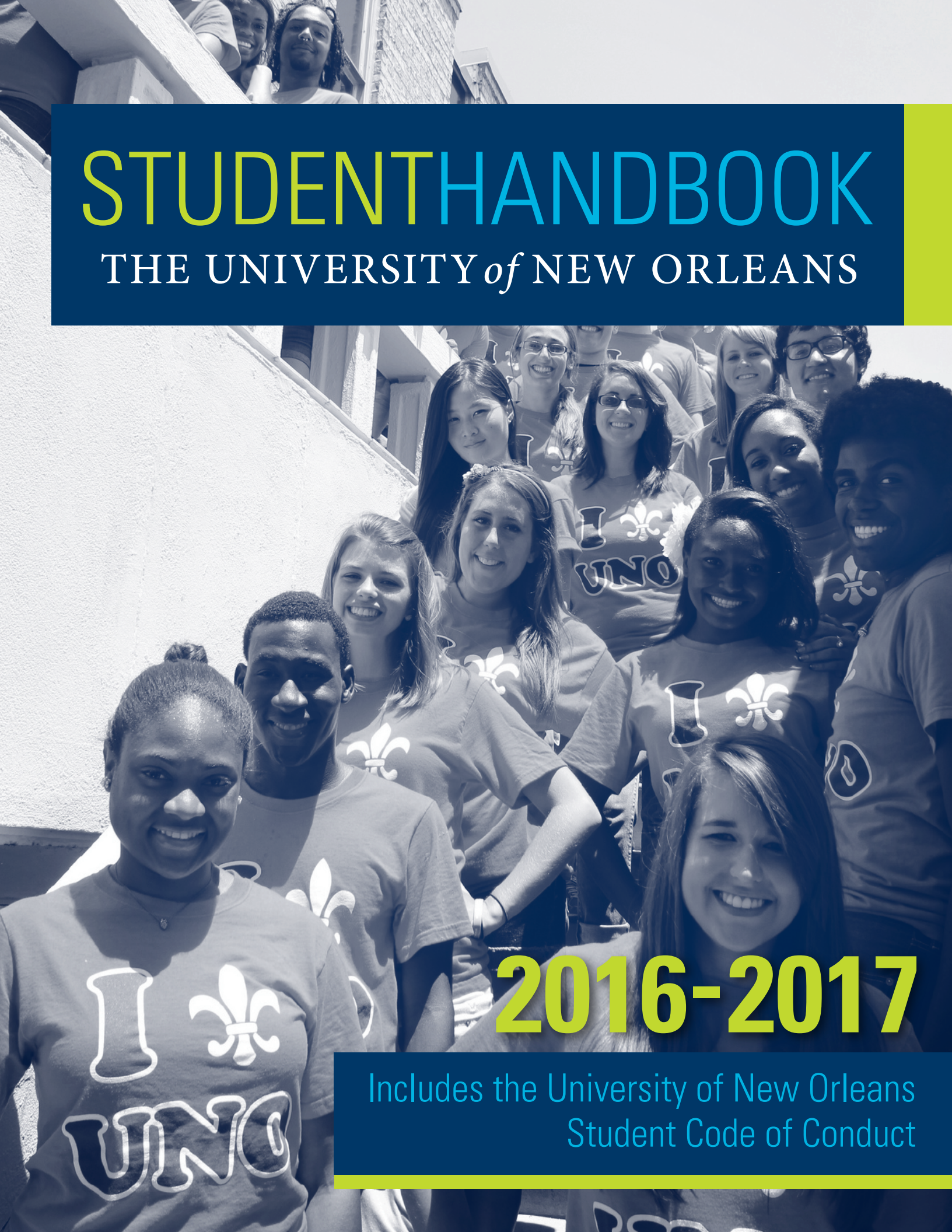
STUDENTHANDBOOK

THE UNIVERSITY *of* NEW ORLEANS



2016-2017

Includes the University of New Orleans
Student Code of Conduct

2016 2017 Student Handbook

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Welcome from the President

Dear UNO Student:

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.

I want you each to know that 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 group of First Year Experience and First Year Advising staff 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 Privateer Plunge, our six-week introduction to the University that is packed with events and workshops. I 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 I know you will be rewarded for your efforts.

Your college experience is what you make of it. I recommend that you participate in some of our many campus activities, such as student government, intramural sports, and social, professional or international organizations. Our 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.

I am 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. I wish you all the best!

John W. Nicklow, Ph.D.
University President

Welcome from the Dean of Students

The Office of Student Affairs welcomes YOU to the University of New Orleans family. Our University is a place to learn and live! We are here to assist you during your University experience. Our job is to enhance your in- and out-of-class experience; to facilitate your interaction with faculty, staff and other students; and to help you find your place in the University of New Orleans community.

The Office of Student Affairs includes the offices of Student Accountability, Advocacy and Disability Services, Career Services, Student Health Services, Counseling Services, Student Involvement and Leadership, Learning Resource Center, Student Housing and TRIO Programs.

Our goal is to help you from the time you visit campus to graduation. We are here to assist you with getting involved in campus life, staying healthy, seeking a job and finding resources to enrich your life. Within each of these offices and departments of Student Affairs people are ready to help you make the most of your UNO experience. I encourage each of you to get involved with one or more of the many organizations that Student Affairs has to offer. The rewards and opportunities for personal and professional growth are limitless.

GO BLUE!
Brett E. Kemker, Ph.D.
Dean of Students

UNO Administrators

President
Dr. John W. Nicklow

Interim Provost and Vice President for Academic Affairs
Dr. Norman Whitley

Vice President for Business Affairs
Dr. Gregg Lassen

Dean of Students
Dr. Brett E. Kemker

Executive Director of University Advancement
Anthony Gregorio

Director of Intercollegiate Athletics
Derek Morel

UNO Academic Deans

Dean, College of Business Administration
Dr. John A. Williams, Kirschman Hall 308

Dean, College of Engineering
Dr. Emir Macari, Engineering Building 910A

Dean, College of Liberal Arts, Education and Human Development
Dr. Kim Long, Ph.D., Bicentennial Education Ctr. 242

Dean, College of Sciences
Dr. Steven Johnson, Sciences Building 1100

Interim Dean, Library
Lora Amsberryaugier, Earl K. Long Library 311

Building Names & Abbreviations

Administration Building	AD
Bicentennial Education Center	ED
Bienville Hall	BIENV HALL
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 Building	GP
Homer L. Hitt 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	PRIVTER APTS
Recreation & Fitness Center	RFC
Science Building	SC
St. Pe Center (TRAC)	TRAC
University Center	UC

Campus Maps

Follow this link to access campus maps:

http://uno2.uno.edu/maps/lakefront/

Academic Information You Should Know

Courtesy of the Office of the Registrar, Library 504-280-6212

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". A tutorial on how to use WebSTAR for registration and fee payment can be found at Tutorials.

An icon for WebSTAR is placed at the bottom of each UNO webpage. General information on how to get to WebSTAR can be found in the Information Bulletin at Information Bulletin.

In order to access WebSTAR and the registration system, a student must have 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 in order to confirm the dates when final grades will be available for the semester. Grades are not mailed, so students who require a grade report for reimbursement purposes may refer to the form provided in the Information Bulletin or the Grade Report Form.

WebSTAR also allows students to print a current class schedule, review grades and unofficial transcript. 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 changing 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.

During final registration students will receive a 100% refund for courses dropped below full-time status. After final registration, there will be no refund for a reduction in hours. Check the Academic Calendar for specific dates and deadlines.

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 end of the first 53 class days (27th class day in the summer or pro-rated for terms of lesser length). After that date, a student may not drop a course. See the Academic Calendar or on the web 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 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 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 in order to ensure they receive important mail for which they will be held 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 has been delivered to the mailing address currently on file unless it is returned to the university.

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 request form to the Registrar's Office.

Verification of Enrollment, Veterans Services and Transcript Requests

The Registrar's Office handles all requests for students who need official notification of enrollment status for such reasons as jury duty, car insurance discounts, health insurance, athletic eligibility and military services. Services for veterans and requests for transcripts are also handled through the Office of the Registrar. All transcript requests are submitted online at UNO Registrar. No walkup requests will be entertained.

For more information and the ability to request enrollment verifications and transcripts can be found on line 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 particular course or an alternate course in case a class they want is full. Finally, and very importantly, the Bulletin also includes the final examination schedule for the semester.

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. 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.

The majority 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 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
Please refer to the Student and Administrative Calendar:

Courtesy of the Office of the Registrar, Privateer Enrollment Center, Library First Floor 504-280-6212

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. To access many of the automated services at UNO, students must have a UNO LAN (network) account and an email username and password It is important that all students use and understand their accounts so they can be successful at UNO. Listed below are very brief descriptions of the accounts available to students. For more specific information, please visit the IT Help Desk located in the Computer Center Room 101-A or helpdesk@uno.edu More information can be found by visiting the IT website.

