



Resident Student Handbook 2023 – 2024

[Southern University at New Orleans - Housing and Residence Life](#)

A KNIGHT'S PLACE TO LIVE

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Housing and Residential Life Overview

As members of the Southern University at New Orleans Housing and Residential Life (HRL) community, all residents and their guests are responsible for abiding by all federal and state laws and University rules, regulations, and policies. This includes the Southern University at New Orleans [Student Code of Conduct](#) and the following Housing and Residential Life Rules and Regulations.

Violations of any Housing and Residential Life policies and/or expectation of conduct governing residential housing on campus or violations of the Housing Contract shall be considered a violation of the SUNO Student Code of Conduct and may result in disciplinary action(s), including but not limited to, the immediate termination of your Housing Contract and your removal from housing.

Residents suspected of a possible violation of the Resident Student Handbook and/or the SUNO Student Code of Conduct will be documented by HRL Staff, University Police Department, or other University Officials. Residents may be expected to participate in a University Judicial Process per the SUNO Student Code of Conduct and may be found and held responsible for the violations documented and issued sanctions.

Purpose

In compliance with SUNO's Student Code of Conduct, the following Rules and Regulations are in writing to give students general notice of prohibited conduct and general community living expectations. Residents found in possible violation of any of the following policies will be in direct violation of SUNO Student Code of Conduct.

The following policies should be read broadly and are not designed to define misconduct in exhaustive terms.

In addition to direct violations, students who aid, abet, incite, and/or attempt to participate in prohibited behaviors and/or actions as described below will be considered to have violated SUNO Student Code of Conduct.

VIRUS/PANDEMIC DISEASE WARNING AND WAIVER.

Due to the inherent risk of exposure to COVID-19 and/or other virus strains, and pandemic diseases (collectively "Viruses") on the Premises, Residents must follow all posted instructions, written rules, and generally accepted health precautions concerning the spread of Viruses while on the Premises. Viruses may be extremely contagious and can lead to severe illness and death; always assume that anyone could have a Virus.

- Although SUNO will follow the state and local Guidelines to reduce exposure to Viruses, Resident agrees and understands such steps will not prevent exposure to Viruses. Exposure may occur regardless of steps taken to comply with issued Guidelines.
- Residents are expected to exercise care and caution for their own safety when using the recreational facilities and/or amenities of the Apartment Community. Resident acknowledges and agrees that SUNO have no statutory or contractual duty to keep the Common Areas of the Apartment Community safe or free from Viruses.
- Resident expressly waives and releases SUNO from any liability to Resident for damage or injury sustained or any negligence claim based on alleged acts of other Residents, Occupants, or Guests pertaining to any condition, defect, action, or failure to act in the Common Areas of the Apartment Community to the fullest extent allowed by law, including, but not limited to, claims pertaining to alleged negligence in preventing or failing to prevent the presence of Viruses in or around the Apartment Community.

Access, Use, and Room Changes

The University may determine, in the interest of safety, the need to restrict the full use of spaces and amenities within the residential community. Examples of rules that could be implemented include, but are not limited to:

- No visitors, including overnight guests.

- Access to residential spaces is restricted to Residents, University staff, and approved vendors, except in connection with move-in/move-out procedures approved by University Housing, and except in extraordinary circumstances when first approved by Housing and Residence Life.
- A Resident can only have one other Housing community resident (from their assigned community) as a guest in the Resident's assigned room (one guest at one time).
- Access to and use of housing amenities/space being restricted or limited in capacity. These include computer labs, study rooms, conference rooms, lobbies, atriums, multi-purpose spaces, recreational fields and courts, and fitness rooms.
- Building, room, and roommate assignments may be changed prior to arrival or at any time during the term of the Housing Contract.
- Resident-initiated room change requests may be restricted or limited after occupancy.

Dining and Meal Plan

1. While Dining Services will be offering nutritious meals to those with meal plan, the SUNO Dining Center may modify operations to ensure health and safety remain at the forefront of the service model.
2. All Residents living in University Housing are required to purchase a meal plan.

Uniformed Policy of Campus Free Speech

The Southern University System deems the free and open inquiry into all matters fundamental to the mission of higher education and is committed to the preservation of the lawful, free expression of ideas at all institutions of the Southern University System subject only to reasonable time, place, and manner restrictions. Therefore, the Southern University System has adopted a Uniformed Policy on Campus Free Speech which can be located at the following link: http://www.sus.edu/assets/sus/SU_Board/Policies/Campus-Free-Speech_executed.pdf

RULES AND REGULATIONS

A1.0 Alcohol

In the State of Louisiana, the legal age for possession and/or consumption of alcohol is 21. Residents and guests under the legal age who possess, consume, buy, serve and/or sell alcoholic beverages; or individuals who sell to and/or serve minors are in violation of both state law and University policy.

Consumption of alcohol, legal or otherwise, neither removes nor absolves a resident from their responsibility to observe University policies. A resident may be immediately removed

from Housing if they violate the alcohol policy or if they pose a danger to themselves, others, and/or the community when under the influence of alcohol.

You are expected to know and abide by the policies set by the Student Code of Conduct (*1.13 Illegal Use of Alcoholic Beverages*).

A1.1 Rapid Consumption of Alcohol

Any device used to contain or consume large amounts of alcohol or encourage the consumption of large amounts of alcohol is not permitted in any room or area of University Housing. This includes but is not limited to kegs, beer balls, beer taps, alcohol vaporizers, funnels, bongos, etc.

A1.2 Alcohol Games

Games designed for promoting or involving the consumption of alcohol are prohibited in any of the residential areas, regardless of the legal drinking age. This includes but is not limited to beer pong, water pong, board games, card games, etc.

A1.3 Containers and Packages

Empty alcoholic beverage containers (e.g., wine bottles) and/or packaging are not permitted in any apartment regardless of if they are for decorative purposes.

