



Office of

CAMPUS LIVING

& Housing

LIVE

LOVE. GRAMFAMI



TIGER BULLETIN

LIVE. LEARN. LOVE GRAMBLING

2026-2027

Table Of Contents



06 COMMUNITY LIVING

CAMPUS & REPORTING RESOURCES 07

08 ROOMMATES & SUITEMATES

CONFLICT RESOLUTION 09

10 Meet the Staff

PROGRAMMING 08

12 POLICIES

APPLIANCES & ELECTRONICS 12

- ALLOWED
- NOT ALLOWED
- SMART DEVICES (WI-FI + WIRED)
- POWER MANAGEMENT AND EXTENSIONS
- DRONES
- ELECTRIC SCOOTERS

COMMUNITY LIVING. 14

- ANIMALS
- COOKING
- DISRUPTIVE BEHAVIOR
- FRILLS & GRILLING
- NOISE & QUIET HOURS
- PRIVATE ENTERPRISE
- PROPERTY MISUSE AND DAMAGES

CLEANINESS 16

- BATHROOMS
- GARBAGE & WASTE REMOVAL
- MATTRESS PADS & TOPPERS
- MEDICAL SUPPLIES

DECORATIONS & FURNITURE. 17

- DECORATIONS
- DOOR, FLOORS, WINDOWS, AND WALLS
- ROOM & APARTMENT OCCUPANCY
- STREET SIGNS AND LOCAL PROPERTY
- DOORS AND FURNITURE
- WINDOWS & BALCONIES

GUESTS AND VISITATION 19

- VISITATION HOURS
- TYPES AND NUMBER OF GUESTS
- ESCORT POLICY
- COHABITATION
- SUBLEASING AND EXTRA RESIDENTS

MIRCOTRANSPORTATION 20

- BICYCLES
- ELECTRONIC SKATEBOARDS
- SCOOTERS, MOTORCYCLES
- SKATEBOARDS, SKATES

SAFETY. 21

- CANDLES AND INCENSE
- EVACUATION
- FLAMMABLE ITEMS
- PERSONAL SAFETY ITEMS
- SAFETY EQUIPMENT
- SPRINKLER SYSTEM
- WEAPONS
- WINDOWS

Table Of Contents



SECURITY & ACCESS 22

- ALLOWED
- NOT ALLOWED
- SMART DEVICES (WI-FI + WIRED)

SUBSTANCES 23

- ALCOHOL
- DRUGS
- TABACOO, VAPORIZERS & ELECTRONIC CIGARETTES

25 PROCEDURES

SAFETY **28**

35 ZERO TOLERANCE

CAMPUS LIVING QUICK REFERENCE **37**

39 VIOLATIONS APPEAL PROCESS

CONTACT INFORMATION **40**

41 HOUSING LEASE AGREEMENT

Welcome Message

On behalf of Grambling State University's Office of Campus Living & Housing, I'd like to welcome you to your new home away from home. You have made your first great choice as a collegiate student, by deciding to live in on-campus housing. By living on -campus you will have the opportunity to meet people from different backgrounds, make lasting friendships, and get involved in your education in ways you could not even imagine. Research suggests that students who live on-campus typically perform better, earn higher grade point averages and have a better overall college experience. Living on-campus puts you in the center of everything! You'll be living just steps away from classrooms, faculty offices, dining facilities, and other campus buildings like the Favrot Student Union, Eddie G. Robinson Museum and the Fredrick C. Hobdy Assembly Center. Our dedicated staff is here to provide you with a clean, safe living environment and is dedicated to every resident's social, physical and academic needs. I encourage you to get involved and take advantage of all the opportunities available to you as a student and as a resident. Once again, welcome to Grambling State University, the place where everybody is somebody!

Mission Statement

The Grambling State University's Office of Campus Living & Housing mission is to foster a complete living and learning experience in an environment that is comfortable, clean and safe. The residence hall experience provides an opportunity for students to interact with peers from varying racial, ethnic and socio-economic backgrounds. To this end, students develop a growing sense of maturity and responsibility, through student involvement, awareness of the judicial process and the classroom experience.



Statement for Accredited Institutions Grambling State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master's, and doctorate degrees. Grambling State University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Grambling State University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

General Information

Living in Tiger Land is an integral part of the University experience. There are five traditional residence halls and ten apartment-style units on GSU campus which house approximately 2300 students each year. The smallest residence hall houses approximately 36 students and the largest more than 250. Residence halls are grouped as follows:

Female Halls: Jewett, Truth, Bethune, Douglass, Bowen,

Male Halls: Garner, Tubman, Knott, Pinchback.

Co-Ed Halls: Jones, Holland, Adams, Richmond, Steeple Glen, GSU West, Wheatley, Attucks, Hunter, Robinson

Residence Halls Physical Addresses

Mildred Jones
457 R.W.E. Jones Drive

Steeple Glen
101 Maxie Street

Harriet Tubman
487 R.W.E. Jones Drive

Simmie Holland
514 R.W. E. Jones Drive

Robert B. Knott
224 Central Avenue

Crispus Attucks
111 Sandle Street

Frederick Douglass
141 Sandle Street

Martha Adams
499 R.W.E. Jones Drive

Pinkney Pinchback
228 Robinson Street

Phyllis Wheatley
143 Sandle Street

J.D.E. Bowen
152 Hutchinson Street

MaryMcLeod Bethune
125 Williams Street

Sojourner Truth
459 R.W.E. Jones Drive

COMMUNITY LIVING

◆◆◆
Being a member of a community brings a set of rights as well as responsibilities. We encourage residents to seek active roles in their community as a leader, student, and peer. Each resident is expected to become familiar with his or her rights and responsibilities (outlined in University Handbook the GSU Code of Student Conduct) so the on-campus experience will be of greatest benefit to all. By assuming joint responsibility for these policies, we are able to work together as a community to build a great place to live.

RIGHTS & RESPONSIBILITIES

- The right and responsibility to be treated and also to treat others with fairness and mutual respect;
- The right to a safe and secure room or apartment, free from instances of harassment and without reasonable fear of harm, intimidation, or distress;
- The right to report instances of harassment;
- The right to learn, study, and sleep in your room free of interference;
- The right to adequate privacy and the responsibility to respect the privacy of others;
- The right to have your property respected, and the responsibility to respect and maintain the condition of the physical facilities, equipment, and property of others;
- The right to have direct access to Area Coordinator (ACs), Graduate Area Coordinator (GACs), and Resident Assistants (RAs) who can provide assistance, guidance, and support as needed, and to utilize those staff members should violations of the roommate agreement, Living On Campus Handbook, or Code of Student Conduct occur in order to seek options for a timely resolution;
- The right to have living space concerns addressed with you directly and the responsibility to communicate with your roommate/suite mate and update a roommate agreement should a change in your preferences or circumstances occur;
- The responsibility to ensure the safety of our community by maintaining cleanliness and by following all guest policies;
- The responsibility to comply with reasonable requests made by in-community staff or university officials; and
- The responsibility to hold yourself and your roommate/suite mate accountable to all expectations and standards set for the space through a roommate agreement and to the expectations for all members of the LSU and Residential Life communities.

Campus & Reporting Resources

Incident Report Student Statement

The Office of Campus Living and Housing offers an online reporting system at <https://www.gram.edu/student-life/residential-life/applications/> to help students, faculty, staff, families, and friends submit reports about potential violations of the Tiger Bulletin or within residential community ; concerns regarding sexual misconduct and hazing; concerns surrounding acts of discrimination; complaints or grievances; and concerns about students in crisis or distress. Reports may be submitted by anyone with a concern about the Residential Life community. Reports may be submitted either with a person's contact information or anonymously. When a report is received, staff will review the details using a CARE approach (Communicate, Assess, Refer, Educate) and then determine a response that includes appropriate campus resources.

Residential Life staff members will lead the response for concerns that either involve a student living within a Residential Life community or that occurred within a Residential Life community.

Foster Johnson Health Center

Email: gsuhealthcenter@gram.edu

Phone: (318) 274-2351

Campus Location: Brown Hall Room 127

The Foster-Johnson Health Center is an ambulatory medical facility. It is the student's advocate for health promotion, disease prevention and early intervention of illness. The health center provides basic health care services to the Grambling State University student body by offering immediate care, medical advice, health counseling, assessment and treatment of maladies, referrals, and wellness education. A validated Grambling State University identification card must be presented when requesting services. The nurse practitioner and nurses are available 7:30 a.m. - 12:00 noon and 1:00 p.m. - 5:00 p.m., Monday through Thursday and 7:30 a.m. – 11:30 a.m. on Friday. Students are seen by appointments and on a walk-in basis—depending on the case. Illnesses and emergencies that cannot be treated at the health center are referred for private care. The student is responsible for the cost minus any charges the insurance may cover.

GSU POLICE 318-274-2222

If you see a crime occurring on campus and you would like to report it, please follow the steps below.

1. Download the G Safe App ([Google Play](#), [iOS App Store](#))
2. Click "Submit a Tip"
3. Enter any information you may have along with pictures or videos, if applicable.
4. Press Submit

Office of Civil Rights & Title IX

Email: jonesken@gram.edu

Phone: 318- 274-2660

Campus Location: Brown Hall Room 127

Grambling State University (GSU) is committed to providing a safe academic environment and workplace that is free from harassment or discrimination to our community, faculty, staff, students, guests and service providers. In accordance with federal and state laws, we will promptly address all complaints of discrimination and sexual harassment, and related retaliation.

Students are strongly encouraged to report incidents and share information about sexual misconduct and harassment, even if the complainant or witness has concerns about underage drinking, drug use or other prohibited activity. To encourage reporting, the university pursues a policy of offering alleged victims amnesty from policy violations and will not pursue disciplinary action related to the incident.

GSU Wellness & Counseling Center

Phone: (318) 274-3277

The Student Counseling Center is in the Foster-Johnson Health Center across from the Catholic Church on Main Street should anyone need to speak with a counselor. There is a counselor available during office hours and an on-call emergency crisis counselor.

They are open from 8:00 a.m. to 5:00 p.m., Monday through Thursday, and Fridays 8 until 11:30 AM for appointments during the academic year. The office is closed during the lunch hour, but there is a counselor on call 24 hours/7 days a week.

After-Hours Coverage Student

Counseling Center therapist is on-call for after-hours and weekend emergency services. Personnel within Residence Life and Campus Police are able to contact the on-call therapist in an emergency situation. Call Campus Police at (318) 274-2222

Reporting Campus Living Staff

Campus Living staff members are mandatory reporters. Mandatory reporters are employees who have been designated to report incidents of sexual harassment, sexual violence, interpersonal violence, stalking retaliation, or other incidents of power-based violence.

Additionally, Campus Living staff members must report crimes that occur on campus to GSU Police Department. While staff members must report the location, date, and nature of the crime, they are not required to disclose the name of the victim unless the victim consents to their name being given.

Living with a Roommate or Suitemate

Making the most of living in your Residential Life community starts with getting settled in and getting to know your roommate/suitemate. Whether you and your roommate/suitemate are friends, or you just met, developing a healthy relationship will help make living together more comfortable. While you and your roommate/suitemate are not required to become friends, sharing a living space will require you interact with one another on a daily basis.

Before You Move In

The relationship you have with your roommate/suitemate should start before move-in day. Prior to arriving on campus, try discussing what each of you plan to bring and what kind of relationship you're hoping to have with one another.

As excited or nervous as you may be to meet your roommate/suitemate, keep in mind that social media may not provide an accurate illustration of others. Grant yourself the opportunity to get to know this new person for who they truly are.

ACTIONS

- How early will you be waking up?
- How late will you be staying up?
- How often do you plan to be in the room?
- What do you plan to use the room for?
- When and where do you plan to study?
- What kind of environment do you need to study?

GUEST

- How do you feel about having friends and visitors over?
- How frequent do you plan to have guests and visitors over?
- What are your thoughts on having overnight guests?

SPACE

- How often will we clean the room/apartment?
- Who will clean what?
- What items are you willing to share?
- What items are you not willing to share?
- What is your ideal temperature for the room or apartment?

COMMUNICATION

- How should we address conflicts between us?
- How will we confront each other?
- Does in-person communication work better for solving problems?
- How will we involve our Resident Assistant in working through our conflicts?

Living Together

Once you have made it to campus, take time to get to know your roommate/suitemate – this can be as simple as sharing a meal in the dining hall, attending a campus event together, or spending time together in your room or apartment.

Roommate Agreement

Residents are strongly encouraged to complete a roommate agreement with professional or student staff.

The roommate agreement covers topics including ideal room temperature, guest preferences, privacy, and more. It is important to take this process seriously and to be honest and realistic during your roommate agreement conversation. These agreements serve as a conversational starting point and should be revisited frequently as relationships between individuals grow. The agreement cannot conflict with stated Residential Life or university policy but can be more restrictive based on the voluntary agreement of all roommates. Additionally, failure to abide by the roommate agreement does not equate to a policy concern but can warrant follow-up from Campus Living staff and referral to the Student Conduct Office.

Conflict Resolution

RESOLVING CONFLICTS

Throughout the year, there may be times when you and a roommate or suitemate may come to some sort of conflict. Conflict is normal and is even part of the healthiest of relationships. Your success as roommates is not based on whether you've experienced conflict, but rather how you and your roommate respond to it.

DISCUSS

Great roommates/suitemates openly communicate, respect one another, and willfully compromise. The first, and most important step to conflict resolution is sharing concerns with your roommate/suitemate; it is possible that your roommate/suitemate may not be aware that you have this concern. When speaking to your roommate/suitemate regarding the issue, be sure to keep these tips in mind.

Be Mindful – Remaining respectful and using appropriate language will help you to solve the issue. Listen to learn, not to respond. Recognize when you need to take a moment to collect and process your thoughts on what has been discussed.

Go to the Source – It's best to address problems with your roommate/suitemate, rather than express concerns to others who are not involved. Talking to others may only intensify the issue, instead of resolving it.