University Email Accounts
All students are assigned an email account with an @uno.edu suffix. All students, faculty and staff are REQUIRED to use their UNO email address for all university related communications (i.e. not Hotmail or Yahoo, etc. email). To access your email, please visit www.outlook.com/uno.edu.

LAN Accounts
In order for students to use any of the computer labs on campus, a valid LAN username and password is required. Your LAN account will also allow you to log into WebSTAR where you can register for classes, check the status of your financial aid award, and check your grades at the end of the semester. When using university computers, your LAN account gives you access to your "I" drive, which is personal hard-drive space on the UNO server. With your "I" drive you can add notes to an assignment or store important documents anywhere on campus and print it out or access it from a different location on campus. To access your LAN account for the first time, please visit https://cams.ucc.uno.edu/ipasswd/ and follow the on-screen instructions.

Moodle
UNO uses Moodle, which is the Learning Management System for classes taught at the university. Through Moodle, students are able to post messages to professors and classmates, and most importantly, turn in assignments. In some classes, students are required to use Moodle to turn in all assignments to count for a grade. Professors have access to Moodle and can send emails to students enrolled in their classes. Keep in mind that Moodle utilizes your UNO email address, so make sure you have access to it. To login to Moodle for the first time, please visit the UNO home page or https://uno.mrooms3.net/login/index.php and follow the on-screen instructions.

Student ID Cards
Computer Center (CC) 101-Q, 504-280-6286

Students are eligible to receive one free ID card, which can be used for the entire duration of their enrollment at UNO. The student ID card is required for access to many student services including: the UNO Library, Learning Resource Center, Recreation and Fitness Center, Dining Services meal plans, Athletic events, certain SAC events, computer labs, and local business discounts. Students also need their ID cards to conduct other official business with the University. Lost or stolen cards may be replaced for $15 payable to the University Bursar. If a card no longer works properly due to a defect, there is no replacement charge. Any university official having just cause has the right to request that a student show the ID card for identification purposes. The card must not be loaned to another person for any reason. Fraudulent use of the card will be reported to Student Affairs.

Setting the Sails for Success
Your Privateer First Year Experience

You've attended orientation, purchased UNO swag at the bookstore and can't wait to start your first year at UNO, but you still have lots of questions about campus. Come visit your First Year Experience Student Success Counselors! We can help you do it all: transition into university life, learn about campus resources, meet new friends and get academic support.

The staff of FYE is here to help you! Transitioning to college can be exciting, stressful, challenging and fun. The first year is often the hardest. Our job is to make sure that your transition is as easy as possible. If you have a specific question, come ask it. Don't know where to start? Let us help point you in the right direction. One day you too will be a UNO expert. In the meantime, we're here to help! Visit our website at www.uno.edu/fye for more information.

Our First Year Experience programs are designed to help incoming students maximize the first year by getting comfortable on campus, connecting with the university and starting to think of The University of New Orleans as home.

FYE Programs and Services

Academic Skills Session
Held throughout the semester to discuss aspects such as transition, time management, study skills and much more.

Alpha Lambda Delta
Alpha Lambda Delta is a National First-Year Honors Society open to students who earn a grade point average of 3.5 or higher within their first year.

Start Strong Fest
Kick start your semester! Join us, the 4 Colleges and representatives from various offices to ensure a successful academic year. Learn about minors and special programs, co-curricular activities and resources that can help you develop in mind, body and spirit.

Success Coaching
Our coaching model allows you to work with a Student Success Counselor to identify goals and overcome obstacles that you may have experienced during your first semester.

Common Read
The Common Reading Program is a partnership program with the Department of English. It provides a shared first year reading experience for all new students. The program intends to stimulate discussion, critical thinking and classroom integration.

For more information, please contact:
First Year Experience
Earl K. Long Library, 1st Floor (Privateer Enrollment Center)
504-280-6220
fye@uno.edu facebook.com/fyeuno
Twitter: @unofye or #yearUNO

PRIVATEER ENROLLMENT CENTER

"A Concierge Approach to Student Academic Success"

The Privateer Enrollment Center is located in the heart of the campus in the Earl K. Long Library. The Center offers knowledgeable staff who will welcome and assist students in all areas of enrollment services including Admissions, Financial Aid, New Student Orientation, First Year Experience, First Year Advising, Veterans Affairs and the Office of the Registrar. It is designed to expedite the enrollment process as well as facilitate a successful first year for all students.

For example, students will be able to get their first introduction to UNO in the state of the art Privateer Pride Room for a campus tour, submit documents for admission, receive federal financial aid counseling or student success coaching, meet enthusiastic and welcoming orientation leaders, learn what courses to select or about ways to get involved on campus, inquire about veterans' benefits or pick up a pre-ordered transcript.

The PEC is the place to visit for students to be connected to resources related to their academic, personal and professional goals. It is also the location of Centralized Enrollment Services each semester. Additional services will include representatives from the Office of the Bursar, UNO Federal Credit Union, Campus Dining, Student Health Services, Information Technology's Help Desk and the UNO Campus Police for parking passes.

GPA? How do I figure that out?

The grade point average is a mathematical measurement of academic performance, computed by multiplying quality points by credit hours for courses and grades earned in a semester, a 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 grade point average (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/hr***	***Quality***
ENGL 1157	B	3	3	3 x 3 = 9
BIOS 1053	D	3	3	3 x 1 = 3
BIOS 1051	F	1	0	1 x 0 = 0
HIST 1001	A	3	4	3 x 4 = 12
BIOS 0107	P	0	3	0 x 3 = 0
FREN 1001	C	3	3	3 x 2 = 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 as hours earned but not hours attempted
- Grades of F count as hours attempted but not 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. **Any coursework transferred to UNO starting Summer 2013, will *NOT* be included in the cumulative GPA.**

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 will be 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).
Subsequent 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 his/her CGPA to 2.0 or higher, he/she is placed in Good Standing and the suspension period is lifted. The student may then attend the fall semester. If the student does not raise his/her 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. A student earning Indefinite Academic Suspension/Dismissal at the end of the spring semester (only) may also attend summer school. If the student raises his/her CGPA to 2.0 or higher, he/she is placed in Good Standing and the suspension period is lifted. The student may then attend the fall semester. If the student does not raise his/her CGPA to 2.0 or higher in the summer session, the Indefinite Academic Suspension/Dismissal for the calendar year is in effect.
3. 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 his/her 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 second Academic Suspension at the University of New Orleans are placed on Indefinite Academic Suspension/Dismissal which will be for a period of one calendar year from the date of the last term in which the academic action was accrued. Any student who is not permitted to re-enroll for continuing semesters 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 will not be permitted to register until the expiration of his/her academic action (see descriptions above). The student must re-apply for Admission to the University through the Office of Admissions.

Student Services and Resources

Accommodative Testing Center

Sciences Building 1046; 504-280-7284

The ATC was established by the Office of Disability Services (ODS) to perform several functions for students with disabilities and the faculty of UNO. The first is to provide a centralized facility for the provision of accommodations, including the production of audio/electronic textbooks as an accommodation for students. The staff of the center provide proctoring of exams for faculty for the students who need testing accommodations. The center also provides a centralized location for adaptive technology for use by students and a place of quiet study.

Bookstore

University Center (UC) 102; 504-280-6373

The Bookstore offers new and used textbooks for sale and also 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 Dining

University Center (UC) 114; 504-280-6370

Meal Plans and Privateer Bucks/Declining Balance (DB)

UNO Campus Dining offers a variety of prepaid meal plans that allow students, faculty and staff to make purchases from any dining location on campus using their UNO ID Card. Meal Plan accounts can include a credit amount for meals and/or declining balance dollars also known as Privateer Bucks' Meals can be redeemed at The Galley located in the University Center. Declining Balance Dollars (DB)/Privateer Bucks are tax-free dollars that you can spend at other campus restaurants, coffee shops and convenience stores. For more information visit www.unodining.com.

Campus Dining Locations

University Center (UC) First Floor (5 Dining Locations)

Brewed Awakening Coffee Shop serves Starbucks coffee, drinks, pastries and other beverages. Chick-fil-A is a quick service restaurant specializing in chicken sandwiches. P.O.D. Express offers variety of convenience items, snacks and beverages. The Galley is an all you care to eat dining facility. Subway is a quick service national brand that specializes in sandwiches made to order.

Earl K. Long Library Lobby (1 Dining Location)

Brewed Awakening Coffee Shop serves Starbucks coffee drinks, pastries, smoothies and other beverages. It is a newly renovated Coffee Shop with a New Orleans feeling.

Pontchartrain Hall
(1 Dining Location)

Pontchartrain Hall Convenience Store offers a variety convenience items, snacks, and beverages.

The Cove (4 Dining Locations)

Popeye's is a National Brand chicken Restaurant. The Sandbar at the Cove is a great place to relax and grab a hamburger, sandwich or snack. Sushic offers unique sushi varieties made daily. P.O.D. Market offers a variety of convenience items, snacks and beverages.

