

# **2018-19 STUDENT HANDBOOK**



***TOMORROW BEGINS HERE.***



THE UNIVERSITY of  
**NEW ORLEANS**

# 2018 2019 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

## **UNO Administrators**

### **President**

Dr. John W. Nicklow

### **Provost and Senior Vice President for Academic Affairs**

Dr. Mahyar Amouzegar

### **Vice President for Business Affairs**

Dr. Gregg Lassen

### **Dean of Students**

Dr. Carolyn Golz

### **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

### **Interim Dean, College of Engineering**

Dr. Norma Jean Mattei, Engineering Building 910A

### **Dean, College of Liberal Arts, Education and Human Development**

Dr. Kim Long, Bicentennial Education Ctr. 242

### **Dean, College of Sciences**

Dr. Steven Johnson, Sciences Building 1100

### **Dean, Library**

Dr. Rui Wang, Earl K. Long Library 311

## ***Building Names & Abbreviations***

Administration Building	AD
Bicentennial Education Center	ED
Biology Building	BIO
Chemical Science Building	CHEM
Computer Center	CC
Earl K. Long Library	LIB
Engineering Building	EN
Fine Arts Building	FA
Geology and Psychology 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	PRVTER
Recreation & Fitness Center	RFC
Science Building	SC
St. Pe Center (TRAC)	TRAC
University Center	UC

## ***Campus Maps***

***Follow this link to access campus maps:***

[UNO Campus Maps](#)

# Academic Information You 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". [Tutorials](#) on how to use WebSTAR for registration and fee payment.

Find general information on how to get to WebSTAR at the [Registrar's](#) webpage.

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](#) to confirm the dates when final grades will be available for the semester. Students who require grades for reimbursement purposes may refer [Student Center on WebSTAR](#).

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

## **Schedule Changes**

Students who have registered for classes may change their schedules by either adding, dropping or 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.

**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 to ensure receipt of important mail for which they are responsible. Students can change their mailing addresses or other personal information on [WebSTAR](#) under "personal portfolio." The university will assume that all correspondence to a student is delivered to the mailing address currently on file unless it is returned to the university.

## **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 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 final examination schedule for the semester is available on the [Registrar's website](#).

### ***How to Use the Catalog***

The Catalog provides a variety of information relevant to a student's educational career at the University of New Orleans. 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](mailto:helpdesk@uno.edu). More information can be found by visiting the [IT website](#).

## **University Email Accounts**

All students are assigned an email account with a @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](http://www.outlook.com/uno.edu).

## **LAN Accounts**

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 One Drive account, which is a cloud-based storage account where you save your important school files and documents. With One Drive you also have the ability to save and access your files and documents wherever you are by simply going to [myapps.uno.edu](http://myapps.uno.edu). To access your LAN account for the first time, please go to [reset.uno.edu](http://reset.uno.edu) or contact the IT Help Desk at (504)280-HELP.

## **UNO MyApps**

For those who appreciate the ability to access many of your UNO resources in one centralized place, [myapps.uno.edu](http://myapps.uno.edu) is that place. MyApps is UNO's Web Portal that allows you to quickly access your UNO email, Moodle, Webstar, One Drive (your UNO cloud storage drive), and much more! The UNO MyApps portal also provides free Microsoft Office downloads for your personal computers and mobile devices. There are two (2) ways you can access UNO Myapps: (1) Go to [myapps.uno.edu](http://myapps.uno.edu) or (2) Download the Microsoft mobile app, named "My Apps". This app is free and is available in the Google Play Store (Android) and the Apple Store (iOS).

## **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) 112, 504-280-6286

## ***First Year Experience***

The First Year Experience team at the University of New Orleans is committed to helping you be academically, socially, and personally successful during your first year of enrollment. Through our programs and services, we strive to assist you in your transition from high school to college. This includes, but is not limited to, assistance with academic study skills and strategies, campus resources, financial literacy, time management and goal setting. As such, we encourage you to join us at one of our events or schedule an appointment with your Student Success Counselor. Our doors are always open. You can find us on the first floor of the Privateer Enrollment Center.

