



Kutztown University Policy STU-025

Special Parking Permits

A. Purpose

The purpose of this policy is to address students' needs for special parking privileges because of specific medical conditions.

B. Scope

This policy applies to students requesting temporary medical parking permits and their interaction with the Department of Public Safety and Police Services and the University Health and Wellness Center.

C. Definition(s)

D. Policy & Procedure(s)

Students must obtain a written letter from their treating physician which describes the (a) medical diagnosis (b) summary of treatment (c) disability and (d) estimated length of time until recovery.

A temporary permit may be issued from a day to no more than a one week time frame while students obtain the information from their physician. This may be arranged by the Associate Director of Public Safety and Police Services.

After the students have submitted the information from their physician, they need to make an appointment with the Associate Director of Public Safety and Police Services or designee will review their request. .

The maximum time frame for a parking permit is two weeks. Students who require more than two weeks or who have a permanent disability requiring special parking privileges must apply to the State of Pennsylvania for a disability plate or placard. These applications are available through Public Safety and Police Services or any PA State Police headquarters. Permanent Disability Parking Permits are handled through the ADA Coordinator, Office of Human Diversity.

Students who have state disability plates or placards do not need to go through this process. They need to register their vehicle with Public Safety and Police Services in the

usual manner and may park in the designated blue spaces or any legal parking space on campus.

E. Effective Date

1994

F. Last Review

October, 2007

August, 2010

August, 2011

August, 2012

August, 2013