Career Services

University Center (UC) 250; 504-280-6225

The Career Services staff offers career exploration, preparation, and planning. Services include resume sessions, interview tips and skills, networking events and strategies, and job search assistance. Our jobs database includes a spectrum of opportunities, including part-time, full-time, internship/coop, summer, seasonal, temporary, and flexible positions. Once registered on the database, students receive notices regarding career fairs, activities, hot jobs, career news, and on-campus recruitment. Appointments are encouraged to directly connect with a staff member. Follow us on Twitter - @UNOCareer and Instagram - @UNO career services, connect with us on LinkedIn - @UNO career services, and like us on Facebook - @UNO career services

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. 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 http://www.uno.edu/counseling-services/.

Earl K. Long Library

Information and Research Help; 504-280-6549; online at http://library.uno.edu

General Information

The Earl K. Long Library is located 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. The Library offers both black and white and color printing. Bring in your own laptop or mobile devices to use the wireless network throughout the building.

The Library's food and drink policy allows beverages in lidded containers on all floors with the exception of the Louisiana and Special Collections Reading Room. Food is limited to the first floor which includes a coffee shop serving beverages, pastries, snacks and other food items as well as snack lounge with vending machines.

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

During the school year, the library is open evenings and weekends. Check the library's website for detailed information about closings, hours of specific offices/departments, and special hours during intersession, summer, and exams.

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 documents that the library owns.

Library Databases: Searching for Articles

Use the OneSearch feature on the library's website to search hundreds of subscription and open access databases for articles published in journals, magazines, and newspapers as well as print and electronic books. If you need help, come by the Reference Desk in the Learning Commons 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 appointment for specialized research consultations.

Electronic Reserves/Course Reserves

Electronic Reserves are available for courses through Moodle when requested by faculty. Documents are scanned by the library and entered into Moodle courses so students are able to access readings 24/7. No additional password is needed. Faculty may place books, videos, CDs, or other material on Reserve to be used in the library by students. These items are available at the Circulation desk on the first floor. Reserve items may be checked out for 2 hours (in-library use), overnight, 3 days or 7 days as determined by each professor. 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 ILLiad (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. You'll be notified by e-mail when requested items arrive. Articles are usually delivered electronically in pdf format to your ILLiad account within a day or two. Please allow more time for books and A/V requests. Shipping can take up to two weeks depending on the item and the distance it has to travel.

Louisiana & Special Collections

The Louisiana & Special Collections Reading Room is located in 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.

Federal Credit Union (UNO)

Alumni & Visitors Center; 504-280-6496

Students are eligible to open both a savings and a checking account at UNOFCU. This allows easy access to money while students are on campus. In addition to lobby and drive-up service from 9:30 AM-3:30 PM, UNOFCU operates five ATMs on campus, with three accessible 24 hours a day. UNOFCU also participates in the shared branching network, allowing accountholders access to their funds in person at over 5,000 service centers nationwide. Additional services include internet banking, 24-hour account info by phone, debit cards, private student loans, car loans and personal loans. Your family members are also eligible to join the UNOFCU.

Greek Life

University Center (UC) 236; 504-280-6636

The Greek 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 in the Greek Life office and on the Greek Life website.

International Alumni Association (UNO)

Homer L. Hitt Alumni & Visitors Center; 504- 280-2586

The UNO International 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, Alumni & Senior Socials, the Crawfish Mambo Festival, the UNO Ring Ceremony and much more. Our staff and alumni volunteers collaborate with various campus offices on activities like high school recruitment, promoting UNO successes, mentorships, Senior Week, fundraising, and governmental advocacy. Membership in the Association is free to all alumni but it isn't automatic; so when you graduate, remember to register in the *UNO Alumni & Friends Online Community* so you'll get benefits like access to our searchable alumni directory, a *UNO Magazine* subscription, exclusive deals & discounts at the UNO Recreation and Fitness Center, the bookstore and much more!

International Students and Scholars

International Center 125; 504-280-6021

UNO is home to approximately 750 international students, faculty, and staff from 90 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). Annual events include International Education Week held in the fall semester and International Night held in the spring semester. U.S. students who wish to meet students from around the world are also welcome to participate in OISS programs.

Information Technology

Computer Center 100; 504-280-6347

UNO's Information technology department provides considerable support for Student Technology Fee computer labs in the following locations: Computer Center, Library, Education Building, Liberal Arts Building, Milneburg Hall and Learning Resource Center. Hours of operation for each of these labs as well as details on hardware and software availability can be found on the department's web site. UNO IT provides every student with the following accounts: LAN, email, Moodle, and WebSTAR. Students can use their LAN accounts to access computers around campus, their e-mail, and Moodle. Students use their Moodle accounts to check online assignments, take quizzes, and turn in homework. WebSTAR is used to access online registration, grades and financial information. Students are also provided with mobile access to Moodle, WebSTAR and student labs real-time computer availability.

Learning Resource Center

Liberal Arts (LA) 334; 504-280-7054

The Learning Resource Center physically houses the Writing Center and a student computer lab and provides information about all free tutoring that occurs on campus. Many departments have their own tutoring centers which are staffed by graduate students, undergraduate students and in some cases, even faculty. The Writing Center offers 30 minute appointments on a daily basis and allows online paper submissions for feedback. Instructional software is also available for a wide variety of subjects on the UNO media server. Visit the LRC web site http://lrc.uno.edu 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. Post office boxes may be rented by currently enrolled UNO students and UNO organizations. 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.

Office of Disability Services

University Center (UC) 248; 504-280-6222

The Office of Disability Services (ODS) assists students in meeting many of their educational needs on campus. The office may be able to secure academic

accommodations for students who have a documented disability (physical impairment, psychological impairment, learning disability, chronic health diagnosis or temporary disability). Accommodations include, but are not limited to, academic aids such as note takers, course materials in alternative formats, the use of adapted computers (voice output, screen enlargement, voice input, and scan and read programs), audio recorders and assistive listening devices. ODS can also provide assistance with registration during walk-in fee payment in navigating lines, communicating with staff and reading signs. ODS can coordinate accommodations for campus tours and new student orientation (including testing accommodations for placement examinations).

Privateer Athletics

Come out and cheer your team to victory as we compete in NCAA Division I sports including basketball, baseball, cross country, tennis, golf, track and field and volleyball. UNO has a long, rich history of athletics in New Orleans. Our men's and women's teams excel on the court, on the field, and in the classroom. Admission to UNO home athletic events is FREE to all UNO students with their student ID. The Department of Intercollegiate Athletics is open Monday - Friday 8:00AM- 4:30PM. For additional tickets or season passes, call 280- GAME.

Privateer Place

Privateer Place; 504-282-5670

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.

Recreational 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 the 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 3 basketball courts, indoor running track, 2 racquetball courts, indoor 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, and much more. Personal Training and Fitness Assessments are also available.

Intramural and Club Sports: A variety of intramural sports are offered each semester; flag football, volleyball, soccer, basketball, racquetball, and more. Club sports are also available and new club sports can be created depending on student interest.

Service Learning and Institutional Community Engagement

Administration 105 (AD); 504-280-1024

(SLICE) supports the University of New Orleans' commitment to developing student knowledge while serving the region, the nation, and the world at-large as it connects community engagement to the university curriculum. SLICE invites all students to spend a semester accomplishing significant goals while you continue your academic degree at the University of New Orleans. Whether working for a non-profit organization, doing research to help preserve the wetlands or serving students in K-12 classrooms, Service Learning will ensure that your experiences will be more than traditional classroom learning. Participating in a SL course can help develop skills in leadership, team-building, critical thinking, problem-solving and conflict resolution. Learn more at UNO Service Learning.

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 Luau, Homecoming Week activities, the Drive-in Movie, Comedy Night and the annual crawfish boil SUCbAUF (Students Unwinding on Crawfish And Unprecedented Fun).

Student Accountability and Advocacy

University Center (UC) 248; 504-280-6222

Student Accountability and Advocacy is primarily responsible for providing comprehensive information about behavioral standards, students' rights and responsibilities along with university rules and regulations. The UNO Student Code of Conduct establishes community standards expected of UNO students. The staff values individual and group rights and works to uphold these rights. The staff stands behind the academic and personal integrity on which UNO is based. If the rules of the university are transgressed by students, the office will pursue the matter, following the procedures outlined in the Student Code of Conduct. This office may pursue any behavior that hinders the learning environment at UNO. Additionally, the office serves an educational function to provide students with helpful information concerning issues that affect them.

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. In addition, SGA maintains a variety of services such as forums for students to express ideas and concerns with administration and free fax services for students. The SGA also funds other activities and services on campus such as student organization programs, and limited academic travel funds for undergraduate and graduate students.

Student Health Services

University Center (UC) 238; 504-280-6387

Student Health Services is committed to providing the highest quality health care to the UNO community. Health Services offers evaluation and treatment of illness and injury, as well as educational programming for health promotion and illness prevention. All routine services are provided at little or no cost. An appointment is necessary. Various tests and immunizations are provided at a modest cost.

