



## Special Use (SU) Parking Passes for Student Leaders

### No. 5120

**Policy Effective Date:**  
12/14/1994

**Last Revision Date:**  
11/16/2018

**Policy Owner:**  
Sherwood Wilson

**Policy Author:**  
(Contact Person)  
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**Affected Parties:**  
Undergraduate  
Graduate

#### 1.0 Purpose

#### 2.0 Policy

#### 3.0 Procedures

#### 4.0 Definitions

#### 5.0 References

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### 1.0 Purpose

These procedures exist to identify which student leaders receive parking passes by virtue of their positions in their organizations, the regulations regarding the passes they receive, and the procedure by which the passes may be obtained.

### 2.0 Policy

#### 2.1 Eligibility

A limited number of student leaders holding specific positions are eligible to receive Special Use (SU) parking passes. Most are members of the Commission on Student Affairs, but a few others are included due to the special nature of their leadership positions. This group is limited to the following positions:

- Asian American Student Union, President
- Big Event, Co-Directors (2)
- Black Organizations Council, Chair
- Black Student Alliance, President
- Board of Visitors, Undergraduate Representative
- Board of Visitors, Graduate Representative
- Commission on Student Affairs, Chair
- Corps of Cadets, Regimental Commander
- Council of International Student Organizations, President
- Graduate Honor System, Chief Justice
- Graduate Student Assembly, President
- Graduate Student Assembly, Vice President and Director of Legislative Affairs
- Graduate Student Assembly, Director of Programs
- Graduate Student Assembly, Administrative Director
- Homecoming, Chair
- Interfraternity Council, President
- Jewish Student Union, President
- Junior Class, President
- Latino Association of Student Organizations, President
- Hokie Pride
- United Council of Fraternities and Sororities, President
- Muslim Student Union, President
- National Pan-Hellenic Council, President
- Panhellenic Council, President
- Residence Hall Federation, President
- Senior Class, President
- Sophomore Class, President
- Student Budget Board, Chair
- Student Government Association, President
- Student Government Association, Vice President
- Virginia Tech Union, President, President



## Virginia Polytechnic Institute and State University

Only the presidents of the Student Government Association, the Graduate Student Assembly, the Residence Hall Federation and the graduate and undergraduate student representatives to the Board of Visitors are given the option of purchasing a faculty/staff permit for the regular price.

It should be noted that certain officers of the Undergraduate Honor System also receive special parking permits through the Provost Office, though they are not a part of this policy.

The Vice President for Student Affairs or delegate identifies students in these positions each year, sends this information to Parking Services, and makes changes to the list of positions in this policy when it is revised.

### 2.2 Process to Obtain a Pass

Students who are eligible for a special use permit must first purchase a student parking permit from Virginia Tech Parking Services. To be considered eligible for a special use permit, the original permit must not be a discounted permit such as the remote or carpool permit. To receive the SU parking hang tag, students need to inform Parking Services that they are eligible. Parking Services will check the list received from the Vice President for Student Affairs to ensure eligibility.

### 2.3 Pass Use and Restrictions

The SU parking hang tag allows students to park in any legal faculty/staff parking space for a two-hour maximum while attending official meetings related to their office. There are three restrictions that are extremely important:

- The Special Use (SU) pass may only be used for attending official meetings related to the student's position.
- The SU pass may not be used to attend class.
- The vehicle license on the SU pass must match the vehicle in use or the owner of the pass will face a \$100 fine.

Failure to comply with these and all regulations outlined in the regulations booklet students receive when purchasing their passes will result in the issuance of a parking citation. Repeated failure to follow regulations will result in revocation of the SU parking hangtag for the remainder of the academic year.

### 3.0 Procedures

There will only be one pass issued per position. The Vice President for Student Affairs will send updated lists of position holders to Parking Services, but it is up to the individual organizations to determine when passes will be changed. If a participant is removed from his/her position by election or other means during the academic year, that participant must first turn in his/her pass before a new pass will be issued for the person assuming the position.

### 4.0 Definitions

**Discounted Permit:** Any parking permit available to students at a lower price than the standard annual graduate or undergraduate (commuter) parking permit. Examples include the remote lot student permit and the carpool student permit.



## 5.0 References

## 6.0 Approval and Revisions

Approved December 14, 1994, by the Vice President for Student Affairs, Thomas Goodale.

Approved December 16, 1994, by Associate Vice President for Personnel and Administrative Services, Ann Spencer.

Annual review December 7, 1998, by Director of Transportation, Records and Trademark Management, Steve Mouras. No revisions.

- Revision 1  
Section 2.1 – list of eligibility updated. Responsibility for maintaining list of eligible position holders reassigned from Office of Leadership and Student Organization Programs to Associate Vice President for Student Affairs.  
Approved January 22, 2002 by Vice President for Administration and Treasurer, Raymond D. Smoot, Jr.

- Revision 2
  - Section 2.1 – list of eligibility updated. Three new eligible organizations were added; these are: United Council for Fraternities and Sororities, Latino Association of Student Organizations and Jewish Student Union. Also, the position “Associate Vice President for Student Affairs” was changed to “Vice President for Student Affairs.”
  - Section 3 – The position was changed from “Associate Vice President” to “Vice President” for Student Affairs.

Approved December 7, 2010 by Vice President for Administrative Services, Sherwood G. Wilson.

- Revision 3
  - Section 2.1 – Organization title updated from “United Council for Fraternities and Sororities” to “Multicultural Greek Council.”
  - Section 2.3 – Clarification added about actions that will result due to failure to comply with the SU parking hang tag regulations.

Approved June 4, 2012 by Vice President for Administrative Services, Sherwood G. Wilson.

- Revision 4  
Section 2.1 – Updated Graduate Student Assembly titles and added one new position, due to organization’s restructuring.

Approved June 22, 2015 by Vice President for Administration, Sherwood G. Wilson.

- Revision 5
  - Section 2.1 – Organizational title updated from “Lesbian, Gay, Bisexual, Transgendered Alliance” to “HokiePride.” Organizational title updated from “Multicultural Greek Council” to “United Council for Fraternities and Sororities.” List of eligibility updated to include Big Event Co-Directors (2) and Homecoming Chair to act in compliance with current UCSO classifications.
  - Section 2.2 – Added the graduate and undergraduate student representatives to the Board of Visitors to the list of those students given the option of purchasing a faculty/staff permit for the regular price.

Approved November 13, 2015 by Vice President for Administration, Sherwood G. Wilson.



## Virginia Polytechnic Institute and State University

- **Revision 6**  
Added the Muslim Student Union President and the Chair of the Student Budget Board to the list of student leaders approved to receive a special use parking pass.  
Approved November 16, 2016 by Vice President for Administration, Sherwood G. Wilson.
- **Revision 7**  
Clarified that eligibility for Special Use passes is dependent upon the purchase of a full-price parking permit (i.e. those purchasing a discounted permit are not eligible for the SU pass).

Approved November 16, 2018 by Vice President for Operations, Sherwood G. Wilson.