Use "I" Statements – "I" statements are simple and convey how you feel about the situation. For example, saying "Sometimes I can't get enough sleep because you have guests over," rather than, "You and your guests always wake me up and I can't get enough sleep. It's so annoying."

Time Sensitive – It is important that you address the issues with your roommate/suitemate in a timely fashion. Typically, the sooner the better.

WORK TOGETHER

Even if you are the one initiating the conversation about a conflict, it is important to realize your role in the situation. Work with your roommate/suitemate to solve the conflict and make a commitment to listen to one another.

Actively Listen – Listen to understand and not to respond. Active listening is imperative to understand how one is feeling regarding the ongoing conflict. Active listening is best executed when the following occur:

Removal of distractions.

Resistance of interruptions.

Respond with appropriate physical and vocal cues (i.e., head nod).

Restate what they have shared.

Ask follow-up and clarifying questions.

Collaborate on Solution(s) – Work together to find and establish a plan on how to avoid this ongoing conflict moving forward. Oftentimes, you and your roommate/ suitemate have identical preferences on the expectations of the room. Be willing to compromise and collaborate to find that solution but stay true to yourself and your preferences.

Think for the Future – Dwelling on a past issue will not help make the relationship with your roommate/suitemate better. Create a plan to address any conflicts that may arise in the future.

CONSULT

You are not alone when living on campus; your Resident Assistant and other Residential Life staff members are here to support and assist you in resolving roommate/suitemate conflicts.

Use your Resources – If you have not yet resolved the conflict, your Resident Assistant can give you helpful techniques to use when speaking to your roommate/suitemate. Additionally, your Resident Assistant and the other Campus Living staff members in your communities facilitate conflict resolution interventions among roommates/suitemates.

Neighboring Residents – In-community Campus Living staff members encourage all residents to maintain contact and open communication with their neighbors next door, above, below, and across the way. This allows you to effectively communicate with neighbors and resolve minor interpersonal conflicts such as noise, cleanliness of the hallway, or shared common areas.

LIVE-IN STAFF



AREA COORDINATOR (AC)

ACs are full-time professionals who live and work in each community. ACs oversee the day-to-day operations of the community and supervise student staff members. AC office hours are 7:30 a.m. to 5:00 p.m. Monday-Thursday and 8:00 a.m. to 12:00 p.m. in each community.



GRADUATE ASSISTANT (GA)

GAs are responsible for ensuring the successful management of a residence hall that reflects the department's vision, mission and diversity statements, as well as the University's academic and educational goals.



RESIDENT ASSISTANT (RA)

RAs are student leaders assigned to individual floors, buildings, or communities. RAs are a student's go-to person for community living.



STUDENT LOCKSMITHS

Student Locksmiths perform specific locksmith duties which include replacing key cards, fixing doors and replacing door batteries.



TIGER TEMP

Tiger Temps are responsible for the upkeep of the physical environment in the residence facilities. They perform entry level maintenance duties.



CUSTODIAL ASSISTANTS

Custodial Assistants are responsible for the upkeep of the cleanliness within and around the residence facilities.

SUPPORT STAFF



CUSTODIAL & MAINTENANCE STAFF

Custodial full-time staff who maintain and clean the community facilities, including hallways, and hall and public bathrooms and rooms as directed by professional staff. Maintenance staff are responsible for the upkeep of the residence halls and perform preventative maintenance. Submit a facilities work order via the housing portal.



APPEALS COMMITTEE

At its core, the committee reviews cases where a student believes a fine (like housing damages, late fees, policy violations, etc.) was issued incorrectly or unfairly. The committee provides a second level of review.

Programming

The staff provide a variety of opportunities for you to get out of your room, meet people, and build a sense of belonging in your residential community and at GSU.

Talk with your RA/GA/AC about available programming to make the most of the time you spend outside the classroom.

Programming consists of everything from small educational events on your floor or lobby to large-scale social gatherings for everyone living on campus. Some provide them with the opportunity to obtain service learning hours, which are a prerequisite for graduation.

Some of our favorite programs:

- Welcome to the Neighborhood
- Breast Cancer 5K Walk/Run
- Juneteenth 5K Walk/Run
- Turkey Trot
- Homecoming Football Game Tailgate
- Resident Appreciation Week
- Breast Cancer Week
- Housing Week (Karaoke Night)
- Campus Living Crawfish Boil

STAY IN THE LOOP

Hallway Bulletin Board

Follow us on Instagram -

@gsucampusliving

Follow us on Twitter - @

gsucampusliving

Subscribe to our channel on YouTube –

GramblingStateUniversity

Like us on Facebook – Grambling State

University Department of Residential

Life/Housing and LLC



The rationale for all policies is to ensure that every resident can take advantage of the academic and co-curricular opportunities offered at GSU. Rules – whether they are state or federal laws, city ordinances, university regulations, or departmental policies – are created for the purpose of maintaining the safety and security of each individual in the community. Residents and guests are responsible for becoming familiar with and adhering to policies outlined within the GSU Code of Student Conduct, housing contract, and all Campus Living/Housing and GSU policies. If there are any questions regarding the departmental policies, please contact our staff. We encourage dialogue to demonstrate support and to build community.

Appliances & Electronics

Residents who are uncertain if an appliance or electronic is allowed on-campus should contact Campus Living regarding the item prior to bringing it to campus.

Small appliances and electronics may be present within on-campus communities under the following conditions:

- Appliance does not have an exposed heating element or flame
- Appliance does not create/emit grease
Appliance does not override the room/apartment's electrical outlet
- Appliance does not interfere with GSU's Wi-Fi signal
- Appliance does not need to be professionally installed and/or replace an appliance provided by the Office of Campus Living and Housing

The following items are allowed in Campus Living communities as long as they are properly cleaned and stored:

- Beverage and coffee maker with an automatic shut-off
- Microwave under 800 watts and less than one cubic foot
- Refrigerator up to 5 cubic feet in size with a running wattage of less than 150 watts
- Slow cooker with automatic shut-off
- Rice cooker

Items need to be cleaned in the vicinity of either a kitchen sink or a non-bathroom sink. Food particles, such as noodles, rice, and grease must be disposed of in the garbage and not in a sink.

The following items are not allowed in Residential communities unless provided by the Office of Campus Living and Housing:

- Air conditioning units/portable air units
- Air fryers
- Candles, incense, and candle/wax warmers
- Ceiling fans
- Dishwasher
- Electronic indoor grills with automatic shutoff (Allowed in Steeples Glen kitchen areas only; not allowed in res halls at all.)
- Electronic skateboards, including self-balancing boards/ scooters, which utilize a lithium-ion battery source
- Halogen lamps, light bulbs
- High-performance personal computers (such as gaming PCs and workstations) over 800 watts.
- Space heaters
- Toasters, toaster ovens, convection toaster ovens (Allowed in Steeples Glen kitchen areas only; not allowed in res halls at all.)
- Waffle irons and hot plates with automatic shutoff Allowed in Steeples Glen kitchen areas only; not allowed in res halls at all.)
- Washers and dryers
- Wireless Internet routers or personal switches
- Wireless printers, televisions or gaming consoles with wireless enabled

DRONE

The use of drones is prohibited within residential communities outside of licensed contractors who are hired by Residential Life to clean the exterior of buildings.

Power Management

Refrigerators, microwaves, and approved high-performance personal computers must be plugged directly into a wall outlet; power strips and extension cords cannot be used for these appliances. To prevent electrical overloads, residents should avoid running multiple high-wattage devices simultaneously.

All appliances and electronics must be in good condition with special attention given to seals, electrical cords, and plugs

Only power strips with built-in circuit breakers (UL-listed, 15-amp rating) may be used

- All power strips must have the UL label approval, have a minimum conductor size of 16 AWG copper, and be three-pronged (three-conductor),
- There is a limit of one power strip per electrical outlet.
- Power strips may not be plugged into one another.
- Residents may not run power strips under rugs or mattresses, over sinks, through doorways, or through windows.

Extension cords are not allowed

Pets

Only tropical fish are allowed. (Note: University is not responsible for loss in any form or fashion of fish.) Dogs, cats, birds, reptiles, amphibians, mice, and other pets are not allowed in the residence halls. Repeat occurrences of this violation will result in removal from the residence hall without any refunded portion of the contracted yearly room rental amount. Feeding stray animals outside any residence facility is not permitted. Any encouragement of strays is considered a violation due to sanitation and health standards and will be addressed accordingly. Unapproved animals/pets are not allowed in any Housing and Campus living facility due to concerns for health, safety, sanitation, noise, and humane treatment.

Violation of the pet policy will result in a \$125 fine plus cleaning costs and/or disciplinary action. Should a resident be a repeat offender a fine in the amount of \$250 will be applied to your student account. GSU is also not responsible for what happens to any animal/pet when it is removed or while it is living on GSU property. GSU is not responsible for any injuries or damages caused by any animal or pet on campus.

Animal

A fee will be assessed to a resident's account for costs associated with any presence of unauthorized animals documented within on-campus residential communities.

Pets - Fish in a 20-gallon fish tank or smaller are allowed within on-campus housing communities. All other pets, including visiting pets, are not permitted within on-campus housing communities.

Service and Assistance Animals - In accordance with the Americans with Disabilities Act, service animals are allowed in all parts of residential communities but must be approved by the GSU Counseling and Wellness Center before the deadline: Fall- July 1st, Spring/Summer- December 1st.

Assistance animals, in accordance with the Fair Housing Act, are allowed in a student's assigned room/apartment after completing registration and receiving approval from both the GSU Counseling and Wellness Center and Campus Living Team. Assistance animals include Emotional Support Animals (ESAs).

Both service and assistance animals must be registered with Residential Life before being brought to campus.

Fees may be assessed for damages caused by authorized or unauthorized animals including but not limited to: damages to furnishings, fixtures, walls, floors; pest control treatment by Campus Living's approved pest control vendor; cleaning.

Cooking

Residents are authorized to cook in the following areas on campus:

Steeple's Glen – Apartment kitchen, personal rooms with microwaves.

Residence Halls – Personal rooms with microwaves

All cooking with grease, such as frying, is not permitted within Residential communities. Residents are responsible for maintaining the appearance and cleanliness of all used cooking areas

Disruptive Behavior

Behavior that interferes with the normal functioning of Residence Halls, Apartment Communities, or unnecessarily impedes the rights of students, residents, or staff is prohibited.

This includes but is not limited to:

- Behavior where the safety of any person or property is compromised
- Hall Sports such as basketball, football, soccer, frisbee, golf, lacrosse, hockey, gymnastics, wrestling, skateboarding, skating/roller blading, "chase" and/or "tag, and similar items or activities.
- Water fights
- Pranks
- Actions of a person or group that require the response of Campus Living Staff Members or other University Employee (GSUPD)

Grills & Grilling

Grills are not allowed in or around the Residential buildings/structures. Charcoal grills may not be stored within a resident's room or apartment. Storage of flammable items, including but not limited to, charcoal, lighter fluid, and propane tanks, are not permitted within or near Residential communities at any time.

Noise & Quiet Hours

Concentrated Study Hours

Quiet hours are observed 24-hours a day within residential communities during the university's concentrated study period, Midterms and Final Exams.

Courtesy Hours

Courtesy hours are in effect 24 hours a day within residential communities. During courtesy hours, residents should be mindful any time an in-community Campus Living staff member or fellow resident requests that the noise level be quieter.

Quiet Hours

Quiet hours are observed from 10 p.m. to 9 a.m. daily within all residential Life communities. Quiet is defined as "sound cannot be heard in another room with the door and windows closed."

Private Enterprise

Residents are specifically prohibited from conducting a business for personal profit within any university facilities, including residence halls or apartments, whether the business involves solicitation of employees and students or not.

Property Misuse & Damages

Damages - Residents are responsible for damages incurred accidentally, carelessly, or maliciously to their room, apartment and any Residential Life community. Appropriate damage charges will be assessed to the resident's university account.

Vandalism - Vandalizing university property or another resident's property is prohibited. Appropriate damage charges will be assessed to the resident's university account and will be referred to Student Conduct.

Residents and guests are not permitted to intentionally touch or tamper with belongings or property of another individual unless authorized by that individual.

Residents are ultimately responsible for maintaining the cleanliness of their room or apartment, including weekly vacuuming, sweeping, and general cleaning. Residents are asked not to use bleach or wax. Custodial staff will clean designated, common-area facilities in Residential Life communities such as lobbies, hallways, stairwells, elevators, study rooms/classrooms, and public bathrooms.

Suite Bathrooms

Residents in Steeples Glen, Tiger Village, Freshman Village, Garner Hall, Robinson Halls, and Hunter Hall are responsible for cleaning the bathrooms and/or common areas of their individual suites. Custodians will not enter suites for cleaning.

Jewett Hall Bathroom

Community-styled bathrooms are cleaned daily

Garbage and Waste Removal

Residents are responsible for placing their appropriately bagged garbage in the dumpsters located outside of residential communities. Garbage may not be kept in the hallways, stairwells, or balconies.

Food & Food By product - All food items must be properly disposed of in the trash. Bulky items, other solid food, and other food by products items cannot be placed down any sink drain (i.e. kitchen, bathroom, etc.).

Personal Hygiene Products – Personal hygiene products may not be flushed down the toilet. All items must be disposed of via trash bag.

Registered Animal Waste – Student partners are responsible for properly containing and disposing of the registered animal's indoor and outdoor solid waste (e.g. feces).

Mattress Pad and Toppers

Mattress pads and/or toppers are allowed to be used within Residential communities. However, residents are responsible for the cleaning and care of the mattress pad and/or topper, including periodically removing any bedding from the mattress pad, topper, or mattress to allow for these items to air out.

Medical Supplies

Residents are responsible for properly disposing of hypodermic needles, syringes, or other biohazardous materials needed for medical reasons.

DECORATIONS

Residents are encouraged to decorate their living space by adhering to the following guidelines:

- No item may be permanently affixed to, cause damage to, or leave adhesive residue on any surface in the living space
- Empty food containers of any kind must be disposed of and are not to be used as decoration
- Live trees and wreaths are not permitted in or near residential communities
- Contact paper, including wall decals, may not be used within residential communities

Doors

Door decorations cannot obstruct the room number, peephole, locking mechanism, and/or doorknob and are subject to approval by Campus Living and Housing.

