

Student Handbook

2023-2024

2023-24

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Welcome to the University of New Orleans!

We are thrilled that you are a member of our Privateer family and that you have allowed us to be part of your educational journey.

Our fantastic faculty and staff are here to support you in every way to ensure that you have a successful and fulfilling experience. We have an outstanding team who will help you transition into college life as well as provide guidance on how to start strong in the classroom. There are a number of resources available to help you reach your potential, ranging from tutoring services and counseling to MAMBO Week a four-day orientation that will immerse you in the Privateer experience and prepare you for your years at UNO. MAMBO stands for Move-In, Academic Preparation, Making Memories, Building Connections, and Orientation. We encourage you to take advantage of as much as possible. Our faculty members are talented teachers and researchers, but they are also eager to help you succeed in your courses. Take the time to engage with your teachers, and you will be rewarded for your efforts.

Your college experience is what you make of it. Participate in some of our many campus activities, such as student government, intramural sports, and social, professional, or international organizations. The Office of Student Involvement and Leadership is a tremendous resource. By becoming involved, you will help build a strong university community, make friendships that will endure long after you've graduated from the University and gain leadership experience that will enhance your career.

We are confident that you will enjoy your time at the University of New Orleans. Few things in your life will be as satisfying as earning a college degree from an institution that is well respected for its rigorous academic standards. A University of New Orleans education will provide you with numerous pathways to future success.

We appreciate your commitment to the University of New Orleans; please know that we are also committed to you. We wish you all the best!

UNO Administrators

Interim President

Dr. Jeannine O'Rourke

Provost and Senior Vice President for Academic Affairs and Executive Director, Research and Economic Development

Dr. Darrell P. Kruger

Vice President for Business Affairs and CBO

Mamie Sterkx Gasperecz

Vice President of Student Affairs

Dr. Carolyn Golz

Executive Director of University Advancement

Anthony Gregorio

Vice President for Athletics and Recreation

Tim Duncan

UNO Academic Deans

Dean, College of Business Administration

Dr. Pamela Kennett Hensel, Kirschman Hall 308

Dean, College of Engineering

Dr. Lizette Chevalier, Engineering Building 910A

Dean, College of Liberal Arts, Education and Human Development

Dr. Samuel Gladden, Bicentennial Education Ctr. 242

Dean, College of Sciences

Dr. Steven Johnson, Sciences Building 1100

Interim Dean, Library

Lora Amsberryaugier, Earl K. Long Library 404

Building Names & Abbreviations

Administration Building	AD
Bicentennial Education Center	ED
Biology Building	BIO
Chemical Science Building	CHEM
Computer Center	CC
Earl K. Long Library	LIB
Engineering Building	EN
Fine Arts Building	FA
Geology and Psychology	GP
Alumni and Visitors Center	ALUM
Human Performance Center	HPC
International Center	INTL
Kirschman Hall	KH
Lafitte Village	LAFITE VIL
Liberal Arts Building	LA
Mathematics Building	MATH
Milneburg Hall	MH
Performing Arts Center	PAC
Pontchartrain Halls	PH
Privateer Place	PRVTER
Recreation & Fitness Center	RFC
Science Building	SC
St. Pe Center (TRAC)	TRAC
University Center	UC

Campus Maps

Follow this link to access campus maps: [UNO Campus Maps](#)

Academic Information

You Know

Registration and Grades

UNO provides web registration for students to enroll in classes and to access grades at the end of each semester. Web registration is accessible through “WEBSTAR”.

Find more information in the [WEBSTAR Student Quick Guide](#)

To access WEBSTAR and the registration system, a student needs a login ID and a password. Those uncertain of their password may go to the [Information Technology Help Desk](#) to have this identifier reset.

Final grades for each semester are available through WEBSTAR. For the most accurate information, go to the [Academic Calendar](#) to confirm the dates when final grades will be available for the semester. Students who require grades for reimbursement purposes may refer to the Student Center in WEBSTAR.

WEBSTAR also allows students to print a current class schedule, and review grades. Students may also review their financial aid information, review their fee bill, and pay tuition and fees utilizing either check, Visa or MasterCard on WEBSTAR.

Schedule Changes

Students who have registered for classes may change their schedules by either adding, dropping or swapping classes. All changes should be made using WEBSTAR within the deadlines set forth in the [Academic Calendar](#).
NOTE: Schedule changes that add or reduce the number of hours a student is carrying may affect tuition and fees, which can affect financial aid awards.

A course dropped through the 14th class day (7th class day in the regular summer term, or pro-rated for terms of lesser length) will not be entered on a student’s record. A grade of W (withdrawn) will be entered for each course dropped after the 14th class day (7th class day in the regular summer term, pro-rated for terms of lesser length) through the last day of classes. After that date, a student may not drop a course. See the [Academic Calendar](#) for exact dates for each semester.

Resignation/Withdrawal from School

Dropping all classes for a semester is considered resigning from the University. Students are responsible for initiating action to resign from the University (withdraw from all courses) on or before the last day to resign as indicated in the current [Academic Calendar](#). After that date, a student may not resign from the University. Students withdrawing from all courses must complete a [Non-Returning/Complete Withdrawal form](#) available on the Registrar’s website. Students who fail to resign by the published final date for such action will be retained on the class rolls even though they may be absent for the remainder of the semester and be graded as if they were in attendance.

Failure to attend classes does not constitute a resignation. Resignation eliminates a student's enrolled hours, but not the student's financial obligations.

Caution: Withdrawing from courses may have an adverse effect on financial aid, scholarships, loan deferments, athletic eligibility, health insurance, veterans’ benefits, degree requirements or other areas. Students considering course drops or resignation should first check with their Academic advisor, College, Financial Aid and Enrollment Services to determine if this is really their best option.

Change of address and email

Students must keep the university informed of their current address to ensure receipt of important mail for which they are responsible. Students can change their mailing addresses or other personal information on WEBSTAR under “personal portfolio.” The university will assume that all correspondence to a student is delivered to the mailing address currently on file unless it is returned to the university. UNO email is used to communicate with students. Students should check their UNO email regularly.

Directory of Information

Any student who does not want his or her name, address, phone number and other directory information given to anyone must complete and submit a [FERPA withhold request form](#) to the Registrar’s Office.

Verification of Enrollment and Transcript Requests

Students who need official notification of enrollment status for such reasons as jury duty, car insurance discounts, health insurance, athletic eligibility, military services; etc. can request an Enrollment Verification through the “Other Academic Information” dropdown in the WebSTAR Student Center. Requests for transcripts are submitted online through UNO’s transcript servicer. Walkup or same-day transcript requests are unable to be processed. More information and the ability to request enrollment verifications and transcripts can be found online at [UNO Registrar](#).

How to Schedule Classes

The Class Schedule web listings are available at [Live Search or by logging into WEBSTAR](#).

Certain classes have lab times associated with them and may meet on different days from the lectures. Also, course numbers at 5000 and above are only available to graduate students.

When students get ready to plan class schedules, it is important to consult with an Academic Advisor. Once the courses are decided, students will need to determine the days and times to enroll in the courses based on their best time of day, extracurricular activities and other responsibilities. Students will be allowed to register for courses only during their appointment times. You can find your appointment time for a specific semester on WEBSTAR. You can meet with your advisor prior to your WEBSTAR appointment time.

Classes do fill up, so when students plan their schedules, they should list alternate sections for a course or an alternate course in case a class they want is full. Finally, and very importantly, the final examination schedule for the semester is available on the [Registrar’s website](#).

How to Use the Catalog

The Catalog provides a variety of information relevant to a student’s educational career at the University of New Orleans. [Each student is assigned the catalog that is in effect when they are admitted to UNO](#). This information includes important dates for the upcoming academic year; a brief introduction to the university, its mission, policies and regulations; scholarship and financial aid information, including work study; and descriptions of all the academic programs that are offered by the University of New Orleans.

Most of the Catalog is devoted to providing information about curriculum requirements for graduation from each department and college. The various degree programs are listed by college along with specific information concerning the general education requirements for the various programs within each college. Also, the course requirements to major in a specific program are provided. Every undergraduate curriculum’s requirements are listed along with the 4-year plan. The 4-year plan is a recommendation and not a mandate. All students are subjected to the curriculum requirements of the catalog in effect when they entered the University or add a specific major, minor or concentration. A description of the courses can be found in WEBSTAR. The course index is

in alphabetical order by the subject and in order by the course number. The course descriptions give the requirements and prerequisites or co- requisites for each class. The most recently updated copy of the University Catalog can be viewed online.

[Important Academic Dates](#)

2023-24

Crucial First-Year Information

UNO Technology

UNO Technology – “Let it be your friend”.

Computers and email are central to the success of any college student, especially at UNO. Students must have a UNO account to access many of the automated services at UNO. Accessing your UNO account requires setting up a password and Multifactor Authentication (MFA). Below are brief descriptions of applications that use your UNO account for academic use.

University Email Accounts

All students are assigned an email account ending with a **@uno.edu** suffix (ex: yourusername@uno.edu). Students, faculty, and staff are REQUIRED to use UNO email for all university-related communications. To access your UNO email, please go to mail.uno.edu.

UNO MyApps Portal

For those who appreciate the ability to access many of your UNO resources in one centralized place, myapps.uno.edu is that place. MyApps is UNO’s Web Portal that lets you quickly access your UNO email, Canvas, WEBSTAR, OneDrive (UNO cloud storage), and much more! The UNO MyApps portal also provides free Microsoft Office downloads for personal computers and mobile devices.

Canvas

UNO uses Canvas, a Learning Management System (LMS), for classes taught at the university. Students can post messages to professors and classmates through Canvas and, most importantly, turn in assignments for a grade. To log in to Canvas, visit the myapps.uno.edu portal page and click the Canvas application tile.

IT Support (IT Help Desk)

Students can also contact the UNO IT Help Desk for assistance a few ways:

IT Support **by phone**: (504) 280-HELP(4357)

IT Support **by email**: helpdesk@uno.edu

IT Support via **Live chat**: www.uno.edu/chat

Student ID cards

Computer Center (CC) Room 112 | 504-280-6286 (office)



The HUB

Part of the Division of Student Affairs

Students often encounter a multitude of challenges that serve as barriers to their academic success. In alignment with the mission of the Office of Student Affairs to provide intentional support to students, The HUB developed as an extension of Student Affairs to provide access to a broad network of supportive services throughout the college experience.

Student Affairs staff work collaboratively with students to assess their needs, develop a success plan, and explore university and community resources.

Signature Programs:

Start Fresh Fest

Join us to learn about majors, minors, co-curricular activities, and resources to help you succeed. This campus-wide resource festival includes snacks, prizes and fun! Co-sponsored with Student Involvement and Leadership.

Take Away Tuesdays

This is a great opportunity to mingle with Student Affairs staff, fellow students and take away information from campus and community partners! Offered twice per semester.

Free Your Mind Fridays

Take time to free your mind with tips on relieving stress and practicing self-care. Offered twice per semester.

Signature Services:

Privateer Pantry

The Privateer Pantry provides supplemental nutritional support for currently enrolled UNO students who may be experiencing food insecurity. Personal Care items also available.

Resource Connections

Campus and community resources connections personally tailored to address your academic, personal and social success.

For more information, please contact:

The Hub -Student Affairs University Center (UC) 248

504.280.6227

hub@uno.edu

GPA? How do I figure that out?

The Grade Point Average (GPA) is a mathematical measurement of academic performance, computed by multiplying quality points by credit hours for courses and grades earned in a semester, major or overall academic years of study, adding them together and dividing the sum by the semester hours (credits) attempted. Quality Points are the numerical value assigned to each letter grade when given as the final grade in a course, which provides the basis for determination of a grade point average. These grades are used to compute the GPA.

Grade	Quality Points
(per semester hour)	
A	4
B	3
C	2
D	1
F	0

Other grades give no quality points and are not computed in the GPA. These grades are P (pass), U (unsatisfactory) and I (incomplete). The grade of P will only give semester hours earned. To compute their GPA, students should divide the total number of quality points they have earned by the total number of hours they have attempted.

Example:

Course	Grade	Hours Attempted	Quality Points/hour	Quality
ENGL 1157	B	3	3	3x3=9
BIOS 1053	D	3	3	3x1=3
BIOS 1051	F	1	0	1x0=0
HIST 1001	A	3	4	3x4=12
BIOS 0107	P	0	3	0x3=0
FREN 1001	C	3	3	3x2=6
TOTAL		13		30

GPA = total quality points /total hours attempted = 30/13 = 2.307 NOTE: The number of hours attempted and the number of hours earned may be different because:

- Grades of P and bypassed credit count towards hours earned but not towards hours attempted.
- Grades of F count towards hours attempted but not towards hours earned.

UNO Computes Three GPAs Each Semester:

- Semester GPA: The average earned on the semester hours attempted during one enrollment.
- UNO GPA: The average earned on course work taken at UNO. This average is computed by dividing the total number of quality points earned at UNO by the total number of semester hours attempted at UNO
- Cumulative GPA: The average earned on all the college course work attempted. This average is computed by dividing the total number of quality points earned in college (UNO and all other colleges) by the total number of semester hours attempted. This GPA is listed as “Overall Totals” on a student’s record. Cumulative GPA includes Quality points earned from transfer coursework.

Academic Warning

A student is placed on Academic Warning when the earned Semester/Term GPA (TGPA) falls below a 2.0 yet the earned Cumulative GPA (CPGA) remains higher than a 2.0. This academic action serves as a warning to the student their CGPA will be negatively impacted by future Semester/Term GPA's lower than the required CGPA of 2.0.