Student Housing

Pontchartrain Hall North; 504-280-6402

The Office of Student Housing oversees the management and operation of **Pontchartrain Halls and Lafitte Village**. Please call or email us at studenthousing@uno.edu for information.

Pontchartrain Halls North and South are the university's co-ed suite style residence facilities. The facility consists of 22 one-bedroom, 55 two-bedroom and 152 four-bedroom suite style units. Utilities, cable, Wi-Fi, pc labs and an all-inclusive laundry facilities are included. Pontchartrain Hall offers one, two and four bedroom suites that are fully furnished. There are a number of suites that are accessible for students with disabilities. There is a convenience store and game room located in the North Hall. A common area kitchen is located on the first floor of both North and South Hall. Residents are required to purchase a 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 is available to all residents. A meal plan is available but not required in this facility.

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, Student Government Association (SGA), Student Activities Council (SAC), Leadership Cabinet, and commuter services. 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 skills such as time management, decision-making, cooperation, and planning. These skills will not only enhance life at UNO, but encourage positive personal growth. Student Involvement and Leadership is the starting point for involvement. The 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 located in the University Center as well as the bookstore, Campus Mail, the Gallery Lounge, the Sen. Ted Hickey Ballroom and multiple meeting rooms and study areas.

University Honors Program

Earl K. Long Library 301; 504-280-7008

The UNO Honors Program offers qualified students the opportunity to graduate with university and departmental 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.

Women's Center

Earl K. Long Library 201; 504-280-7285

The Women's Center serves the women students, faculty, and staff of UNO and women throughout the city of New Orleans. We are dedicated to recognizing and affirming the diversity of women's experiences based on race, ethnicity, class, sexual orientation, ability and age. Through a range of programs and services, the Women's Center seeks to support and enrich the academic and life experiences of female students, foster the study of women in culture, and promote and create equity for women on the UNO campus and in the community.

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, a newspaper, various clubs and organizations, as well as opportunities for community service. The time commitment depends on the type of involvement you choose. The majority 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 have to 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 the SIL website .

To obtain the most up to date organizational listings as well as the Student Organization Handbook, please visit the Office of Student Involvement and Leadership website.

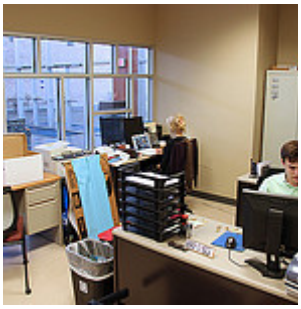
Categories of Student Organizations

Cultural

Cultural organizations promote an understanding of different cultures, languages and diversity.

Honorary

Honorary organizations focus on exemplary academic or leadership achievements.



Political

Political Organizations zero in on campus, local, national, or world-wide political issues.

Recreation / Club Sports

Honorary organizations focus on exemplary academic or leadership achievements.

Arts/Music

Arts and Music organizations foster creativity in the visual arts, theater, dance, music, or film.

Religious/Spiritual

Religious or spiritual organizations serve as a gathering place for students of various faiths and beliefs.

Academic/ Professional

Academic and professional student organizations focus on academic, professional, or leadership interests.

Special Interest

Special interest organizations serve as a venue for students to join together with a common purpose.

Service

Service Organizations are dedicated to helping the community and environment through volunteer work.

Greek Life

Student Organizations such as sororities and fraternities are dedicated to fellowship, academic support, leadership training and more.

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.

FreshFest

FreshFest enables freshmen and other new students to become acquainted with UNO. Held on the Wednesday during the first week of school each year, FreshFest features music, food, and fun, as well as campus and community resources.

Welcome Back Luau

A campus-wide back to school event held on the first Friday of the fall semester. Sponsored by the Student Activities Council, Luau 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 12,000 pounds of crawfish, and serves it free to all UNO students. The event is always 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.

Drive-In Movie

An annual event sponsored by the Student Activities Council since 1996. On a Friday evening in October, the parking lot across from the Education Building is converted into a drive-in theater, and students, staff and faculty drive their cars in to watch two recent movies.

Homecoming

Homecoming is a celebration that welcomes UNO alumni back to campus. The Homecoming Court is announced at a signature UNO NCAA Sporting event.

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.

International Night

An event that brings together the many different cultures and ethnic groups represented at UNO. International Night enables the UNO community to get a taste of the various foods, fashions, and talents of the international students on campus.

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 Greek life.

Privateer Camp

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

What is 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 Life at UNO

The 15 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 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, whole hearted 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.

Omega Psi Phi Fraternity, Incorporated
Purpose: Believing that men of like attainments and of similar ideals of fellowship and manhood should bind themselves together in order to approach these ideals we have incorporated ourselves under the name of Omega Psi Phi Fraternity Inc.

Phi Beta Sigma Fraternity, Inc.
Purpose: To provide the University of New Orleans and the surrounding community with a better understanding of our motto, “Culture for service and service for humanity,” through community involvement.

Phi Kappa Sigma Fraternity:
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.
Sigma Gamma Rho Sorority’s aim is 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.

Greek Life at UNO can be described in four words: friendship, service, scholarship, and leadership.

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, religion, gender, disability, national origin, age, sexual orientation, marital, or veteran status or any other status protected by law. 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 and to deny admission to applicants or continued enrollment to students who do not meet or maintain these standards. The university does, in addition, reserve the right to review any action taken by civil or student accountability authorities regarding UNO students or student organizations. Special conditions such as counseling and/or sanctions may be imposed on students or student organizations that are found in violation of these standards.

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.

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

Advisor: Any one person who the respondent/complainant chooses at his/her expense to bring to a University Board of Review Board of Review, such as a parent, legal guardian, friend or teacher. The advisor only advises or consults with the respondent/complainant and is not permitted to participate or to speak on behalf of the respondent/complainant during any Board of Review. In cases involving Sexual Misconduct, both the respondent and the complainant are allowed to have advisors present.

Appeal: A procedure by which a finding is reexamined or reviewed. An appeal is considered by the Dean of Students. In cases involving Sexual Misconduct, the complainant is also allowed to appeal the outcome.

Director of Student Accountability, Advocacy and Disability Services: The Director of Student Accountability, Advocacy and Disability Services (referred to throughout this document as Director) is the university official who ensures that all procedures are properly followed, records are properly maintained and sanctions are properly enforced. In addition, the Director, or his/her designee, explains the process to everyone involved and coordinates the University Board of Review. The Director receives the recommendation of the University Board of Review and may either accept, reject or adjust in whole or in part its recommendation.

Chair: The member in charge of the University Board of Review.

Code: The Student Code of Conduct that 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 document accusing the student or student organization with alleged violation(s) of university policies, rules or regulations. The respondent is to receive a copy of this document.

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

Evidence: The facts and information that support or refute the alleged violation(s). Evidence should be attached to the complaint that provides a detailed account of the violation. Evidence may also include secondary or indirect knowledge relating to the alleged violation.

University Board of Review: A group of faculty, staff and students who review alleged violations of the Student Code of Conduct by means of a formal meeting and recommends to the Director whether a violation has occurred and the appropriate sanction(s), if any.

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

Hazing: see -Anti-Hazing Policy

Notification: Written notice of a pending or resultant student accountability process that is usually mailed to the student by the Student Accountability, Advocacy and Disability Services' Office, although notification can be delivered personally.

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

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

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

Administrative Hearing: The process by which the respondent and the complainant, when appropriate, discuss the alleged violation with the Director and agree on a resolution. If no resolution is reached, an informational Board of Review will be conducted by the University Board of Review.

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. In cases involving Sexual Misconduct, the complainant is notified of the sanctions as well.

Semester: Any period of time that students are enrolled for classes, usually referred to as fall, spring or summer semester. The time periods between semesters are also covered.

Student: Any person who is registered for study at the university. In addition, this term includes persons who are not officially enrolled for a particular semester but who have a continuing relationship with the university, e.g., any person accepted for admission or readmission.

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 by the University of New Orleans.

Student Organization: All departmental, registered or provisional student organizations on campus. A registered organization must meet the formal requirements as established by the Office of Student Involvement and Leadership.

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

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 a student, either voluntarily or involuntarily, is no longer enrolled in the university or therefore is no longer a student.

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

Working Day: Each day that the university is open for official business. (Also referred to as a business day.)

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 principles 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, religion, gender, disability, national origin, age, sexual orientation, marital or veteran status or any other status protected by law.

Procedural due process requires that adequate notice and an opportunity to be heard be provided when required by law.

Faculty and Departmental Action

Faculty and staff complaints regarding students and/or student organizations should be handled at the lowest possible level. In general, that means that the faculty member, department personnel, or staff member should first attempt to resolve the conflict with the student directly.

In the case of a student's inappropriate behavior in or out of the classroom, a faculty or staff member may assign a Warning and ask the student to leave the classroom or location for that period but may not permanently ban him/her from the class or location.

If a student does not agree that a violation occurred or does not agree with the sanction imposed, he/she may request to have the case heard through the student accountability process outlined in the code.