Floors

Adhesives or floor-affixing products, including those labeled or advertised as temporary, removable, or surface safe, may not be used within residential communities.

Walls

- All items hung on walls must not leave adhesive residue nor marks of any kind, including chipped paint
- No items may be hung from a room’s ceiling or life safety equipment including alarms, detectors, sprinkler heads
- Residents are not allowed to mount electronics to walls

The following table indicates which Residential Life communities are appropriate to use limited push pins OR command strips like products to hang items:

PUSH PINS		COMMAND STRIPS	
Attucks Hall	Holland Hall	Attucks Hall	Holland Hall
Douglass Hall	Adams Hall	Douglass Hall	Adams Hall
Bowen Hall	Tubman Hall	Bowen Hall	Tubman Hall
Wheatley Hall	Jones Hall	Wheatley Hall	Jones Hall
Pinchback Hall	Truth Hall	Pinchback Hall	Truth Hall
Bethune Hall		Bethune Hall	Richmond Hall
Steeple Glen		Steeple Glen	Jewett Hall
Knott Hall		Knott Hall	Garner Hall
		Robinson Hall	Hunter Hall

Windows/Balconies

It is not permissible for residents to hang or place anything in or on windows that may be viewed from the outside of the building other than blinds or curtains.

It is not permissible for residents to hang or place anything on or from a balcony, porch, or Residential Life building

Doors

Tampering with, forcing, or disabling a door's locking mechanism is prohibited. Additionally, propping a main entrance or locked door and leaving it unattended is prohibited.

Furniture

Residents are responsible for all furniture and its condition upon checkout of their space. All Residence Halls provided furniture must remain within the assigned room or apartment. Furniture must remain within the space where it is placed within the residential community, including common areas such as lobbies, classrooms, study rooms, etc.

Balconies & Porches- Steeples Glen/Richmond

Small plant containers are the only items allowed on balcony and porch areas within the apartments as long as the plants do not impede a 36-inch clearance from the doorway, on breezeways and stairs. No other items may be stored on or attached to balconies and porches, including signs and decorative items.

Room/Apartment Occupancy

If a room/apartment becomes occupied at less than normal capacity, residents are not permitted to occupy with personal belongings or deconstruct furniture reserved for the vacant portion of the room/apartment.

Street Signs and State and Local Property

Displaying and possessing street or traffic signs, signals, markings, and/or barriers in residential communities is prohibited.

The presence of a guest in a residential community must not compromise the personal or academic well-being of roommates, suitemates, or other building residents.

Guests are welcome in all shared areas in a room, suite or apartment, only upon agreement of all roommates/suitemates. A roommate/suitemate has the right to ask a guest in a shared area to leave at any time.

Guests may be present in common areas within a residential community as long as they are escorted by a resident of the residential community, and it is within visitation hours.

Visitation Hours in Residence Halls/Apartments

Monday - Sunday: 12:00p.m. - 11:00 p.m. **Visitation Hours are subject to change.**

Guest

– Guest is defined as any person who is not an authorized resident of the specific room in question. Each guest must have a resident host and be escorted at all times within the residential community. Residents are responsible for notifying guests of university and Campus Living policies and procedures and will be held accountable for the behavior of their guests. Guests will be asked to leave the building or community by Campus Living members if they are found to be disrupting the residential community or in violation of Campus Living or GSU policy.

GSU Affiliated Guest

Current GSU students who are guests of a residential community must meet their resident host at the RA Office to sign in and be escorted in the residential community at all times. The guest can be asked to present identification (state or federal ID) upon request by the Campus Living or GSU employee. Failure to present can result in removal from the residence hall.

Non-GSU Affiliated Guest

Guests who are not GSU students must meet their resident host at their RA Office to sign in and be escorted in the residential community at all times. The guest can be asked to present identification (state or federal ID) upon request by a Campus Living or GSU employee.

Number of Guests

The total number of guests allowed within a residence hall room is limited to double the number of beds assigned to the room.

Cohabitation

Cohabitation exists when a person who is not assigned to a particular residence hall room or apartment uses that room or apartment as if they were living there. Cohabitation is a violation of the housing agreement and is not permitted.

Escort Policy

All guests must adhere to visitation hours and be escorted by their resident host within residential communities. Guests must use gender-appropriate rest rooms in the community. Bathrooms located within suite-style rooms are designated to the gender of the suite's occupants. Guests cannot be left alone anywhere within residential communities, including the room or apartment, when a resident host is not present.

Overnight Guests

Overnight guests are permitted with Campus Living and roommate approval, which must be secured prior to the guest's arrival. Overnight guests must be 18 years of age or older. Overnight guests are allowed to stay for a maximum of two (2) consecutive nights, limited to two (3) nights per semester within an assigned space. In residence halls, the overnight guest must be the same gender as the occupants of the room.

Subleasing/Extra Residents

Residents are prohibited from subleasing their room/apartment to another person through any means, including rental websites and/or apps.

Bicycles

Bicycles cannot be stored in the resident's space and must be properly secured in a bicycle rack on campus. Bicycles being transported through residential communities must be walked or carried. Residents are not to ride bicycles through buildings and on sidewalks for pedestrians.

Electronic Skateboards, Scooters, Bikes

Electronic skateboards, Scooters, and Bikes, including self-balancing boards/scooters, and any similar personal transportation equipment which utilize lithium-ion batteries are prohibited from being used, stored and/or charged in any residential community. Only ADA-approved, Power-Driven Mobility Devices are permitted within residential communities.

Scooters, Motorcycles

Scooters and motorcycles must follow parking and traffic rules and are not permitted on sidewalks. Scooters and motorcycles are not permitted inside of any Residential Life building. Scooters and motorcycles must be parked in accordance with regulations set forth by GSU Traffic Office.

Skateboards, Skates

Skateboarding and skating is not permitted in and/or around Residential Life property and communities. These items must be stored within a resident's room or vehicle.

Candles and Incense

Candles and incense are not permitted in residential communities. Battery-operated candles, potpourri, oil scented reed diffusers, room sprays, and scented electrical plug-ins are permitted within residential communities.

Evacuation

Residents and guests are required to evacuate a building when an alarm sounds, emergency flashing lights have been activated, or when instructed to do so by GSU staff members or emergency personnel. Re-entry into a building is prohibited until approved by GSU staff members or emergency personnel. See evacuation locations in the safety section of this handbook.

Flammable Items

Items with an open flame or heating source such as lighters, charcoal, lighter fluid, and other flammable items are not allowed in the Campus Living buildings.

Personal Safety Items

Residents and guests are allowed to possess items such as pepper spray and mace for personal safety within residential communities. The use of these items to intimidate or harm another person is prohibited.

Safety Equipment

Safety equipment including sprinklers, smoke detectors, emergency doors, heat sensors, fire exit signs, fire extinguishers, pull stations, hoses, alarm bells, and any other safety equipment is necessary to safeguard residents. Deactivating, handling, using, or interfering with any fire or safety equipment for any reason other than an emergency is prohibited.

Sprinkler System

Residents are prohibited from hanging items from, covering, or otherwise tampering with fire sprinkler devices and emergency doors.

Weapons

Possession and use of firearms (including but not limited to air pistols, BB guns, and paint guns), facsimile weapons (any replica, toy, starter pistol or other object that bears a reasonable resemblance to or that reasonably can be perceived to be an actual firearm), ammunition, explosives, fireworks, knives (other than kitchen utensils), or dangerous weapons is prohibited in or around residential communities.

Windows

Residents are not permitted to throw anything from windows within residential communities. Screens must remain on windows at all times. Additional information listed in the decorations section.

Keys and Locks

For the safety of all residents and their belongings, residents must lock the doors to their rooms when not present. Residents are NOT permitted to install their own locks in their rooms, closets, apartments, and bathrooms. Residents must always have their keys and GSU ID card on their person. The key (physical or card access) to a resident's room is to be used/ possessed only by the resident. Residents are responsible for all keys (physical and card access) issued to them by Campus Living and Housing.

Card Access & Keys

The Card Access card (Slide Key) is used to gain access to residence halls, apartments, lounges, laundry room, and living areas. If lost, there will be a \$10 fee assessed to your account. Report the Key Office for a replacement. The hard key will give you access to your individual room door in apartment styled units. If lost, there will be a \$75 fee assessed to your account. Please place a work order for a new hard key.

Copying of Keys

Copying of keys (physical and card access) issued by Campus Living and Housing is prohibited.

Lock out Policy

Campus Living staff members at a RA service desk may assist residents accessing their room, apartment, or suite bathroom if they are locked out. Repeated lockouts will result in a \$25 to \$75 charge to a resident's fee bill. Student must present identification to gain access.

Lost or Damaged Keys

Residents must immediately report a lost or damaged key (physical and card access) to their RA Office for proper replacement. A lock and key replacement charge will be assessed to the resident's account. Residents are liable for fees to replace any key (physical and card access) not returned to Campus Living and Housing upon check-out. Once the lock change is made, the person who lost the key will be charged for Tiger Village \$75 (hard key)/\$10(card key), for Traditional—\$75(per key), for West Campus\$ 50 (per key)/ \$10(card Key). Steeples Glenn \$100 hard Keys and \$10 slide key. For lockouts, staff members will utilize a gaining entry form and must verify the student's identification.

Personal Surveillance Equipment

Video/audio recording and photography in residential communities must not interfere with residents' and guests' rights to a reasonable expectation of privacy in their living space or to the routine activities of the community. Recording may not pose a security or safety risk. The planned or possible use or reuse of the video/audio recording and photographs for distribution or transmission must be consistent with Campus Living and Housing's Appliances & Electronics policies, the Code of Student Conduct, University policies and applicable laws. Students are not allowed to have doorbell cameras or cameras inside of the room. Those found in violation will be sent to student conduct and removed from on-campus housing.

Solicitation

Commerical soliciation , such as door-to-door sales, leaving flyers or menus on or under doors, is prohibited within residential communities.

Suite & Apartment Bathrooms

Residents are not permitted to enter a bedroom through bathrooms in suite-style rooms without the permission of the occupants of the room.

Residents are not permitted to install locking mechanisms on bathroom doors.

Trespassing

Within each residential community, there are areas that residents are not allowed to enter such as the roof and maintenance closets/hallways. Residents are responsible for contacting a Campus Living staff member to determine the areas that are off limits within their community.

Residents are also not allowed to enter another resident's room without permission from and the presence of that resident. A fine of \$250.00 will be charged to the student for passing their key to non-occupants of the room.

SUBSTANCES

Alcohol

The possession and/or consumption of alcohol while living within residential communities is restricted. These restrictions are designed to ensure the safety and well-being of all residents. Residents must conduct themselves in accordance with the Living on Campus Handbook and GSU's Code of Student Conduct policies. Disorderly conduct, disruption of the university functions, and excessive and endangering consumption leading to medical assistance or GSU Police Department intervention are grounds for violation and documentation.

Consumption and/or possession of alcoholic beverages are not permitted by anyone in/on balconies, stairways, hallways, courtyards, parking lots, laundry rooms, or any public area within residential communities.

Alcohol containers are not allowed in the residential community as decoration. Decoration is defined as the container with items (i.e. flowers, marbles, stones, etc.) on display on the inside of the container.

Drugs

Illegal use, possession, distribution, or manufacture of drugs or controlled substances is not permitted within or near Campus Living buildings. Possession or use of drug related paraphernalia is also prohibited.

Tobacco, Vaporizers, & Electronic Cigarettes

The use of tobacco, tobacco products, vaporizers/vapes, and electronic cigarettes is prohibited on campus and within residential communities. Residents will be assessed a fee to their university account in incidents where the room, apartment, or building alarm system is activated due to the use of these products or found in violation by a Campus Living Staff member,

Abandoned Property

The Office of Campus Living and their staff are not responsible for any student property left in any on-campus property. In the event property is left in a room or apartment after the housing agreement period is over, or any additional reason given to vacate the housing assignment listed in the housing agreement, the property will be removed and discarded. An attempt to contact the presumed owner(s) of the property and arrange a retrieval appointment will be completed by Campus Living staff. The property will be disposed of 14 days after being removed from the room or apartment. Appropriate charges will be assessed to the resident's account.

Assistance or Service Animals

Campus Living and Housing is committed to providing access to housing and programs. To correctly complete the registration and approval process for your assistance or service animal, review the information outlined on the GSU Counseling and Wellness Center. This establishes the process and procedures to enable residents with a disability to reasonably introduce their assistance or service animal into residential communities before being brought to campus.

Agreement Appeals

The Office of Campus Living and Housing housing agreement is binding for the full academic year. Exceptions may be made for those residents who have a significant and/or documented medical reason through the appeals process where each request is reviewed case by case.

Agreement Review

The Department of Residential Life reserves the right to either relocate a resident to a different housing assignment or remove a resident from living on-campus based on the criteria outlined within the housing agreement

Appeals

If a resident is fined, the resident is able to appeal the damage charge(s) within 2 business days of the email notification by completing the Campus Living Violation Appeal Form: https://cm.maxient.com/reportingform.php?GramblingStateUniv&layout_id=5. All appeal requests will be reviewed on a case-by-case basis. Appeals should include at least one of the following criteria: the charge amount is not appropriate for the incurred, the resident did not reside in the space when occurred, the resident is not the responsible party, and/or another individual is taking full responsibility for the charged. The appeals committee will review your appeal within 5-7 business days.

Live-on Requirements

All GSU first-year, full-time students are required to live on campus unless they meet the off-campus requirements. Guaranteed on-campus housing for first-year students not only provides incredible academic benefits (increased GPA, retention and graduation rates), but it also offers an immediate opportunity for Tigers to make new friends and build a community, which eases the transition between high school and college.

Return to Housing from Medical or Behavior Treatment or Care

For incidents where a resident is transported, voluntarily or involuntarily, to a medical or behavioral health treatment center, the resident may be required to provide information to the Office of Campus Living and Housing for the resident to return to on-campus housing.