### ***Signature Programs and Services:***

#### **College Life Coaching**

Our coaching model allows you to work with a Student Success Counselor one-on-one to identify goals and overcome obstacles that you may be experiencing in your first year.

#### **Start Strong Fest**

Join us to learn about majors, minors, co-curricular activities, and academic based resources to help you succeed. This academic based resource festival includes food, prizes and fun!

#### **University Success 1001 & 1003**

University Success courses are designed to assist you in maximizing your college experience. In UNIV 1001, you'll be introduced to the skills needed to transition to the university and academic environment. In UNIV 1003, you'll learn study skills and strategies to assist you in raising your grade point average. This credit-bearing course allows you to make connections with fellow students, learn about campus resources, and build a valuable relationship with a professional staff member.

#### **Wake Up Wednesday**

Join us monthly for free coffee and donuts in our Student Success Center (first floor of the Earl K. Long Library). This is a great opportunity to mingle with First Year Experience staff members and other faculty, staff, and students!

#### **For more information, please contact:**

First Year Experience  
Earl K. Long Library, 1st Floor (Privateer Enrollment Center)  
504-280-6148  
[fye@uno.edu](mailto:fye@uno.edu) | [www.uno.edu/fye](http://www.uno.edu/fye)

## ***GPA? How do I figure that out?***

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

<b><i>Grade</i></b>	<b><i>Quality Points</i></b> <i>(per semester hour)</i>
<b><i>A</i></b>	<b><i>4</i></b>
<b><i>B</i></b>	<b><i>3</i></b>
<b><i>C</i></b>	<b><i>2</i></b>
<b><i>D</i></b>	<b><i>1</i></b>
<b><i>F</i></b>	<b><i>0</i></b>

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:***

<b><u>Course</u></b>	<b><u>Grade</u></b>	<b><u>Hours Attempted</u></b>	<b><u>Quality Points/hour</u></b>	<b><u>Quality</u></b>
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
<b><u>FREN 1001</u></b>	<b><u>C</u></b>	<b><u>3</u></b>	<b><u>3</u></b>	<b><u>3 x 2 = 6</u></b>
<b><i>TOTAL</i></b>		<b>13</b>		<b>30</b>

$$\text{GPA} = \text{total quality points} / \text{total hours attempted} = 30/13 = 2.307$$

**NOTE:** The number of hours attempted and the number of hours earned may be different because:

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

***UNO Computes Three GPAs Each Semester:***

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

***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. 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***

## **Alumni Association (UNO)**

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

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

## **Bookstore**

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

The Bookstore offers new and used textbooks for sale and 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.

## **Career Services**

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

The Office of Career Services offers comprehensive career exploration, preparation, and planning. Services include resume review and writing assistance, interviewing tips and skills, networking preparation and strategies, job search assistance and mock/practice interviews. Our Jobs' database includes a spectrum of opportunities, including part-time, full-time (in-school and career), internship, cooperative education, summer, seasonal, temporary, and flexible positions. Once registered in the database, students receive notices regarding career fairs, career preparedness workshops, orientations, hot jobs, career news and on-campus recruitment and activities. Appointments are encouraged to directly connect with staff members. Follow us on Twitter - @UNOCareer and Instagram - @UNO career services, connect with us on LinkedIn - @UNO career services, like us on Facebook - @UNO career services and look out for us on Snapchat Takeovers-@UNOCareer.

## **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/>.

## **Disability Services**

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

The Office of Disability Services (ODS) office may be able to arrange academic accommodations for students who have a documented disability (including, but not limited to, physical impairment, psychological impairment, learning disability, chronic health diagnosis or temporary disability). Accommodations include, but are not limited to, academic aids such as note takers, course materials in alternative formats, and the use of adapted computers (voice output, screen enlargement, voice input, and scan and read programs), audio recorders and assistive listening devices. With advance notice, ODS can coordinate accommodations for campus tours and new student orientation (including testing accommodations for placement examinations).