A1.4 Open Containers

Possession of open containers of alcohol (including alcohol contained in cups, bottles, etc.) or consumption of alcoholic beverages in public areas is prohibited. This includes but is not limited to: patios, balconies, courtyards, parking lots, atriums, lobbies, walkways, hallways, and any apartment unit.

A2.0 Appliances

Care should always be taken not to overload electrical circuits. Residents should not connect multiple extension cords or leave appliances unattended under any circumstance. Always unplug appliances after use and follow the proper use guidelines.

A2.1 Approved Appliances

A2.1.1 Refrigerators 4.5 cubic feet or less and microwaves 1500 watts or less are permitted.

A2.1.2 Small appliances without exposed heating elements are permitted in student rooms with proper usage.

A2.1.3 Toasters, toaster ovens, and electric grills are permitted in the students apartment.

A2.2 Non-Approved Appliances:

A2.2.1 Any appliances with an open flame, open heating coils, or open heating element are not permitted. This includes burners, griddles, any infrared appliance, hibachis with propane, hot plates, space heaters, electric skillets, s'more makers, deep fat fryers, smoke machines, etc.

A2.2.2 Charcoal and gas grills are not allowed in any housing areas. This includes balconies and patios located in SUNO Housing and Residential Life.

Students may utilize the charcoal grills located within the various housing areas and on-campus at their leisure.

Lighter fluid and all varieties of charcoal or grilling wood chips are not permitted and may not be stored on or within housing property.

A2.3 Other Restrictions:

A2.3.1 Rewiring of student rooms is not permitted.

A2.3.2 Excessive or unsafe use of extension cords or plug adapters is prohibited. All extension cords/power strips must be UL approved and have a built-in circuit breaker with an on-off switch. No other types of power cords or multi-plug adaptors are allowed.

A2.3.3 Residents and guests may not leave cooking food unattended in rooms, kitchens, or approved grilling areas.

A3.0 Air Handlers (Air Conditioners)

To ensure proper ventilation, residents must keep items, including furniture, at least 2 feet (24 inches) from the air handler, vents, and intake.

A4.0 Assistance and Emotional Support Animals

Assistance and Emotional Support Animals must be pre-approved through the Office of Disability Services prior to the Assistance or Emotional Support Animal being in SUNO apartment complex.

B1.0 Bicycles

Bike racks are available outside of the residential communities. Bicycles may not be stored or attached to stairs, stairwells, fences, railings, walkways, balconies, light poles, or landscape vegetation (i.e., trees, bushes, etc.). Bicycles are also not to be stored under the stairwells.

Bicycles stored improperly are subject to removal without notice.

C1.0 Candles/Incense/Smell Goods

Candles with or without a wick, wax warmers, candle warmers, and/or incense are not permitted to be used and/or stored. These items are also not allowed to serve as decorations in rooms or apartments for fire safety purposes.

C2.0 Cleanliness

Residents are required to keep residential spaces in clean and sanitary condition. Residential rooms will be checked periodically by HRL staff not necessarily with a warning.

C3.0 Cohabitation

Cohabitation is not permitted. Cohabitation is defined as the housing of unauthorized individuals in the resident's apartment or room for more than three (3) consecutive days, including storage of another's belongings in one's room.

D1.0 Damages and Vandalism

It is the responsibility of the resident to report any damage to university property, facilities, and/or equipment. Reports should be made to Maintenance and Housing Staff through the online [maintenance request](#) immediately.

Residents are responsible for the condition of their housing space and for restitution to Housing and Residential Life for any damage to physical structures and/or loss of furnishings.

In the event of damages which are not assignable to an individual or group, Housing and Residential Life may assess a community damage fee to the residents of the floor, the apartment, or building. Damage costs may include but are not limited to replacement and labor costs.

Painting room/apartment/suite walls are not permitted. Spray painting is strictly prohibited in all residence hall areas.

D2.0 Dangerous Materials and Weapons

The possession and/or use of firearms, weapons, and dangerous materials in violation of Louisiana state law are not permitted anywhere in the residential area. Violation of this policy may result in immediate removal from housing.

Dangerous Materials are defined as ammunition, fireworks, combustible materials (including lighter fluid, propane, butane torches, and dangerous chemicals), or other dangerous articles or substances.

(References Student Code of Conduct 1.20. Possession or Use of Weapons:).

D3.0 Decorations

Residents are encouraged to be respectful of roommates and community members when decorating. In the event of a resident complaint about a roommate’s decoration, HRL Staff will attempt to accommodate both parties and help to avoid conflict.

The following are guidelines and restrictions to follow when personalizing your space:

1. Extreme care should be taken when hanging posters and/or pictures. Use of 3M command strips, sticky putty, and/or blue painter’s tape is encouraged to prevent wall damage. Command strips and such products should be left in place during the move-out process.
2. The use of paint, paper, chalk, or contact paper is not permissible on any surface in your residence hall. Staples or nails on doors, walls, ceilings, closets, or any other surface are not permitted (i.e., cannot mount bicycles or televisions).
3. Items may not be hung or draped from the ceiling, sprinkler heads, exhaust fans, or room light fixtures/sensors at any time or fashion.
4. Live or cut trees are not permitted in resident rooms or apartments at any time.
5. Smoke machines and strobe lights are not permitted.
6. The carpet may not be affixed to the floor surface.
7. Items may not be kept outside of residence hall rooms (e.g., umbrellas in the hallway, welcome mats, trash, or furniture).
8. Windows and the exterior of doors must be kept free of writing, signs, stickers, window clings, and other personal possessions and window or door accessories.
9. Items may not be affixed to the floor or ceiling (e.g., dancer poles).
10. No type of room divider (fabric or otherwise) should obstruct access or view of a student room and/or the entrance/exit to a student room.
11. In order to decorate any area of the residence hall (i.e. breezeways, bulletin boards, hallways, or stairs) must have prior approval from Housing and Residential Life staff.