When a resident's behavior endangers the life of a person, threatens the functionality of a safe and comfortable community, or a resident has a history of conduct violations, the Office of Campus Living and Housing may review the resident's agreement for housing. During this process, a decision to terminate the housing agreement, relocate to another on-campus location, or allow the resident to remain in their current location is made.

Room Change Process

A resident may request a room change throughout the semester through their Housing Portal or in person to a Campus Living Staff Member. There is a 2 to 3-week freeze period at the beginning of each semester until 14th day of classes to view vacancies more accurately for available options. Room changes may occur regularly throughout the semester; however, residents will only be allowed to move during the designated time frames as outlined below and as space allows.

Residents will submit their own requests through the Housing Portal during Walk Day. On the form, residents will submit any room/building preferences, including exact room numbers for a known vacancy or preferred roommate. Residents will acknowledge possible rate increases/decreases based on residential community and room type while complete the form.

Based on space availability, residents will be given the opportunity, during a specified time frame at the beginning of each semester, to request an assignment to another residence hall or apartment room. All room changes must be initiated in the Campus Living & Housing Office. Room changes are based on available space and must be authorized with valid reason. Each student who will be moving must be present to request permission to change. You must first go to the Campus Living & Housing Office to secure permission before any change or transfer of belongings takes place. A prorated room charge will be applied when moving from one room style to another. Moving without permission for on campus students results in \$100 fine. Use the following procedure in making a room change:

Room Change Authorization

- Obtain authorization from the Campus Living & Housing Office.
- Removal of items from original room assignment
 - Go to the original room assignment and remove all belongings.
 - Sweep, mop, and clean your area of the old room.
 - Go to the RA office to check-out.
- Once you receive proof of checkout, go to Campus Living Office, to receive the new assignment.
- Then, go to the building you are moving into, the fill room change form receive your stamp and take the form to Robinson Hall.
- Room changes are not complete until proof of checkout is returned. Failure to do so will result in additional charges.

If approved for a room change, a resident will receive a call or email from the Campus Living Staff with instructions and their newly assigned space. When moving, all residents shall provide their confirmation email to verify their move and are expected to check out of their old space with a Campus Living staff member and return their old key. Failure to do so may result in charges to the resident's account.

Housing Rates

GSU housing rates are based on the room being occupied at its normal capacity. During fall and spring semesters, if your room becomes occupied at less than normal capacity, you are not permitted to occupy with personal belongings or deconstruct furniture reserved for the vacant portion of your room. You may be contacted by Campus Living to exercise one of the following choices:

1. When and where available, residents may opt to privatize a partially occupied space by agreeing to pay additional charges for the private room each semester. This option applies only to those living in double occupancy. The privatization rate for these spaces is 1.5x the double room rate posted for the space being privatized. This process typically takes place after registration for each term.
2. Request assignment to another building/room or pull in a desired roommate into the under occupied space.
3. Identify that you are willing to accept a roommate at any time as directed by Residential Life, which includes leaving the open space available for move-in at all times. Room changes are subject to pricing changes. Please be sure to discuss any pricing concerns with the Assignments Team. Additional rent charges or refunds, if applicable, will be applied to your student fee bill. If for any reason you are required or allowed to move to a different residence hall room or apartment, you will be charged or refunded the difference between the two rates (prorated for the remainder of the term).

Room changes are subject to pricing changes. Please be sure to discuss any pricing concerns with the Office of Campus Living Staff. Additional rent charges or refunds, if applicable, will be applied to your student account. If for any reason you are required or allowed to move to a different residence hall room or apartment, you will be charged or refunded the difference between the two rates (prorated for the remainder of the term).

Room/Apartment Entry by Staff

Authorized personnel may enter a resident's room or apartment under the following circumstances. Campus Living staff members will lock any unsecured doors found during the room/apartment entry process.

- When occupant in a room/apartment provides permission
- When there is an immediate threat, or reason to believe that there is a threat, to the health and/or safety of residents or property
- When it is necessary to preserve campus order, security, or discipline
- By search warrant issued by an agency of the law
- During fire drills, alarms, or severe weather evacuations
- For purposes of routine maintenance repairs or inspections
- To shut off unattended loud stereos, radios, alarm clocks, telephones, or other noise-producing devices, after attempting to contact the residents of the room/apartment
- To open doors for suite-bathroom lockouts Student Privacy
- To conduct health and safety inspections after sending at least 24-hour notice
- To conduct quarterly pest control treatments
- To clean bathrooms within suites
- To change air filters in heating/cooling units once a month
- To complete maintenance requests or repairs
- To conduct end of the semester room inspections
- To conduct room inspections prior to a resident moving out
- To conduct room inspections after a resident moves out
- To conduct room inspections prior to a resident moving in

Blocking doors are prohibited. Students with blocked doors will be sanctioned and fined \$500.

Student Privacy

The purpose of Student Privacy Rights are to inform all concerned of the rights and prerogatives of students under the Family Educational Rights and Privacy Act of 1974 (FERPA) and to outline procedures for those students who wish to inspect, review, amend, or challenge disclosure of their education records.

The Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment) is a Federal law that helps protect the privacy of student education records. The Act provides students the right to inspect and review education records, the right to seek to amend those records, and the right to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The Act applies to all institutions that are recipients of federal aid administered by the Secretary of Education.

Your FERPA rights begin when you have enrolled; that is, when you have scheduled classes, paid fees and classes have begun. FERPA governs and protects students' rights to their individual educational records. The primary rights protected under FERPA are as follows:

1. Students' rights to review and inspect their educational records within 45 days from the day the University receives a request for access.
2. Students' rights to have their educational records amended or corrected. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the director of the appropriate office, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing will be provided to the student when notified of a hearing.

3. Students' rights to control disclosure of certain portions of their educational records.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an educational record to fulfill their professional responsibility. All students' educational records are open to the president, the vice presidents, the academic deans and directors, and the dean of students. In addition, the following individuals are also Grambling State University officials:

- A person employed by the University in an administrative, supervisory, academic, research or support staff position, including health and medical staff and teaching assistants and student assistants.
- A person appointed by the Board of Supervisors.
- A person employed by or under contract to the University to perform a special task, such as a university attorney.
- A person employed by the GSU Police Department.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

4. Students' right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

Student Statements

Student Statements give students the ability to report facts, observations, and relevant information regarding an incident. The submission of a student statement does not automatically mean a resident is deemed responsible for the alleged violation. The student statement must be submitted to the Area Coordinator, who will then mediate and address the issue. Student Statements can be located online at www.gram.edu.

Theft and Vandalism

The best guarantee for the security of your personal property is a locked room door. Most thefts in the residence halls occur due to unlocked doors. If your door is equipped with a deadbolt, remember to lock it as well. Belongings can be insured in a family's homeowner's policy, renter's insurance, or personal property insurance. Students are encouraged to have such insurance and write down serial numbers of valuable items and store in a safe place. Register items with University Police by use of personal property form. Students who witness vandalism should report it to a Department staff member or University Police at 318-274-2222.

Disciplinary Action

Students are referred by residence hall staff to one of the following University agents for disciplinary action:

1. Campus Living & Housing
2. Student Conduct

3. University Police Disciplinary action(s) may include warnings, restrictions, community service, probation, relocation, suspension, expulsion, or prosecution.

Details regarding student conduct and disciplinary action may be found in the University's "Code of Student Rights, Responsibilities, and Behavior" found in the Grambling State University Student Handbook. Copies may be obtained from the Student Affairs Office in Grambling Hall. The following regulations are designed not to be all-inclusive but to be an aid for students living in the residence halls. The Department reserves the right to modify the regulations to best serve the students.

Disciplinary Dismissal or Administrative Cancellation

If the university discovers information that may threaten the health or safety of others, including University students, faculty, staff, or guest, Grambling State University may cancel the housing agreement at any time based on the threat to the health and safety of others. After the 14th class day, the student is responsible for all housing and meal fees.

Emergency Communication

In the event of an emergency, GSU will reach out to student using various platforms. The university has multiple ways of communicating emergency situations to students, faculty, and staff:

EMERGENCY TEXT MESSAGING SYSTEM

If you have not already done so, sign up for the university's emergency text messaging system by visiting your banner account to update your information.

G-SAFE APP

The G-SAFE mobile app is a free tool designed to improve the safety and security of the GSU Community and is available to everyone—students, faculty, staff and visitors.

BROADCAST E-MAIL

Anyone with a university e-mail address will receive broadcast e-mails.

GSU WEBSITE

Access the university web site at gram.edu for information.

Emergency Preparation

Save the numbers in the black box above on your cell phone now in case you ever need them. Also, post them in a convenient and visible location at your residence. By saving a few minutes during an emergency, you could save a life.

G Safe App

Use G Safe to add an additional layer of protection to your campus experience by utilizing tools such as: Panic Slider, Submit Tips and Safety Timer. The G Safe App functions as a portable emergency button you can carry with you at all times and is free to download on all Android and iOS operating systems. It allows you to instantly place emergency calls to local police, fire, and EMS, and also includes the ability to submit an anonymously report safety concerns while attaching photos/videos, which pinpoints your location to GSUPD and indicates you are experiencing an emergency. Non-emergency reports can also be filed through the app if you observe concerning behavior on campus.

Transportation

Grambling State University provides transportation services to all new and returning students. The Office of Student Transportation is student- managed and offers airport transportation to and from the Monroe and Shreveport airports (for specific times of the year), local shopping malls and off-campus doctor's appointments. For additional information, please email the Office of Student Transportation at gsutransportation@gram.edu or by calling 318-274-4095.

NUMBERS TO KNOW

GSU Campus Police Department
(318) 274-2222 (24-hour number)
(318) 274-2219

Grambling City Police Department
225-389-2000

Student Transportation
318-274-2325

GSU Health Center
318-274-2351

GSU Wellness and Counseling Center
318-274-3277

Office for Civil Rights and Title IX
318-274-2660

Personal Safety

What you can do to protect yourself?

- When walking at night, keep to well lit, commonly traveled routes.
- Familiarize yourself with campus. Avoid taking shortcuts through dark, isolated areas, especially at night. Walk purposefully, know where you are going, and project a confident image.
- If you feel threatened, contact police via the G Safe App, locate an emergency phone, or enter a store or place of business even if you have just left it.
- Have your room and car keys ready; carry them in your pockets or have them easily accessible.
- Lock your doors and windows when you are not in your room or are sleeping.
- Do not post personal contact information such as phone numbers or your on-campus address on public web sites or social media.
- Don't feel safe walking at night? Call GSU Police at 318-274-2222.

Severe Weather Procedure

In case of severe thunderstorms or tornados, you should immediately move to the interior of your residential Life community, away from windows. In the event of a hurricane, the university will provide instructions via the GSU website, emergency text messaging system, and student emails. In all severe weather situations, be sure to stay in contact with and follow the instructions of Campus Living staff members.

Prior to an emergency, such as severe weather, you should determine your personal evacuation plan.

Severe Weather and Tornadoes

In the event a tornado is reported or sighted, all persons within the residence halls should move to a safe area. Action should be taken to prevent personal injury from falling objects or flying debris. Inner hallways, enclosed stairwells or lobbies (without glass) are suggested areas of safety.

- 1st floor residents, move to the 1st floor hallways in Jewett and Jeanes Halls
- Bathroom in the rooms of Tiger Village, Hunter, Robinson, Garner, Steeple's Glen, Richmond, and GSU West Campus.

Community Safety

What can you do to protect our residence hall and apartment communities?

- If you see suspicious persons in or around your Residential Life community or feel threatened at any time, contact the GSU Police Department immediately and report it to the RA Office of your residential community.
- Never prop open a door.
- Never let someone you do not know into a building.
- Observe all policies and procedures.
- Report any security concerns to a Campus Living staff member.

Emergency Procedure

BOMB THREAT

If you receive a bomb threat or any other type of threatening telephone call, you should remember the following:

1. Remain calm.
 2. Attempt to identify background noises such as traffic sounds, machinery running or voices which may assist in determining the location of the caller.
 3. Attempt to identify caller's voice. Is it female or male, high or low pitch, heavy or light accent or no accent at all?
 4. If bomb threat, ask what TIME the bomb is scheduled to detonate, the location of the device, and the REASON for the placement of the bomb. Write down the above details for Grambling State University Police and, above all, **DO NOT HANG UP THE TELEPHONE.**
- Notify the Grambling State University Police Department at (318) 274-2222.
 - Notify the appropriate supervisor.

Medical Emergency

If a medical emergency occurs from 8:00 a.m. to 5:00 p.m., Monday – Friday, the Campus Living staff member will call University Police. Should a major emergency occur please call 911. If a medical emergency occurs at any other time, the Campus Living Staff member will call University Police and have the student transported to Northern Louisiana Medical Center. The staff will try to verify a medical history, get student's home phone number and address.

Intoxicated Person

If someone is found to be intoxicated, call University Police, and be prepared to give the following information.

- Your name and location
- Nature of the emergency
- Location of the person
- Number of people involved

DO NOT:

- Give the person any type of medication
- Give the person a cold shower
- Give the person any liquid
- Attempt to control the person

DO:

- Keep the person comfortable until University Police arrives.
- Place a garbage bag in a can next to the person so he/she may vomit if necessary.
- Check the person periodically to monitor his/her breathing
- Walk or exercise the person

Mental

Call the Counseling Center: Monday-Friday between the hours of 8:00 a.m.-5:00 p.m., for anyone that you feel may be experiencing emotional problems at 318-274-3338. During all other times, call University Police at 318-274-2219 or 2222.

Death

In the event a student or non-student is found dead in the residence hall, you should:

- Call University Police at 318-274-2219 or 2222
- Call the appropriate Campus Living and Housing supervisor's (office)
- Do not attempt to contact/notify the resident's family nor the media. The Vice President for Student Affairs will notify the family or media.
- The Campus Living staff, along with the resident's roommate, will pack the deceased personal belongings and make arrangements for the parents/guardians of the deceased to pick up the personal items.