Academic Probation

A student will be placed on Academic Probation when their CGPA falls below a 2.0. A student on Academic Probation will be suspended from the University at the conclusion of any semester (Summer included) in which he or she fails to earn a TGPA of at least a 2.0 (see Academic Suspension below). A student will remain on Academic Probation until an overall cumulative grade-point average of 2.0 or higher is achieved for all college work attempted.

Academic Suspension

Undergraduate students on Academic Probation are suspended from UNO at the conclusion of any semester (summer included) in which they fail to earn a TGPA of at least a 2.0. First-time freshmen admitted in Good Standing will not be suspended prior to the completion of two semesters of enrollment.

First Suspension – first Suspension at The University of New Orleans is one full semester (fall or spring only).

Second Suspension – second Suspension at The University of New Orleans is two full semesters (fall or spring only). Indefinite Suspension –subsequent Suspensions at The University of New Orleans is categorized as Indefinite Academic Suspension/Dismissal. See description below.

Exceptions to Academic Suspension

1. A student suspended for the first time at the end of the spring semester (only) may attend summer school. If the student raises Their CGPA to 2.0 or higher, they are placed in Good Standing and the suspension period is lifted. The student may then attend the fall semester. If the student does not raise their CGPA to 2.0 or higher in the summer session, the suspension for the fall semester is in effect. In this case, only one suspension is counted against the student.
2. An undergraduate student suspended from UNO may not enroll in another 4-year university, but may enroll in a community college. To ensure minimal or no loss of credits upon return to UNO, it is

recommended the student consult with their advisor regarding the choice of courses to be taken at the community college. Credits earned under these conditions may be accepted for a degree at UNO provided grades of "C" or higher are earned in each of the courses to be transferred.

Indefinite Academic Suspension/Dismissal

Undergraduate students earning a third Academic Suspension at the University of New Orleans are placed on Indefinite Academic Suspension/Dismissal which will be for minimum of three years from the date of the last term in which the academic action was accrued. Any student who receives this action must apply for re-admission upon completion of the prescribed period of absence. Prior admission decisions will not guarantee re-admission to the University.

Readmission after Academic Suspension or Indefinite Academic Suspension/Dismissal

A student who has been suspended or dismissed from the University is not permitted to register until the expiration of their academic action (see descriptions above). The student must re-apply for admission to the University through the Office of Admissions.

Student Services and Resources

[Alumni Association \(UNO\)](#)

[Homer L. Hitt Alumni & Visitors Center; 504- 280-2586 or alumni@uno.edu](#)

The University of New Orleans Alumni Association is the hub of Privateer Pride allowing our 70,000+ graduates to stay connected with UNO and with each other. As a student, you can tap into this network to build your professional development skills and to have fun by attending events like our Dine Like A Pro Etiquette Luncheons, Resume Review Workshops staffed by UNO alumni professionals and recruiters, Homecoming Tailgates, the official UNO Ring Ceremony, networking socials, and much more. Membership in the Association is FREE to all alumni, but it isn't automatic; when you graduate, remember to register on the UNO Alumni & Friends Online Community at <http://www.unoalumni.com> to get benefits like access to our searchable alumni directory, exclusive deals & discounts at the UNO Recreation and Fitness Center, the bookstore and much more!

[Bookstore](#)

[University Center \(UC\) 102; 504-280-6373](#)

The Bookstore offers new and used textbooks for sale and offers a textbook rental program. Located on the ground floor of the University Center, the Bookstore provides general books, supplies, souvenirs and services which enhance the educational process and promote the University of New Orleans.

[Campus Health Services](#)

[University Center \(UC\) 238; 504-280-6387](#)

Campus Health Services has collaborated with Ochsner. Ochsner is Louisiana's largest non-profit, academic, healthcare system, providing care across the region at 40 owned, managed and affiliated hospitals and specialty hospitals, and more than 200 health centers and urgent care centers.

Our health center provides comprehensive services including, but not limited to wellness exams, school and work physical exams, immunizations, routine lab tests, screening and management of sexually transmitted diseases.

[Career Services](#)

[University Center \(UC\) 250; 504-280-6225](#)

The Office of Career Services offers comprehensive career exploration, preparation, and planning. Services include resume review and writing assistance, interviewing tips and skills, networking preparation and strategies, job search assistance, mock/practice interviews, to name a few. Career Services can get you connected to internships and careers, as well as part-time and full-time jobs. The Handshake careers database includes a spectrum of opportunities. Every current UNO student has a Handshake account. To use it, simply complete a brief profile with a single sign-in log-on using your UNO student username and password. You will begin receiving communication regarding career fairs, career preparedness workshops, orientations, hot jobs and internships, career news and on-campus recruitment and activities. Career Services also offers professional headshots and "Suited for Success," our career-clothing closet that helps students select appropriate clothing items needed for career fairs, interviews and other recruiting events. Additionally, Career Services hosts numerous events throughout the academic semesters, such as career fairs, employer recruiting tables, employer information sessions, open houses, pop-up career information sessions across campus, monthly "Evening with an Employer" events. All services and events are offered virtually or in person, whichever is appropriate. Appointments are encouraged. Follow us on Twitter - @UNOCareer and Instagram - @UNO career services, connect with us on LinkedIn - @UNO career services, like us on Facebook - @UNO career services and look out for us on Snapchat Takeovers-@UNOCareer.

[Center for Student Connection and Belonging](#)

Juan A. LaFonta Multicultural Lounge, UC 201 (gallery lounge)
diversity@uno.edu

The Center for Student Connection and Belonging seeks to advance the University of New Orleans' effort to embed diversity and inclusion as a transformational force in all aspects of the student experience. The Center will guide efforts to conceptualize, assess, and cultivate an enriching and accountable climate that allows all members to thrive and succeed. Through our strategic planning and programmatic development, we hope to facilitate the integration of better representation, equity, belonging, and care into our institutional policies, protocols, practices, and learning spaces

[Counseling Services](#)

[University Center \(UC\) 226; 504-280-6683](#)

UNO Counseling Services offers problem assessment and short-term personal (mental health) counseling to currently enrolled UNO students. These services are focused on the resolution of students' current personal concerns and problems which might interfere with academic functioning that can reasonably be addressed within a limited number of sessions. Since not all concerns can be resolved in short-term counseling, Counseling Services staff can also assist students with referrals for ongoing, longer-term or specialized treatment, if needed. Group counseling is available to current clients with a focus on skills-building and psychoeducation. Additionally, Counseling Services offers career testing and counseling to assist undecided students in choosing a career path which corresponds to personality traits and their current interests and skills. All personal and career counseling services are confidential. For additional information, please visit [UNO Counseling Services](#).

[Earl K. Long Library](#)

[Information and Research Help; 504-280-6355; online at Earl K. Long Library](#)

General Information

The Earl K. Long Library is in the center of campus and offers a variety of spaces to suit the needs of individuals and groups. It is a convenient place to do research, study, collaborate on group projects, write papers, complete course assignments, edit digital projects, scan documents, check out a laptop or use reserve materials for class. Bring in your own laptop or mobile devices to use the wireless network throughout the building.

Many of the Library's services and resources are available online. On the Library's website, students can use OneSearch to search the Library's online catalog and multiple databases simultaneously, access electronic books and journals to which the Library subscribes, get research assistance and ask librarians questions via email and chat as well as see an overview of the library's physical layout.

Hours of Operation

Check the [library's website](#) for detailed information about closings, hours of specific offices/departments, and special hours during intercession, summer, and exams.

Learning Commons

The Library's Learning Commons is the largest collaborative learning space on campus. It has desktop computers, scanners, printers (monochrome and color) and lots of movable whiteboards. The video wall and additional monitors display library related content and showcase scholarly and creative work completed by the campus community.

Need Help?

If you need help, come by the Reference Desk in the Learning Commons or the Services Desk on the first floor, or click on the ["Ask a Librarian" option on the library website for phone, chat or email assistance](#). Librarians are available on call and by virtual appointment for specialized research consultations.

The Library's Catalog

Students can explore the library's large collection of print, multimedia, and electronic resources simply by visiting the library's web site. Use the online catalog to search for books, videos, CDs, DVDs, electronic books and journals, and federal and Louisiana State documents that the library owns.

Library Databases: Searching for Articles

Use the OneSearch feature on the library's website to search hundreds of subscriptions and open access databases for articles published in journals, magazines, and newspapers as well as print and electronic books.

Electronic Reserves/Course Reserves

Electronic Reserves are available for courses through Canvas when requested by faculty. Documents are scanned by the library and entered in Canvas courses so students can access readings 24/7. No additional password is needed. Physical items are available at the Library Services desk on the first floor. The library's catalog can be used to locate which items are on Reserve in the library. Go to "Reserves" on the library's homepage and search by course number or by the instructor's last name.

Interlibrary Loan (ILL)

If UNO does not have the research materials you need, they can be borrowed from other institutions in most cases. Once you register for your ILL (interlibrary loan) account on the library's homepage you can start ordering materials right away. There is no cost to the student to use this service. Requestors receive an e-mail when items arrive. Articles usually are delivered electronically in pdf format to your ILL account within a day or two. Books and A/V requests require more time to fulfill. Shipping can take up to two weeks depending on the item and the distance it must travel.

Louisiana & Special Collections

The Louisiana & Special Collections Reading Room is Room 402 on the 4th floor of the library. The Louisiana Collection contains books, maps, local city directories, and other material related to Louisiana and New Orleans. Special Collections contains collections of original archives and manuscripts, rare books, the UNO Faculty Authors Collection, and archival copies of theses and dissertations written at UNO. The library also provides access to some of its' special collections through the Louisiana Digital Library. These are accessible from the library's homepage. Visitors enter the Reading Room through the Library's Exhibit Gallery. The gallery showcases special collections from the library's archives as well as the work of UNO faculty.

Innovation Lab (LIB 318 and 320)

Students can create digital media projects using high-end computers, a green screen, and motion capture technology. Students can also build projects using the library's desktop milling machine, sewing machines, and 3D printers. The library supports gaming! The game testing lab includes 6 gaming computers and two HTC VIVE VR stations to give students hands-on experience with virtual reality. Researchers may order posters for conferences and class assignments from our 42" wide-format poster printer.

[Federal Credit Union \(UNO\)](#)

[Alumni & Visitors Center; 504-280-6496 or \[www.unofcu.org\]\(http://www.unofcu.org\)](#)

Students are eligible to open both savings and checking accounts with UNOFCU. With online and mobile banking, as well as debit cards, students have 24-hour access to their accounts in addition to our two branches and on-campus lobby drive-up service from Monday through Friday. Along with our five free ATMs on-campus, students have access to 80,000+ surcharge-free ATMs, and 5000+ branch locations nationwide through Co-op Shared Branching. Other services include digital mobile wallet, remote deposit, private student loans, tuition loans and vehicle loans.

[Fraternity and Sorority Life Joy](#)

[University Center \(UC\) 236; 504-280-6636](#)

The Fraternity and Sorority community at the University of New Orleans is comprised of a diverse group of fraternities and sororities. These organizations offer all students the chance to find a group that matches their values and personalities. Fraternities and sororities offer lifetime opportunities for friendship, service to the community, leadership, and scholarship. UNO recognizes fourteen Greek organizations — seven sororities and seven fraternities — each of which is a campus chapter of a national group. Regardless of the fraternity or sorority

a student chooses, membership in a Greek organization will enhance the collegiate experience. UNO's Greek community invites all students interested in joining a fraternity or sorority to participate in the membership recruitment or membership intake process. Dates of these events are available on the Greek Life website.

[Fraternity and Sorority Life](#)
[University Center \(UC\) 236; 504-280-6636](#)

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[International Students and Scholars C Thomas Respond ok](#)
[International Center 125; 504-280-6021](#)

UNO is home to approximately 250 international students, faculty, and staff from 75 countries. Their different national values and life experiences foster cultural learning and enhance global awareness throughout the entire UNO community. The Office of International Students and Scholars (OISS) administers programs and services to meet the special needs of UNO's international population. The office assists international students, faculty, and staff in maintaining their immigration status under regulations of the Department of Homeland Security (DHS) and Department of State.

[Information Technology](#)
[Computer Center 100; 504-280-6347](#)

UNO's Information Technology department supports Student Technology Fee computer labs in the following locations: Computer Center, Library, Education Building, Liberal Arts, Milneburg Hall, Athletics, and Engineering. Hours of operation for each of these labs and details on hardware and software availability can be found on the department's website. UNO IT provides every student admitted or cross-enrolled a single IT user account used to access Canvas, Email, WEBSTAR, Office Applications, a 1 TB personal OneDrive cloud storage, and many other benefits.

[Learning Resource Center](#)
[Library 126; 504-280-7053](#)

The Learning Resource Center (LRC) provides UNO's diverse students with the tools for academic success. We provide information about all free tutoring on campus as well as workshops. Many departments have their own tutoring centers, staffed by graduate students, undergraduate students and in some cases, even faculty. The Writing Center offers 30-minute appointments daily and allows online paper submissions for feedback. Visit [The Learning Resource Center](#) for the most comprehensive and up-to-date information on all available tutoring, programs, and services.

[Mail Services](#)
[University Center \(UC\) 112; 504-280-6247](#)

The UNO Mail Service, located in the University Center, provides typical U.S. postal services. Currently enrolled UNO students and UNO organizations may rent post office boxes. Rental periods are for 4-12 months. All residents in Pontchartrain Hall are required to have a P.O. Box in order to receive mail at UNO.

[Privateer Athletics](#)
[HPC; 504-280-GAME](#)

Come out and cheer your Privateers to victory as our student-athletes compete for Southland Conference championships. UNO sponsors 14 NCAA Division I sport including basketball, baseball, cross-country, tennis, golf, track and field, indoor volleyball and beach volleyball. UNO has a long, rich history of athletics in New Orleans. Our men and women teams excel in competition, in the community and in the classroom. Admission to UNO home athletic events is FREE for all UNO students with valid student ID. The Department of Intercollegiate Athletics is in the Human Performance Center and is open Monday - Friday 8:00AM- 4:30PM. For additional tickets or season passes, call 280- GAME.

