

PIERCE LAW CENTER PARKING POLICY

1. Pierce Law allows students, faculty and staff to park in all three of our parking lots free of charge between the hours of 6:00am – 1:00am daily without a parking permit.

2. Parking is available on a first come first served basis. The number of individuals looking for parking frequently exceeds the number of spaces available. Therefore, at times it will be impossible for everyone to find a space in one of our lots.

3. Limited overnight parking is available in Lot # 3 only. The fee per semester for overnight parking is \$75.00. To apply for overnight parking, please see Christine Boisvert in the Registrar's Office. If we receive more applications than we have spaces available, a lottery will be conducted to determine who will be issued a permit. Students will be notified of lottery results via Pierce Law email. Students who have completed an application are permitted to park overnight in Lot # 3 until the results of the lottery are made available.

Overnight parking applications are due by the following dates:

- Fall semester - Sept. 1.
- Spring semester - Dec. 1
- Summer semester - May 1

Additional policies regarding overnight parking will be provided to all students who are issued an overnight parking permit.

4. Vehicles without a permit parked in any of the lots after 1:00am will be towed, without notice at the owners expense.

5. Upon request, a special exception may be granted allowing temporary overnight parking in Lot # 3. The duration of any exception will be no longer than two nights and only one exception per student will be granted during the academic year.

6. All vehicles parked in any of the Pierce Law lots must have a current registration and valid inspection sticker if applicable.

7. Parking is strictly prohibited at all times in the fire lanes, no parking zones, reserved

spaces and grassy areas.

8. Parking in handicapped spaces is restricted to those with handicapped parking permits from a state or municipality.

Please note: The City of Concord periodically checks parking in fire lanes and handicapped spaces and issues tickets to those parked illegally.

9. Parking is at the owner's risk. Pierce Law assumes no responsibility for vehicles or their contents. It is advisable to lock vehicles and place valuables out of sight in the trunk or glove compartment.

10. Vehicles may not be left in a lot for extended periods of time (i.e. over vacations/breaks or during the summer).

11. During snow emergencies declared by the City of Concord, there is no on street parking allowed. Vehicles may be parked in White Park. Parking is prohibited in White Park at all other times.

12. Vehicles must be moved from the lots as advised for snow removal.

EDUCATION RIGHTS & PRIVACY POLICY

I. Introduction

Pursuant to 45 C.F.R. § 99.5 (1978), promulgated under the Family Educational Rights and Policy Act, 20 U.S.C.S. § 1232g (1976), Pierce Law is required to formulate and adopt a policy that protects the privacy of student education records and the students right to inspect and review their education records. This policy is designed to satisfy that requirement and a copy of the policy is annually provided to all students and employees. Students interested in further information should consult 20 U.S.C.S. § 1232g (1976O and 45 C.F.R. § 99.1 et. Seq. (1978).

In general, each student has the rights of access to his/her education records and the right to challenge the content of such records as misleading or inaccurate. In most circumstances, the student's written consent is required before information from his/her records is disclosed to another person, agency or organization.

Students have the right to file complaints concerning alleged failures of Pierce Law to comply with the requirements of the statute and regulations cited about. 45 C.F.R. § 99.63 (1978). Complaints should be addressed to:

The Family Educational Rights and Privacy Act Office (FERPA)
Department of Health, Education and Welfare
330 Independence Avenue, SW
Washington, DC 20201

II. Inspection and Review of Educational Records

A. Definition, Types, and Location

"Education Records" means those documents which are directly related to a student by content with personally identify a student, and which are maintained by Pierce Law in the following locations.

LOCATION

TYPES OF RECORDS

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| 1. Business Office | Financial records including tuition. |
| 2. Registrar's Office | Transcripts, academic records, VA records, admission files post matriculation, Academic Standing Committee letters & correspondence, Conduct Code violation findings. |
| 3. Financial Aid Office | Financial aid, student loans, work study records. |