Emergency Procedure

Missing Student

In compliance with the Missing Student Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of Grambling State University Student Affairs and University Police to investigate any report of a missing student who resides on campus at Grambling State University. This policy, with its accompanying procedures, establishes a framework for cooperation among members of the University community aimed at locating and assisting students who are reported missing.

- A student shall be deemed missing when he or she is reported absent from the University for more than 24 hours without any known reason. All reports of missing students shall be directed to Grambling State University Police which shall investigate each report and make a determination whether the student is missing in accordance with this policy.
- Each student living in an on-campus student housing facility has the option to identify an individual to be contacted by the university not later than 24 hours after the time that the student is determined to be missing in accordance with official notification procedures established by Grambling State University
- Each student living in an on-campus student housing facility has the option to register confidential contact information in the event that the student is determined to be missing for a period of more than 24 hours. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.
- Each student over the age of 18 has the option of opting out of the Missing Student Policy as per the Missing Student Procedures 20 USC L092(j) (Section 488 of the Higher Education Opportunity Act of 2008), through signing a waiver on the Missing Student Policy Form. If a missing student is under 18 years of age, and not an emancipated individual, the university is required to notify a custodial parent or guardian of the missing student not later than 24 hours after the determination by University Police that the student is missing.
- University Police may also notify the Grambling City Police and other law enforcement agencies no later than 24 hours after it determines that the student is missing, even if a student has not registered a contact person.
- If Grambling State University Police has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to the campus, the institution will initiate the emergency contact procedures in accordance with the student's designation.
- In keeping with trends across the nation, Grambling State University Student Housing is configured for apartment style living and therefore may not adhere to regular or prescribed timelines for monitoring students. Student welfare and safety is paramount to the institution; however, the University recognizes and makes known its limitations in obtaining accurate and timely information on the whereabouts of students.
- The Vice President for Student Affairs shall have the responsibility to make the provisions of this policy and the procedures set forth below available to students.

Procedure Notification:

Any report of a missing student, from whatever source, should immediately be directed to Grambling State University Police.

When a student is reported missing University Police shall:

- a. Initiate an investigation to determine the validity of the missing person report
- b. Contact the Vice President for Student Affairs
- c. Make a determination as to the status of the missing student.
- d. Notify Grambling City Police or other appropriate law enforcement agencies within 24 hours after determining that the student is missing.

When contacted by the University Police, the Vice President for Student Affairs shall:

- a. Notify the Office of Campus Living and the President's Office.
- b. If, on investigation of the official report, University Police determines that the student is missing, the Vice President for Student Affairs will notify the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing.
- c. If the missing student is under the age of 18, and not an emancipated individual, notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing.

The Vice President for Student Affairs shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.

Emergency Procedure

Sexual Assault

Sexual misconduct happens a lot on college campuses, but change can start with us, with our voices and with our actions. Change starts on the campus of Grambling State University NOW!

We don't ignore the problem, we confront sexist language, and we speak up about sexual misconduct.

If you or anyone you know have been victim of sexual misconduct, please contact or visit

Kennedy Jones, JD, LL.M
Director, Office for Civil Rights and Title IX
Title IX Coordinator
Email: jonesken@gram.edu
Phone: 318- 274-2660
Campus Location:
Brown Hall Room 127

Sexual Conduct Incident Reporting Form

www.gram.edu Student Life Campus Living Applications & Forms Sexual Misconduct Incident Report
https://cm.maxient.com/reportingform.php?GramblingStateUniv&layout_id=

Fire

In the event of a fire or other emergency please remember the following steps to safely evacuate the building:

- Pull the fire alarm if it has not already sounded, so that everyone will be alerted of the need to evacuate the building. If the fire alarm has sounded, begin evacuation of the building.
- All building occupants must exit the building at the nearest exit to the room that they are in. If the nearest exit is blocked due to fire or an emergency, the next safest exit should be used.
- The last occupant of each room should shut the door to the room. This will help prevent fire and smoke damage to the room.
- Contact a Campus Living staff member, the University Police at 318-274-2222 or dial 911, once you are safe.
- Once you have evacuated the building please go to the designated assembly area for your building, if it is safe to do so (buildings may have more than one designated assembly area).
- A Campus Living staff member must account for all of their residents after the evacuation. If a person is thought to be missing then you should tell emergency personnel (fire, police, safety, etc.) as soon as possible. Tell the emergency personnel the name of the missing person and the probable location in the building. Try to confirm that the person is actually missing. Make sure that they did not come out of a different exit. If possible, make sure that their car is still in the parking lot. If the person is located, tell emergency personnel immediately so that they do not risk their lives looking for this person.
- No one is allowed to re-enter the building until the fire dept., police, safety, or other qualified personnel confirm that the building is safe to re-enter.
- Once the evacuation is completed a Campus Living staff member will complete and submit a fire drill/ building evacuation

Each residence hall room is equipped with a smoke detector. Periodically, campus living hall staff members and licensed technicians will test the smoke detectors to insure they are functioning properly. (If there is a problem with the smoke detector in your room, please notify a campus living staff member immediately). Do not tamper with the smoke detector or any fire prevention equipment at any time. Students, who tamper with fire prevention equipment are fined \$500 and referred to the Office of Student Conduct. Students may also incur additional penalties as mandated by the State Fire Marshall and may be recommended for removal from University Housing. Residents that reside at GSU West Campus must contact the housing staff when smoke detectors sound.

Emergency Procedure Designated Assembly Areas for Evacuation

The Campus has selected evacuation areas near buildings to serve as designated assembly areas in the event of a fire. This places the occupants far enough from the building to protect them while also ensuring that emergency services have access to the areas where they will need to stage themselves.

Residence Halls	Outdoor Location & Letter
Steeple's Glen	Empty space across from Steeple's Parking Lot near Knott Hall (F)
Jones Hall	Truth Parking Lot near gate (T)
Adams Hall	Police Station Parking Lot (O)
Tubman Hall	Parking Lot behind Tubman Hall (R)
Holland Hall	Police Station Parking Lot (O)
Knott Hall	Bethune Hall Parking Lot (E)
Douglass Hall	Across the street near Men's Gym (S)
Attucks Hall	Across the Street near Men's Gym (S)
Bowen Hall	Across the Street near dumbsters (D)
Bethune Hall	Bethune Hall Parking Lot (E)
Truth Hall	Truth Parking lot near gate (T)
Garner Hall	Across the street (D)
Jewett Hall	In Front of Grambling Hall (A)
Robinson Hall	In Front of Brown Hall (J)
Hunter Hall	Side of Cafe (I)
Pinchback Hall	Evacuation Area C - In front of Water Tank
Wheatley Hall	Evacuation Area C - In front of Water Tank
Houses & Triplex	Front Entry Gate
West Campus 100-800	Front Entry Gate

Fire Safety Training and Education

All Resident Assistants (RA), Community Assistants (CA) Area Coordinators (AC) receive fire training and education each year. The initial residence hall meeting with students includes fire safety, fire alarm responsibilities and evacuation procedures. Fire drills are an important part of fire safety training. Students are given information to direct them to our "[Residence Hall Tiger Bulletin](#)" when they check-in at their residence halls. This document contains the fire alarm policy and the fire evacuation procedures for the residence halls. The students also receive a copy of the "[What to Bring & Not to Bring](#)" which includes listings of items that are prohibited in the residence halls.

Fire Drills

Two fire drills are held in each residence hall per year. These drills are announced and unannounced drills and day and evening drills. Residents must evacuate the building immediately when the alarm sounds.

Electrical Appliances and Equipment

Electrical appliances such as crock pots, electrical grills, fry daddy's, outside grills, hot plates, coffee makers, toasters, toaster ovens, sandwich makers or any other open heating element are not permitted in student rooms. Anyone found in violation will be charged a fine of \$500 and the belongings will be confiscated and returned at the end of the semester. Irons are allowed. Microwaves under 600 watts are permitted. Electrical appliances that cause disruption to the residence hall circuits by overloading, shorting, or creating line disturbances such as window air conditioners, refrigerators more than 2.5 cubic feet are not permitted. TV's, computers, radios, hair dryers, shavers, floor or box fans, clocks, typewriters, and stereos are permitted. Outside antennas for TV's are not allowed. All electrical devices need to be plugged into a surge protector for safety. Surge protectors are required for all electrical usage.

Flammable Items

Flammable items such as lighters, lighter fluid, and gas are not allowed in or near the Residential Halls.

Smoke Free Campus

All university residence halls and facilities are non-smoking. Illegal use, possession, distribution, or manufacture of drugs or controlled substances is NOT PERMITTED in residential halls. Any student found smoking in the residence hall (room, hallway, in front of building, campus, etc.) will be fined \$500.00 and sent to Judicial Affairs. Possession or use of drug paraphernalia (hooky bong, grinders) is prohibited includes E-Cigs, all cigarettes, cigars, vaporizers, and smokeless tobacco.

Fire Safety

If a fire alarm is sounded, remain calm but YOU MUST LEAVE THE BUILDING AS QUICKLY AS POSSIBLE. Students should not re-enter the building until Housing or University official has instructed you to do so. Fire drills are conducted each semester. Should a student fail to comply with the fire drill, the student's account will be assessed a fine of \$500.00. The burning of incense of any kind is not permitted in the residence halls. These items are considered a safety risk and will be immediately confiscated and discarded if found and will result in a fine. Additionally, fireplace usage is PROHIBITED. Any student found in violation will be fined and referred to Judicial Affairs.

Tampering with Fire Equipment, False Alarms

Student (s) responsible for discharging fire equipment, tampering with alarm horns, smoke detectors or false fire alarms shall be referred to the Office of Student Judicial Affairs and may also be prosecuted through the criminal courts and are subjects to fines and monetary penalties as mandated by the State of Louisiana. State fire code prohibits the burning of incense or candles in rooms, suspending items from room ceilings and sprinklers. Any item with an open heating element or that exceeds specified wattage is prohibited within the residence hall. All fire violations result in a mandatory judicial processing, which may include monetary charges, fire education seminar and/or community service.

Fire Safety Training and Education

All Resident Assistants (RA), Community Assistants (CA) Area Coordinators (AC) receive fire training and education each year. The initial residence hall meeting with students includes fire safety, fire alarm responsibilities and evacuation procedures. Fire drills are an important part of fire safety training. Students are given information to direct them to our "[Residence Hall Tiger Bulletin](#)" when they check-in at their residence halls. This document contains the fire alarm policy and the fire evacuation procedures for the residence halls. The students also receive a copy of the "[What to Bring & Not to Bring](#)" which includes listings of items that are prohibited in the residence halls.

Fire Drills

Two fire drills are held in each residence hall per year. These drills are announced and unannounced drills and day and evening drills. Residents must evacuate the building immediately when the alarm sounds.

Electrical Appliances and Equipment

Electrical appliances such as crock pots, electrical grills, fry daddy's, outside grills, hot plates, coffee makers, toasters, toaster ovens, sandwich makers or any other open heating element-are not permitted in student rooms. Anyone found in violation will be charged a fine of \$500 and the belongings will be confiscated and returned at the end of the semester. Irons are allowed. Microwaves under 600 watts are permitted. Electrical appliances that cause disruption to the residence hall circuits by overloading, shorting, or creating line disturbances such as -window air conditioners, refrigerators more than 2.5 cubic feet-are not permitted. TV's, computers, radios, hair dryers, shavers, floor or box fans, clocks, typewriters, and stereos are permitted. Outside antennas for TV's are not allowed. All electrical devices need to be plugged into a surge protector for safety. Surge protectors are required for all electrical usage.

Flammable Items

Flammable items such as lighters, lighter fluid, and gas are not allowed in or near the Residential Halls.

Smoke Free Campus

All university residence halls and facilities are non-smoking. Illegal use, possession, distribution, or manufacture of drugs or controlled substances is NOT PERMITTED in residential halls. Any student found smoking in the residence hall (room, hallway, in front of building, campus, etc.) will be fined \$500.00 and sent to Judicial Affairs. Possession or use of drug paraphernalia (hooky bong, grinders) is prohibited includes E-Cigs, all cigarettes, cigars, vaporizers, and smokeless tobacco.

Fire Safety

If a fire alarm is sounded, remain calm but YOU MUST LEAVE THE BUILDING AS QUICKLY AS POSSIBLE. Students should not re-enter the building until Housing or University official has instructed you to do so. Fire drills are conducted each semester. Should a student fail to comply with the fire drill, the students account will be assessed a fine of \$500.00. The burning of incense of any kind is not permitted in the residence halls. These items are considered a safety risk and will be immediately confiscated and discarded if found and will result in a fine. Additionally, fireplace usage is PROHIBITED. Any student found in violation will be fined and referred to Judicial Affairs.

Tampering with Fire Equipment, False Alarms

Student (s) responsible for discharging fire equipment, tampering with alarm horns, smoke detectors or false fire alarms shall be referred to the Office of Student Judicial Affairs and may also be prosecuted through the criminal courts and are subjects to fines and monetary penalties as mandated by the State of Louisiana. State fire code prohibits the burning of incense or candles in rooms, suspending items from room ceilings and sprinklers. Any item with an open heating element or that exceeds specified wattage is prohibited within the residence hall. All fire violations result in a mandatory judicial processing, which may include monetary charges, fire education seminar and/or community service.

ALCOHOL AND ILLEGAL CONTROLLED SUBSTANCES POLICY

Grambling State University has a “zero tolerance” policy on the improper use of controlled substances. As a member of the University of Louisiana System, Grambling State University is designated an “alcohol and drug-free” campus. The unlawful manufacture, distribution or use of illegal controlled substances or alcohol or underage consumption of alcohol is strictly prohibited on university properties and/or as part of any university activity. Such behavior may be grounds for disciplinary action and result in removal from On-Campus housing for one or multiple semesters.

Grambling State University endorses the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) and abides by all state and local laws and ordinances relative to alcoholic beverages and illegal controlled substances. Alcoholic beverages may not, in any circumstances, be used by, possessed by or distributed to any person under twenty-one (21) years of age.