[Privateer Enrollment Center](#)
[Earl K. Long Library 105; 504-280-6595](#)

Located in the heart of campus in the Earl K. Long Library, the PEC offers knowledgeable staff who welcome and assist students in all areas of enrollment services including Admissions, Financial Aid, First Year Advising, Veterans' Affairs, Bursar and Registrar. It is designed to expedite the enrollment process as well as facilitate a successful first year for all students.

[Privateer Place](#)
[Privateer Place; 504-224-8761](#) (during office hours)

Privateer Place Apartments is a privately-owned apartment style complex on campus that offers efficiency, two-bedroom, and four- bedroom apartments. All units are furnished except efficiencies. Privateer Place offers first floor apartments that are accessible for students with disabilities. Undergraduate and graduate students are welcome at Privateer Place and living in Privateer Place satisfies the UL System residency requirement.

[Recreation and Intramural Sports](#)
[Recreation and Fitness Center; 504-280-6357](#)

The Department of Recreation and Intramural Sports offers a variety of programs and services for UNO Students. The UNO Recreation and Fitness Center is a fantastic gathering spot for students who are interested in participating in a variety of fitness and recreational activities. The Recreation and Fitness Center has an innovative eSports Café, a shuffleboard table, 2 ping pong tables, 3 basketball courts, an indoor running track, 1 racquetball court and an indoor lap swimming pool. 2 group exercise rooms, weight equipment and an extensive amount of cardio-vascular equipment which includes: treadmills, elliptical cross trainer machines, upright and recumbent bikes, rowing machines, AMT cross trainers, a new stair stepper, a Jacob's ladder and much more. Personal Training and Fitness Assessments are also available. A variety of group exercise classes, such as yoga, Karate, spinning, toning and Zumba are offered each semester.

Intramural and Club Sports: A variety of intramural sports are offered each semester: eSports, flag football, volleyball, soccer, basketball, racquetball, and more. Club sports are also available including Brazilian Jiu-Jitsu, bowling, men's volleyball, and Taekwondo. New club sports can be created depending on student interest.

The RFC offers excellent job opportunities, including roles as student workers, supervisors, and coordinators, allowing individuals to gain experience in customer service, fitness, intramural sports, social media marketing, and much more.

[Residential Life](#)
[Pontchartrain Hall North; 504-280-6402](#)

The Office of Residential Life oversees the management and operation of Pontchartrain Halls and Lafitte Village.

Pontchartrain Halls North and South are the university's co-ed suite-style residences for undergraduate and graduate students. The facility consists of 22 one-bedroom, 55 two-bedroom and 152 four-bedroom suite style units. Utilities, Wi-Fi, and all-inclusive laundry facilities are included. All suites are fully furnished, with several suites that are accessible for students with disabilities and students interested in gender inclusive housing. The

halls hold a convenience store, game room, two social lounges and study rooms. The beautiful courtyard between the two halls has a fountain, outdoor seating area, solar charging station, pizza vending machine and beauty supply vending machine. A common area kitchen is located on the first floor of both North and South Hall. Residents are required to purchase a residential meal plan for fall, spring and summer semesters.

Lafitte Village is the university's graduate, married and family housing apartment complex. The facility consists of 48 one-bedroom and 72 two-bedroom units. All units are unfurnished with utilities, cable and Wi-Fi included. An all-inclusive laundry facility, playground area and barbecue pits are available to all residents. A meal plan is available but not required in this facility.

Applications, virtual tours and additional details about themed communities within Pontchartrain Halls are available online [here](#).

[Student Activities Council](#)
[University Center \(UC\) 224; 504-280-7081](#)

Students interested in concerts, movies, or lectures will want to get involved in the Student Activities Council (SAC), the programming department of the Student Government Association. SAC members plan and promote social, multi-cultural, recreational, and educational programs for the UNO community throughout the year. With the assistance of staff advisors, students work on committees that propose, plan, budget, and initiate these campus-wide programs. SAC is known for annual events such as the Welcome Back Block Party, Homecoming Week activities and the annual crawfish boil SUCbAUF (Students Unwinding on Crawfish and Unprecedented Fun).

[Student Accountability and Disability Services](#)
[Earl K Long Library, Room 126E; 504-280-7327](#)
[Disability Services](#)

The Office of Student Accountability and Disability Services is recognized as the University authority on accommodations for students with disabilities. University policy calls for reasonable accommodations be made for students with documented disabilities on an individual and flexible basis. However, it is the responsibility of students to seek available assistance and to make their needs known at the University.

The Office may be able to arrange academic accommodations for students who have a documented disability (including, but not limited to, physical impairment, psychological impairment, learning disability, chronic health diagnosis or temporary disability).

Accommodations may include, but are not limited to, testing accommodations, course materials in alternative formats, the use of computers with assistive technology (voice output, screen enlargement, voice input, use of audio recorders and assistive listening devices). With advance notice, Disability Services can coordinate accommodations for campus tours, student orientation (including testing accommodations for placement examinations) and other campus events.

- [Accommodative Testing Center \(ATC\)](#)
[Earl K Long Library, Room 126E; 504-280-7284](#)

The Office of Disability Services (ODS) established the ATC to perform several functions for students with disabilities and the faculty of UNO. The Center provides a centralized facility for proctoring of exams for faculty of students who use testing accommodations and for the provision of accommodations such as but not limited to the production of audio/electronic textbooks and other alternate format course materials as an accommodation for students, proctoring of exams for faculty for students who use testing accommodations and the provision of a centralized location for adaptive technology for use by students and a place of quiet study.

[Student Accountability and Disability Services](#)
[Earl K Long Library, Room 126E; 504-280-7327](#)

It is the goal of this Office to foster safety, wellness, academic integrity and accountability to the UNO community, and the policies and regulations of the University while maintaining a scholarly community. The student conduct process provides a fair and engaging process for the resolution of alleged violations of the Student Code of Conduct. The goal is to have students who participate in the student conduct process learn about their own decision-making, how their decisions affect both themselves as well as the larger University community. The office aims to facilitate student learning and development regarding community standards by balancing individual and community rights.

If a member of the UNO community believes that a student has violated a policy or part of the UNO Student Code of Conduct, they are encouraged to report this in writing. Policies and expectations for students are outlined in the UNO Student Handbook and other official publications.

[Student Government Association](#)
[University Center \(UC\) 236A; 504-280-6229](#)

All regularly enrolled students are members of Student Government Association (SGA), which provides an opportunity for each student to participate in the general community affairs of the University. SGA members assume the responsibilities of self-government consistent with the responsibilities and policies of the University administration. Students can become active SGA members by joining the SGA Senate, SGA Executive Department, SGA Judicial Department, or the SGA Programming Board (Student Activities Council). SGA serves as the official channel for communication between the administration and students. In addition, SGA maintains a variety of services including free notary and legal services, free scantrons, and The Captain's Quarters Student Lounge. The SGA also funds other activities and services on campus such as student organization programs, campus traditions and limited academic travel funds for undergraduate and graduate students.

[Student Involvement and Leadership](#)
[University Center \(UC\) 222; 504-280-6349](#)

The Office of Student Involvement and Leadership oversees and provides information about student organizations including the Student Government Association (SGA), Student Activities Council (SAC), Leadership Cabinet, and fraternity and sorority life. Leadership skills and personal interests are the focus of several groups on the UNO campus. Through involvement in campus activities, students can learn a variety of career-readiness skills such as time management, decision-making, cooperation, and planning. These skills will not only enhance life at UNO, but also encourage positive personal growth. The SIL staff can direct students to services and/or groups they seek.

[University Center](#)
[Ask Lafitte Information Desk \(UC\); 504-280-6335](#)

The University Center is the hub of student life on the UNO campus and houses five campus dining outlets, the administrative offices of Campus Dining Services and the University Center. Most of the offices within Student Affairs are in the University Center as well as the bookstore, Campus Mail, the Gallery Lounge, the Sen. Ted Hickey Ballroom and multiple meeting rooms.

[University Honors Program](#)
[Earl K. Long Library 301; 504-280-7008](#)

The UNO Honors Program offers qualified students the opportunity to graduate with university honors. Students in the program participate in small, challenging honors classes taught by select faculty. As a capstone of their undergraduate work, students complete a Senior Honors Thesis, which allows them to conduct independent research under the guidance of their chosen thesis advisor. Honors students have the benefit of registering early every semester, ensuring their choice of schedules and courses. To qualify for the program, first semester

freshmen must have a composite ACT score of 26 or ACT English 28 or ACT Math 28 or SAT 1170. Continuing UNO students and transfer students may also qualify with a 3.25 cumulative GPA.

2023-24

Plan to Get Involved

The University of New Orleans has hundreds of campus organizations in which to be involved. Below you will find some frequently asked questions and general information about campus organizations at UNO. Remember, going to class is only part of college.

Frequently Asked Questions about Student Involvement

How can I get “involved” and how much time will it require?

There are many opportunities to get involved on campus. We have a student government association, a Student Activities Council, fraternities and sororities, various clubs and organizations, as well as opportunities for community service. The time commitment depends on the type of involvement you choose. Most of our students have many other obligations aside from their academics and their involvement with student activities, yet they are still able to enjoy the opportunities we have available. Any type of involvement is guaranteed to enhance your college career.

Why join a student organization?

Learning doesn't have to stop once you leave a classroom. Joining an organization is a great way to supplement academic learning, develop social skills, exchange ideas, become a leader, make new friends...and have fun!

What's a good way to get involved?

The best way to get a feel for the organizations at one time is to attend the Organization Fairs that take place in the beginning of each fall semester. Representatives from the organizations will be available to talk with you. In addition, stop by the Office of Student Involvement and Leadership for help finding an organization that interests you.

How do I get in touch with someone from an organization? There is a listing of all organizations on the Office of Student Involvement and Leadership website. This listing provides the mission of each organization. You can contact a representative from the organization by email or attend a meeting.

When can you join an organization?

ANYTIME! Don't feel that you must sign up for everything all at once. Learn about what organizations interest you and go from there!

Does it cost money to join a campus organization?

While some organizations do collect membership dues, it is not a requirement of the university.

How can I start a new organization?

If you are interested in starting a club that does not already exist, and have at least 4 other people who are interested in joining, you may start the process of forming a new organization. Stop by the Office of Student Involvement and Leadership to pick up the proper paperwork or visit www.sil.uno.edu to complete the registration from online. There are mock constitutions and other resources available to help get started.

Is there funding available for the organizations?

A student organization may go before the Student Government Senate and propose a bill asking for funding. Forms are available in the SGA office.

Are student leaders recognized for their efforts and involvement? Each spring, the Leadership Cabinet puts on the “Student Leadership Recognition Ceremony,” at which students and organizations are recognized for their outstanding achievements at the university.

What if I want to suggest an event for the campus?

Student Activities Council is the official UNO student event planning board. You can come to one of their meetings and suggest the event for consideration or join SAC and help plan and implement the event.

Okay, none of this helps. Now what?

Contact the Office of Student Involvement and Leadership at 504- 280-6349, stop by the office in University Center 222, or visit [SIL](#)

UNO History and Traditions

University of New Orleans, the Beginning

UNO opened September 5, 1958 as Louisiana State University in New Orleans on the grounds of the former New Orleans Naval Air Station. Classes were held in old navy barracks until the construction of the first permanent university buildings in 1961. Although the university is now a member of the UL System, in 1974 the university became independent from LSU, and its name changed from LSUNO to simply the University of New Orleans. Our first chancellor was Dr. Homer L. Hitt. The alumni center is named in his honor.

University of New Orleans Fight Song

Let’s give a cheer for old UNO. Fling out her banners, forward we go.

Come on let’s carry her colors, silver and blue.

Shout out her praises true. U-N-O!

Our Privateers will march on to fame. New Orleans glory they will proclaim. So let that UNO spirit frighten our foe.

Let’s hear it for U-N-O!

University of New Orleans Alma Mater

U-N-O our Alma Mater proud we stand to sing your fame U-N-O we honor your dear name

Mem-ries will linger on when our years with you have gone And keep us true to the silver and blue.

Start Fresh Fest

Start Fresh Fest enables students to become (re) acquainted with UNO. Held during the first week of school each year, Start Fresh Fest features music, food, and fun, as well as campus and community resources.

Welcome Back Block Party

A campus-wide back to school event held on the first Thursday of the fall semester. Sponsored by the Student Activities Council, Block Party offers new and returning students the change to hang out together and relax before school gets too busy.

SUCbAUF

The world's largest crawfish boil. "Students Unwinding with Crawfish and Unprecedented Fun" is sponsored by the Student Activities Council, which purchases thousands of pounds of crawfish, and serves it free to all UNO students. The event is held during the last week of classes in the spring.

UNO Ring Ceremony

The UNO Ring Ceremony is a formal occasion where seniors are presented with their UNO Class Ring. The symbols on the ring feature the UNO Smoke Stack, a Fleur-de-lis, an anchor, the sword and the official UNO emblem.

Homecoming

Homecoming is the week that students, faculty, and staff come together to support our UNO Privateers women's and men's basketball teams. During homecoming week, the Student Activities Council holds daily events such as a movie night, pep rally, and tailgate where students can show their school spirit.

University Mace

The University Mace is borne before the Platform Party as a symbol of authority in the procession and recession at Commencement. The Mace was first presented on September 6, 1988 at the Academic Convocation commemorating the University's September 5, 1958 opening ceremony.

What's a Privateer?

A Privateer was a pirate who, by commission or letter of marquee from the government, was authorized to seize a merchant vessel of another country. He was a pirate for hire by a country.