Alleged violation(s) or sanction(s) that are considered to be more severe must be directly addressed through the Student Code of Conduct. All departmental sanctions should be sent to the Director in writing within seven (7) working days. The attending record will be maintained with all other procedural files in the Student Accountability, Advocacy 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 Greek 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.

Academic Dishonesty

Academic honesty and intellectual integrity are fundamental to the process of learning and to evaluating academic performance. Maintaining such integrity is the responsibility of all members of the University. All faculty members and teaching assistants should encourage and maintain an atmosphere of academic honesty. They should explain to the students the regulations defining academic

honesty and the sanctions for violating these regulations.

However, students must share the responsibility for creating and maintaining an atmosphere of honesty and integrity. Students should be aware that personally completing assigned work is essential to learning. Students who are aware that others in a course are cheating or otherwise committing academic dishonesty have a responsibility to bring the matter to the attention of the course instructor and/or academic unit head, or the Director. To promote academic integrity, students will use the following pledge when required by the instructor.

I pledge that I have completed the work I am submitting according to the principles of academic integrity as defined in the statement on Academic Dishonesty in the UNO Student Code of Conduct.

Academic dishonesty includes, but is not limited to, the following:

Cheating: The act of deception by which a student misrepresents mastery of information on an academic exercise. These acts can be either premeditated or not. Examples include, but not limited to, copying or allowing someone else to copy from another student, unauthorized use of a textbook or other material during an examination; inappropriate and unauthorized collaboration during an academic exercise; unauthorized use or possession of specialty prepared materials, such as notes or formula lists, during an academic exercise.

Plagiarism: The unacknowledged inclusion of someone else's actual words, ideas or data or the paraphrasing of someone else's words, ideas or data as if they were the student's own. 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.)

Academic Misconduct: The actual or attempted tampering or misuse of academic records or materials such as transcripts and examinations. Examples include 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.

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 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; taking a test for another student or permitting another student to take a test for oneself; submitting work previously used for credit in another course without express permission of the instructor; falsifying or misrepresenting oneself on resumes or other such documents or university related forms.

Accessory To Acts of Academic Dishonesty: The act of facilitating, supporting, or conspiring with another student to commit or attempt to commit any form of academic dishonesty.

Procedure for Reporting Academic Dishonesty

Faculty complaints regarding a student's violation of academic integrity should be handled starting at the lowest possible level. If an instructor feels that academic dishonesty 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 dishonesty and any actions taken as a result of an incidence of academic dishonesty.

1. The instructor, after meeting with the student, must (a) complete and file an Academic Dishonesty Form with the Director and include the supporting documentation, (b) provide a copy of the Form to the student and (c) submit copies of the Form to the Chair of the instructor's department and to the Dean of the instructor's college.
2. The instructor may assign a grade of Zero or "F" on the academic exercise (such as test, paper, project, assignment, computer program, etc.) in question. This action is subject to the following provisions:
   a. This grade may not be dropped in the calculation of the final grade;
   b. If the instructor feels that the violation on the academic exercise in question threatens the learning outcomes for the course, then a permanent course grade of "F" may be assigned. If a student is found to have committed academic dishonesty as a result of the accountability process, an "F" will be noted. Students who believe that the grade of "F" was unfairly assigned should consult with their professor for clarification.
3. Resolving the appropriate response to the alleged instance of academic dishonesty shall continue to an Administrative Hearing with the Director and the instructor, and/or continue to a Board of Review if,
   a. The student, in filling in his/her part of the Academic Dishonesty Report Form, requests that the case be heard through the student accountability process,
   b. The instructor and the Director agree that the act of academic dishonesty in question deserves further review and/or a different response than that made so far by the instructor.
   c. This a second report/incident of academic dishonesty for a student, the case will automatically be brought before the Board of Review.

   If an alleged academic dishonesty case cannot be resolved prior to the issuance of the final grades, the instructor will assign an "I" (incomplete) grade. This notion will remain until the alleged violation has been completely resolved; at that time the faculty member can assign an appropriate final grade.

Alleged violation(s) or sanction(s) that are considered to be more severe must be directly addressed through the Student Code of Conduct. All departmental sanctions should be sent to the Director in writing within seven (7) working days. The attending record will be maintained with all other procedural rites in the Student Accountability, Advocacy and Disability Services' Office. Faculty and Departments should be aware that all instances of academic dishonesty must be reported to the Director of Student Accountability, Advocacy and Disability Services.

Procedure for Reporting All Other Offenses

Any member of the university community can lodge a complaint against any student or student organization believed to be in violation of this code. All complaints must be made to the Director in writing. Any complaint should be submitted as soon as possible after the alleged violation occurs, but preferably no more than seven (7) working days after the alleged violation(s) or knowledge of the alleged violations.

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

When the director 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 shall investigate the alleged violation. After completing the preliminary investigation, the Director may:

Dismiss the allegation as unfounded; or
Summon the student for a conference, and after conferring with the student, dismiss the allegation;
Proceed administratively if it is determined that the alleged violation may be resolved without requiring committee action; or
Prepare a charge and proceed to a University Board of Review.

If the alleged violation is not a disciplinary matter, but needs attention, the director (or designee) will then refer it to the proper university committee or person.

Any person filing a complaint may be required to appear at the Board of Review if one is conducted. Should the student against whom the accusations of code violations not be excused and fail to appear at the Administrative Hearing or at a Board of Review, the case may still be considered. Should the complainant not appear before the Board of Review, the case may be dismissed.

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 be respondent of policy violations, such as underage drinking at the time of the incident. It is in the best interests 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 minor 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 hesitate to help take a sexual misconduct victim to the Campus Police). The university pursues a policy of amnesty for students who offer help to others in need. While policy violations cannot be overlooked, the university will provide educational options, rather than punishment, 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 his/her behalf) for 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 that incident, as long as the student completes the following requirements:

a) Participates in an initial meeting with the Dean of Students, or designee, and
b) Completes all recommendations from the Dean of Students, or designee, and
c) Submits proof of completion of all recommendations, within the time frame designated by the Dean of Students, or designee, 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 his/her own consumption, but will be invited to meet with the Dean of Students.

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.

This 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 policy does not preclude disciplinary action regarding other violations of the Student Code of Conduct.

The 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.

The policy is not designed to protect or shield those students who repeatedly violate the Student Code of Conduct. Each situation will be assessed on a case-by-case basis, denying the safeguards of the Amnesty Policy if serious or repeated incidents prompt a higher degree of concern or response, which may include disciplinary action under the Student Code of Conduct.

Violations of the Student Code of Conduct

Action may be initiated by the university or by any member of the university community. Sanctions may be imposed upon any student or student organization found in violation of the code. Even the most severe sanction, including suspension, denial of a degree or expulsion, can be imposed upon the first violation of any of the following rules and regulations:

- Academic dishonesty, including but not limited to, cheating and plagiarism. (See section on Academic Dishonesty)
- Physical, mental or verbal abuse, including assault and/or battery, by any person who poses a clear and present threat to the health, safety or wellbeing of any person in the UNO community. This may be a single incident or a series of incidents.
- Behavior by any person which poses a clear and present threat to the health, safety or well-being of any person in the UNO community.
- Sexual misconduct of any person.
- Harassment of any person based on race, color, religion, sex, disability, national origin, age, sexual orientation, marital or veteran status, or any other status protected by law, that poses a clear and present threat to the health, safety or well-being of any person in the UNO community. This may be a single incident or a series of incidents.
- Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his or her prior knowledge, or without his or her effective consent when such a recording is likely to cause injury or distress, including, but not limited to: video cameras, digital recorders, hand-held cameras, and internet exposure.
- Hazing, defined as initiation rites involving physical abuse or mental anguish. (See Anti-Hazing Policy)
- 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.
- Possession, use, or threatened use of dangerous items including but not limited to firearms, weapons, fireworks or any gas liquid or other substance or instrumentality, which in the manner used, is calculated or likely to produce death or great bodily harm. (See Weapons on Campus Policy)
- Participating in campus demonstrations that disrupt the university operations or infringe on the rights of others, including, but not limited to, noting or inciting a riot.
- Vandalism, malicious destruction, damage, or misuse of university or private property, including but not limited to university housing facilities.
- 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, data bases; making false entries; unauthorized transfer of a file; unauthorized use of another's password or ID number; defacing or destroying computer information or stored records.
- Manufacture, distribution, sale, possession or use of illegal drugs and/ or paraphernalia. (Alcohol and Drug Policy)
- Forgery, alteration or misuse of university documents, records or Identification Card.
- Intentionally failing to meet financial obligations to any authorized university office, including issuing bad checks or falsely reporting vending machine losses.
- Dishonesty by providing inaccurate, incomplete or information which is deceiving, including admission application and/or financial aid information.
- Theft, fraud, shoplifting, embezzlement or possession of stolen property (including buying and receiving stolen property).
- Failure to follow any University Housing or Privateer Place policy and/ or regulation.
- Misuse or unauthorized use of library materials, including but not limited to, theft, vandalism or malicious destruction.
- Littering or endangering the environment.
- Lewd, indecent, obscene, disorderly conduct (including, but not limited to, conduct resulting from drug or alcohol use)
- Undue noise or behavior that results in unreasonable annoyance to members of the UNO community
- Any obstruction or disruption of teaching, research, or administrative functions, student accountability procedures, living and learning environment or other University activities, including public service functions or other authorized activities on University property or at University sponsored events.
- Storing anything flammable/combustible inside a university building, including but not limited to, gas powered vehicles.
- Gambling in violation of law.
- 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 Alcohol and Drug Policy)
- Failure to comply with university policies, rules or regulations as pronounced by university officials acting in the performance of their official duties.