### **➤ Accommodative Testing Center**

*Sciences Building 1046; 504-280-7284*

The Office of Disability Services (ODS) established the ATC to perform several functions for students with disabilities and the faculty of UNO. The 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.

## **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 and the Digital Animation Studio. Food is limited to the first floor, which includes a coffee shop serving beverages, pastries, snacks and other food items and vending machines with snacks and drinks near the Learning Commons.

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 Library Services 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. Visitors enter the Reading Room through the Library's Exhibit Gallery. The gallery showcases special collections from the Library's archives as well as the scholarly and creative work of UNO faculty.

### ***Innovation Lab***

The Innovation Lab is located in 318 and 320 on the third floor of the Library. This collaborative workspace provides students the opportunity to create digital media projects using high-end computers, a green screen, motion capture technology and 3D printing. The Lab also has Oculus Rift gear to give students hands on experience with virtual reality. Researchers may use the 48" wide-format printer in the lab to create posters for conferences and class assignments. A Digital Animation Studio is located one floor above in room 430. This studio boasts 4K curved monitors and all the software needed to make digital creations move!

### **Federal Credit Union (UNO)**

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

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

## **Fraternity and Sorority Life**

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

The Fraternity and Sorority community at the University of New Orleans is comprised of a diverse group of fraternities and sororities. These organizations offer all students the chance to find a group that matches their values and personalities. Fraternities and sororities offer lifetime opportunities for friendship, service to the community, leadership, and scholarship. UNO recognizes fourteen Greek organizations — seven sororities and seven fraternities — each of which is a campus chapter of a national group. Regardless of the fraternity or sorority a student chooses, membership in a Greek organization will enhance the collegiate experience. UNO's Greek community invites all students interested in joining a fraternity or sorority to participate in the membership recruitment or membership intake process. Dates of these events are available on the Greek Life website.

## **International Students and Scholars**

*International Center 125; 504-280-6021*

UNO is home to approximately 600 international students, faculty, and staff from 75 countries. Their different national values and life experiences foster cultural learning and enhance global awareness throughout the entire UNO community. The Office of International Students and Scholars (OISS) administers programs and services to meet the special needs of UNO's international population. The office assists international students, faculty, and staff in maintaining their immigration status under regulations of the Department of Homeland Security (DHS). 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 who is admitted or cross enrolled a single IT user account. This account can be used to access Moodle, Email, WebSTAR, Office Applications installed on up to 5 PC/MAC, and 5 mobile devices, a 1 TB personal cloud storage and many other benefits. 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 (LRC) provides UNO's diverse students with the tools for academic success. The LRC physically houses the Writing Center and a student computer lab. We provide information about all free tutoring on campus as well as individual academic coaching and workshops. 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. Currently enrolled UNO students and UNO organizations may rent post office boxes. Rental periods are for 4-12 months. All residents in Pontchartrain Hall are required to have a P.O. Box in order to receive mail at UNO.

## **Privateer Athletics**

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

## **Privateer Enrollment Center**

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

## **Privateer Place**

*Privateer Place; 504-282-5670*

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.

### **Recreation and Intramural Sports**

*Recreation and Fitness Center; 504-280-6357*

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

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.

### **Student Activities Council**

*University Center (UC) 224; 504-280-7081*

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

### **Student Accountability**

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

Student Accountability 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 the community standards expected of UNO students. The staff stands behind the academic and personal integrity on which UNO is based. If the rules of the university are reported to have been transgressed by students, the office will pursue the matter, following the procedures outlined in the Student Code of Conduct. This office may investigate and pursue any behavior by students 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. Students can become active SGA members by joining the SGA Senate, SGA Executive Department, SGA Judicial Department, or the SGA Programming Board (Student Activities Council). SGA serves as the official channel for communication between the administration and students. In addition, SGA maintains a variety of services including free notary and legal services, free scantrons, and The Captain's Quarters Student Lounge. The SGA also funds other activities and services on campus such as student organization programs, campus traditions and limited academic travel funds for undergraduate and graduate students.