Reference the following Rules and Regulations for additional decorating guidelines/restrictions:

A1.0 Alcohol	L1.0 Lighting
C1.0 Candles, Incenses, and Smells	L3.0 Lofts and Furniture
D5.0 Doors and Locks	P1.0 Painting
F3.0 Fire Safety and Fire Safety Equipment	R1.0 Railings, Roofs, and Stairwells

F5.0 Furniture	W1.0 Windows
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D4.0 Disorderly/Disruptive Behavior

Maintaining a community environment conducive to learning, academic success, good citizenship and positive relationships is dependent upon the cooperative efforts of the community members. Any student, who interferes with the rights of others, disrupts the community and/or damages property is subject to disciplinary action. We will not tolerate or ignore any form of behavior pertaining to harassment, intimidation, threats, or physical abuse.

Disorderly and/or disruptive behavior includes physical abuse, intimidation, inappropriate behavior or a pattern of behavior (either in a succession of closely related disruptive acts or a series of actions over a period of time) which disregards the rights of individuals, animals, the community, causes physical damage to property, or interferes with the normal functioning or safety of the community.

D5.0 Doors/Locks

For personal and communal safety, residents are expected to lock their doors upon entering and exiting their assigned space. Attempting to gain entry without key access is not tolerated in the residential communities. If doors are found unlocked, University staff reserve the right to secure any doors in the residential communities. Doors and locks may not be tampered with in any way that interferes with the use of keys or prevents the locking or unlocking of doors.

Blocking exits (doors or windows) is not permitted and may result in immediate removal from Housing. Locks may not be added to any doors in rooms/apartments, nor may they be changed or replaced.

Only Housing and Residential Life approves door decorations and properly affixed message boards are allowed on your exterior room/apartment door. Postings are at the discretion of Housing and Residential Life.

(Reference M2.0, Message and Dry Erase Boards, below).

Fire doors, suite/front doors, room doors, or any other exterior doors may not be propped open in any area.

D6.0 Drugs

The possession, distribution (i.e., delivery and sale), or use of controlled substances, illegal drugs, or prescription drugs without a prescription are illegal and grounds for criminal prosecution and may result in immediate removal from Housing.

Drug paraphernalia, such as hookahs, pipes, bong, grinders, rolling papers, etc. are not permitted in any of the residential communities.

Depending on the individual circumstances that constitute the violation of this policy, including the suspicion of drug use based on odor, the University may take disciplinary action up to and including expulsion from the University. Housing and Residential Life staff reserve the right to alert Campus Police of potential drug use based on smell.

Medical Marijuana: Residents are expected to abide by the policies outlined in the Student Code of Conduct. Residents issued a Medical Marijuana Card, may not use, possess, or store marijuana or drug paraphernalia in their residence hall, room, suite, and/or apartment. Students will need to store their belongings in the trunk of their vehicle, out of sight.

Hemp: Residents may not use, possess, or store hemp plants or flowers in their apartment. Students will need to store their belongings in the trunk of their vehicle, out of sight.

E2.0 Equipment

Gaming equipment is available to students for use in the Clubhouse game room (located next to the Clubhouse Welcome Desk). Equipment for this facility can be checked out by any student with a SUNO Student ID Card.

The Knight Market (located next to the Welcome Desk) is available to Housing residents only.

The clubhouse is available to residents only. Equipment can be checked out by any resident of SUNO Housing at the Welcome Desk.

The following applies to equipment checkouts:

E2.1 Damage or loss to games or equipment could result in charges to the student for repair or replacement.

E2.1 Sitting, leaning, or placing items on the pool table, air hockey, shuffleboard, foosball, or ping pong tables are not permitted.

E2.2 Beverages and food should not be placed on top of gaming equipment.

F1.0 Failure to Comply with University Officials

As outlined in the Student Code of Conduct (1.9 Failure to Comply) is defined as the refusal to cooperate with the request of a university staff member (including student staff, paraprofessionals, and professionals). The request may be communicated verbally, by letter, or through email.

The following non-exhaustive list can result in a Failure to Comply:

- Providing false information, withholding information, or providing misleading information to any University staff.
- Acting on behalf of another person, group or the University without authorization or prior consent.
- Refusing to provide ID/student Card, or a form of photo identification, to Housing Staff upon request.

F2.0 Failure to Vacate

Residents must vacate their housing assignments as indicated in their housing applications/agreements/contracts. It is the responsibility of the Resident to find alternative housing options for summer and winter breaks.

Failure to vacate by the provided date and time shall result in violation of these Rules and Regulations. The sanction for such a violation may include permanent exclusion from University housing.

All Residents in University housing expressly waive any notice to vacate that may be required by La. C.C.P. Art. 4701. Therefore, upon termination of the Resident's assignment for any reason, SUNO may immediately institute eviction proceedings. The Resident will be responsible for any and all evictions costs including but not limited to attorney's fees and court costs.

F3.0 Fire Safety and Fire Safety Equipment

Removing or interfering with the use of fire safety equipment, such as fire extinguishers, sprinkler systems, and smoke detectors is a third-degree felony in the state of Louisiana and are prohibited.

Falsely setting off fire alarms is prohibited by Louisiana Law and is a misdemeanor. Any damage to university property due to residents activating or tampering with a fire alarm may result in restitution fees associated with the damage caused by their actions.

Any student who activates a false alarm or tampers with fire or life safety equipment (such as fire extinguishers, exit signs, exit light fixtures, speakers, strobes, smoke detectors, sprinklers, and door alarms) places the lives and safety of fellow students in danger.

Being found responsible for misuse of fire or fire safety equipment or threatening the safety of others is grounds for criminal prosecution, judicial sanction, and immediate removal from Housing.