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

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

  - 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.

  - Abuse or blatant disregard of the Student Accountability system, including failure to comply with the terms of any university sanction, disrupting a University Board of Review or Administrative hearing, harassment of any witness or providing false or inaccurate information at any Administrative Hearing or Board of Review.

- Breaking and entering, trespassing or unauthorized entry.

- Attempt to commit any violation of the Student Code of Conduct or other university policy or regulation.

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

- Attempt to commit or the commission of any local, state or federal crime, or the violation of any ordinance or law. It is not necessary that the student be charged or convicted of a crime or violation in order to file a complaint through the university student accountability process.

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 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 his/her 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.

University Sanctions

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.

Administrative Separation 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, a physical altercation and/or sexual misconduct may have occurred an Administrative Separation Directive can be given to one/all parties involved. The Administrative Separation Directive will not prohibit students named from attending classes or any other campus activity (even though students named may be enrolled in the same class(es). The Administrative Separation Directive will not be construed as a finding of responsibility on the part of any student. It may require moving the student(s) named to another residence hall or removing the student(s) from the residence hall environment.
Violation of the term or conditions of the on-campus Administrative Separation Directive may subject the student to the disciplinary action without regard to the outcome of the case that led to the issuance of the administrative action.

Community Service: The student or student organization is required to complete a designated number of hours in the service of the university.

Counseling: The student must attend, either through UNO's Counseling Services or through some other agency or workshop, sessions appropriately connected to the presenting issue. The sessions may include, but are not limited to, topics concerning decision-making skills, anger management, stress management, and such personal issues as determined by you and the counselor.

Parental Notification:

1. 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 illicit drugs, the student's parent or guardian may be notified in writing.
2. 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 provision (*See* 34 CFR §§ 99.31(a)(10) and 99.36.)

Reflection Project: This may include a research paper, participation in an on-line educational program relevant to the issue, or other assignment relevant to the violation(s) of the Student Code of Conduct.

Fines and Other Fees

- Missed Disciplinary Conferences: $50.00
- Missed Hearings: $100.00
- Alcohol: $50.00
- Damage to Property: Full Restitution
- Drugs: $100.00
- Fire Safety: $50.00
- Littering: $50.00
- Use of Tobacco Products or E-cigarettes on Campus (after being issued a warning): $50.00 or 10 hours of monitored community service

Suspension of Rights and Privileges: Limitations or requirements that fit the particular case/code violation may be imposed.

Probation with the Loss of Some Privileges: The student or student organization is placed on probation for a specified period of time, along with the loss of one or more privileges, such as, but not limited to, representing the University in any official function or leadership position (e.g., varsity athletics, teaching assistant, student leadership position, cheerleader, standing Board of Review chairpersonship, 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 certain activities (e.g. driving and/or parking on campus; contacting a specified member of the campus community, etc.).

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

University-Wide Probation: The student or student organization is placed on supervisory status for a specified period of time. University Disciplinary Probation removes a student from good disciplinary standing for a designated period of time and places the student on final warning status. If the student is found to be in violation of any institutional regulation(s), particularly during the probationary period, separation from the institution may occur.

Suspension: An involuntary 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.

Suspension 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, he or she 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.

Suspension with Review: This sanction is the same as Suspension outlined above but, in addition, the student or student organization must meet with the Director or the university Board of Review for approval prior to regaining full student status or readmission to the university.

Temporary Suspension: A student may be temporarily and immediately suspended prior to a Board of Review when it is reasonable to determine that the student's behavior is disruptive to the normal educational process at the university and/or cause has been found that danger or harm will result to others if the student is allowed to remain on campus pending a decision.

Voluntary Resignation: In the course of a Board of Review, the University officer/Board of Review, in conjunction with the student, determine this to be the best course of action. (This action shall result in assignment of W's for the student's courses.)

Suspension with Review from University Housing: The student is temporarily removed from University Housing and is not afforded University Housing visitation rights. If a student wishes to regain such privileges, he or she must contact the Director and meet with the Board of Review for approval prior to housing privileges.

Organization 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 guilty of academic dishonesty. This is noted permanently on the student's transcript.

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 is noted permanently on the student's transcript.

Expulsion: The student is involuntarily and 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. Should the student be allowed to return, the student will be placed on Disciplinary Probation for the first semester following the return to the University and the transcript notation will be removed; otherwise the transcript notation is permanent.

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

Any student or student organization respondent of violating the Student Code of Conduct may participate in an informal Administrative Hearing with the Director and, when appropriate, the complainant. The student may choose to forego the informal Administrative Hearing and request that a University Board of Review be held to hear the charge(s).

Administrative Hearing

The purpose of an Administrative Hearing is to resolve alleged violations in an informal setting. Administrative Hearings can be held to resolve violations of the student code of conduct that would not result in a suspension or expulsion (those cases will be heard by the University Board of Review). After a written complaint has been submitted to the Director, 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 a copy of the Student Code of Conduct. A pre-hearing meeting may be held with the respondent and a Student Affairs staff member to explain the procedures and to discuss the documentation supporting the complaint. This meeting will take place prior to the Administrative Hearing so that the respondent has adequate time in which to prepare. An Administrative Hearing consists only of the respondent and the Director. If the respondent fails to appear at the Administrative Hearing, the case will be referred to the University Board of Review. If an agreement has been reached on the violation(s), appropriate sanction(s) will be agreed upon. A written agreement including sanction(s), if any, will be prepared and the respondent and the Director must sign the agreement. If an agreement is not made, the case will be referred to a Board of Review. Should the respondent not appear at the Administrative Hearing and has not been excused by the Director, a determination will be made in the student's absence. The student can appeal to the University Board of Review.

University Board of Review Composition and Power

The University Board of Review holds an informational meeting to review alleged violation(s). The maximum number of board members shall be no more than four faculty/staff members and three students but no less than a total of four board members, with at least one member being a student are required to hear a complaint. However, it is required that four board members be present to vote on a complaint or sanction. A faculty member appointed by the Director shall serve as chair of the board. At the discretion of the chair, non-voting board members may be present. Staff and student members are chosen by the President from a pool of names submitted by each Academic Dean, university departments, and by the Student Government. Faculty members will be drawn from the University Senate Board of Reviews Pool on Student Misconduct/Academic Dishonesty. To be eligible, students may not be on academic probation or under any university sanction.

If the respondent is found to be in violation of the Student Code of Conduct, the board will recommend the appropriate sanction(s) to the Director. If the recommended sanction is expulsion, the board's recommendation must be unanimous; if other sanctions are recommended, a majority vote is necessary. If the respondent does not attend the Board of Review and does not provide a satisfactory explanation of his/her absence at least 24 hours in advance, or if the respondent leaves the Board of Review prior to its conclusion, the review will proceed and the board shall make a recommendation based on the available information. Should the complainant not appear if requested to do so, the case may be dismissed.

The chair is responsible for conducting an orderly meeting and deciding on the admissibility of information, procedural questions, etc. The chair may expel or exclude anyone from the proceeding who is disorderly or for any other appropriate reason. It is expected that all persons involved in the Board of Review will be treated with respect and it is the chair's role to ensure that the environment is conducive to the process.

University Board of Review Procedures

The respondent will be given notice in writing of the time and place of the meeting. The notice will include the alleged violation(s). All written evidence discussed at the Administrative Hearing will be presented to the University Board of Review. In addition, the Director will prepare and submit to the Board a written summary statement indicating why the case was not resolved at the resolution Board of Review. The Board of Review will take place as soon as possible following the Administrative Hearing.

Two (2) working days prior to the meeting, both the respondent and the complainant can submit the name of their adviser, witness (es) and additional written information (review the definition section). All information will be shared with the respondent and complainant(s). To have any information released by the Director to the student's advisor, written approval from the respondent must be obtained. It is both the respondent and the complainant's responsibility to have their witnesses) present.

When two or more students or student organizations are respondent in the same complaint, each will have a separate Board of Review before the University Board of Review unless a joint University Board of Review is requested in writing. The request must include the reasons of support and must be submitted to the Director at least two (2) working days prior to the Board of Review. After review, the chair may decide to grant a joint Board of Review only if it is shown that it would be fair and reasonable to all involved.

If the respondent or the complainant feels that a member of the University Board of Review is biased, the respondent and the complainant have the right to voice an objection. The Board of Review will review and determine the validity of the request prior to the start of the Board of Review.