### **Student 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](mailto:studenthousing@uno.edu) for information.

**Pontchartrain Halls North and South** are the university's co-ed suite-style residences for undergraduate and graduate students. The facility consists of 22 one-bedroom, 55 two-bedroom and 152 four-bedroom suite style units. Utilities, Wi-Fi, pc labs and all-inclusive laundry facilities are included. All suites are fully furnished, with a number of suites that are accessible for students with disabilities. There is a convenience store and game room, two social lounges and study rooms. The beautiful courtyard has barbecue pits and a fountain. 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, playground area and barbecue pits are 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 fraternity and sorority life. Leadership skills and personal interests are the focus of several groups on the UNO campus. Through involvement in campus activities, students can learn a variety of skills such as time management, decision-making, cooperation, and planning. These skills will not only enhance life at UNO, but also encourage positive personal growth. 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.

## **UNOEats**

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

### **Meal Plans**

UNOEats offers a variety of prepaid meal plans that allow students, faculty and staff to make purchases from any on-campus food and beverage location at a discounted rate. A plan is accessed using your UNO ID card, and is non-transferable – only available to the meal plan holder on the student ID. Meal plans typically include a pre-set number of “Swipes/Meals” and/or a set amount of Campus Cash.

- Swipes/Meals: can be redeemed at The Galley or as Cash Equivalency [for Freedom Plan holders only].
- Campus Cash: work just as a debit card for food on campus and they are tax-free! You can use them for purchases at any UNOEats location including Coffee Shops and Convenience Stores.

For more information visit [www.unodining.com](http://www.unodining.com) or e-mail [dining@uno.edu](mailto:dining@uno.edu)

### **Privateer Bucks**

This is a \$150 charge added to your UNO Fee Bill for the fall and spring semesters, and \$75 for summer semester. Students will be credited the applicable amount as Campus Cash\* on their student ID on the first day of regular classes.

**\*Campus Cash** is tax-free and can be used to purchase food and beverages at any dining location on campus, for a complete list of locations visit [www.unodining.com](http://www.unodining.com)

The University of New Orleans requires all Full-Time Undergraduate students\* to participate in the Privateer Bucks Program during fall and spring semesters. During summer semester, all Under-Graduate students enrolled in 6 or more credit hours\* are required to participate in the Privateer Bucks Program.

#### **\*Exemptions:**

1. Students living at Pontchartrain Hall.

### **Dining Technology**

- **Your Voice Counts Site** [for feedback]: [www.YourDiningVoice.com](http://www.YourDiningVoice.com)
- **Smartphone App** [Available at Google Play and App Store]: **CampusDish**
- **Website**: [www.unodining.com](http://www.unodining.com)
- **Social Media**: Instagram @unoeats

### **Campus Dining Locations**

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

- Brewed Awakening Coffee Shop serves Starbucks coffee and it's the perfect place to grab a cup of coffee and/or a quick bite after a long day. Chick-fil-A is the home of the original chicken sandwich that you deserve.
- P.O.D. Express offers variety of convenience items, snacks and beverages.

- The Galley features full access meals, it has eleven stations with rotating selections that always leave you hungry for more! Vegetarian friendly, Monthly Events and more!
- Subway is a quick service national brand that specializes in sandwiches made to order.

#### Recreation & Intramural Sports (RIS)

Jamba Juice Express: Healthy breakfast, quick lunch or a delicious snack. Try Jamba Juice fruit smoothies, all-natural baked goods, steel-cut oatmeal, sandwiches and other healthy options.

#### Earl K. Long Library Lobby (1 Dining Location)

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

#### Pontchartrain Hall (1 Dining Location)

Pontchartrain Hall Convenience Store Whether you need to grab a snack on the go, or items for your room, our convenience stores have you covered!