Greek Week

A time for fun, fellowship, and competition among UNO fraternities and sororities. Greek Week includes educational, philanthropic and school-spirit activities to unite fraternity and sorority members and introduce other students to Fraternity and Sorority life.

Privateer Camp

Privateer Camp is a three-day, two night off campus freshman transition Retreat. During this retreat, incoming students learn about the wide range of involvement activities and resources that the University offers.

Greek Life at UNO

The 14 Greek letter organizations at the University of New Orleans are as diverse as they are active in the campus community. Please visit [Greek Life](#) at UNO or email greeklife@uno.edu to learn more about fraternities and sororities.

Alpha Kappa Alpha Sorority, Incorporated

Purpose: As Alpha Kappa Alpha has grown, it has maintained its focus in two key arenas: the lifelong personal and professional development of each of its members; and galvanizing its membership into an organization of respected power and influence, consistently at the forefront of effective advocacy and social change that results in equality and equity for all citizens of the world.

Alpha Phi Alpha Fraternity, Incorporated

Purpose: The purpose of Alpha Phi Alpha Fraternity, Inc. is to develop leaders, promote brotherhood and academic excellence while providing service and advocacy for our communities.

Alpha Xi Delta Sorority

Purpose: Sincere development of character, high standards of scholarship, wholehearted interest, and involvement in college affairs, living in such a way that health and peace and harmony may prevail, and a wholesome social life above reproach or criticism.

Delta Sigma Theta Sorority, Incorporated

Purpose: To provide public service to the campus and surrounding community and to promote sisterhood and scholastic achievement.

Delta Zeta Sorority

Purpose: To unite its members in the bonds of sincere and lasting friendship, to stimulate one another in the pursuit of knowledge, to promote the moral and social culture of its members, and to develop plans for guidance and unity of action.

Kappa Alpha Psi Fraternity, Incorporated

Purpose: To unite men of culture, patriotism, and honor in a bond of Fraternity. To encourage honorable achievement in every field of human endeavor. To promote the spiritual, social, intellectual, and moral welfare of members. To assist the aims and purposes of Colleges and Universities. To inspire service in the public interest.

Kappa Sigma Fraternity

Purpose: Social organization to help build leaders of men.

Lambda Chi Alpha Fraternity

Purpose: Brotherhood, social, philanthropy, business experience, networking, scholarships.

Phi Kappa Sigma Fraternity:

Purpose: shall be the promotion of good fellowship and the cultivation of the social virtues among our members; the protection of just rights and the advancement of the best interests, present and future, individual and collective, of all those who shall be associated together as members of this Fraternity; the encouragement of good scholarship and the breadth of training for our members; and the cooperation in the educational and cultural programs of institutions of higher education in which our Chapters are located.

Sigma Gamma Rho Sorority, Inc.

Purpose: to enhance the quality of life within the community. Public service, leadership development and education of youth are the hallmarks of the organization's programs and activities. Sigma Gamma Rho addresses concerns that impact society educationally, civically, and economically.

Sigma Kappa Sorority

Purpose: The purpose of Sigma Kappa is to provide women lifelong friendship, opportunities, and support for social, intellectual, and spiritual development by bringing women together to positively impact our communities.

Theta Xi Fraternity

Purpose: To provide a college home environment for its active members in which fellowship and alumni guidance lead to wholesome mental, moral, physical and spiritual growth.

Zeta Phi Beta Sorority, Inc.

Purpose: To promote scholarship, community involvement, and enrichment of finer womanhood.

Zeta Tau Alpha Sorority

Purpose: To promote the purposes and programs of the fraternity, to function as a constructive, vital force in the lives of its members, to cooperate with the local alumnae, and to serve as a cooperative, active part of the university program.

Policies and Procedures: An Overview

Please click on the policy for more information.

[Alcohol and Events](#)

[Discrimination, Harassment and Retaliation](#)

[Freedom of Expression](#)

[Hazing Prevention and Education](#)

[Posting Signs and/or Fliers on Campus \(with the Freedom of Expression Policy\)](#)

[Tobacco Free Campus](#)

[Weapons on Campus](#)

[Missing Student](#)

[Drug-Free Schools and Campuses Act](#)

The University of New Orleans prohibits the use of illicit drugs, including alcohol. It is unlawful to possess, use or distribute illicit drugs on UNO property or any University sponsored event, whether or not the event occurs on campus. The University provides education and referral services to students, faculty and staff who seek help with substance abuse problems.

Alcohol and drugs can seriously damage physical and mental health, as well as jeopardize personal and public safety. For these reasons, violators of the UNO drug policy will face university action, as outlined in the [Student Code of Conduct](#). Penalties to students who are found in violation of university policy may include but are not limited to suspension or expulsion. Penalties to faculty and staff members may include termination of employment, as outlined in the [Substance and Alcohol Abuse \(Employees\) Policy](#).

Electronic and Wireless Devices

The University of New Orleans seeks to control the use of electronic and wireless devices in the library and while instructional classes are in progress. While in the Library or while in an instructional class in progress, all electronic and wireless devices must be switched to silent mode. Any audible signal, whether during an instructional class or within the Library, is strictly prohibited. Furthermore, talking on electronic and/or wireless devices while in attendance of an instructional class or in designated areas in the Library is also strictly prohibited. Receipt of a call requires the person(s) to exit the classroom or library space. Enforcement of this and settlement of disputes is the responsibility of the instructor, librarian, or respective building supervisor. [Library cell phone guide](#).

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords you certain rights with respect to your education records. A complete copy of the University policy regarding FERPA is available in the [University's Registrar's office](#).

Grade Appeal

The grade appeal process begins with the professor who issued the grade. Should further arbitration be necessary, students should speak to the department chair for further resolution options.

HIV / AIDS

Human Immunodeficiency Virus (HIV) & Acquired Immune Deficiency Syndrome (AIDS)

The University of New Orleans is committed to maintaining an environment free from discriminatory practices, harassment and retaliation. It is a violation of UNO policy to discriminate against an applicant or student on the basis of Human Immunodeficiency Virus (HIV) or Acquired Immune Deficiency Syndrome (AIDS) diagnosis or status with regards to admissions, enrollment, housing, or access to any University facilities, programs and organizations. Discrimination based on HIV(AIDS) diagnosis or status will not be tolerated. [Please refer to the Discrimination, Harassment and Retaliation policy.](#)

Information, testing, and community referrals may be obtained [here](#).

UNO Residential Network

For information regarding copyright infringement rules, please see [ResNet Copyright Infringement](#).

[Selling and Soliciting on Campus](#)

The University of New Orleans prohibits selling, soliciting and deliveries of personal orders in University buildings or on University grounds.

For a vendor to sell goods or services or to otherwise solicit business on the UNO campus, explicit permission is required from the Office of Business Affairs. The Office of Student Involvement and Leadership is authorized to approve solicitations by a student organization.

Generally, state law and University policy prohibit the use of University facilities for private gain. University employees or others may not, therefore, use meeting rooms, classrooms, etc. to sell or to solicit orders. However, facilities such as the University Center meeting rooms may be rented for approved usage.

External organizations may request to sell products on the campus; generally, such activities will be limited to formal "flea markets" or "fair" activities, at times and in locations specified by the University.

Representatives of companies providing approved employee benefits, e.g., tax sheltered annuities, supplemental medical insurance, etc. are encouraged to schedule group demonstrations at regular intervals. However, such providers are permitted to contact employees by phone to schedule individual appointments.

Individual departments which have not been designated as official University retail outlets are not authorized to sell products or services unless formally approved by the Office of Business Affairs and appropriate provisions for applicable sales taxes, insurance, etc., have been provided.

[Student and Student Organization Rights, Freedoms, and Responsibilities Policy](#)

All students admitted to the University of New Orleans accept the responsibility to conform to all UNO rules and regulations. The University will make every reasonable effort to make the rules and regulations available. Each student is responsible for becoming familiar with and abiding by them.

Student Computer Usage

UNO students are authorized to use Information Technology (IT) facilities for course related work and other educational purposes only. Use of UNO computing resources for other than educational purposes, especially for commercial or contract purposes, will result in the removal of the student's user names from all IT managed computers. Possible judicial or legal action may also be in order.

Student Right to Know and Campus Security Act of 1990:

Public Law 101-542 Title II

While UNO recognizes that the campus is not crime free, one important advantage which enhances safety is education. Education in the form of specific information is the most effective weapon in the struggle against crime. When university police officials were polled nationwide, a majority said education was the key to crime prevention.

The cooperation and involvement of students, faculty and staff taking responsibility for their own personal safety and the security of their personal belongings, contributes to a strong campus safety program. The University wishes, in accordance with Public Law 101542, the Student Right to Know and Campus Security Act of 1990, to encourage each member of the University community to be a significant contributor to the well -being and safety of the community at large.

Department of Public Safety

The Department of Public Safety is staffed 24 hours a day to meet the needs of the UNO community. The department coordinates all requests for assistance relative to crime, including threats, theft, personal safety, medical emergencies, harassment, fire, vehicular mishaps, catastrophic weather emergencies, domestic disturbances and other police related matters. The Department of Safety and Security has jurisdiction over all university facilities, premises and property. The department receives its authority through Louisiana Revised Statute 17:1805.

Administratively, the department reports to the Chief Communications Officer. All university officers are officially commissioned officers and follow standard police operating procedures including those of arrest. Additionally, the enforcement of university policies, procedures and other matters specific to university life are of high priority. Providing a safe and secure environment at the University of New Orleans is the responsibility of the entire community. Within the UNO community, the Department of Safety is assigned the primary responsibility to identify programs, methods and approaches toward achieving a safe and secure environment. The Department provides the best protection possible to safeguard the lives and property of the university and its community. In supporting UNO's mission as a public service institution, all members of the department provide the highest quality of service possible.

As Law Enforcement Officers, the mission is to uphold and enforce appropriate federal, state and local laws as well as university-imposed rules and regulations. As Peace Officers the responsibilities include preserving the peace at the university and instituting police procedures that ensure that order is maintained as the university undertakes its mission.

Privacy Rights of Students

UNO is prohibited by law from disclosing results of student or employee disciplinary proceedings. The confidentiality of student records is covered by the Buckley Amendment. In addition, it is the prerogative of the Department of Public Safety to determine whether to make an arrest. Campus handling of judicial cases may involve both campus proceedings and civil/criminal proceedings. Judicial proceedings may be handled prior to, during or after civil/criminal proceedings.

It is the responsibility of each member of the UNO community and their guests to contact the Department of Public Safety in a timely fashion to report any criminal or questionable activities on campus. Department officers take an active role in ensuring a safe campus by providing both foot and vehicular patrol. Officers respond to calls on campus through radio dispatched direct communications to ensure a timely response. With each reported incident, an appropriate investigation will take place.

To inform the UNO community of campus incidents, a media representative may make a request to the Department to review the Daily Dispatch Log at least weekly. A request can be made by the media representative to review the Initial Police Report. Copies of completed reports will be furnished to the media with confidential student or investigatory information deleted when appropriate. Reports of open and/or active cases will not be released if it could prejudice or compromise the investigation of a crime or incident. In these cases, a brief oral or written gist of the incident may be furnished to the representative. Under special circumstances, The Department shall release information involving serious incidents to the University community without delay. Information on recurring crimes are issued by special release or during the weekly briefing, whichever is deemed appropriate. The Department will attempt to accommodate media requests without necessarily compromising any ongoing investigation or divulging the names of any juvenile victim or offender. Supplemental forms of release such as news conferences, electronic bulletin boards, FAX, leaflets and flyers, etc. may all be considered in special circumstances in order to inform the campus community.

Annual distribution of this policy shall be made through appropriate publications to students and employees such as the Policy Manual and the [Faculty Handbook](#).

On an annual basis, prior to September 1, a review of these procedures will be made by the Department and corresponding crime statistics will be reported. This report will be forwarded through administrative channels to the University President. Other law enforcement and security agencies, such as New Orleans Police Department, Levee Board Police, FBI, local neighborhood security and other university police/security departments may be consulted for specific case resolution.

Crime Statistics

For your convenience, the annual statistics are available online at [Annual Security, Fire and Safety Reports](#).

Current UNO Policies and Procedures

UNO has a variety of policies and procedures relating to the safety and wellbeing of the campus community. Departmental safety awareness and education programs can be found [here](#). Other policies related to safety can be obtained from the Office of Human Resources.

UNO Off -Campus Facilities

Off campus locations provide assistance via local and surrounding law enforcement personnel. Any incident which may occur at these facilities shall be reported to the Department of Public Safety for crime statistic purposes. Any recognized facility associated with the university, is to report crime incidents to the UNO Department of Public Safety as well. It is the responsibility of the administrator in charge of that facility or activity to report any crime incident in a timely fashion.

[Safety Awareness and Educational Programs](#)

Education of the campus community is of utmost importance and is stressed through several institutional committees and departmental operations. Police officer interaction provides ongoing awareness and education. Through their efforts, the following activities of crime prevention are carried out:

- Escort Program: Upon officers' availability, any University person or guest can request a walking escort to and from campus buildings and parking lots.
- Campus emergency phone system: Emergency phone with an attached blue light allows any person direct police access by pressing the call button on the phone poles located throughout campus. The blue light signals the location of the person for easy identification.

This policy is not intended to change or affect other university policies and procedures, particularly as they relate to conduct. The university reserves the right to modify and adopt this and any other policy or procedure at any time without notice.

Use of Institutional Name

No student or student organization may make use of the institutional name of the University for the purpose of solicitation unless permission is obtained in writing from UNO Marketing.

Campus Policies for Non-Students

General Requirement Regarding Non-Student Groups on Campus Except as otherwise provided in this subpart, the University's [Freedom of Expression policy](#) applies equally to non-students and nonstudent groups seeking to engage in expressive activity on the university's campus.