The order of the Board of Review is as follows:

1. The University Board of Review will convene and review all written evidence. If the respondent or complainant has written information to share with the Board of Review, it must be submitted two (2) working 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(s).

2. The Board of Review will conclude its executive session and admit both the respondent and the complainant to the room. Both the respondent and the complainant(s) will be present during the questioning.

3. The complainant may make a short statement and present information to the Board of Review concerning the alleged violation(s).

4. The respondent may make a short statement concerning the allegations.

5. The University Board of Review may ask questions to any persons present, except the advisors, throughout the process. Both the respondent(s) and the complainant(s) may question each other and witness(es) by directing questions through the chair if the chair deems 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.

6. Witness(es) for both the respondent and the complainant will be called into the room to provide information supporting or refuting the alleged violations. The respondent, the 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 chair may call the Board of Review into executive session at any time to discuss a procedural matter.

7. After all statements, questions and supporting or refuting information have been submitted to the Board of Review, all non-Board of Review members will leave, and the Board of Review will go into executive session. At that time, the Board of Review will decide if the respondent was in violation of the code. The decision will be based on the information submitted at the Board of Review. If the Board of Review determines that a violation was committed, the Board of Review will recommend an appropriate sanction to the Director. 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.

8. The chair shall prepare a brief written summary of the Board of Review, on a prepared form, including the Board of Review's recommendation and rationale. This is to be submitted to the Director. Should the respondent request a copy of the written summary, it will be provided free of charge. 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 a copy of the official recording of the Board of Review at his/her expense. The recording will be kept in the Office of Student Affairs for one year if the student is found in violation of the Student Code of Conduct, two years if the sanction imposed is suspension, 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.

9. Within five (5) working days following the Board of Review, the Director will render a decision, affirming, rejecting or modifying in any way the Board of Review's recommendation. The respondent and the complainant may pick up a copy of the University Board of Review decision from the Office of Student Accountability and Advocacy. A copy of the decision will also be mailed to the respondent person's local address listed with the Registrar's Office. The appeal date is established by the date that the decision is mailed.

10. Appropriate university offices will be notified of the imposed sanction after the appeal deadline has passed.

Appeals Process

The respondent may file a written appeal of the decision to the Dean of Students within five (5) working days from the mailing date of the decision. The appeal is processed through the Office of Student Accountability and Advocacy. The decision of granting an appeal will be based upon information presented in the written letter of appeal.

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

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

1. Additional information is submitted which was unknown or unavailable at the time of the University Board of Review and would alter the facts of the case.

2. A substantial procedural error was committed.

3. 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:

1. Uphold the decision, including the sanctions imposed.

2. Uphold the decision, but impose different sanctions.

3. 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.

4. Reverse the decision.

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

The sanctions will not take effect until after the appeal is heard, 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 institutional level, the appeal must be submitted within 30 calendar days of the institution's decision. The Board's review is limited to a determination of compliance with established and appropriate procedures at the institutional level. The student shall be notified of the Board's decision.

Proceedings during Vacation or Emergency Situations

The Director may conduct a University Board of Review during vacation periods or in emergency situations that may arise during the school year, when it is believed that the student's behavior or activity is endangering the safety of others. Resolution of the alleged violation and sanctions, if appropriate, may be imposed after review and approval by the Dean of Students. If the student chooses to appeal, the case will be heard by the University Board of Review when classes resume. However, the sanction(s) may be imposed pending resolution of the appeal. (This differs from other types of appeals.)

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

If a complaint is brought against 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. Sanctions may also be imposed for grave misconduct demonstrating flagrant disregard for the UNO community.

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.

Procedure for Immediate Withdrawal or Temporary Suspension

When a student is unable to effectively pursue academic work because his/ her behavior is disruptive to the normal educational process of the university, he or she may voluntarily withdraw immediately or be temporarily suspended as set forth below. Circumstances leading to such action may include the following: drug/alcohol abuse, illegal activities, behavior or circumstances indicating severe mental, emotional or medical conditions when such condition poses a significant threat of danger to other members of the university community; undue interference with the rights of other students, staff, faculty or with any university exercise, activity or function. A student may be temporarily and immediately suspended prior to a Board of Review when the Director has reasonable cause to believe that danger or harm will result to others if the student is allowed to remain on campus pending a decision by a Board of Review.

If the student does not withdraw voluntarily, a Board of Review may be convened at the request of the Director and shall consist of the Director and at least two other representatives from offices such as, but not limited to: Student Health Services, 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. The Board, after reviewing all pertinent information, will render a decision about the student's ability to continue at the university and will notify the student in writing of its decision. The student may appeal the decision to the Dean of Students within ten (10) working days of receipt. The decision of the Board of Review becomes final and effective if a timely appeal is not filed.

At the time the student is ready to resume his/her education, he or she must request, in writing, that his or her case be examined by the review board. Supporting documentation and an interview may be required before the student can be readmitted.

Student Code of Conduct Changes and Amendment

This code will be reviewed every two years. Recommended revisions are welcomed 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.

(Revised July 2016).

Policies and Procedures: An Overview

Alcohol and Drug Policy (AP-AA-30.2)

Anti-Hazing Policy (AP-AA-32.2)

Demonstration, Mass Protest, Distribution of Literature and Freedom of Expression (AP-AA-31.2)

- Student Organizations should complete the Event Registration Form.
- Non-Student organizations should complete the Event Registration Non-Student Form.

Missing Student Policy- UNO PD (AP-OP-16.2)

Prohibiting Discrimination, Harassment and Retaliation (AP-BA-32.2)

Posting Signs and/or Fliers on Campus (AP-AA-31.2)

Smoking Restrictions on UNO Campus (AP-OP-04.3)

Weapons on Campus Policy (AP-AA-33.2)

Drug-Free Campus

The University of New Orleans prohibits the abuse 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 AP-BA-09.02 Substance and Alcohol Abuse (Employees) Policy.

As with all illegal activities, substance abuse can result in criminal prosecution as well, under state and federal laws, including section 22 of the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226). This brochure outlines some of the basic information you may need to understand the health risks and legal risks associated with drug and alcohol abuse. It also explains some aspects of the UNO drug policy, the various penalties that apply to substance abusers, and where to go for help.

Health Risks

Alcohol is the most widely used drug and most widely abused drug in the United States. Problem drinkers and alcoholics suffer from extremely high rates of disease and death, and they kill large numbers of their fellow citizens each year in automobile accidents and in violent acts. Alcohol depresses the central nervous system, impairing reflex skills for activities such as driving. Low doses may relax a person. Increasing doses impair judgment and produce emotional instability. The seriousness of the result depends upon the metabolism of the drinker as well as the amount consumed. Chronic use of alcohol causes irreversible damage to body tissues, such as the brain and liver, nutritional deficiencies and memory problems. Scientific studies have linked alcoholism with several kinds of cancer and also with cirrhosis of the liver. There is also a high risk of addiction, especially for people with a family history of alcoholism. Alcohol works by removing oxygen from the bloodstream. This in turn kills brain cells (even in relatively moderate doses), and this is why high doses produce coma and death. It is extremely important that pregnant women avoid using alcohol, because the oxygen deprivation occasioned by alcohol use affects the developing brain of the baby and can produce mental retardation and other abnormalities, a condition known medically as "fetal alcohol syndrome."

Cocaine and its derivatives have become an increasing source of addiction, hospital emergencies, and death. These drugs act as an anesthetic and a stimulant for the central nervous system. They cause increased heart and respiration rates, as well as elevated blood pressure. An overdose can cause heart rhythm abnormalities, heart attacks, and rapid death.

Cocaine and its derivatives are highly addictive. Withdrawal causes intense cravings. When used during pregnancy, they can cause miscarriage, malformation, retardation, low birth weight, and withdrawal syndrome in the newborn. In adolescents and adults, chronic use often leads to deterioration of nasal tissues, chronic lung disease, heart problems, paranoia and psychosis. People who use these drugs may need help and support to stop.

Marijuana and other cannabinoids are widely used in the United States, frequently with little regard for the legal penalties imposed for their use. Using marijuana can cause various reactions, including euphoria, depression and mild hallucinations. Medical studies have demonstrated physical and psychological consequences of long-term use of marijuana. These include low sperm counts, impaired immune system functioning, chronic bronchitis, chronic obstructive lung disease, impaired memory, and a motivational syndrome.

Hallucinogens and designer drugs are very unpredictable substances. They cause hallucinations and abnormal sensory feelings involving colors, lights, and sounds, which are influenced by the environment in which the user takes the drug. After use, frightening flashbacks can occur, and during use, impaired mental function can cause accidents involving injury or death. Users can experience panic attacks and negative experiences, sometimes called “bad trips”. Psychological dependence may also develop.

Designer drugs are various kinds of street drugs that are developed in illegal laboratories. They can be similar to narcotics, stimulants or hallucinogens. They may cause neurological symptoms, like permanent Parkinsonism (a continual trembling) and death. Users never know quite what they are getting into with these drugs, and diagnosis and treatment can be very difficult, if not impossible. The consequences are unpredictable and can be permanent.