1. F3.1 During fire alarms, students and guests **MUST** leave the building immediately and report to designated safe locations. Students are not to re-enter the building until the Housing and Residential Life staff or the University Police Department has cleared students to re-enter.
2. F3.2 Students and guests failing to vacate or return before being cleared by HRL or campus police are subject to disciplinary action and/or a fine. ***HRL Staff may enter a student room during fire alarms to confirm evacuation.***
3. F3.3 Designated Emergency Exit doors are **ONLY** to be used during a fire alarm or other emergency.
4. F3.4 Students are required to report any dysfunction of their fire alarm or other fire safety equipment in their room immediately.
5. F3.5 Students cannot cover up or remove their smoke detectors.

F4.0 Fires

Setting a fire or setting fire to any university or personal property is not permitted.

F5.0 Furniture

Residents are responsible for the proper use of furnishings provided in their rooms and apartments. (*Reference: D1.0, Damages, and Vandalism, above*).

Furnishings provided by Housing and Residential Life may not be removed from the assigned locations. Furnishings (i.e. chairs) may not be placed on balconies, patios, etc. All University Housing furniture must stay within the housing unit.

Students can add to the furnishings of their rooms. Students should be mindful of space limitations and safety concerns. Waterbeds, pools, and hot tubs are not permitted.

H1.0 Harassment and Endangerment

Behavior and actions that create an unreasonably intimidating, hostile, or offensive living, educational, or work environment for another person or group are not permitted.

Behavior or actions that intimidate, threaten or harm the health, safety, or welfare of another person, group, or animal are not permitted.

Students or guests who intimidate, threaten, or harm the health, safety, or welfare of another person, group, or animals will be charged through the University/housing conduct system.

H2.0 Hammocks

Hammocks may not be hung from stairwells, railings, balconies, and other areas deemed unsafe. (*Reference: R1.0, Railings, Roofs, and Stairwells, below*).

I1.0 Identification

Residents and their guests are required to carry their SUNO ID Card or a form of picture identification card. The SUNO ID should not be shared with any other student.

ID Cards **MUST** be presented upon request of a Housing and Residence Life or University staff member. (*Reference: F1.0, Failure to Comply with University Officials, above*).

K1.0 Keys

Residents will use their assigned keys to access their room/apartment. Keys should not be given to anyone else for any reason. Be aware that locks can be audited at any time to determine who has accessed or attempted to access a lock.

The cost of a replacement key is \$250.

For your safety, residents are required to report a lost or stolen key immediately to the Department of Housing and Residential Life.

L1.0 Lighting

Lamps and lighting should be UL approved.

Halogen lamps, lava lamps, lamps with plastic shades, medusa style lamps, and strobe lights are considered fire hazards. Storage or use of these or similar devices are not permitted.

L2.0 Lockouts

Residents are given one complimentary lockout per semester or summer session for room access.

A lockout fee of \$50 will be assessed to the resident's student account for the second and third offense. Each time thereafter the entire lock will be changed for the entire apartment with a \$250 charge to the student's account.

L3.0 Lofts or Furniture Elevation

Lofts or the elevation of furniture using wood, cinder blocks, bed risers, or any other materials are not permitted in any room or apartment.

M1.0 Mail

University mail and package delivery services are for residents' personal use and should not be used to run a business or conduct illegal activity.

M1.1 Tampering with mailbox locks or removing and/or opening mail addressed to others is not permitted.

M1.2 Residents are not permitted to share access to their mail with anyone else.

M1.3 Only authorized personnel is permitted to enter the mailroom sorting and distribution area.

M1.4 If residents fail to claim their packages after two weeks, Housing and Residence Life reserves the right to return the mail to the sender.

M1.5 At the close of the year and/or the time of a resident move-out, the resident is responsible for completing mail forwarding and mail change documentation.

M2.0 Message and Dry Erase Boards

Message boards must be 24x14" or smaller. Message boards that may only be attached to the room door by magnet or 3M Command Strips.

M3.0 Mobility Devices and Motorized Vehicles

Non-service mobility devices (e.g., skateboards, hoverboards, Segways, balance wheels, rollerblades, bicycles, motorcycles, scooters, or other self-balancing two-wheeled scooters, etc.) are not to be ridden in the residential breezeways or near the entrances and exits of the residential areas.

Motorcycles, motorbikes, scooters, and any other motorized vehicle must be parked in parking lots with proper decals. Improperly stored vehicles will be removed at the owner's expense.

Riding or storage of motorcycles, scooters, or other motorized vehicles in residential courtyards and enclosed areas (i.e., rooms, hallways, etc.) is not permitted.

M4.0 Mold Prevention and Bed Bug Information

Resident agrees to:

- 1) Keep the Premises maintained and ventilated so that moisture does not accumulate. If moisture is allowed to accumulate in the Premises, it can cause mildew and mold to grow;
- 2) To immediately notify the Landlord of any dampness or mold problems including (1) any leaks, moisture problems, and/or mold growth; (2) any water intrusion, such as plumbing leaks, drips, or "sweating" pipes, or overflows from bathroom, kitchen, or laundry facilities, especially in cases where the overflow may have permeated walls or cabinets; and (3) any significant mold growth on surfaces inside the Premises;
- 3) To regularly allow air to circulate in the Premises and to use exhaust fans (if available) whenever showering or bathing, cooking, dishwashing, or cleaning and to report to the Landlord any non-working fan;
- 4) To use all reasonable care to close all windows and other openings to prevent water from coming into the interior of the Premises;
- 5) To clean and dry any visible moisture on windows, walls, and other surfaces, including personal property, as soon as reasonably possible (mold can grow on damp surfaces within twenty-four (24) to forty-eight (48) hours); and,
- 6) To keep the Premises free of dirt and debris that can harbor mold.