Students found responsible for violating the Alcohol and Illegal Controlled Substances Policy shall be subject to disciplinary action through the Office of Student Conduct and **removal from On-Campus housing for one or multiple semesters.**

WEAPONS ON CAMPUS POLICY

Grambling State University, as a member of the University of Louisiana System is designated as a “firearm-free zone” pursuant to Louisiana law R.S. 14:96.6. Carrying a firearm or dangerous weapon by a student or non-student on campus property, at campus sponsored functions, or in a firearm-free zone is unlawful and violators shall be subject to criminal charges and campus discipline as stated in the University of Louisiana System, Board of Supervisors’ “Weapons on Campus Policy”.

Grambling State University explicitly prohibits the use, possession, or storage of dangerous weapons and explosives. Chemicals are also strictly prohibited even if legally possessed in a manner that harms, threatens or causes fear.

Any person who wishes to possess a firearm sanctioned by state law and university policies while on school property, school transportation, or at any school-sponsored or affiliated function, shall obtain the written authority of the President or Vice President and register such weapon with campus police before bringing the firearm on school property, school transportation, or to any school-sponsored or affiliated function. Possession of a firearm, when in violation of state laws, the University of Louisiana System policy, or University policy, shall be grounds for suspension, or expulsion from the University.

VIOLENT BEHAVIOR

DANGEROUS, THREATENING, UNSAFE BEHAVIOR.

Any conduct or behavior which threatens or endangers the health or safety of any person or persons in the University environment. This includes, but is not limited to, verbal threats to injure or harm another, horse playing, practical jokes, abductions, and kidnapping. Violators will be subject to a mandatory room change during the investigation or may be required to vacate the residence halls immediately without any portion of the room fee being re-funded.



Please note that not all services may be available in the community. For more information, please contact a staff member.

Computers & Internet

Boldyn Networks

24-hour support center at: (833) 548-2899 or

<https://gram.hed.boldyn.com/>

GSU HELP DESK

318-274-0000 helpdesk@gram.edu

Computer labs are available in some on-campus communities. As an on-campus resident, you may use the computer lab by logging in with your student email ID. Most labs are open 24 hours. Ethernet data ports are available in each room for you to connect a personal computer directly to the campus network. Additionally, all residential communities have high-speed wireless Internet connectivity. High-speed data connections, both wired and wireless are included in the unit rate. Need help? Boldyn is available 24/7/365. Call Apogee support at (844)283-6498 Text "ResNet" to 84700 Chat MyResNet.com



Distribution of Advertisement

GSU departments and registered student organizations may present items to be posted within on-campus communities by taking the items to the Campus Living and Housing Office for approval and distribution. The name of the department or student organization must be on the advertisement to be posted. Advertisements that are meant to solicit business will not be approved for posting within on-campus communities.

Facility Reservation

Residents may reserve a classroom or lounge within their building. To reserve the space, residents must gain approval for the Assistant Director. Reservations are made on a first-come first-serve basis and are managed and approved by the Assistant Director.

Resident Assistant Office

Each residential community has a Resident Assistant Office, but it may be housed in a building other than your own. RA Office locations are noted in the "Important Numbers" section at the end of this publication. Your Campus Living staff can assist you in placing maintenance requests, issuing of a key to your room or apartment, and locating other on-campus resources. Resident Offices are staffed from 7:30 a.m. – 5:00 a.m. Phone numbers will be posted at the RA Office should you need assistance outside of those hours. In case of emergencies, you can also contact GSU Police at 318-274-2222.

Dining Services

All students living in residential communities are required to participate in one of the university meal plans offered by GSU Dining. GSU Dining's flexible meal plans offer a combination of meals which are served in the all-you-care-to-eat dining halls and Tiger Bucks which can be used like dining dollars at any retail GSU Dining location around campus.

Heating and Cooling

All traditional residential communities' heating and cooling equipment operates on a system of heated and chilled water. Because the system cannot be switched back and forth quickly, Campus Living and Housing evaluates the weather patterns to determine when to switch on and off heating and cooling systems. Residents who have university installed window units are required to keep the air-conditioner plugged into the proper electrical outlet. Personal and/or privately owned air-conditioning units are not allowed in residential communities.

All Tiger Village and Freshman Village residential communities have heating and cooling units.

Insurance - Property

GSU assumes no responsibility for any loss or damage to your personal property. If your belongings at school are not covered by a homeowner's policy, Campus Living recommends that you purchase renter's insurance. Visit with your current insurance agent about options, as well as review resident-specific insurance vendors to make the best choice for your family.

<https://www.nssi.com/portal/gramblingstate>

Laundry Facilities



You are responsible for your own laundry items and for following the proper procedures in washing, drying, and removal from provided machines. The university does not offer a linen service. It is your responsibility to learn the proper operation and care of the items by reading the appliance guidelines.

Laundry in the Residence Halls

Washers and dryers can be found in residence hall laundry rooms. All laundry facilities can be monitored through the Speed Queen. Check the availability and status of washers and dryers via the Speed Queen. You can also have an e-mail sent telling you when the laundry cycle is complete or when a machine becomes available.

The Office of Campus Living and Housing and its staff are not responsible for any student property left in any on-campus property. In the event the Campus Living staff become aware of property left in a washer, dryer, or laundry room for an extended period of time, the property will be removed place in the trash. An attempt to contact the presumed owner(s) of the property and arrange a retrieval appointment will be completed by Campus Living staff. The property will be disposed of 72 hours after being removed from the washer, dryer, or laundry room. Appropriate charges could be assessed to the resident's account.

Please note that not all services may be available in the community. For more information, please contact a staff member.

Mail

All campus residents are assigned an GSU Box at the mail center in the GSU Student Union, and the fee is incorporated into the resident account. This box is able to receive both regular mail and packages. The student's name and mailbox number must be on all mail and packages.

For the safety and security of residents, the Campus Living staff is unable to verify, identify, or disseminate the contact information (including phone numbers) of specific residents. The Office of Campus Living and Housing is not responsible for lost packages.

A mailbox key is no longer required; however, a mail services box number will be assigned to you after you have completed registration and submitted the Mail Services box number Registration Survey. Only after the required survey fields are completed will you be assigned a mail services box number. Mail services box numbers are assigned within five business days. To obtain your mail services box number assignment, login to your student account in Banner Web and follow the steps outlined on the Mail Services box number Registration Survey Steps. If your mail services box number does not appear within five business days, please contact the mailroom at extensions 2255 or 4457.

Mailbox Registration Survey Steps:

1. Log into your BannerWeb Student Account.
2. Complete all eight steps of the Registration Process.
3. After completing step eight, "Verify Fee Sheet," ensure that your fee sheet says "registered." If it says "registered," go to step four.
4. If your fee sheet does not say "registered," make an online appointment with the Student Accounts office through the Online Student Support Center. You are not "registered" and a mailbox cannot be assigned at this time.
5. Click on Personal Information
6. Click Answer a Survey
7. Answer, complete and submit the survey.
8. Your mail services box number will appear within five business days on your student account. To obtain your mail services box number assignment, login to your student account in BannerWeb. On the "Main Menu" page, click on "Personal Information," (see step 4) then "View Address(es) and Phone(s) to view your mail services box number assignment.
9. If your mail services box number does not appear within five business days, please contact the mailroom at (318) 274-2255 or 4457.
10. Please read and adhere to the Mailroom Policies and Procedures before placing mail orders.

Students who officially resign from the University or move off campus before the 14th day of class can get their mailbox fee refunded. After the 14th day of class there is no refund of the mailbox fee.

Maintenance

The Office of Campus Living and Housing staff members provide safety equipment inspections, general maintenance (painting, plumbing, electrical maintenance, and carpentry), and custodial services.

Housing custodians clean all public areas of residence halls and laundry rooms. Apartment residents are responsible for cleaning their own apartment, room, and bathroom.

If you have maintenance needs or damages, report them online through the TMA Link provided on your entrance door. If the problem is not resolved, the Area Coordinator should be contacted.

If emergency repair work is needed after 5:00 p.m. on weekdays or anytime on weekends, call 318-247-0313.

**Notify CL&H about any maintenance problems-plumbing, electrical, heating/air conditioning- in your room or on your floor. Emergency maintenance situations should be reported to staff or the Campus Living & Housing Office immediately. These reports are processed through the I-Service Desk.. Should a maintenance/plumbing issue occur due to the resident a fine will be assessed to the student's account.*

Pest Management

The Office of Campus Living and Housing manages a proactive program to eliminate pests (roaches, ants, spiders, etc.). All residential communities are treated quarterly or as needed. Additionally, there are perimeter treatments designed to eliminate unwanted pests from our residential communities.

However, poor housekeeping in your room can be an attraction for a pest looking for a new home or for food. A pile of clothes and food crumbs on the floor offers a home and a meal for an unwanted guest. If you discover a pest in your room, place a work order through the TMA link.

Vending/ Soda Machines

If vending machines are available in your assigned residence hall, they will be located in the first-floor lobby area. Anyone found tampering and/or damaging the vending machines will be sent directly to Judicial Affairs. Should a resident lose their money please contact the number listed on the machines.

Appeals How-To

- **Step 1: Sign Your Charge Sheet**

Before you can appeal, you must first sign your charge sheet. This confirms that you have received and reviewed the charge. Appeals will not be accepted if the charge sheet is not signed.

- **Step 2: Be Aware of the 48-Hour Deadline**

You have 48 hours from the time the charge is issued to submit your appeal. If you miss this deadline, you may lose the opportunity to have the charge reviewed. Failure to do so will result in the forfeiture of the appeals process

- **Step 3: Submit Your Appeal Form**

You must complete the official appeal form using this link:https://cm.maxient.com/reportingform.php?GramblingStateUniv&layout_id=5

- **Step 4: Explain Your Reason for the Appeal**

In the form, clearly explain why you believe the charge should be removed. Be specific and provide as much detail as possible so the committee can understand your situation.

- **Step 5: Provide Supporting Evidence**

You must include evidence to support your appeal. This could include photos, emails, receipts, or any documentation that shows why you believe the charge was given in error.

- **Step 6: Appeal Review and Hearing**

After you submit your appeal, the Appeal Committee will review your submission. If needed, they will schedule a hearing where you may be asked to provide additional information or clarification.

- **Step 7: Committee Decision**

After the hearing, the Appeal Committee will carefully review all information and make a final decision regarding your charge.

- **Step 8: Check Your Student Email**

All updates, including your hearing details and final decision, will be sent to your student email only. It is your responsibility to check your email regularly for communication.

Hall Standards

The Office of Campus Living & Housing's purpose is to provide accommodations and experiences, which will complement each student's academic experience. To be successful, the Department endorses a system of order to promote academic development, social maturity, spiritual enrichment, and personal improvement.

Students are responsible for regulations outlined in this bulletin, in the Grambling State University Student Handbook, notices sent to their rooms, and in-floor, hall meetings and social media. Residential Hall Meetings are MANDATORY. Publicity for meetings is posted 48 hours prior to the meeting. Missing meetings will result in a \$25 fine. In the event a resident fails to attend a hall meeting, he/she must present proper documentation to their Area Coordinator within 48 hours of the hall meeting in order to prevent the \$25.00 fine as well as receive the information that was given during the hall meeting.

Board of Trustees Policy

In compliance with the Louisiana Board of Trustees resolution, it is the policy of the University that all unmarried, full-time, undergraduate students with less than 60 hours, regardless of age or whether or not emancipated, will be required to live in university housing as long as space is available. GSU does not offer family housing. Students found violating this policy will be required to move into the residence hall system and pay full room rent for the semester in which the violation occurred. Applications for consideration of the exemption from the on-campus residency requirements may be submitted in your MY HOUSING portal. Applications must be submitted at least two weeks prior to the first day of registration for the semester of the application in order to ensure full consideration before registration. Action taken on applications received on time will be emailed no later than five days prior to the first day of registration for the semester.

Residence hall accommodations are operated on a room and board plan: all undergraduate students living in the residence hall system must pay for the two services.

You must remain in the same room during the academic year unless you request a room change at the Campus Living & Housing Office or unless the room is unavailable due to repairs, renovations, closure, disciplinary relocation, or consolidation. New residents are assigned a room on the basis of the date of admission and completed application, along with the required housing deposit. "New" assignments for each Fall semester are made after current returning residents are given the opportunity to apply for a room(s). Roommate requests for new students must be mutual and made by the time room assignments are made. Roommate requests are not guaranteed. All assignments are made according to these priorities.

Opening/Closing of Residence Halls

The dates for the opening of all residence halls are posted in the University Calendar. Residents must check out on the last day of their finals. A limited number of halls are open each summer. Therefore summer school housing is on a first come first served bases. All buildings close at the end of Summer Session and all residents must check out. Residents who vacate a hall after its posted closing time without authorization will be assessed a fee.

Summer Assignments

A limited number of residence halls are open for summer. All students must check out their spring housing by the deadline and check back in once summer housing opens.

Pre-Housing Period

At an announced time, each spring, residents can renew their campus living lease agreement as well as sign up for summer housing. Renewing your Campus Living Lease Agreement during this time will secure your space for fall semester. Students who do not Pre- House during the designated time frame must re-apply for housing and pay the \$200 Room Reservation Fee. The \$200.00 fee is non-refundable. Students with a GPA of 2.0 and above will be able to complete the pre-housing process. Students must meet the GPA requirements to live in apartment-style rooms.

Academic Suspension

Students placed on academic suspension or students, who do not achieve satisfactory academic progress (SAP) for a particular semester, will not be allowed to retain their housing status for that respective semester and pro-rated charges will be applied to the students account, unless a university appeal has been granted and registration has been officially completed. However, if the student is re-admitted to the university and space is available, he/she will be assigned a room. If unable to accommodate students on campus, they will be placed on a waiting list until a room becomes available.