Narcotics like heroin, codeine, morphine, Demerol, are highly addictive drugs. They act on the central nervous system to reduce sensitivity to pain. They produce a "rush" and then euphoria. Some of the risks are

death from overdose and HIV and hepatitis infection from sharing needles. Withdrawal is painful and dangerous. In a short period of time, users may develop physical addictions that require regular feeding of their habit in order to avoid withdrawal symptoms. Treatment can consist of non-addicting medications to help users detoxify.

Prescription depressants, like Valium (benzodiazepines), Xanax, and sleeping pills, can cause physical and psychological dependence with long-term use. Combined with alcohol they are the most common cause of accidental overdose and suicide. Fatigue, confusion, loss of coordination, and loss of motivation can be symptoms of abuse. When properly supervised by a physician, they can be safe medications, but withdrawal can be difficult and long lasting.

Anabolic steroids are sometimes and inadvisably used by athletes and body builders. They are often distributed illegally, exposing users to legal penalties. It is possible for some athletes to put on extra muscle mass if they use anabolic steroids while training with weights, but the side effects and long-term consequences are extremely serious and far outweigh the short-term gains. Users can exhibit aggressive personality changes and may also develop acne, insomnia, sexual dysfunction, secondary male sexual characteristics, and risk for HIV and hepatitis if injected. Consequences in later life can include sterility, early heart disease, and liver cancer.

Student Campus Resources

UNO Counseling Services offers short-term, time-limited mental health counseling for current UNO students. While Counseling Services does not offer substance abuse counseling, Counseling Services staff can provide free initial assessment and referrals for substance abuse treatment and related local resources for UNO students. Counseling Services is located in the University Center room 226 and can be reached by phone at 504-280-6683. For additional information, visit the Counseling Services website.

Student Health Services provides referrals to Counseling Services and community agencies regarding addiction and recovery issues. In addition, Student Health Services plans and implements prevention and educational programs throughout the year regarding health risks, substance abuse prevention, and wellness. More information may be obtained by reading www.studenthealth.uno.edu, or by calling 280-6387.

University Sanctions

Violations of the University drug policy by students, faculty or staff will result in disciplinary action. Depending on the nature of the offense, this can take the form of a written reprimand, suspension, demotion, reduction in pay, or termination of the person's association with UNO. University actions taken against students will be imposed in accordance with the Student Code of Conduct. Violations by academic employees will be handled in accordance with the University Policy on Faculty Conduct section of the Faculty Handbook. Disciplinary actions taken against classified employees will be conducted in accordance with the State Civil Service Rules. Non-classified employees will be disciplined through their direct supervisor, director or dean. Other employees not listed above are subject to similar types of sanctions.

Employee Risk Management for Injuries Caused by Intoxication

Employees injured while intoxicated will not be entitled to workman's compensation, unless the employee's intoxication resulted from activities which were in pursuit of the employer's interests or in which the employer procured the intoxicating substance and encouraged its use.

The employer has the right to administer drug and alcohol testing or to require that the employee submit to such testing immediately following an accident. Under current Louisiana law, an employee's failure to submit to testing allows the employer to assume that the employee is intoxicated.

The university also implements an Employee Assistance Program (EAP); information may be obtained through the department of Human Resources.

Legal Sanctions for Drugs

It is unlawful in Louisiana to produce, manufacture, distribute, dispense, or possess illegal drugs. The most common illegal drugs on college campuses are marijuana, opium derivatives, hallucinogens, depressants, cocaine, cocaine derivatives, and amphetamines.

The maximum penalty provided by Louisiana law for possession of hallucinogenic drugs, opium derivatives, and depressants is imprisonment at hard labor without benefit of probation or suspension of sentence.

The penalty for violating Louisiana laws concerning cocaine, cocaine derivatives, and amphetamines is not less than five years nor more than thirty years of imprisonment at hard labor, with a possible $50,000 fine.

The revised criminal code carries specific penalties for possession of marijuana. A first conviction warrants up to six months in prison and the possibility of a $500 fine. A second conviction earns up to five years' imprisonment and a $2,000 fine. A third conviction earns up to twenty years' imprisonment and up to a $5,000 fine. Much more severe penalties exist for possessing marijuana with intent to distribute or for actual distribution: hard labor for up to fifty years and fines as high as $50,000.

For Alcohol

It is unlawful in Louisiana for anyone under 21 years of age to purchase any alcoholic beverage. It is unlawful in Louisiana for anyone under 21 years of age to "publicly" possess any alcoholic beverage for any reason, in any place open to the public, including clubs that are de facto open to the public. Exceptions occur when the alcohol is possessed or consumed for the following reasons:

- For established religious purposes
- For medical purposes when prescribed or administered by a licensed medical authority
- When an 18 to 20-year-old is accompanied by a parent, spouse or legal guardian 21 years of age or older in private residences, or private clubs or establishments
- When lawfully employed by a licensed enterprise for the lawful sale, handling, transport or dispensing of alcoholic beverages.

Driving under the influence of alcohol is illegal in Louisiana, and anyone with a blood alcohol level of .08 or above will be arrested for driving while intoxicated (DWI) or driving under the influence (DUI).

UNO is committed to the health and wellness of its student body and employees, and complies with the federal Drug-Free Schools Act (PL 101-226).

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.

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 – University Registrar

The grade appeal process is administered by the Office of the Registrar.

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 on the basis of HIV(AIDS) diagnosis or status will not be tolerated. An Individual who believes that he or she has been subjected to discrimination on the basis of their HIV(AIDS) diagnosis or status may file a complaint with the Office of Student Affairs and Enrollment Management.

Information, testing, and community referrals may be obtained in Student Health Services (504-280-6387). Additional academic support for students diagnosed with HIV or AIDS may be obtained through the Office of Disability Services (504-280-6222).

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.

In order 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 has been 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 (*AP-AA-34.2*)*

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 Death Procedure

The death of a University of New Orleans' student is a tragedy for the family and friends of the deceased and a loss for the UNO community as well. A student death may set forth a series of responses by various University offices and departments. Upon confirmation of the student's death by the Dean of Students, the following individuals will be notified:

- President
- Provost and Vice President for Academic Affairs
- Chief Communications Officer
- Asst. Vice President for Public Safety and Chief of Police
- Executive Cabinet

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.

University Police

The University Police Department 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. University Police has jurisdiction over all University facilities, premises and property. The department receives its police authority through Louisiana Revised Statute 17:1805. Administratively, the department reports to the Vice President of Business Affairs. All University Police 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 Police Department is assigned the primary responsibility to identify programs, methods and approaches toward achieving a safe and secure environment. The Police Department is dedicated to providing 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 Police Department to determine whether or not 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. University Police provides specific assistance to the Office of Student Affairs and Office of Human Resource Management in such matters as criminal background information of potential and current students and employees.

It is the responsibility of each member of the UNO community and his/her guests to contact University Police in a timely fashion to report any criminal or questionable activities on campus. University Police Officers take an active role in ensuring a safe campus by providing both foot and vehicular patrol. Police 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 University Police 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, University Police shall release information involving serious incidents to the University community without delay. Information on recurring crimes shall be issued by special release or during the weekly briefing, whichever is deemed appropriate. University Police 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 University Police 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 well being of the campus community. Internal police procedures such as securing campus buildings, removing unauthorized persons from campus, providing armed police escorts and maintaining crowd and traffic control are outlined in the UNO Police Procedures. Other policies related to safety can be obtained from the Office of Human Resources.

UNO Off -Campus Facilities

Off campus locations, such as the overseas programs provide assistance via local and surrounding law enforcement personnel. Any incident which may occur at these facilities shall be reported to UNO Police for crime statistic purposes. Any recognized facility associated with the University, is to report crime incidents to the UNO Police Department 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.
- Employee Benefits Fair: Once a year the University Police Department participates in dissemination of information and education to the faculty and staff of the University.
- Student Orientation Programs: At the beginning of school, educational programs are held at orientation programs for such groups as: international students, housing students and new and transfer students.
- Coffee with a Cop: is a newly created event implemented by the UNO Police Department where students, parents, faculty, and staff come together in an informal atmosphere to discuss community issues, build relationships, and drink coffee.

This policy is not intended to change or affect other University policies and procedures, particularly as they relate to conduct and judicial affairs. 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 the Office of Student Affairs.

Campus Policies for Non-Students

General Requirement Regarding Non-Student Groups on Campus

Except as otherwise provided in this subpart, the university's AP-AA-31.2 Demonstration, Mass Protest, Distribution of Literature and Freedom of Expression policy applies equally to non-students and nonstudent groups seeking to engage in expressive activity on the university's campus. To protect the safety and wellbeing of its students, the University of New Orleans requires that a non-student group desiring to engage in expressive activity on its campus register with the Office of Student Affairs, by completing the Event Registration Form before engaging in such activities on 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. In order 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 has been 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 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.

(Revised July 2016 by the Office of Student Affairs)