BED BUG INFORMATION, REPORTING, PREVENTION AND RESIDENT COOPERATION:

SUNO has no knowledge of any bed bug infestation in the Premises. Resident agrees not to bring onto the Premises, personal furnishings or belongings that the Resident knows or should reasonably know are infested with bed bugs, including the personal property of the Resident's guests. Residents have an important role in preventing and

controlling bed bugs. While the presence of bed bugs is not always related to personal cleanliness or housekeeping, good housekeeping can assist with early detection and make bed bug control easier if it is necessary. Please review the short interactive video at www.stopbedbugs.org and the information below.

Information about Bed Bugs:

- 1) **Bed bug appearance:** Bed bugs have six legs. Adult bed bugs have flat bodies about ¼ of an inch in length. Their color can vary from red and brown to copper colored. Young bed bugs are very small. Their bodies are about 1/16 of an inch in length. They have almost no color. When a bed bug feeds, its body swells, may lengthen, and becomes bright red, sometimes making it appear to be a different insect. Bed bugs do not fly. They can either crawl or be carried from place to place on objects, people, or animals. Bed bugs can be hard to find and identify because they are tiny and try to stay hidden.
- 2) **Life cycle and reproduction:** An average bed bug lives for about ten (10) months. Female bed bugs lay one (1) to five (5) eggs per day. Bed bugs grow to full adulthood in about twenty-one (21) days.
- 3) Bed bugs can survive for months without feeding.
- 4) **Bed bug bites:** Because bed bugs usually feed at night, most people are bitten in their sleep and do not realize they were bitten. A person's reaction to insect bites is an immune response and so varies from person to person. Sometimes the red welts caused by the bites will not be noticed until many days after a person was bitten, if at all.

Common signs and symptoms of a bed bug infestation:

- 1) Small red to reddish brown fecal spots on mattresses, box springs, bed frames, linens, upholstery, or walls.
- 2) Molted bed bug skins, white, sticky eggs, or empty eggshells.
- 3) Very heavily infested areas may have a characteristically sweet odor.
- 4) Red, itchy bite marks, especially on the legs, arms, and other body parts exposed while sleeping. However, some people do not show bed bug lesions on their bodies even though bed bugs have fed on them.
- 5) For more information, see the Internet Websites of the United States Environmental Protection Agency and the National Pest Management Association: <http://www2.epa.gov/bedbugs> and <http://www.pestworld.org/all-things-bed-bugs/>

Report Suspected Bed Bug Infestations As Soon As Possible:

- 1) **Prompt reporting:** If you find or suspect a bed bug infestation, please notify SUNO Housing & Residential Life as soon as possible, and describe any signs of infestation so that the problem can be addressed promptly. Please do not wait. Even a few bugs can rapidly multiply to create a major infestation that can spread from Apartment to Apartment.

Cooperation with Pest Control:

- 2) 1.Residents shall cooperate with the inspection including allowing entry to inspect any Apartment selected by the pest control operator until bed bugs have been eliminated and providing to the pest control operator information that is necessary to facilitate the detection and treatment of bed bugs.
- 3) Prior to treatment, affected Residents will receive a written notice including the date(s) and time(s) of treatment, whether and when the Resident is required to be absent from the Apartment, the deadline for any Resident preparation of the Apartment and a pretreatment checklist with information provided by the pest control operator.
- 4) The Resident shall fulfill their responsibilities for Apartment preparation before the scheduled treatment, as described in the pest control operator's pretreatment checklist.
- 5) Residents shall be responsible for the management of their belongings, including, but not limited to, clothing and personal furnishings.
- 6) If the pest control operator determines that it is necessary for SUNO Housing & Residential Life or Resident to dispose of items infested with bed bugs, the items shall be securely sealed in a bag that are of a size as to readily contain the disposed material. All bags shall be clearly labeled as being infested with bed bugs prior to disposal.
- 7) Residents who are not able to fulfill their Apartment preparation responsibilities shall notify SUNO's Housing & Residential Life at least one (1) business day prior to the scheduled pest control operator visit for inspection or treatment.
- 8) Resident must vacate their Apartment for the duration of time required by the pest control operator for treatment purposes, and to allow chemicals to safely dissipate, and shall not re-enter the Apartment until directed by the pest control operator to do so.

Prevention Recommendations:

- 1) Resident should check for hitch-hiking bed bugs. If you stay in a hotel or another home, inspect your clothing, luggage, shoes, and belongings for signs of bed bugs *before* you enter your Apartment. Check backpacks, shoes, and clothing after visits to friends or family, theaters, or after using public transportation. Thoroughly clean after guests have departed. Immediately after your guests leave, seal bed linens in plastic bags, until they can be washed and dried on high heat. After your guests have departed, inspect bedding, mattresses and box springs, behind headboards, carpet edges and the undersides of sofa cushions for signs of bed bugs.
- 2) Resident should avoid using appliances, electronics and furnishings that have not been thoroughly inspected for the presence of bed bugs. Make sure that the electronics, appliance, or furniture company has established procedures for the inspection and identification of bed bugs or other pests. This process should include inspection of trucks used to transport appliances, electronics, or furniture. Never accept an item that shows signs of bed bugs. Check secondhand furniture, beds, and couches for any signs of bed bug infestation before bringing them to the Premises. Never take discarded items from the curbside.
- 3) Use a protective cover that encases mattresses and box springs and eliminates many hiding spots. The light color of the encasement makes bed bugs easier to see. Be sure to purchase a high-quality bed bug encasement that will resist tearing and check the encasements regularly for holes.
- 4) Reduce clutter in your home to reduce hiding places for bed bugs and vacuum frequently to remove successful hitchhikers.
- 5) Be vigilant when using shared laundry facilities. Transport items to be washed in plastic bags (if you have an active infestation, use a new bag for the journey home). Remove from dryer directly into bag and fold at home (a dryer on high heat can kill bed bugs).

