloaded. These trailers shall be stored in the secured (fenced) area behind the NDSU Archives Building located at 3551 7th Ave. N., Fargo, ND 58102. Arrangements can be made in advance with the NDSU Parking and Transportation Office to briefly stage NDSU department owned trailers on the NDSU campus.

Citation Appeals

29. Individuals disagreeing with a citation that they have received on the NDSU campus may complete an appeal online by following the instructions on the [citation appeals page](#) within seven (7) calendar days of citation issuance. After seven (7) calendar days, the right to appeal is forfeited and the violator is responsible for all fees. The appeal will be administratively reviewed first by NDSU Parking and Transportation Services staff. Appeals are considered on a case-by-case basis in accordance with the established regulations, relevant information provided and citation photos taken by the issuing officer. If you disagree with the result of your appeal, you may schedule a hearing with the NDSU Parking Appeals Board for an additional review of the citation. The request for a hearing must be made within seven (7) calendar days of the receipt of an appeal denial. All decisions of the NDSU Parking Appeals Board are final. If the initial appeal is not submitted within the seven (7) calendar days, the appeal is not eligible for review by the board. Note: During the time of the written appeal and NDSU Parking Appeals Board processes, interest is accruing on the citation in question. If the appeal is denied, the individual shall pay the citation cost and all associated interest fees. If the appeal is granted, all citation costs and interest fees are negated.

Notes:

- NDSU staff members do not have legitimate or autonomous authority to void NDSU-issued parking citations. Citations and associated fees can only be voided through the NDSU appeals process.
- If an appeal contains crude, threatening, abusive, or otherwise inappropriate language, it will be immediately denied and may not be submitted to the Appeals Board.
- If at any time an individual interacts with the Parking Office staff in person, or through any electronic means in a crude, threatening, abusive, or otherwise inappropriate manner, any citation appeal will be immediately denied and may not be submitted to the Parking Appeals Board.

Responsibility

30. The university is not responsible for the care or protection of any privately owned vehicles or vehicle contents.

Bicycles

31. While operating bicycles on streets, riders must obey appropriate traffic regulations. All bicycles must be parked in outdoor racks provided for that purpose and indicated on the on-line NDSU [bike rack map](#). Bicycles brought inside, fastened to other objects, or left in such manner as to impede or endanger pedestrian or vehicular traffic, will be subject to impoundment by University Police.

NDSU Department [One-Day Parking Permits](#)

32. NDSU departments may purchase One-Day Parking Permits for special guests, guests or speakers. Requests for One-Day Parking Permits shall be submitted on-line and the parking permits will be delivered to the department address indicated on the request. One-Day Parking Permits may only be requested for the Guest (E) Lot, T2 Lot, Memorial Union (MU) Lot, Research Park (RP) and Wellness (WE) Lot on campus. They may also be requested for the SGC Lot at the Stop & Go Center in north Fargo, Barry Hall Guest spaces, RH Lot at Renaissance Hall and KH Lot at Klai Hall in downtown Fargo. Departments shall pay for all permits via the [Inter-Departmental Billing](#) (IDB) form. Vehicles not displaying permits will be subject to parking citations.

State Fleet Vehicles

33. State of ND fleet vehicles, identified with an alpha-numeric ND license plate (i.e., SF 4321) may park anywhere on the NDSU campus, to include ADA spaces, if a state issued ADA parking permit is displayed. The exceptions are: Reserved spaces, Campus streets, No Parking Zones and Fire Lanes.

Discount Parking Lot

34. The NQ lot located across 17th Ave N. from Research Park 1 and part of the NDSU Softball complex is a discount lot for NDSU employees, students, contractors and guests. The annual permit fee is \$80.00 and half priced (\$40.00) for only the spring semester.

Vehicle Towing

35. NDSU reserves the right to tow any vehicle off NDSU property when it is in the best interest of public safety or NDSU. Towing fees may not be appealed. Once a vehicle has been towed, the right to appeal any outstanding citations is waived and all outstanding fees are due.