#### The Cove (4 Dining Locations)

- The Sandbar: Come in to UNO's newly renovated, signature bar & grill after a long day of studying and unwind with friends to watch the game, shoot pool, or other student led programming while you grab a burger or wings, and beverage. Beer, wine, and cocktails are available for those guests that are 21 and over. Open evenings and late night.
- Sushic offers unique sushi variety and hot bowls made fresh daily.
- P.O.D. Market offers a variety of convenience items, snacks and beverages.
- Moe's Southwest Grill is a Mexican & Tex-Mex Restaurant, offering delicious Mexican cuisine made from fresh ingredients you'll love.

#### Food Trucks

- Available during lunchtime in select locations, food trucks are the ultimate must-have for those folks looking for even more variety. Check out unodining.com to see where and when your favorite food truck will be on campus. Campus Cash and Cash Equivalency accepted!

#### 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](http://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](http://www.sil.uno.edu).

**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***



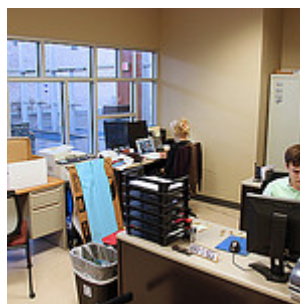
### ***Cultural***

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.



### ***Fraternity and Sorority***

***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 during the first week of school each year, FreshFest features music, food, and fun, as well as campus and community resources.

## ***Welcome Back Block Party***

A campus-wide back to school event held on the first Thursday of the fall semester. Sponsored by the Student Activities Council, 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 thousands of 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.

## ***Homecoming***

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

## ***University Mace***

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

## ***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 Fraternity and Sorority 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 marque 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](mailto: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:**

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

## **Sigma Gamma Rho Sorority, Inc.**

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

## **Sigma Kappa Sorority**

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

## **Theta Xi Fraternity**

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

## **Zeta Phi Beta Sorority, Inc.**

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

## **Zeta Tau Alpha Sorority**

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

***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 identity, 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 reserve the right to review any action taken by civil or student accountability authorities regarding UNO students or student organizations.

## Definitions

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

**Academic 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 intentional or unintentional. 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.

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

**Administrative Hearing:** The meeting during which the responding party and the reporting party, when appropriate, discuss the alleged violation with the Director and agree on a resolution. If no resolution is reached, a Board of Review will be conducted by the University Board of Review.

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

**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.

**Complaint:** The official document accusing the student or student organization with alleged violation(s) of university policies, rules or regulations. The responding party is allowed to review a copy of this document by appointment.

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

**Director of Student Accountability and Disability Services:** The Director of Student Accountability and Disability Services (referred to throughout this document as Director) is the university official who ensures that all procedures are properly followed, maintains appropriate records and ensures sanctions are properly and consistently enforced. In addition, the Director, or 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.

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

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

The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.

The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in or maintaining membership in any organization.

Updates are in process to the Anti-Hazing Policy.

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

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

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

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

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

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

**Responding Party:** Any student or organization who allegedly violated a university rule, regulation or policy.

**Retaliation:** Acts or attempted acts for the purpose of interfering with any report, investigation or proceeding or as retribution or revenge against anyone who has reported a violation of the Student Code of Conduct who has participated (or is expected to participate) in any manner in an investigation in an investigation or proceeding. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion or discrimination. An attempt requires a substantial step towards committing a violation.

**Sanction:** A penalty imposed upon a student or organization for violation(s) of university policies, rules or regulations. The primary purpose of a sanction is to assist the student or organization in reshaping or redirecting behavior. In cases involving Sexual Misconduct, the reporting party is notified of the sanctions as well.

**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.

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

**University Board of Review:** A group of faculty, staff and students 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.

**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 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 identity, 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 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 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 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.*

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 is serious or repeated incidents prompt a higher degree of concern or response, which may include disciplinary action under the Student Code of Conduct.

**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 other penalty as appropriate (reduction in grade, reworking a paper, etc.) which will be noted on the reporting form.
3. 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;
4. 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 requests that the act of academic dishonesty in question deserves further review or greater sanction than an "F" on the academic exercise.
  - 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.

All forms should be sent to the Director in writing within seven (7) days. The attending record will be maintained with all other procedural rites in the Student Accountability 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 and Disability Services.