O1.0 Outdoor Recreational Spaces

The Department of Housing and Residential Life provides a variety of outdoor recreational spaces, including volleyball, running track, picnic tables, etc.

Outdoor recreational spaces within the housing areas are intended for use by residential students only.

O1.1 Regardless of location, outdoor recreational spaces close at 10PM. Residents should discontinue the use of the outdoor recreational facilities at 10PM. See the courts for policies associated with these areas.

P1.0 Painting

Residents are not permitted to paint any University Housing-owned buildings and/or surfaces and will be responsible for any charges accrued to restore walls, and/or remove any paint droppings.

Spray paint is not allowed to be stored in student rooms. Should spray paint be used without following appropriate procedures the offending party will be assessed a fine of \$500 plus the cost to remove any paint overspray or droppings that spread to nearby surfaces.

P2.0 Pets/Wildlife

All pets—including but not specifically limited to dogs, cats, bird, snakes/reptiles, horses and other animals—are not allowed in any University building or on the Southern University at New Orleans campus. To protect the interest and safety of students and employees, any individual failing to comply with this policy shall be requested to leave the campus until off-campus accommodation for the pet(s) and animal(s) can be arranged. Pets are considered animals, domestic or wild, in the company of a student, faculty/staff member, guest, or visitor to the University. This policy does not apply to service and emotional support animals. Students living in University residential facilities found in violation of this policy will be subject to eviction.

P3.0 Projectiles

The use and/or possession of slingshots, water guns, Nerf-style guns, water balloons, or other related items are not permitted without approval from Housing and Residential Life professional staff members.

Throwing or dropping objects from windows, balconies, stairways, etc., including water, food, or trash, is not permitted.

Q1.0 Quiet and Courtesy Hours

Please be courteous to members of our residential communities. Disruptive behavior and activities, such as yelling, loud music, or excessive noise from a sound system, do not promote an environment that fosters social engagement or academic excellence. Students and their guests may be asked to leave common areas if they are being disruptive.

Q1.1 Quiet Hours

Quiet hours are enforced during the times listed below, regardless of holidays or semester breaks.

Sunday – Thursday 11:00 PM – 8:00 AM

Friday – Saturday 1:00 AM – 8:00 AM

During examination periods, quiet hours will be enforced in a 24-hour a day cycle to ensure other students, who are preparing for final examinations, are not disturbed.

Q1.2 Courtesy hours

Courtesy hours are defined as a time in which general consideration for others is maintained. Courtesy Hours are in effect 24 hours a day, 7 days a week both inside and outside the residential buildings. Residents' noise level should not interfere with the academic pursuits of others in the residential community. A student's right to quiet overrules another student's right to make noise. Residents who violate courtesy hours are subject to Housing and Residential Life Violations.

R1.0 Railings, Roofs, and Stairwells

Any form of presence (e.g., sitting, standing, climbing, jumping from, or hanging) on railings, stairwells, or roofs is not permitted. Items may not be hung that obstruct the view or access to the balcony.

Clothing should be dried via a dryer in the assigned room or on a clothing rack which should be placed in your room/apartment. Under no circumstances can a clothing line be constructed outside your room/apartment. This includes, but is not limited to balconies, courtyards, and/or railings. Hammocks may not be hung from railings, roofs, stairwells, or balconies.

All residents need to keep their porches/balconies free of clutter. The following items are not permitted on the balconies:

1. Electric lights--including holiday lights added to the balcony or railings are not allowed
2. Any housing-provided furniture including chairs as well as any furniture intended for inside use such as couches and plush chairs
3. Anything displaying alcohol or drug logos or promoting drinking or drug use
4. Shower curtains, blinds, extension rods, or curtains
5. Storage bins, units, or containers
6. Hanging clothes
7. Pets (including fish)
8. Trash, garbage cans, cardboard boxes, and recycling
9. Appliances (refrigerators, microwaves, grills, etc.)
10. Tools or automotive supplies including tires and tire rims
11. Mops, brooms, or cleaning supplies
12. Live or cut trees and dead plants

13. Wood -- including Greek letters
14. Exercise equipment
15. Bicycles
16. Hammocks – they cannot be tied off to balcony and/or porch railings. Hammocks are not permitted to be hung from stairwells, scaffolding, hallways, and/or railings.
17. Other items deemed inappropriate or improper by Housing and Residential Life staff or that block doors or windows.

Upon notification, the item(s) requested must be removed immediately. Housing and Residential Life staff has the right to enter an apartment and remove item(s) from the balcony in the absence of the resident(s) if necessary.

R2.0 Restricted Areas

Areas in the residential community that are restricted and not for general student use include but are not limited to: electrical/mechanical closets, air conditioning units, cable units, maintenance break rooms, and storage rooms. Students are also not permitted on any roof or overhang.

R3.0 Room Entry Procedure (from the Housing & Residential Life Contract)

SUNO employees are entitled to enter and inspect the apartment at any time to protect the health and safety of students therein and to ensure the proper maintenance and sanitation of such rooms. SUNO shall endeavor (but not be required) to post notice of any general room inspection at least twenty- four (24) hours beforehand. In addition, SUNO employees are entitled to enter and conduct unannounced inspections and search of an apartment if it has caused to reasonably believe that illegal activity is or may be occurring in such rooms or threat of any of the policies or conditions of occupancy either in this contract or contained in the Residents Student Handbook is or may be occurring therein.

When proceeding to enter the apartments the staff will knock 4 times to allow students time to answer the front door and if no response the staff will announce themselves (Housing Staff and proceed to key into the apartment) to perform a room check, health and safety check or fulfill a maintenance request that was submitted.