Overview of Selling and Soliciting on Campus Policy

The University of New Orleans prohibits selling, soliciting and deliveries of personal orders in university buildings or on university grounds. For a vendor to sell goods or services or to otherwise solicit business on the UNO campus, explicit permission is required from the Office of Business Affairs. (The Office of Student Involvement and Leadership is authorized to approve solicitations by a student organization.) Generally, state law and university policy prohibit the use of university facilities for private gain. University employees or others may not use meeting rooms, classrooms, etc. to sell or to solicit orders. However, facilities such as campus meeting rooms may be rented for approved usage. Contact the Office of Business Affairs for more information on all policies regulating [Selling and Solicitation](#) on Campus.

(Student Handbook revised 8/2023)

University of New Orleans Student Code of Conduct

The basic philosophy of the policies and procedures in this section is one of education. The focus is on growth and development of the individual student by encouraging self-discipline, by publishing clear behavioral guidelines (rules and regulations), and by fostering the rights and privileges of others.

There exists a fundamental difference between the nature of the Student Code of Conduct and that of criminal law. The Student Code of Conduct is not intended to resemble the policies or procedures of the criminal justice system. The rules of criminal law are neither required nor necessary to achieve the educational goals of the university Student Code of Conduct.

The University of New Orleans (UNO) is a multicultural community composed of diverse students, faculty, and staff. UNO will not tolerate discrimination or harassment of any person or group of persons based on race, color, gender, age, religion, national origin, citizenship, disability, sexual orientation, genetic information, retirement, veteran status, or gender identity. Each member of the university is held accountable to this standard which is strongly reflected in this code.

Code Authority

The authority to administer the day-to-day affairs of the university has been given to the President by the Board of Supervisors of the University of Louisiana System. The President, in turn, has delegated the authority to administer the Student Code of Conduct to the Office of Student Affairs.

Statement of Purpose

The university has the legal right and moral obligation to establish reasonable rules for academic and personal conduct, to sanction accordingly, and to deny admission to applicants or continued enrollment to students who do not meet or maintain these standards. The university reserves the right to review any action taken by civil or student accountability authorities regarding UNO students or student organizations.

Definitions

The definitions of the following terms used throughout this Code are provided for clarity and better understanding.

Academic Exercise: Any assignment given by a faculty member. This includes, but is not limited to, tests, examinations, papers, projects, art works, sculptures, or computer programs.

Administrative Conference: The meeting during which the complainant and the respondent, when appropriate, discuss the alleged violation with the Director (or their designee) and agree on a resolution. If no resolution is reached, a Board of Review will be convened.

Advocate: A representative (an attorney or non-attorney) for a student or student organization accused of violation of the UNO Student Code of Conduct or for the student complainant (alleged victim), who,

at the student's expense, may fully participate during any proceeding under the UNO Student Code of Conduct or during any other procedure adopted and used to address an alleged violation of the policies. "Fully participate" includes the opportunity to make opening and closing statements, to examine and cross-examine witnesses, and to provide the student complainant or student respondent with support, guidance, and advice. The Advocate is allowed only when the student or student organization is accused of a violation of the UNO Student Code of Conduct such that if the student/student organization is found responsible, will result in the sanction of suspension of ten or more days or expulsion. The advocate must be accompanied by the respondent student.

The student will be required to have the Advocate complete a FERPA release of information form prior to any scheduled meeting.

Appeal: A procedure by which the respondent requests that a finding be reexamined or reviewed based on specific, outlined criteria; an appeal submitted to and reviewed by the Dean of Students.

Business Day: Each day that the university is open for official business and in normal operation.

Chair: The non-voting member who facilitates the University Board of Review meetings. The Chair is responsible for conducting the Board of Review in an orderly manner, controlling the conduct of all participants and attendees, and rendering the written determination regarding responsibility in an impartial, neutral, and objective manner based on the findings of the University Board of Review.

Code: The Student Code of Conduct which governs the behavior of students and student organizations.

Complainant: The person who alleges a violation of the Student Code of Conduct by a student or student organization.

Complaint: The official report describing alleged violation(s) of University policies, rules or regulations. The respondent is allowed to review a copy of this document by appointment.

Dean of Students: The University official who has been delegated the authority by the President to oversee the accountability process.

Director of Student Accountability and Disability Services: The Director of Student Accountability and Disability Services (referred to throughout this document as Director) is the University official who ensures that all procedures are properly followed, maintains appropriate records, and ensures sanctions are properly and consistently enforced. In addition, the Director or designee explains the process to everyone involved and coordinates the University Board of Review.

Evidence: The facts and information that support or refute the alleged violation(s). Evidence that provides a detailed account of the alleged violation(s) of the Code of Conduct should be submitted with the written complaint. Evidence may also include secondary or indirect knowledge of the alleged violation.

Finding: A conclusion by the standard of proof (preponderance of evidence) that the conduct did or did not occur as alleged and whether the conduct did or did not violate policy.

Flag: A notation on a student's record that bars a student from enrolling, receiving grades, or other types of actions with the University.

Good Disciplinary Standing: A student is in good standing with the University when they are not under a current sanction or on disciplinary probation. Other offices or agencies may require a student to be in good standing for student employment on campus, holding office in a student organization or when transferring to another academic institution.

Notice: A student or student organization who is accused of violating the UNO Student Code of Conduct is entitled to written notice of any and all alleged violations and the disciplinary proceedings or charges that will occur as a result. This notice shall include, but need not be limited to, each and every section of the University's rules or policies that the student or student organization is alleged to have violated and any evidence the University used and collected in making the charge.

Organization: Organization is a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, band, spirit group, athletic team, or similar group whose members are primarily students at, or former students of, a postsecondary education institution, including the national or parent organization.

Organization President: The official head of a student organization. For the purpose of this Code, the student organization president may appoint a student designee.

Policy: Any written rule or regulation of the University as found in, but not limited to, the Student Handbook, Housing Policy, Undergraduate and Graduate Catalogs, Student Organizations Handbook, UL System Bylaws and Rules, UL System Policies and Procedures and University Administrative Procedures (APs).

Regulation: A rule, policy, or law by which conduct is ordered or regulated.

Respondent: Any student or student organization who allegedly violated a university rule, regulation, or policy.

Sanction: A penalty imposed upon a student or student organization for violation(s) of university policies, rules, or regulations. The primary purpose of a sanction is to assist the student or student organization in reshaping or redirecting behavior.

Student: For the purposes of policy enforcement, unless otherwise defined differently in specific policies, the University considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the University. The following individuals are also considered students for the purpose of this policy:

- (i) Individuals who are dually or concurrently enrolled, visiting/guest, online, and/or non-degree seeking.
- (ii) Individuals enrolled in the Link to Success Program partnership with Nunez Community College.
- (iii) Individuals who are participating in UNO study abroad programs.
- (iv) Individuals who choose to take a leave of absence, withdraw, or graduate are considered students for the purposes of University policy enforcement for any misconduct that occurred prior to the leave, withdrawal, or graduation.
- (v) Individuals who attend post-secondary educational institutions other than the University of New Orleans and who reside on campus at UNO are also accountable for abiding by University policies and the Student Code of Conduct.

Student Handbook: The official source of University policies, rules, and regulations for students and student organizations. The Student Handbook is compiled by the Office of Student Affairs and published electronically by the University of New Orleans.

Support Person: Any one person who a student chooses at their expense to bring to an interview, pre-conference meeting, Administrative Conference or University Board of Review, such as a parent, legal guardian, or friend. The support person may only advise or consult with the Responding student and is not permitted to participate or to speak on behalf of the student during any Board of Review. The student will be required to have a completed a FERPA release of information form for this person on file with this office prior to any scheduled meeting.

Choosing a Support Person who is also a witness in the process creates potential for bias and conflict of interest. A person who chooses a Support Person who is also a witness can anticipate that issues of potential bias will be explored by chair of the Board of Review. This is different from an Advocate, defined above.

University: The University of New Orleans (UNO), including all departments, colleges, programs, activities, and affiliations.

University Board of Review: A group of faculty, staff, and students (except for cases of Sexual Harassment) who review alleged violations of the Student Code of Conduct by means of a formal meeting. The University Board of Review will hear cases in which the student, should they be found responsible for Code violations, may be sanctioned to suspension or expulsion from the University. The Board will submit findings to the Director, noting whether a student was found responsible or not for charged violation(s), in addition to the determined sanction(s), if any.

University Document: Any written communication or record maintained by the University.

University Official: A member of the University community who is given the authority to implement and supervise University activities.

University Property: All land, buildings, facilities, equipment, or other property owned, leased, loaned, or controlled by the University and the University of Louisiana System.

Violation: A breach, infringement, disobedience, or disrespect of a university policy, rule, or regulation.

Withdrawal: When an individual, either voluntarily or involuntarily, is no longer currently enrolled at the University.

Witness: A person who can give a first-hand account of an incident.

Due Process- Substantive and Procedural

The purpose of this Code is to provide for the orderly administration of the student and student organization accountability process in view of the principle of due process. It is assumed that all persons involved in the accountability process will provide accurate and truthful information. There are two types of due process, substantive and procedural.

Substantive due process requires that all University regulations, rules, and policies governing student conduct and student accountability matters are fair and reasonable. The treatment of students accused of a violation shall be based on the general principle of fair and equal treatment, regardless of race, color, gender, age, religion, national origin, citizenship, disability, sexual orientation, genetic information, retirement, veteran status, or gender identity.

Procedural due process requires that adequate notice and an opportunity to be heard be provided when required by law. Students and student organizations have the right to be presumed “not responsible” and will not be found “responsible” for violating the code of conduct until or unless they admit responsibility or at the conclusion of an Administrative Conference or University Board of Review in which they are found responsible based upon the university’s standard of evidence of a preponderance of the evidence. For cases involving the possibility of suspension of 10 days or longer, the university must establish every element of the alleged violation according to the preponderance standard.

Students have the right to request reasonable accommodation due to a disability to allow participation in the process. The Director or designee must be notified of the request in advance and documentation may be required.

Records generated by the Office of Student Accountability and Disability services become part of a student’s educational record. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Please refer here for additional information.

Reporting Alleged Violations of University Policy

Complaints alleging violation of the Code or other policies by student(s) and/or student organization(s) should be handled at the lowest possible level. The reporting party should first attempt to resolve the conflict with the student directly.

In the case of a student's disruptive behavior in or out of the classroom, a faculty or staff member may issue a verbal or written admonition, and/or ask the student to leave the classroom or location for that period. The faculty or staff member may not permanently ban the student from the class or location without due process.

If a student does not agree that a violation occurred or does not agree with the faculty or departmental action, the student may request to have the case heard through the student accountability process outlined in the code.

Alleged violation(s) that are considered more severe should be directly addressed through the Student Code of Conduct. Documentation of the alleged violations should be submitted to the Office of Student Accountability and Disability Services via the online incident reporting system as soon as possible after the alleged violation occurs, but preferably no more than thirty (30) business days after the alleged violation(s) or knowledge of the alleged violations/ incident. Reports filed later than 30 days after the alleged incident may be dismissed at the discretion of the Director, depending on the circumstances. The attending record will be maintained with all other procedural files in the Student Accountability and Disability Services' Office. Other operating units of the University, including, but not limited to, academic colleges, academic departments, University Housing, University Center, the Library, dining services, intramural and intercollegiate athletics, and fraternity or sorority governing structures also may have rules and policies that students and student organizations must follow, as long as they are consistent with the provisions of this code. If questions arise over a violation, a sanction or a policy, this Student Code of Conduct shall supersede.

Reporting Academic Misconduct

Course instructors should be aware that all instances of academic misconduct must be reported to the Office of Student Accountability and Disability Services as soon as possible after the alleged violation occurs. Reports alleging a student's act of academic misconduct should be handled starting at the lowest possible level. If an instructor feels that academic misconduct has occurred, the instructor should, if feasible, first meet with the student (or students) involved to discuss this matter. Whether or not a meeting with the student(s) takes place, the following procedures govern the reporting of academic misconduct and any actions taken as a result of an incidence of academic misconduct:

1. The instructor should meet with the student to discuss the allegation of academic misconduct and complete the Academic Misconduct Report Form with the student.
2. File the Academic Misconduct Report Form with the Office of Student Accountability including supporting documentation.
3. Provide copies of the Academic Misconduct Report Form to the student, the Chair of the instructor's department, and to the Dean of the instructor's college.

The instructor may assign a penalty as appropriate (reduction in grade, reworking a paper, etc.) which will be noted on the Academic Misconduct Report Form.

The instructor may assign a grade of Zero or 'F' on the academic exercise (such as a test, paper, project, assignment, computer program, etc.) in question. This action is subject to the following provision: This grade cannot be dropped in the calculation of the final grade.

The alleged instance of academic misconduct shall continue to an Administrative Conference with the Director (or designee) and the instructor, and/or continue to a University Board of Review, if

- a. The student, in completing their part of the Academic Misconduct Report Form, requests that the case be heard through the student accountability process;
- b. The instructor requests that the act of academic misconduct in question receive further review/additional sanction or greater sanction than an 'F' on the academic exercise;
- c. Upon a second report or incident of academic misconduct for a student (if the student was found responsible for academic misconduct in the first case), the case will automatically be brought before a University Board of Review.

If an alleged academic misconduct case cannot be resolved prior to the issuance of the final grades, the instructor will assign/submit a final course grade. Should that grade need to be changed as part of the finding from a Board of Review, the instructor will submit a grade change in accordance with policy.

Academic Misconduct reporting should be made at this link and all documents can be uploaded via this site, including the signed Academic Misconduct Reporting Form:

<https://uno.guardianconduct.com/incident-reporting/new>

The record will be maintained with all other procedural files in the Student Accountability and Disability Services office.