Check In Procedures

1. The Campus Living staff member will locate the students name on Alphabetical Rosters/Floor Plans.
2. The student must sign their electronic signature.
3. Student must show proof of G-Safe App
4. University Housing Policies & Insurance Confirmation
5. Room Condition Form
6. The student will receive key when steps 1-2 are completed. * Students must complete the Room Condition Form in their housing portal within 24 hours of checking into their rooms.

When student checks in or change rooms, a room condition form is provided to each student. Students are expected to complete the form by listing the condition of the room as he or she sees it. Any damage should be noted specifically. Damage charges will be levied for discrepancies between the form and the condition of the room upon your checkout from the room. If you need assistance, ask a Campus Living & Housing staff member. Should one fail to complete registration the student will be charged a fee for the time spent in the residential hall.

Energy Conservation

Conserving energy is both economically and ecologically wise. Students are expected to turn off lights, fans, appliances, and other electrical items when not in use, to set the thermostats at conservative levels (70 degrees), and help conserve energy in all possible manners.

Room Rent

It is the policy of the university that student's contract for room rent on an academic basis. Residence hall accommodations are operated on a room and board plan: all students living in the residence hall system must pay for the two services. Students that check-out prior to the 14th day of class will be assessed a prorated charge. While those students that checkout after the 14th class day must pay the total cost of room and board. Any resident that allows an additional person(s) to stay in their room will be assessed an additional fee.

Lounges/Reflections Rooms/ Study Rooms

Residents/Guest are welcome from to utilize the Lounges, Reflections Rooms, Study Rooms, Game Rooms and Computer labs during normal business hours 8:00AM until 10:00PM. Areas left dirty may be locked and residents may be fined. Furniture should not be removed from lounges. Lounges will be unlocked upon request

Mold/Mildew Prevention

Molds are found in virtually every environment, according to the Centers for Disease Control and Prevention, and mold and mildew can thrive in warm, humid places. Moisture control, proper use of thermostats to allow for air circulation, and good housekeeping practices are necessary to control mold growth.

How to prevent Mold/Mildew

General good housekeeping practices (vacuum floors, wipe down counters, clean up spills, wipe the inside and outside of refrigerators, wipe down the inside and outside of tubs and showers, etc.) should be shared by all roommates to help reduce the potential for mold growth.

- To help prevent the growth of mold and mildew in residential spaces, it is essential that resident students do the following: Keep windows closed
- Set thermostats between 69 to 72 °F · In suites and apartments, keep bathroom doors closed while showering (once done leave bathroom door open for proper ventilation)
- Keep air vents unobstructed
- Hang wet towels or clothing to allow them to dry
- Keep all surfaces, furniture and clothing dry

- In suites and apartments, routinely clean bathroom areas to prevent the growth of soap scum or buildup of mildew (Community bathrooms are cleaned daily and deep cleaned monthly by custodial staff)
- Report any water problems (leaks, dripping faucets, wet carpet, drips heard behind the air intake cover, etc.) immediately by submitting a Work Order Request to housingworkorders@gram.edu.

How to Respond if you see Mildew or Mold:

If you see a little pink substance around the bottom of your shower curtain, a little black substance on your windowsill or other possible mold growth, don't panic. Mold or mildew growth is generally not a cause for concern unless you have been identified as someone with asthma or severe allergic reactions to mold.

1. To prevent further growth, clean the area with hot soapy water or use one of the many quaternary-ammonium-based cleaners commonly available as soon as you see the first signs of mold or mildew.
2. Check the area to determine if the housekeeping practices listed above are not being followed or should be improved. Not following these guidelines may cause excess moisture to build up inside residential spaces and lead to the growth of mold or mildew.
3. Check the area to see if there is a leak or a maintenance issue causing the excess moisture and if so, submit a Work Order Request immediately. For your own safety and to prevent unnecessary damage to university property, students should never attempt to perform maintenance tasks on their own.

Keep in mind that cleaning just once will not result in never having to clean that same area again. Regular cleaning is necessary to prevent mold. How the University Responds to Mildew and Mold: If students have followed the guidelines above and continue to see excessive mold or mildew growth or if they feel that a mechanical issue is the cause, submit a Work Order Request. Appropriate staff will determine the cause of the persistent moisture issue and take measures to correct the problem as quickly as possible (within 24 hours).

Family Housing

Grambling State University does not offer family housing. Pregnant undergraduate Students who live in residence halls can remain in their academic year room assignment during their pregnancy only.

Hazing, Harassment, and Violence

Mental or physical hazing, harassment, and violence in any form are prohibited whether directed toward students, staff, or guests.

Identification

A valid form of identification **MUST BE WITH YOU AT ALL TIMES** (GSU ID) must be produced upon request by any University official: RAs, GA's, Campus Life Staff or University Police. Any student or visitor that fails to provide proper identification will be subjected to disciplinary actions.

Loitering

Loitering is not permitted in or around the residence halls. A fine will be assessed to a student's account should the student not comply.

Parking Lots

Noise disturbance such as loud music, yelling from windows, horn blowing, etc. are PROHIBITED. In addition, horse playing throwing balls, Frisbee, rollerblading, roller skating, or skateboarding in the parking lots and/or building is prohibited. All athletic activities are confined to appropriate areas outside the residence halls. West Campus residents are required to park in the designated parking areas. Parking in the grass or beside the building is PROHIBITED and will result in a fine.

Suite & Apartment Bathrooms/Utility Closets

Residents are not permitted to enter a bedroom through the bathroom or utility closets in suite –style/double occupancy rooms without the permission of the occupants of the room. Residents are not permitted to install additional locks on bathroom doors.

Smoke Free Campus

All university residence halls and facilities are non-smoking. Illegal use, possession, distribution, or manufacture of drugs or controlled substances is NOT PERMITTED in residential halls. Any student found smoking in the residence hall (room, hallway, in front of building, campus, etc.) will be fined \$644.00, a cleaning fee of up to \$500, and sent to Student Conduct. Possession or use of drug paraphernalia (hooky bongs, grinders) is prohibited includes ECigs, all cigarettes, cigars, vaporizers and smokeless tobacco.

Toilets

Students are responsible for plunging their own toilets when they get clogged. Maintenance is available to teach residents how this is done. Campus Living staff should be alerted if the problem persists and maintenance will be notified. If foreign objects not originally intended to be flushed are found, disciplinary action will be taken and may include a plumbing fee.

Weapons and Fireworks

Firearms of any type, (ammunition, fireworks, knives with blades longer than four inches, switchblades, darts, oriental weapons, spear guns, etc.) are not allowed in the residence halls. This also includes paintball, water balloons, water guns and buckets of water. Water fights of any sport is prohibited. Darts and dartboards are not permitted in the residence halls.

Windows

The windows of the residence halls/apartments are not to be used for entering or exiting the building/apartment. Talking from, yelling from, throwing any objects and hanging from residence hall windows are strictly prohibited. Screens should not be removed and should remain attached at all times. Fines may be assessed for removal of window screens.

Contact Information

OFFICE OF CAMPUS LIVING AND HOUSING	PHONE	EMAIL	WEBSITE
CENTRAL OFFICE	318-274-2504	GSUHOUSING@GRAM.EDU	WWW.GRAM.EDU

RESIDENCE HALL AND APARTMENTS	CENTRAL OFFICE	PHONE NUMBER	AREA COORDINATOR
ATTUCKS HALL	DOUGLASS HALL	318-274-3622	KERELL DANGLEBEN
GARNER HALL	WHEATLEY HALL	318-274-3955	CARROLL FRANCIS
BOWEN HALL	DOUGLASS HALL	318-274-3622	KERELL DANGLEBEN
DOUGLASS HALL	DOUGLASS HALL	318-274-3622	KERELL DANGLEBEN
WHEATLEY HALL	WHEATLEY HALL	318-274-3955	CARROLL FRANCIS
PINCHBACK HALL	WHEATLEY HALL	318-274-3955	CARROLL FRANCIS
BETHUNE HALL	KNOTT HALL	318-274-4130	SAMANTHAR CORBETTE
KNOTT HALL	KNOTT HALL	318-274-4130	SAMANTHAR CORBETTE
STEEPLES GLEN APARTMENT	KNOTT HALL	318-274-4130	SAMANTHAR CORBETTE
HOLLAND HALL	ADAMS HALL	318-274-7300	SHARIIF ALI
ADAMS HALL	ADAMS HALL	318-274-7300	SHARIIF ALI
TUBMAN HALL	TRUTH HALL	318-274-2504	CHRISTOPHER TIDWELL
TRUTH HALL	TRUTH HALL	318-274-2504	CHRISTOPHER TIDWELL
JONES HALL	JONES HALL	318-274-2504	CHRISTOPHER FRAZIER
RICHMOND HALL	WHEATLEY HALL	318-274-3955	CARROLL FRAZIER
JEWETT HALL	ROBINSON HALL	318-274-6050	SAMIKA BENJAMIN
HUNTER HALL	ROBINSON HALL	318-274-6050	SAMIKA BENJAMIN
ROBINSON HALL	ROBINSON HALL	318-274-6050	SAMIKA BENJAMIN

OFFICE	PHONE
ADMISSIONS	318-274-6183
FINANCIAL AID	318-274-6277/318-274-6372
STUDENT ACCOUNT	318-274-6254
REGISTRAR	318-274-2224

Housing Lease Agreement

GRAMBLING STATE UNIVERSITY RESIDENT STUDENT HOUSING LEASE AGREEMENT

This University Housing contract is an agreement between Grambling State University a member of The ULL System and the individual student named below. This Contract may be terminated only under the conditions specified. Students and their guardians are urged to carefully read this contract. This document becomes a binding contract between student (or the parent or guardians if the student is under 18 years of age) and the University when either (a) Student participate in Pre-Housing and the Room Selection Process (b) student checks in the residential hall during the Fall or Spring semester (c) when a space offer is made to a returning student who has requested a space on-campus during Returning Student and Readmit Process. This Contract is binding regardless of the residence hall, apartment, roommates, or room assignment.

- 1. The terms of this agreement constitute an offer of housing accommodations and participation in a meal plan by Grambling State University. The execution of this form by the student, through their participation in the housing room selection process for campus residency, including submission of the \$200 housing application fee. The Housing Application Charge is not applied to housing rent charges.**
 - 2. LEASE TERM:** This lease is for the entire academic year (i.e., Fall and Spring Semesters). Residents who enter the lease are obligated to remain for the entire academic year. The student may occupy an assigned room/apartment beginning on the day University Housing officially opens ("Move-In Day") until the day University Housing officially closes ("Move-Out Date"). Move-In and Move-Out Dates vary each year and are announced 4 months before occupancy. **Due to the closure of the University for the Christmas and Summer Break, Resident must vacate the building on the last day of finals by 5:00pm, there are No Exceptions.** Failure to vacate by 5:00pm, will result in an additional \$100.00 charge per day for late checkout. *(All dates are subject to change according to the university calendar)*
 - 3. RENT:** Rent shall be payable in two installments to Grambling State University. Each room rate amount shall be due at Fall and Spring registration(s), respectively.
 - 4. FAILURE TO REGISTER:** To live in university housing, all occupants must be registered as students at Grambling State University. If resident fails to register, the rental unit must be vacated, no later than 5:00 p.m. on the last day of registration of the Fall, Spring and Summer sessions. There will be a prorated room charge (room rate and meals) starting from the time of check-in to the time of check out if a resident fails to complete registration.
 - 5. UTILITIES:** Grambling State University will pay all charges for electric, water, sewerage, local telephone service, data connection, and basic cable used in the rental unit during the term of this lease and any extension thereof.
 - 6. APPLICATION FEE:** Upon execution of this lease, new returning students and students that fail to pre-lease will pay a non-refundable Application Fee to Grambling State University in the amount of \$200.00. This fee will remain on the student's account if they are in university housing and pre-leased during the designated pre-leasing period. If Resident is in a signed lease, his/her Room Reservation Fee will be forfeited in the event he/she fails to attend the University or is approved to reside off campus. **ROOM RESERVATION FEE REQUEST:** Reservation Fee paid after the "Priority Deadline" will be forfeited. The priority deadlines are as follow: Fall: July 1st and Spring December 1st. The \$150 Room Reservation Fee will be forfeited if the student does not Pre-lease for the next year, during the "Designated Pre-Housing" period. Students wishing to cancel their room assignment must do so in writing before the priority deadlines to receive their Room Reservation Fee. If a student cancels their housing and later returns to on-campus housing, the student will repay the housing application charge.
 - 7. DAMAGE CHARGES:** The Resident may avoid monetary fines and judicial referrals at the end of the lease period by:
 - *Vacating the leased premises and fulfilling all the conditions and obligations hereof.
 - *Leaving the leased premises and all the furniture, furnishings and contents thereof in a clean, neat and operable condition, as good as when received by Resident (ordinary wear and tear excepted).
 - *Return to Grambling State University all keys to the leased premises.
 - *Not violating any of the terms and conditions of this lease.
 - 8. OCCUPANTS:** The premises shall be limited to the Resident. Resident shall not assign this lease, sublet the premises, give accommodations to any roomers or lodgers, or permit the use of the premises for any purpose without Grambling State University's prior written consent. Failure to comply with these terms may result in termination of the lease and/or a fine equaling the rent for up to six months.
 - 9. RIGHT OF ENTRY:** Grambling State University has the right to enter the premises without the resident's permission for purposes of maintenance, monthly inspections, contractor upgrades/modifications and suspicion of violation of university policies, and emergencies and for delivering notices to resident. Grambling State University reserves the right to enter premises to conduct necessary and routine maintenance upkeep, which may include, but is not limited to interior and exterior painting, flooring, heat, and air repair. This type of maintenance may interrupt the resident's typical living routine and/or may require temporary relocation, which would be provided by the University.
 - 10. KEYS:** Resident will be provided a key to the front door and bedroom door upon check in of the building. Resident must report loss of keys immediately. Resident cannot change lock mechanisms or re-key locks. If key is lost, resident will be charged \$10.00 per slide key and \$25.00 for a hard key or to change locks. For Richmond/Traditional Halls, Residents will be charged \$50.00 for lost keys. Keys should not be duplicated or used by anyone other than the assigned resident. If a resident is locked out of his/her room the first offense will be a warning. Thereafter, each lockout charge will be increased by \$25.00. Lockouts on the weekend and/or after midnight will be access an additional \$25.00.
- Failure to comply with any of the above items and/or published guidelines and regulations may result in monetary charges, referral to the Office of Student Conduct and/or removal from the facility.