S1.0 Sales, Solicitation, Canvassing, and Chalking

Door-to-door solicitation, sales, surveys, canvassing, and the distribution of flyers or leaflets are not permitted in any area within the residential community. Flyers and other forms of publicity, such as chalking, may not be distributed or displayed without the consent of the Director of Housing and Residential Life or their designee.

Students may not engage in any sales or business activities in their room or within any public area of the residential community.

S2.0 Self-Inflicted Harm

Housing and Residential Life staff members are Mandatory Reporters.

Referral for a mandatory assessment and/or behavior contract may be required when residents endanger themselves due to misuse of prescription/over-the-counter drugs, and other harmful substances. Acts of self-mutilation or any behavior intended to hurt themselves is also grounds for a mandatory assessment.

S3.0 Smoking and Vaping

SUNO, as a campus of the Southern University System, is 100 percent tobacco-free pursuant to the Southern University System Tobacco-Free Policy. This includes residence apartments, and other housing facilities.

Smoking and vaping are not permitted by any person (resident or guest) in any of the residence apartments, and facilities, including porte-cochere, courtyards, stairwells, balconies, lounges, patios, etc.

Please refer to the Southern University System Tobacco-Free Policy at https://www.sus.edu/assets/sus/SU_Board/Policies/sus_tf_policy.pdf.

S4.0 Social Gatherings

Due to student safety and shared residential spaces, the number of people allowed in a room/apartment, including the residents of the room/apartment, must be limited as follows, unless current health guidance requires a smaller number:

Apartment size	Max. Occupancy
SUNO 1 Bedroom	4 people
SUNO 2 Bedroom	8 people
SUNO 4 Bedroom	8 people

Approved and advertised Housing and Residential Life events are not subject to the above conditions. Requests for space use can be submitted to housing@suno.edu.

S5.0 Sports

For the safety of the residents and facilities, sports are not permitted to be played inside the residence apartment. This includes the use of athletic equipment.

T1.0 Theft

Theft of property is strictly prohibited.

Possessing or displaying stolen property is not permitted. This includes any business, highway, city, state, community, or University sign or property that has been illegally obtained.

The University is not responsible for loss of or damage to student property. Theft of personal property should be reported immediately to the University Police Department.

T3.0 Trespassing

Guests, residents, or individuals who are not authorized, licensed, or invited to enter the residential area are subject to arrest for trespassing if they fail to leave after being directed to do so.

Illegal attempts or entry to any space in the residential community besides your assigned room are not permitted.

Residents are not permitted to host persons under a trespass notice. Individuals under trespass notice found trespassing will be arrested on sight.

T2.0 Trash Removal

Residents are expected to remove trash and recycle from their room/apartment immediately. Dumpsters are provided in residential parking areas for disposal. Trash removal may prevent health concerns from developing in the area. Trash left outside apartment doors or balconies is not only an eyesore and a potential health concern for residents and their neighbors but can also attract unwanted pests and rodents to the facilities.

T2.1 A minimum fee of \$40 will be assessed for removal of trash/recycling left in or outside of resident rooms, apartments, balconies, bathrooms, lounges, or any other common areas.

T2.2 Community charges may result if common area trash/recycling cannot be linked to a specific room or individual.

V1.0 Visitation and Guests

A guest is defined as any commuter student, family member, a prospective or former student not currently enrolled, or any other person who is not a contracted occupant of the residence halls (e.g. non-SUNO related friends). Visitors are defined as current residents who are visiting other residents in their room/apartment. Visitation applies to all residents regardless of classification.

V1.1 Guests

Guests must be 18 years of age or older. The resident is responsible for their guest and the actions of their guest. Residents must sign their guests in via the [form](https://suno.omnigo.one/CESIReportExec/vt/) (https://suno.omnigo.one/CESIReportExec/vt/) found on the campus police website to gain entry. The resident host must always escort their guest on the SUNO Housing property.

- The roommate's rights to privacy, sleep, and study take precedence over the rights of a host to have a guest. The host must have a verbal agreement from their roommate(s) to have a guest.
- Overnight guests are limited to 3 consecutive nights in a row.
- Guests may use only appropriately designated restrooms.

- Registered sex offenders are never permitted to visit the residential areas.
- Any violation of these policies can result in loss of visitation privileges and/or immediate room change.

W1.0 Windows

Residents may not display anything that can be viewed from the exterior of windows or windowsills.

W1.1 Windows may not be used as an entrance or exit to apartments/.

W1.2 Windows may not be used for the passage of people and/or items.

W1.3 Curtains equal to the length and width of the window attached with a tension rod are permitted. The length is based on the fire safety requirements and precautions for your safety.

Housing and Residential Life – Conduct Process

Conduct Process Purpose

The HRL Conduct Process serves to protect individual rights while developing good citizenship and providing procedural fairness to residents documented for violating any of the standards of conduct in the residential community.

The Residential Conduct process is separate from the **University Conduct Process**. Discipline imposed through HRL does not result in an official University Conduct Record. Residential Conduct sanctions may, however, impact on the ability to live on-campus as discussed in further detail below. **Housing and Residential Life staff reserves the right to forward any disciplinary case to the University Student Conduct Office.**

Rules and Conduct Procedures

The Housing and Residential Life Conduct Process includes policies published in the Housing Contract, Terms and Conditions, Resident Student Handbook, Student Handbook, and other official University publications.

Procedural Due Process

The following procedures constitute the requirements and limitations of procedural due process under the Housing and Residential Life Conduct Process:

1. The charged resident shall receive initial written notification of the charge(s) and will have five (5) business days from the date of the initial notification letter to schedule an initial meeting to review information related to their charges and/or schedule a hearing type.