Procedure for Reporting All Other Offenses

Any member of the University community can file a report about any student or student organization believed to be in violation of this code. All reports should be made to the Office of Student Accountability and Disability Services as soon as possible after the alleged violation occurs. There is no time limit on reporting violations of the Student Code of Conduct; however, the longer someone waits to report an offense, the harder it becomes for University officials to obtain information and witness statements and to make determinations regarding alleged violations.

Reports can be submitted using this link: <https://uno.guardianconduct.com/incident-reporting>

The report should include: the name of the person making the complaint; the full name of the student being accused (or name of the student organization being accused) of a violation; the alleged violation(s); all information supporting the alleged violation or violations (i.e., exam papers, pictures, statement of reasons which support the complaint); date and time of the alleged violation; names of any witnesses (include information on how to contact witnesses); and a description of the alleged violation in a logical and clear manner.

Though anonymous complaints are permitted, doing so may limit the University's ability to investigate and respond to a complaint.

When the Office of Student Accountability and Disability Services receives information that a student has allegedly violated any rule or regulation of the Board of Supervisors, the University or its various

divisions, the Director or designee shall investigate the alleged violation. After completing the preliminary investigation, the investigator may:

- a. Dismiss the allegation as unfounded.
- b. Summon the student for a conference, and after conferring with the student, dismiss the allegation.
- c. Proceed with an Administrative Conference for cases in which the outcome would be less than suspension or expulsion, if the student is found responsible,
- d. Prepare a notice of charges and proceed to a University Board of Review.

If the report does not involve a policy or code violation, but needs attention, the Director or designee will then refer it to the proper University process.

Any person filing a complaint may be required to appear at a University Board of Review. A case may still be considered should the Respondent fail to appear at the Administrative Conference or at a Board of Review.

See Title IX for the procedures related to complaints of sex discrimination, sexual misconduct, sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, and stalking (on the basis of sex).

Supportive Measures

Supportive measures are non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the University's education program or activity, including measures designed to protect the safety of all parties or the University's educational environment, and/or deter sexual harassment, sex discrimination, and/or retaliation.

This following measure may be implemented to allow parties involved to each feel safe from sources of conflict, potential or perceived conflict:

University No-Contact Directive: Prohibits named students from contacting, emailing, telephoning, or otherwise disturbing each other in situations where there is reason to believe that an alleged violation of harassment policies, a physical altercation, and/or Sexual Harassment may have occurred. The University No-Contact Directive can be issued to one/all parties involved. The University No-Contact Directive may not be construed as a finding of responsibility on the part of any student when issued during an investigation or as an interim action.

This Directive can also be implemented as a sanction when there is a finding of responsibility for Code violations.

Other supportive measures include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus.

Amnesty for Victims and Witnesses

The University community encourages the reporting of misconduct and crimes by victims and witnesses. At times, victims or witnesses are hesitant to report to University officials or participate in resolution processes because they fear that they themselves may become a Respondent to policy violations such as underage drinking at the time of the incident. It is in the best interest of this community that as many victims as possible choose to report to University officials, and that witnesses come forward to share what they know. To encourage reporting, the University pursues a policy of offering victims of misconduct and witnesses amnesty from most policy violations related to the incident.

Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, a student who has been drinking underage might be hesitant to call for help for someone in medical crisis due to their own illegal or overconsumption of alcohol to the UNO Office of Public Safety and Security, to another campus reporting office or 911. The University pursues a policy of amnesty for students who offer help to others in need. While policy violations cannot be overlooked, the University may provide educational options to those who offer their assistance to others in need.

The amnesty provision aims to remove the barriers that may prevent any student from seeking emergency medical attention by providing an opportunity for the University to intervene in a caring and non-punitive manner. The goal is to reduce the potential risk of alcohol and/or drug-related injuries or deaths and increase the likelihood that students will seek medical attention in crisis situations.

A student who seeks emergency medical attention (or who has emergency medical attention sought on their behalf) for drug or alcohol related consumption, will not be sanctioned for violating drug and alcohol policy violations found in the Student Code of Conduct related to that incident, as long as the student completes the following requirements:

1. Participates in an initial meeting with staff from the Office of Student Accountability and Disability Services, and
2. Completes all recommendations from the Office of Student Accountability and Disability Services staff, or designee, and
3. Submits proof of completion of all recommendations, within the period designated by the Office of Student Accountability and Disability Services at the initial meeting.

A bystander student who has engaged in drug or alcohol consumption and who seeks emergency medical attention for someone else or tries to actively engage in assistance for someone else for that person's drug or alcohol related consumption will not be sanctioned for violating drug and alcohol consumption prohibitions found in the Student Code of Conduct related to their own consumption but may be required to meet with staff from the Office of Student Accountability.

The University will not pursue any disciplinary action related to any drug or alcohol consumption against any student who has been sexually assaulted or sexually harassed for their use of drugs or alcohol at the time of the sexual assault or sexual harassment.

The amnesty policy will only apply to a student who seeks emergency medical attention before police or University employees or agents take any official action or intervention related to the drug or alcohol consumption.

The amnesty policy does not preclude action regarding other violations of the Student Code of Conduct.

The amnesty policy only applies to the University's student disciplinary system for violations of the Student Code of Conduct. This policy does not apply to any criminal, civil or other legal consequence for violations under Federal, State or local law.

If a student is involved in repeat alcohol and/or drug abuse incidents, the following will occur:

1. The situation will be evaluated to determine if the student qualifies for amnesty.
2. The availability of amnesty for students with repetitive violations will be determined on a case-by-case basis.
3. Situations will be handled through the regular conduct process and will be considered for sanctioning purposes if a student does not demonstrate a commitment to the recommended steps and is involved in repetitive alcohol and/or drug abuse incidents.
4. For students who reside in on-campus housing, Residential Life will determine the impact the incident(s) has on their housing contract, if any.

Conduct - Standards and Regulations

Any student alleged to have committed an act of misconduct, including but not limited to the following illustrations of misconduct, is subject to action under the Student Code of Conduct.

Abusive Conduct

Physical violence, by any person who poses a clear and present threat to the health, safety or wellbeing of any person.

Behavior by any person that poses a clear and present threat to the health, safety or well-being of any person in the UNO community.

Abuse of Computers, Technology, and Property

Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises in places in which a person might reasonably expect privacy (for instance bathrooms, bedrooms, etc.) when such a recording is likely to cause injury or distress.

Unauthorized use or misuse of University property, including but not limited to the University computer facilities: e.g., access to facilities and/or rooms; access to computers, software, systems, and/or databases; making false entries; unauthorized transfer of a file; defacing or destroying computer information or stored records.

Vandalism, malicious destruction, damage, or misuse of University or private property, including but not limited to University housing facilities.

Misuse or unauthorized use of library materials, including but not limited to theft, vandalism, or malicious destruction.

Acts of Dishonesty

Academic misconduct, includes but is not limited to the following acts which may be either intentional or unintentional:

- 1) **Cheating:** The act of deception by which a student misrepresents mastery of information on an academic exercise. Examples include but are not limited to copying or allowing someone else to copy from another student; unauthorized use or possession of a textbook or solution guide, electronic device, cellular phone, or other materials or unauthorized devices during an academic exercise; unauthorized collaboration during an academic exercise; unauthorized use or possession of specialty prepared materials such as notes or formula lists during an academic exercise.
- 2) **Plagiarism:** The unacknowledged inclusion of someone else's words, ideas, or data or the paraphrasing of someone else's words, ideas, or data as if they were one's own. Examples include but are not limited to copying someone else's phrase or sentence(s) without placing quotation marks around the copied phrases or sentence(s), even when the copied wording is made part of one's own sentence; not supplying proper documentation or bibliographical information for the ideas, arguments, findings, or interpretations of data made by others paraphrased or quoted in an assignment; submitting another person's work as one's own (including but not limited to submitting a paper or report purchased or retrieved from a service or one composed by a tutor, hired writer, student, friend, or relative); and allowing another student to copy one's own work; or writing a paper, report, or any part of an assignment for another student. Using any AI generated content (such as that generated by language models like ChatGPT) must be authorized specifically and correctly attributed. All source material must be appropriately identified and cited according to the conventions for acknowledging source material. Students are responsible for learning these scholarly conventions. Disregard of proper citation conventions can be considered plagiarism.
- 3) **Academic Misconduct:** The actual or attempted tampering or misuse of academic records or materials such as transcripts and examinations. Examples include but are not limited to stealing, buying, or otherwise obtaining all or part of a non-administered test or academic exercise; selling or giving away or engaging in bribery to get all or part of a non-administered academic exercise or any information about it; changing or altering a grade book, test, or other official academic records of the University; entering a building or office without authorization for the purpose of changing a grade or tampering in any way with grades or examinations.
- 4) **Falsification/Fabrication:** The intentional use of false information or the falsification of research, findings, personal, or University documents with the intent to deceive. Examples include but are not limited to submitting false/inaccurate information as an excuse for an absence or late work submission; substituting for another person or permitting another person to substitute for one's self during a class or exam; forging proctor information; citing information not taken from the source indicated; listing sources in a bibliography not used in the academic exercise; inventing data or source information; submitting as one's own any academic exercise prepared totally or in part for/by another; submitting work previously used for credit in another course without express permission of the instructor; falsifying or misrepresenting oneself on University related forms and documents.

5) Accessory to Acts of Academic Misconduct: The act of facilitating, supporting, or conspiring with another student to commit or attempt to commit any form of academic misconduct.

Forgery, alteration or misuse of official documents, records or identification cards.

Use of another's password, email, or other University sponsored accounts (including, but not limited to, access to WebStar.) Conversely, user account information shall not be shared with others. (See the policy [Acceptable Use for Information Technology](#))

Intentionally failing to meet financial obligations to any authorized University office, including, but not limited to, falsely reporting vending machine losses.

Falsely reporting hours worked or working hours not in compliance [with University policy for student employment](#)

Dishonesty by providing inaccurate, incomplete, or otherwise deceiving information; knowingly making false statements and/or knowingly submitting false information including, but not limited to, on an admission application, financial aid information, during an Administrative Conference, University Board of Review, or in any document submitted to the University.

Tampering with an election of any officially recognized campus activity or organization.

Alcohol

Violation of University alcohol regulations, including underage possession or consumption of alcohol, as well as solicitation of donations or use of alcohol as an enticement to events. (See the [Drug Free Schools and Campus Act](#) notification and the policy on [Alcohol and Events](#).)

Drugs

Manufacture, distribution, sale, possession or use of illegal drugs and/ or paraphernalia. (See the [Drug Free Schools and Campuses Act](#))

Distribution, sale or misuse of prescription drugs.

Distribution, sale, possession or use of prescription drugs not prescribed to the individual student

Disruptive Conduct

Lewd, indecent or obscene conduct including, but not limited to, conduct resulting from drug or alcohol use.

Disorderly conduct, including, but not limited to, conduct resulting from drug or alcohol use.

Intentionally or recklessly interfering with normal University business or University sponsored activities including, but not limited to, the classroom environment, invited speakers, and research.

Any significant obstruction or disruption of the on-campus living environment.

Disrupting or interfering with University officials acting in the performance of their official duties.

Endangerment/Safety

Conduct that intentionally or recklessly threatens or endangers the health or safety of any person.

Failure to prioritize the health and safety of the campus community. As a result of a declared communicable disease outbreak or pandemic, on campus when in shared, public spaces or where a minimum distance of six (6) feet (or a distance as recommended by latest safety guidelines) cannot be safely maintained, students may be required to wear personal protective equipment in the form of a mask or face covering that covers their nose and mouth and maintain the currently recommended/communicated social distancing guidelines.

Possession, use, or threatened use of dangerous items including but not limited to firearms or other weapons. (See [Weapons on Campus Policy](#))

Storing anything flammable/combustible inside a university building, including but not limited to gas powered vehicles without permission and in accordance with known safety protocols.

Intentionally or recklessly interfering with fire, police, and/or emergency services.

Disrupting/endangering the safety of the UNO community: e.g., tampering with elevators, tampering with fire safety equipment, falsely reporting a bomb or fire, or engaging in behavior that creates a fire or safety hazard.

Unlawful actions or language which depicts, glorifies, encourages, or supports terrorism, or violent actors or acts. This includes true threats as legally defined. (See policy on [Freedom of Expression](#).)

Participating in a campus demonstration or assembly that disrupts the University operations or infringes on the rights of others (See policy on [Freedom of Expression](#))

Threatening Behaviors: Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property; intimidation defined as implied threats or acts that cause a reasonable fear of harm by another; to place another person in reasonable fear or harm through the use of threatening words or conduct.

Failure to Comply

Failure to comply with University officials acting in the performance of their official duties.

Abuse or blatant disregard of the Student Accountability system, including but not limited to failure to comply with the terms of any University sanction, disrupting a University Board of Review or Administrative Conference, or interference with any witness.

Harassment

Any unwelcome and objectively offensive (both from the victim's perspective as well as from the perspective of a "reasonable person") verbal, physical, or nonverbal conduct that is so severe, pervasive, and objectively offensive that it unreasonably interferes with an individual's work or education activities, and which creates a hostile environment that it effectively denies an individual equal access to an institution's resources and opportunities because of the person's membership in any protected class or category including sex, sexual orientation, gender, gender identity, gender expression, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or other protected status. (see the [Policy Prohibiting Power-Based Violence and Sexual Misconduct](#), the [Resolution Process Procedures for Alleged Violations of the Policy Prohibiting Power Based Violence and Sexual Misconduct](#), and the policy on [Discrimination, Harassment and Retaliation](#).)

Hazing

Hazing includes any act associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization that is intended to hurt or to humiliate physically or mentally, or otherwise negatively impact a students' daily life or academic success, regardless of willingness to participate. Hazing can also be associated with any act that is a requirement for new or potential members to do things that established members are not required to do.