11. INSPECTIONS: Rooms must be inspected by the Area Coordinator, Graduate Assistants and Resident Assistant on a periodic basis. Inspections can be performed without the presence of the resident.

12. RESIDENT RESPONSIBILITIES:

- Resident is responsible for loss or damage of personal property caused by criminal acts, fire, flood, water damage of any kind, hail, ice, wind, snow, explosion, war, terrorism, or acts of God unless loss is due to negligent acts of Grambling State University. Residents are encouraged to obtain Personal Property Insurance.
- Residents are responsible to attend all hall meetings; failure to do so will result in a \$25.00 fine. If you are not able to make the meeting it is your responsibility to get with you RA or Area Coordinator.

13. LIABILITIES AND RESPONSIBILITIES OF GRAMBLING STATE UNIVERSITY: Grambling State University will not be liable for any personal injury, damage or loss to persons or property of resident caused by other persons, criminal acts or crimes, fire, flood, water leaks, rain, hail, ice, wind, snow, explosion, interruption of utilities, acts of God, or any other causes, unless same is due to acts of negligence of Grambling State University.

14. CONDITION OF PREMISES: Resident will inspect the residence hall prior to moving in and document problems on the inventory form. Grambling State University shall inspect the residence hall and when resident vacates the residence hall. This inspection will be the basis for any additional charges to the resident for damages. Resident is responsible for all damages (other than normal wear and tear) to the premises and must immediately notify Area Coordinator or facility management for maintenance, plumbing, electrical and other problems. Residents shall not attempt to repair or perform maintenance to the residence hall.

15. MAINTENANCE AND REPAIR: Resident shall keep and maintain the residence hall and its contents in good and sanitary condition and report any repairs or damages during the term of this lease. Residents are required to have a mop, broom, and plunger available always in the rental unit.

16. RELOCATION OF RESIDENT: To promote the well-being of its residents; to maintain, operate or renovate facilities; to convert or consolidate rooms for occupancy; to establish a special interest building, floor or section; or for other reasonable purposes, the university may require residents upon seven days' prior notice to relocate to a comparable university residential facility if there is a conflict with his/her roommates and the issue cannot be resolved, all Residents will be required to relocate. This lease is still binding regardless of the difference in room cost in the event relocation occurs. **RIGHT OF RE-ASSIGNMENT:** Campus Living and Housing shall have the right to reassign the student to other living quarters, if, due to causes beyond the control of the student and/or the university, the living quarters become unfit for occupancy or are needed for other purposes. Possible reasons for reassignment include, but are not limited to, ADA accessibility, maintenance, and campus gender break down.

17. FURNISHINGS: Resident will be deemed to acknowledge that the rental unit contains specified furnishings. All furnishings will remain in the rental unit and be in the same condition as when resident occupied the rental unit, with the recognition of reasonable wear and tear.

18. SECURITY AND PERSONAL PROPERTY INSURANCE: Although reasonable steps are taken to maintain all University Housing and grounds to provide adequate security, the University is not liable for the loss of or damage to personal property, caused by acts of nature, fire, water, storm, utility or equipment malfunctions, or caused by negligent or criminal conduct or acts of any student resident, guest who occurs in a building or grounds. During the term of this lease, and any extension thereof, resident should, at resident's sole cost and expense, purchase renter's insurance, which provides necessary options of coverage, including but not limited to property, personal injury and medical insurance is not provided through Grambling State University.

19. INTERRUPTION OF SERVICE: The residence halls close the last day of final examination for each academic term. The residence halls will be closed during the Christmas break period (between the Fall/Spring terms in December/January) and for the Summer Session except for designated halls. Only registered residents may store their items at their discretion during the Christmas Break. Residents are encouraged to take any personal belongings of value with them as well as any items they may need during the break (i.e., clothing, medication, and computers). Residents must vacate the halls due to closure of the University. However, during the closure of the University at the end of the Spring Semester the resident must remove all their belongings and vacate the halls. The resident will receive no rent reduction, nor will university be liable to resident, due to repairs or interruption of services to utilities, appliances, or equipment in or about the premises or due to defects in the premises not caused by University's fault, omission, negligence, or other misconduct, or due to the inability of university to obtain proper utilities, or repair/replace-wear parts. In case it shall become necessary at any time, from accident or repairs, or to improve the condition or operation of the premises, or any equipment or utilities appertaining thereto, for university to stop or curtail the operation of said equipment or utilities, University may do so, but in such case due diligence shall be used to complete the work. The University will not be responsible for disruptions in service that are beyond university control. In the event of utility or facility disruptions, housing charges will not be reimbursed.

20. DISABILITY/ESA ACCOMODATION: Accommodation request must be made 30 days before the Fall and Spring semesters. All accommodation should be submitted and approved by the Student Counseling & Wellness Center.

21. OTHER COVENANTS: Resident shall:

- a. Have no pets (cats, dogs, snakes, etc.) in or outside of the residence hall.
- b. Not paint or hang any pictures, LED decorative lights, or sheets on the walls/ceiling or bore any holes in the walls.
- c. Not obstruct driveways, sidewalks, entry ways, stairs and/or halls, which shall be used for the purposes of ingress and egress only.
- d. Keep all windows, glass, window coverings, doors, locks and hardware in good, clean order and repair.
- e. Not obstruct or cover the windows or doors or leave the windows or doors in an open position while away from the rental unit.
- f. Not alter premises in any manner. This include and is not limited to the rearrangement of common area furniture and appliances.
- g. Not hang any laundry, clothing, sheets, etc., from any window, rail, and balcony or water neither sprinkler, nor air dry any of same within any yard area or space.
- h. Not cruise or permit any locks or hooks to be placed upon any door or window.
- i. Keep all bathroom, sinks, toilets and all other water and plumbing apparatus in good order and repair and shall use same only for the purposes for which they were constructed. Any damage to any such apparatus and the cost of clearing stopped plumbing resulting from misuse shall be borne by Resident.
- j. Direct family and guests to sign in at the RA office and to maintain order in and on the premises and always. Resident and guest shall not make or permit any loud or improper parties, or otherwise disturb other residents.
- k. Keep all radios, televisions, stereos, etc., turned down to a level of sound that does not annoy or interfere with other residents.
- l. Deposit all trash, garbage, rubbish, or refuse in the locations provided and do not allow any trash, garbage, rubbish or refuse to be deposited or permitted to stand on the exterior of any building or within hallways or common areas.
- m. Refrain from participating in group activities in or outside the residence hall. This may include, but is not limited to, card games, dominoes, braiding or cutting of hair, congregating, listening, barbecues, etc.
- n. Not smoke, burn candles or incense in the residence hall.
- o. Refrain from the use, sale, or manufacturing of any illegal drugs.
- p. Refrain from violating any firearm laws. Have no weapons of any kind on campus. This includes firearms of any type, ammunition, fireworks, and knives with blades, switchblades, darts, ornamental weapons, spear guns, etc. This also includes paintballs, water balloons, water guns and boomer of water.
- q. Register vehicle with Campus Police and park no more than one vehicle in designated residential lot. Inoperable vehicle in lot shall be removed from the premises at Resident's expense.
- r. Not perform any repairs to automobiles on the premises.
- s. Refrain from storing or using any open flame cooking devices on patio area grass courtyard or any actual room.
- t. Comply with all published university guidelines and regulations within but not limited to the Office of Campus Living and Housing handbook(s) and the Student Code of Conduct.
- u. Not post anything on or in the building unless approved by the Office of Campus Living and Housing.
- v. Not store, install, or operate, portable heaters in or about the premises.
- w. Not use or store any charcoal or gas grills or other open flame cooking devices or do any open cooking on balconies or patios.
- x. Have no children in their room. Children are allowed in lounges only accompanied by their parent.
- y. Have no alcohol of any kind on campus. Empty or unopened beer, wine, or liquor bottles or cans are not allowed even as decorations.
- z. Have no more than 4 people total in a resident's rental unit at any one time. Residents are allowed 1 guest at a time.

*Violation of any guidelines may result in disciplinary and monetary charges.

22. SMOKE DETECTOR: University has installed at least one smoke detector in the unit and that said detector(s) is in good condition and proper working order as of the beginning of the lease term. Resident agrees not to obstruct or tamper with said detector(s) or otherwise permit the detector(s) to be obstructed or tampered with for any reason. Resident agrees to report any malfunction promptly to university. Resident will be fined \$100.00 for tampering with fire equipment.

23. TERMINATION

By Resident: Let it be understood there will not be a refund of rental rate should the resident self terminate this lease, withdraw from the University after 14 days of class or be approved for on campus exemption after lease is signed. If there are damages to the rental unit, the cost of such damages shall be charged to the resident accordingly. Students who are approved for

off-campus living will.

By Grambling State University: The University shall terminate this lease agreement, without a refund of full payment, immediately for any of the following reasons:

- 1) Academic Suspension
- 2) Disciplinary Suspension
- 3) Possession of Illegal Drugs/Weapons
- 4) Health and Safety Violations

In such cases, the student will be required to vacate the room/apartment within 48 hours after notification of such action by the University, or sooner if, in the opinion of the Director of Campus Living or designees, there is a threat to the welfare of persons or property, or is significantly disruptive to the normal operations of the residence halls, the student must be removed from University Housing pending the outcome of a student conduct process and/or administrative contract review. The Resident will be responsible for room charges for the remainder of that semester.

24. LOSS/ABANDONMENT OF PROPERTY: The University is not responsible for damage to or loss of personal property, failure or interruption of utilities, or injury to persons. Residents are encouraged to provide their own health and personal property ("renter's") insurance. Upon termination/completion of this agreement, all personal property and refuse must be immediately removed from the hall. Failure to do so will result in a charge for removal and disposal of any such property or refuse after 15 days. Further, the resident hereby agrees to hold the University, its employees, and contractors harmless for any bodily injury and/or loss or damage of personal property remaining in the halls after termination/completion of this agreement. Further, the resident agrees to indemnify and defend the University, its employees, and contractors as to any suits, claims, or demands alleging loss or damage of property of others that was left in the resident's room, apartment, possession, custody, or control.

25. ALTERATIONS: Resident shall not make any material or structural alterations to the leased premises.

26. STUDENT LIVING CONSOLIDATION: Campus Living & Housing reserves the right to consolidate students to best utilize available space. When such a situation arises, one of the following options will be selected to meet the needs of the student and the other residence hall students:

- a. Student may remain in current room and accept a new roommate.
- b. Student may move to another room with another person.

27. WALK DAY: Walk Day will be announced after the 14th class day for the Fall and Spring Semesters and the 7th class day for the Summer Session. This period is to accommodate those students who wish to relocate. Residents may change rooms in the hall where they currently reside or transfer to another residence hall. Changes will not be made before the announced period.

With approval from the Grambling State University's Office of Campus Living & Housing, changes will be granted based on the availability of spaces in the residence halls. To make the change process legally, residents must understand the following:

- Room changes will be scheduled daily beginning at 9:00am - 3:00pm Monday - Thursday, after the 14th class day (fall and spring semesters) and 7th class day (summer session).
- The resident will receive a phone call when the space is available.
- A new room assignment will be made after resident officially checks out and provides a proof of check-out and receives Room Change Form.

28. ROOM CHANGE: Room changes and residence hall changes may be accommodated as space allows with the appropriate requests and information submitted to the Office of Campus Living & Housing. All changes must be approved by the Office of Campus Living and the student must sign the necessary documents.

29. VEHICLE PARKING: Parking permits are not included in the housing charges. Students will need to purchase a parking permit from the Traffic Office.

30. DINING PLAN REQUIREMENT: Students living in a Residence Hall are required to have a dining plan for a full Academic Year or the remainder of the Academic Year for those who apply in the Spring semester. Dining services are not offered during Thanksgiving and Christmas Break.

31. REFUNDS/PENALTIES/WITHDRAWALS/CANCELLATIONS: To be eligible for off-campus living, on-campus student must complete the Off Campus Approval form properly within their myHousing portal. If you are approved for off-campus living or withdraw your housing contract, you will receive a cancellation fee.

a. Cancellations received before July 1st (Fall) and December 1st (Spring): a \$250.00 cancellation penalty will be applied.

b. Cancellations received after July 1st (Fall) and December 1st (Spring): a \$500.00 cancellation penalty will be applied.

32. EARLY MOVE-IN: University Housing during periods when classes are not in session may be available if there is sufficient demand. Additional housing charges will be required of each student desiring such accommodations.

Any student moving into any type of University Housing before Move-In Date or leaving after Move-Out Date must have approval from Campus Living & Housing and will be charged a daily room rate in addition to the normal housing charges.

33. COMPLIANCE WITH RULES AND REGULATIONS: Resident shall comply with all University rules and regulations, health codes, housing regulations, and other applicable laws for the use of said premises. Resident is responsible for the information found in the Campus Living and Housing Tiger Bulletin, department newsletter and any Campus Living and Housing publications. The resident, resident's family, employees, agents, and guests will observe and comply with the rules and regulations set forth by the university and which are to be considered a part hereof, and with such further rules and regulations as the university may adopt so long as such additional rules and regulations are reasonably necessary for the preservation of the residential community or the university's personnel or other persons.

The terms of this lease are non-negotiable. This lease is a legal agreement binding upon its acceptance. This lease agreement shall not be modified, changed, altered, or amended in any way.

Student Release of Information Consent

I do hereby give my consent to Grambling State University-Office of Records and Registration to verify and release my cumulative grade point average to, THE Online Housing Application. I authorize the release of my enrollment status and cumulative GPA to be used only for consideration for an Academic Honor's Building Assignment by the Office of Campus Living and Housing. This information will not be shared with any third parties without my signed consent.

Grambling State University
Campus Living & Housing