2. The resident charged will be allowed to schedule the date and time of their hearing. The resident must submit the proposed date and time to the Office of Housing and Residential Life 72 hours (about 3 days) in advance of the submitted date.
3. All notifications will be sent to the charged resident's SUNO Email.
4. The charged resident will have the right to choose their hearing type:
 - Immediate Hearing following the initial meeting
 - Schedule Hearing Later
5. Whether a resident is in violation of the standards shall be based on information shared during the hearing, in addition to incident reports and/or other information gathered.
6. Should the charged resident receive proper notice and fail to schedule or appear at the hearing, the hearing administrator may proceed with the hearing without the benefit of student input and decide on the case based on the information available, and/or forward the case to the University Conduct System.
7. The charged resident will be given the opportunity to present witnesses and evidence and respond to the information during their hearing.
8. The respondent, complainant, and any witnesses may be accompanied during the conduct process by an advisor of their choice.
 - It is the respective party's responsibility to make appropriate arrangements for their advisor to attend the hearing, which shall not be delayed due to scheduling conflicts of the chosen advisor.
 - Respondents, complainants, and witnesses are required to address the hearing administrator in person, on their own behalf, although they may consult with their advisor during the hearing. This consultation must take place in a manner that does not disrupt the proceedings. The advisor shall not speak on behalf of their party unless expressly authorized to do so by the hearing administrator.
 - The respondent, complainant, and any witnesses shall provide the advisor's name in writing to the Hearing Administrator two class days prior to the hearing. If an advisor is an attorney, the respective party must notify the Hearing Administrator assigned to the case of an attorney's name and address at least two class days prior to the hearing.
 - At the Hearing Administrator's sole discretion, an advisor may be removed from the hearing if it is determined that their presence is disruptive. The advisor may not serve as a witness. Deviations from these procedures shall not necessarily invalidate a hearing or the decisions of a hearing.
9. The charged resident shall receive a 'Decision Letter' via their SUNO Email which is a written notification letter of the hearing outcome within two weeks following their hearing.

Hearing Administrators

Professional staff members from the Department of Housing and Residential Life are designated as hearing administrators and are authorized to conduct hearings. This includes the Director of Housing and Residential Life, Assistant Director, Residence Life Staff, and Campus Partners.

Hearings

During the hearing, the resident will be provided with the evidence and other supporting materials used to determine violations. The resident will be given the sanctions for the violations rendered by the Office of Housing and Residential Life.

Sanctions

In considering the facts and circumstances of each case, the following sanctions, or combination of sanctions (with or without appropriate modifications) may be imposed upon any individual resident, groups, or organizations found to have violated the Housing and Residential Life Rules and Policies. This is not an exhaustive list:

1. Written warning
2. Community service hours – assignment to complete tasks under the supervision of a university department or outside agency
3. Educational activities – attendance at educational programs, preparation of bulletin boards, reflective papers, interviews with appropriate officials, planning and implementation of educational programs or other educational activities
4. Visitation restrictions – limit or loss of visitation privileges
5. Restitution/Fees
6. Probation – A period during which a resident is expected to demonstrate appropriate changes in behavior. Any further violations of the Rules and Conduct Procedures may result in more serious sanctions being imposed. Some of the restrictions that may be placed on the student during the probation period include but are not limited to participation in student activities, participation in leadership positions (RA), entrance into residence halls, or contact with another specified person(s).
7. Change in residence apartment assignment.
8. Exclusion (either temporary or permanent) from university residence apartments. If a resident's Housing Contract is terminated due to disciplinary action, they will remain responsible for all rent due for all signed Housing Contracts.

Conduct Appeal Process

Residents may appeal Housing and Residential Life Conduct decisions in accordance with the following provisions:

1. Residents are entitled to one appeal per incident
2. Residents electing to appeal a Housing and Residential Life Conduct decision may do so by writing and sending an email to housing@suno.edu. Information regarding an appeal will be found in the Decision Letter sent to the resident following a Hearing.
3. There are only three reasons why the office of Housing and Residential Life will hear an appeal. First, based on the severity of sanctions. Second, any violations of due process (as explained above) that affected the outcome. Lastly, if there is new pertinent information available. All appeals emailed to the Office of Housing and Residential Life must be submitted and state specific grounds for the appeal.

Failure to Complete a Sanction

Failure to complete a Housing and Residential Life Conduct sanction(s) may result in more severe disciplinary actions being taken, and/or immediate referral to the University Student Conduct Office.

Common Housing Fines

Illegal Visitation

First Time Violator	Warning
Second time Violator	\$250
Third Time Violator	\$500

Loud Music

First Time Violator	Warning
Second time Violator	\$150
Third Time Violator	\$250

Pet

First Time Violator	\$250
Second time Violator	Eviction

Trash

Failure to Clean	\$100
Improper Check Out/In	\$150
Blocking of Hallway/Stair rails	\$50

Gain Entry

Gain Entry 1st	Warning/Free
Gain Entry 2 nd	\$50
Gain Entry 3 rd	\$50
Overnight	\$50

Failure to Attend Building Meeting

\$25

Fire Marshall Violations

Tampering/Removal of Fire Equipment	\$875 and Removal from Housing
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Equipment

Candles /Incense	\$50
Electrical Appliance	\$500
Violation of Maximum Occupancy	\$500
Activating building alarm(s) (e.g. pull stations, smoke detectors, sprinkles)	\$500

Damages to premises or property [OBJ] \$250

Noise Violators

\$ 75

Alcohol in room

\$200/Judicial Hearing

Exchanging or moving furniture

\$150

Tampering with or removing window screen

\$100

Keys that are lost, damaged, duplicated without authorization, or in possession of a non-resident will be charged according to below:

Front Door Key

\$150

Bedroom Key

\$60

Mailbox Key

\$40

Illegal entry after eviction or ban/trespass notification \$500

Tampering with bulletin board(s)

\$50

Littering

\$25 per Person

(Includes trash found with your name on it)