Any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:

- (i) The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.
- (ii) The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.

Hazing shall not include a physical activity that is normal, customary, and necessary for a person's training and participation in an athletic, physical education, military training, or similar program sanctioned by the postsecondary education institution. For complete information, please refer to the [Hazing Prevention and Education](#) policy.

Retaliation

Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding, or as retribution or revenge against anyone who has reported a violation of the Student Code of Conduct who has participated (or is expected to participate) in any manner in an investigation or proceeding.

Prohibited retaliatory acts include but are not limited to intimidation, threats, coercion, or discrimination. While reporting individuals and respondents are not themselves barred by FERPA from sharing the results of the disciplinary process, they may not do so in an unreasonable manner with the intention to harm or embarrass another, or in a manner that would recklessly do so regardless of intention. Such disclosure is a form of retaliation that may be sanctioned through a separate charge under the code of conduct.

An attempt requires a substantial step towards committing a violation.

Sexual Harassment

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Louisiana regard Sexual Harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice.

The University prohibits discrimination on the basis of sex, sexual orientation, and/or gender in any University program or activity. Sexual misconduct, including sexual harassment, sexual assault, sexual violence, and sexual exploitation, is a form of sex discrimination and is prohibited by this Policy. Interpersonal violence, including dating violence, domestic violence, and stalking, is also prohibited by this Policy.

Sexual Misconduct, also called Power-Based Violence, is a sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without the consent of the other person(s), or that occurs when the person(s) is unable to give consent or whose consent is coerced or obtained in a fraudulent manner. For the purpose of this Policy, sexual misconduct includes but is not limited to dating violence, domestic abuse, family violence, sexual assault, sexual exploitation, sexual harassment, stalking, and cyberstalking as well as conduct prohibited by Title IX. Examples of sexual exploitation include, but are not limited to, non-consensual observation of individuals who are undressed or engaging in sexual acts, non-consensual audio- or videotaping of sexual activity, prostituting another person, allowing others to observe a personal consensual sexual act without the knowledge or consent of all involved parties, and knowingly exposing an individual to a sexually transmitted infection without that individual's knowledge.

Incidents that fall under Title IX jurisdiction must be addressed using "Process A", as outlined in the Policy Prohibiting Power-Based Violence and Sexual Misconduct and the Resolution Process for Sex Discrimination, Sexual Misconduct, and Interpersonal Violence. "Process B", or the alternative grievance process, is a method of formal resolution designated by the University to address Power-Based Violence and Sexual Misconduct that fall outside the scope of Title IX jurisdiction. See the [Policy Prohibiting Power Based Violence and Sexual Misconduct](#) as well as the [Resolution Process Procedures for Alleged Violations of the Policy Prohibiting Power Based Violence and Sexual Misconduct](#).

Trespassing

Breaking and entering, trespassing or unauthorized entry.

Violation of other published University policies, rules, or regulations

Failure to follow any University Housing or Privateer Place policy and/or regulation.

Violation(s) of student organization rules, as stated in the group's constitution, Student Organization Handbook, and/or Student Handbook by any student organization or member of a student organization.

Violation of any other University policy or regulation.

Accessory to any violation of the Student Code of Conduct or other University policy or regulation.

Violation of federal, state, and/or local laws, such as but not limited to:

Violation of the Louisiana Smoke-Free Air Act, which prohibits the use of all tobacco products, including but not limited to electronic cigarettes, electronic nicotine delivery systems, any inhaler meant to simulate and substitute for tobacco smoking in any form, and chewing tobacco in any University facility, on University grounds or in a private vehicle on University grounds. Smoking means inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, and any other lighted combustible plant material. (see [Tobacco Free Campus](#) policy)

Theft, fraud, shoplifting, embezzlement, or possession of stolen property (including buying and receiving stolen property).

Littering or other actions which endanger the environment.

Gambling in violation of law.

Unauthorized release of private and confidential information from student, faculty, or staff records, such as health, educational, or financial information unless permitted by law.

Attempt to commit or the commission of a violation of any local, state, and/or federal ordinance or regulation.

Attempt to commit or the commission of any local, state, or federal crime. Actions encouraging, offering, soliciting, or that constitute illegal activity are prohibited. It is not necessary that the student be charged or convicted of a crime or violation in order for the reported conduct to be addressed through the Code of Conduct.

Student Organization Offenses

A student organization may have a complaint brought against it for a violation of the Student Code of Conduct. A student organization and its officers may be held collectively and/or individually responsible for violation(s) of the code. The alleged violation may take place either during an event sponsored by the organization or by an individual representing that organization.

Student organizations are responsible for compliance with the Code and with University policies. Upon proof (using a preponderance of the evidence standard) that a member who has violated the code had the knowledge and/or consent of his student organization officers or that the member acted in concert with at least four other members of the student organization, both the student organization and the individual members involved may be subject to University sanctions.

The following rights will be afforded to student organizations:

1. The student organization president or designee must be given reasonable notice of the complaint in accordance with the Code. The president or designee is then required to represent the student organization in any proceedings. Failure of the president or designee to appear on behalf of the student organization will not prevent the disposition of the case.

2. The student organization's president or designee shall be afforded all procedural rights of the code.
3. Any individual who accepts an invitation to join any fraternity or sorority may be subject to individual fraternity or sorority and/or Greek governing structure sanctions in addition to University sanctions for group or individual offenses.

Types of Conduct Meetings: Administrative Conference or University Board of Review

The university invites students/groups to participate fully in all aspects of the accountability process. If a student/student organization elects not to participate in any part of the process (e.g., submitting a written statement or participating in any meeting), the scheduled conduct meeting may proceed without benefit of that student's/group's input. The student/student organization will be held accountable for any outcome decision and corresponding sanctions issued, if any, as a result of a meeting in which they elected not to participate.

Students have the right to request reasonable accommodations on the basis of a disability in order to allow for participation in the process. These requests must be made in advance of any scheduled meeting and appropriate documentation supporting the request must be submitted.

A pre-conference meeting may be held with the Respondent and a Student Affairs staff member at the request of the Respondent. This meeting is held to allow for an explanation of the procedures and to allow the Respondent to view the documentation supporting the complaint. This meeting will take place prior to the Administrative Conference or a Board of Review so that the Respondent has adequate time in which to prepare.

Administrative Conferences and Board of Review Meetings (as described below) may be held in person or virtually using video conference software. Guidelines for virtual meeting attendance will be sent to participating parties, and may include the following:

- When logging into the online video conference, faculty, staff and students must use their UNO account. Be sure that the username presented is your name (for example, "Frederick Jones" instead of "therealfj00").
- For meetings, you will be required to use a webcam—during meetings you will need to be visible. During the meeting, please do not wear sunglasses or other garments (unless for religious or medical purposes) that otherwise conceal you.
- Please set up in a private room and remain seated during the meeting. Moving or walking around while the meeting is taking place is disruptive and distracting. No meetings will proceed if the participant is in a moving vehicle.
- If there is a concern about having the webcam on for the duration of the meeting, please contact the Director or designee to discuss in advance of any scheduled virtual meeting.

Administrative Conference

The purpose of an Administrative Conference is to resolve alleged violations in an informal setting. Administrative Conferences can be held to resolve violations of the Student Code of Conduct that would not result in suspension or expulsion (those cases will be heard by the University Board of Review). After

a written complaint has been submitted, the Respondent will be notified in writing (via UNO email) of the complaint within a reasonable time. In addition, the Respondent will be emailed or otherwise provided with the Student Code of Conduct.

A pre-conference meeting may be held with the Respondent and a Student Affairs staff member at the request of the Respondent. This meeting is held to allow for an explanation of the procedures and to allow the Respondent to view the documentation supporting the complaint. This meeting will take place prior to the Administrative Conference or a Board of Review so that the Respondent has adequate time in which to prepare.

An Administrative Conference may consist only of the Respondent (and support person, if applicable) and the Director or designee, but in some cases, the Complainant may be called to participate. Based on a preponderance of the evidence, the Director or designee will determine whether the student violated policy. After determining responsibility, the Director or designee will decide the appropriate sanction(s) if there is a finding of responsibility. A written outcome letter, including the findings and sanction(s), if any, will be prepared and sent to the Respondent via email.

If the Respondent does not attend the scheduled Administrative Conference and does not provide a satisfactory explanation/documentation of their absence due to circumstances beyond their control at least 24 hours in advance, or if the respondent leaves the Conference prior to the end of the meeting, the Conference will proceed and a finding will be made based on the information available at that time.

University Board of Review

The University Board of Review will be convened in cases in which, if the student is found responsible, may likely result in the sanction of suspension or expulsion.

Composition

The minimum number of Board members required to hear a case shall be no less than four Board members, with at least one member being a student, unless the case involves allegations of Sexual Misconduct. The Director or designee shall serve as a non-voting member and Chair of the Board.

Faculty, staff, and student members are chosen from a pool of names submitted by Academic Deans, University departments, and by the Student Government. Faculty members may also be drawn from the University Senate Subcommittee on Academics. To be eligible, students may not be on academic probation or under any current University disciplinary sanction.

University Board of Review Procedures

Any student enrolled at or student organization officially recognized by the institution that is accused of a violation of the disciplinary or conduct rules that carries a potential penalty of suspension of ten or more days, deferred suspension, or expulsion* has the right to be represented, at the student's expense, by an attorney or non-attorney advocate who may fully participate during any disciplinary proceeding or other procedure adopted and used by the affected institution, including the appeals process, to address an alleged violation of the institution's non-academic rules or policies. This right applies to both the student who has been accused of the violation and to the student who is the alleged

victim, if applicable. Prior to scheduling a disciplinary proceeding, the institution is required to inform the students in writing of their rights provided by this section.

A student or student organization subject to a charge or disciplinary proceeding by the institution is entitled, upon receiving notice of the charge, to notice of any and all violations of the institution's non-academic rules or policies and the disciplinary proceedings or charges that will occur as a result.

When a violation is subject to the sanction of suspension of ten or more days or expulsion, or when a violation by a student organization is subject to the sanction of suspension or removal of the organization from the institution, the disciplinary procedures include the following:

1. The accused student or organization is afforded the express presumption of innocence and set forth that he or the organization may not be deemed guilty of the violation until he/she or the organization formally acknowledges responsibility or conclusion of a hearing where the institution has established every element of the alleged violation.
2. The institution will maintain an administrative file of disciplinary proceedings. The file shall include all documents and evidence in the institution's possession or control relevant to the alleged violation and the institution's investigation including but not limited to exculpatory evidence, documents submitted by any participant, and the institution's choice of a video recording, audio recording, or transcript of any disciplinary hearing ultimately held in the matter. The file shall not include privileged document or internal memorandums that the institution does not intend to introduce as evidence at any hearing on the matter.
3. Provide both the accused student or organization and the alleged victim reasonable continuing access to the administrative file and the ability to make copies of all evidence or documents in the file beginning at least seven business days prior to any disciplinary hearing, or sooner if otherwise specified under federal law, except that individual portions of the administrative file shall be redacted if disclosure of the evidence is required by law.
4. Ensure that all disciplinary proceedings are carried out free from conflicts of interest by ensuring that there is no commingling of administrative or adjudicative roles. For purposes of this paragraph, an institution shall be considered to commingle such roles if any individual carries out more than one of the following roles with respect to any disciplinary proceeding:
 - a. Victim counselor and victim advocate
 - b. Investigator
 - c. Institutional prosecutor
 - d. Adjudicator
 - e. Appellate adjudicator

The Order of the Board of Review

1. The University Board of Review will convene and review all written information. If the respondent or complainant has written information to share with the Board of Review, it must be submitted two (2) business days prior to the scheduled Board of Review. It is the responsibility of each party, at their expense, to supply each Board of Review member with a copy (copies for the Board of Review and a copy or copies for the Respondent/Complainant).

2. The Board of Review will conclude its executive session and admit both the respondent and complainant to the room. Both the respondent and complainant (where applicable) will be present during the questioning. Support Persons and Advocates (as defined) will also be admitted.
3. The complainant may make a statement to the Board of Review concerning the incident or event which was reported.
4. The respondent may make a statement concerning the incident or event.
5. The University Board of Review members may ask questions to the respondent and complainant. The Advocates may also question the respondent and complainant. Both the respondent and the complainant may question each other by directing questions through the chair.
6. The chair has the authority to decide whether the questions are germane to the case. Also, questions about any written information submitted to support the allegation may be raised even if the author is not present.
7. Witness(es) for both the respondent and complainant will be called into the room (or virtual meeting space alternative if the Board of Review is conducted wholly or in a hybrid manner online) one by one to provide information supporting or refuting the alleged violations. The Board of Review members may ask questions of the witnesses. The Advocates may ask questions of the witnesses. Both the respondent and the complainant may question witness(es) by directing questions through the chair.
8. The respondent, complainant, and the witnesses may refuse to answer any question if the answer could lead to violations of this code or to violations of local, state, or federal laws. The Board will not make any assumptions based on a student's refusal to answer a question.
9. The respondent and complainant may each make a closing statement.
10. The Chair may call the Board of Review into executive session at any time to discuss a procedural matter.
11. After all statements have been made and all questions asked by the Board of Review, all non-Board of Review members will be excused, and the Board of Review will go into executive session. At that time, the Board of Review will decide what actions were taken by the respondent and based on that information determine whether the respondent is responsible for violation of the code of conduct. The decision will be based on the information submitted at the Board of Review. The University Board of Review's determination of responsibility shall be made if a preponderance of the information, that is, the facts and information presented in the Review are such that Board finds it more likely than not that the respondent is responsible for the violation of the Code as alleged.
12. If the respondent has been found in violation and has had accountability action taken and/or sanctions imposed in the past, the chair will inform the Board of Review of such in order that this history can be considered when recommending a sanction. If the Board of Review finds that a violation was committed, the Board of Review will submit notice of appropriate sanction(s) to the Director or designee. If the recommended sanction is suspension or expulsion, the Board's finding must be unanimous; if other sanctions are recommended, a majority vote is necessary.
13. The Chair shall prepare a written finding from the Board of Review including the Board of Review's rationale. Within five (5) business days following the Board of Review, the Director or designee will email the notice of finding to the respondent. In cases of suspension or expulsion, a copy may also be mailed to the respondent's address listed with the Registrar's Office. The appeal date is established by the date that the decision is emailed. Appropriate University offices will be notified of the imposed sanction after the appeal deadline has passed.

14. In cases involving sexual harassment or actions of violence, the Complainant is notified of the sanction(s) as well. Upon written request, UNO will disclose to the Complainant/victim of a crime of violence, or a nonforcible sex offense, the results of any proceeding conducted against a student who is the alleged perpetrator of such crime or offense (respondent). If the complainant/victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the Complainant.

All proceedings of the Board of Review are officially recorded except for executive sessions. No other recording devices may be used during the Board of Review. The respondent may request to review the official recording of the Board of Review. The recording will be kept in the Office of Student Accountability and Disability Services for at least 7 years after the last date of the student's attendance and indefinitely if the sanction is expulsion. The recording is destroyed if the student is not found in violation of the Student Code of Conduct except in cases involving Sexual Misconduct.

University Sanctions

Sanctions may be imposed upon any student or student organization found responsible for violation of the Code. The most severe sanction, including suspension, denial of a degree or expulsion, can be imposed upon the first finding of responsibility for violation of the Code.

Conduct Admonition: The student or student organization is given written notice that their conduct is in violation of university policies, rules or regulations. Future violations of the code may result in the imposition of additional sanctions.

Fines and Other Fees: Use of Tobacco Products or E-cigarettes on Campus (after being issued a warning): \$50.00 or 10 hours of monitored community service at the University. (see Tobacco Free Campus)

Restitution: The student or student organization is required to replace (at replacement cost) or restore damaged, stolen, or misappropriated University property. In cases involving damage, theft or misappropriated property of another individual, a student may be required to demonstrate proof of restitution.

Fine: A fine assessed by the University for a finding of responsibility or a fine paid by the student/student organization for participation in an online course or workshop as part of a sanction.

Educational Project, Workshop, or Course: This may include the assignment of a research paper, participation (cost, if any, will be borne by the student) in an online educational program relevant to the issue, or other assignment or workshop relevant to the violation(s) of the Student Code of Conduct.

Grade of 'F' or Zero on an Assignment: When a student is found responsible for an act of academic misconduct on an academic exercise. This grade cannot be dropped in the calculation of the final grade.

Grade of 'F' for a Course: When a student is found responsible for an act of academic misconduct on an academic exercise that compromises the overall learning outcomes for the course.

Loss of Privileges: The student or student organization will incur the loss of one or more privileges, such as, but not limited to, on-campus employment, representing the University in any official function or leadership position (e.g., athletics, student leadership position, cheerleader, membership in any registered student organization or holding of an elected office in any registered student organization); entering or being in specific locations (e.g. a residence hall or other facility); and/or engaging in specified activities on campus.

Organization Loss of Privileges (limited): The student organization loses all campus privileges and must completely cease all social and community activities for a specific period of time and/or until specific conditions are met. Business operations, such as regularly scheduled meetings may continue. If it is determined that the organization is operating in an underground fashion regarding social activities, the organization will be subject to full disciplinary suspension.

University No-Contact Directive: Prohibits named students from contacting, emailing, telephoning, or otherwise disturbing each other in situations where there is reason to believe that an alleged violation of harassment policies, a physical altercation, and/or Sexual Harassment may have occurred. A University No-Contact Directive can be issued to one/all parties involved.

Violation of the term or conditions of the University No-Contact Directive may subject the student to disciplinary action without regard to the outcome of the case that led to the issuance of the administrative action.

Parental Notification: If a registered student under the age of 21 is involved in a University policy violation and/or violation of Louisiana state law for public intoxication, the possession, consumption, or distribution of alcohol or drugs, the student's parent(s) or guardian(s) may be notified in writing. If a registered student is transported to an emergency medical treatment facility for drug use or alcohol intoxication, the student's parents, guardians, or other appropriate parties may be notified by Student Affairs or other University administrators if necessary to protect the safety of the student or other individuals. (In accordance with [FERPA's](#) health or safety emergency provision --See 34 CFR §§ 99.31(a) (10) and 99.36.)

Disciplinary Probation in University Housing: The student or non-student resident is placed on probationary status for a specified period of time. If the student is found to be in violation of any University regulation(s), particularly during the probationary period, suspension from all housing on campus may occur.

Disciplinary Probation: Disciplinary Probation removes a student from good disciplinary standing for the designated period of time and places the student on final warning status. If the student is found to be in violation of any University regulation(s), particularly during the probationary period, separation from the University will most likely occur.

Interim Removal from University Housing: The student is temporarily removed from residing in University Housing and is not afforded University Housing visitation rights. A final determination on Housing privileges will be made during the accountability process.

Removal from University Housing: The student is removed from University Housing and University Housing visitation rights for a specified period of time. If a student wishes to regain such privileges, they must contact the Director and receive approval. If approval is given the student must apply for housing and/or visitation rights in accordance with University Housing procedures.

Disciplinary Suspension*: A separation of the student from the University for a specified period of time after which the student is eligible to return assuming no intervening serious misconduct has occurred and any prerequisite conditions for readmission have been met. During the period of suspension, the student is prohibited from receiving credit at a component of the University system for scholastic work done in residence or by correspondence or extension. Conditions for readmission may be specified. In accord with University of Louisiana System Policy Number: S-II.I.B.-1, the notation, "Student is eligible to return (semester) (year)" will be placed on the student's transcript. This notation will be removed from the transcript when the student is eligible to return. The student is placed on Disciplinary Probation for the first semester following the return to the University.

Interim Disciplinary Suspension*: A student may be temporarily and immediately suspended prior to a University Board of Review when it is reasonable to determine that the student's behavior is disruptive to the good order of the University and/or cause has been found that danger or harm may result to others if the student is allowed to remain on campus pending a decision. If the final decision of the process is to suspend or expel the student, that sanction will take effect from the date of the interim suspension. If the decision is a reprimand or disciplinary probation, or if the student is found not to be in violation of the charges, for purposes of the record, the interim suspension will be deemed not to have occurred.

Voluntary Withdrawal: During a Board of Review, the University officer/Board of Review Board in conjunction with the student might determine this to be the best course of action. This action shall result in assignment of W's for the student's courses. During the Board of Review, any findings and sanctions will become part of the student's educational record.

Organization Disciplinary Suspension: The student organization loses all campus privileges, is no longer recognized by the University, and must completely cease all organizational activities for a specific period of time and/or until specific conditions are met. If it is determined that the organization is operating in an underground/unofficial fashion, the organization will be subject to an extension of the suspension term.

Denial of a Degree: The University may not award the student an academic degree if the student is found responsible for academic misconduct. This is noted permanently on the student's transcript.

Disciplinary Expulsion*: The student is permanently separated from the University, including access to the University and its resources. The notation "Student is ineligible to enroll" will be made on the student's transcript when a student is permanently dismissed from the University for disciplinary reasons.

Revocation of Degree: An academic degree previously awarded by the University may be revoked on proof that it was obtained by fraud or dishonesty or that a significant part of the work submitted in support of the degree was plagiarized. This sanction is noted permanently on the student's transcript.

Appeals Process

The respondent may file a written appeal of the decision of a finding of responsibility and ensuing sanctions to the Dean of Students, or their designee, within ten (10) business days from the date of the emailed decision. Only in cases heard by the University Board of Review involving sexual misconduct can the complainant (victim) also appeal the written decision to the Dean of Students, or their designee, within 10 business days from the date of the emailed decision. The appeal is processed through the Office of Student Affairs; therefore, all appeals should be submitted by the student using their UNO email address to studentaffairs@uno.edu.

The filing of a letter of appeal is a formal written request and must contain the student's name, the date of the decision, the university's action taken, and a clear statement as to the basis of the appeal.

An appeal may be considered only if one or more of the following applies:

- a. New information is submitted which could substantially impact the original finding or sanction, because such information was not known to the person appealing at the time of the Administrative Conference or University Board of Review.
- b. A procedural error was committed which could substantially impact the original finding or sanction.
- c. A reasonable claim is made and supported that the sanction imposed was unjust.

If the appeal is granted by the Dean of Students, the following actions are available:

- a. Uphold the decision including the sanctions imposed.
- b. Uphold the decision but impose different sanctions.
- c. Resubmit the case to the University Board of Review for a new Board of Review or with specific instructions. This option may be used in cases involving a procedural error or when additional information has become available.
- d. Reverse the decision.

The Dean of Students will, in writing, inform the parties involved of the appeal decision within ten (10) business days of receiving the appeal.

The sanctions will not take effect until after the appeal is finalized unless it is determined by university officials that the student's presence on campus poses a threat of danger to persons or property or is an ongoing threat to the academic process or the safety of the UNO community.

A student may appeal to the Board of Supervisors if the sanction is one of suspension from the University for a period of one academic year or if the sanction is of greater severity. For appeals regarding less severe sanctions, the final appeal shall be at the University level. If the student chooses to appeal to the Board of Supervisors after all administrative procedures have been exhausted at the University level, the appeal must be submitted within 30 calendar days of the University's decision. The

Board of Supervisor's review is limited to a determination of compliance with established and appropriate procedures at the University level. The student shall be notified of the Board's decision.

If the sanction of suspension or expulsion is enacted prior to the conclusion of the appeal process, and if the appeal results in the reversal of the decision or a lessening of the sanction, the University shall reimburse the student for any tuition and fees paid for the period of suspension or expulsion which had not been previously refunded, if applicable.

Violation of Law and the University of New Orleans Student Accountability Process

If a report is made about a student or student organization for an act that took place off campus that is a violation of federal, state, or local law, whether or not the conduct is a violation of the Student Code of Conduct, action may be taken and sanctions imposed.

Campus accountability proceedings may take place if the violation(s) of a law is also a violation of the code, without having to wait for civil or criminal adjudication. Proceedings under the code may be carried out prior to, simultaneously with or following civil/criminal proceedings off campus. The university will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by the criminal courts for student violators.

Interim Measures

The University has the right to take reasonable interim measures necessary to ensure the physical safety of members of the campus community during a timely investigation and resolution of a student conduct issue which include, but are not limited to, the ability to make adjustments in student housing arrangements, class schedules, campus employment assignments, interim suspension, interim removal from University Housing, or interim prohibition from attending classes on campus.

A student subject to interim measures shall be given prompt notice of the interim measures, the duration of the interim measures, and the opportunity for a prompt review of those measures.

A review of the interim measures must be scheduled within seven business days of the written notice to the respondent, unless otherwise waived by the respondent. The interim measure review will determine whether there is substantial evidence that the respondent poses threat to the good order of the University or to the physical safety of a member of the campus community and that the interim measure is appropriate to mitigate that specific risk.

At the review, both the respondent and the complainant/alleged victim will have the right to be represented by an advocate as defined. If the respondent does not appear at and participate in the review hearing, the university will assume the student is waiving their right to a review and the interim suspension may remain in place. The respondent's waiver of the right to an interim suspension review shall not constitute an admission of responsibility or a waiver of any additional rights provided.

The university personnel conducting the interim measure review may consist of the Director and at least two other representatives from offices such as, but not limited to, Counseling Services, Office of Disability Services, and members of the University Board of Review. The student may present any

information to the board that he or she deems relevant, including name(s) of witnesses provided by both the respondent and complainant. After meeting with the respondent and complainant (victim), reviewing all pertinent information, and interviewing witnesses, the student and complainant (victim) will be notified in writing of the decision on the interim measures within three (3) business days.

Transcript Notations

With a finding of responsibility for severe or repeat incidents of Code of Conduct violations, a student may be sanctioned to a disciplinary suspension or expulsion. The following may be noted on a student's transcript:

"Student is ineligible to enroll." This will be noted when a student is permanently dismissed/expelled from the university for disciplinary reasons.

"Student is eligible to return (semester)(year)." This will be noted on a transcript when a student is suspended for disciplinary reasons for a specified period of time and indicates which semester the student will be eligible to return.

For any student who is the subject of a power-based violence Formal Complaint that also constitutes sexual harassment under Title IX, the University will commence an investigation and will place the following notation on the student's transcript: "ADMINISTRATIVE MATTER PENDING"

For any student for whom a final decision has been rendered and the student has been found responsible for power-based violence, the following notation will be placed on the student's transcript: "STUDENT FOUND IN VIOLATION OF CODE OF CONDUCT."

Record Keeping

The University will maintain an administrative file of the proceedings under the UNO Student Code of Conduct for a minimum of 7 years, in accordance with the University's record retention policy. The file shall include all documents and evidence in the University's possession or control relevant to the alleged violation and the University's investigation including but not limited to exculpatory evidence, documents submitted by any participant, and the video recording, audio recording, or transcript of any Board of Review on the matter. The file shall not include privileged documents or internal memorandums that the University does not intend to introduce as evidence on the matter.

Student Code of Conduct Changes and Amendment

Recommended revisions are welcome from the UNO community. Amendments are to be supported by Student Affairs and approved by the President. Changes to this code supersede all previous university policies, rules and regulations.

*In cases where the likely sanction, if there is a finding of responsibility, will be a suspension of 10 days or more or an expulsion, a hold will be placed on the student's transcript until the case is resolved and all appeals have been exhausted.

(Revised July 2023)

2023-24