#### **Procedure for Reporting All Other Offenses**

Any member of the university community can lodge a complaint against any student or 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 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 reporting party 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 a responding party to 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 period 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.

#### **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 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:

- Abusive Conduct

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 that poses a clear and present threat to the health, safety or wellbeing of any person in the UNO community.

- Abuse of Computers and Other Technology

Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/her prior knowledge or without his/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.

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.

- Abuse of Property

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

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

- Acts of Dishonesty

Academic Dishonesty, including but not limited to, cheating and plagiarism. (See section on Academic Dishonesty)

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.

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

- Alcohol

Violation of University alcohol regulations, including underage possession or consumption of alcohol, as well as solicitation of donations or use of alcohol as an enticement to events. (See [Alcohol and Drug Policy](#))

- Drugs

Manufacture, distribution, sale, possession or use of illegal drugs and/ or paraphernalia. ([Alcohol and Drug Policy](#))

- Disorderly Conduct

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.

- Endangerment/Safety

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](#))

Storing anything flammable/combustible inside a university building, including but not limited to, gas powered vehicles.

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.

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.

- Failure to Comply

Failure to comply with university policies, rules or regulations as pronounced by university officials acting in the performance of their official duties.

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.

- Harassment

Any unwelcome verbal, physical, nonverbal conduct or differential treatment of an individual because of his or her membership in any protected class or category including sex, gender, gender identity, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status that unreasonably limits or denies the ability to participate in or benefit from the University's educational program or activities.

Hostile Environment. Sanctions can and will be imposed for the creation of a hostile environment only when harassment is sufficiently severe, pervasive (or persistent) and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the University's

educational or employment program or activities.

- Hazing

Hazing includes but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in or maintaining membership in any organization:

Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body or similar activity.

Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.

Activity involving consumption of food, liquid or any other substance, including but not limited to an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.

Activity that induces, causes or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

For purpose of the Policy, hazing shall not include a physical activity that is normal, customary and necessary for a person's training and participation in an athletic, physical education, military training or similar program sanctioned by the postsecondary education institution. Updates in progress to the Anti-Hazing Policy.

- Sexual Misconduct

Sexual misconduct is a sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without the consent of the other person(s), or that occurs when the person(s) is unable to give consent or whose consent is coerced or obtained in a fraudulent manner.

For the purpose of the Policy, sexual misconduct includes, but is not limited to, sexual assault, sexual abuse, violence of a sexual nature, sexual harassment, non-consensual sexual intercourse, sexual exploitation, video voyeurism, contact of a sexual nature with an object, or the obtaining, posting or disclosure of intimate descriptions, photos, or videos without the express consent of the persons depicted therein, as well as dating violence, domestic violence and stalking. (See [Sexual Misconduct Reporting and Resolution Procedures](#)).

- Trespassing

Breaking and entering, trespassing or unauthorized entry.

- Violation of other published University policies, rules or regulations

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

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

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.

- Violation of federal, state, and/or local laws

Use of tobacco products or E-cigarettes on campus (see [Tobacco Free Campus](#))

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

Littering or endangering the environment.

Gambling in violation of law.

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

Attempt to commit or the commission of 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.

### Fines and Other Fees

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

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.

Loss of 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, on-campus employment, representing the University in any official function or leadership position (e.g., athletics, 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 members of the campus community, etc.)

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.

Parental Notification: If a registered student under the age of 21 is involved in a university policy violation and/or violation of Louisiana state law for public intoxication, the possession, consumption or distribution of alcohol or illicit drugs, the student's parent or guardian may be notified in writing.

If a registered student is transported to an emergency medical treatment facility for drug use or alcohol intoxication, the student's parents, guardians, or other appropriate parties may be notified by Student Affairs or other university administrators, if necessary to protect the safety of the student or other individuals. (In accordance with FERPA's health or safety provision (See 34 CFR §§ 99.31(a)(10) and 99.36.)

Disciplinary Probation in University Housing: The student or non-

student resident is placed on 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.

Disciplinary Probation: 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 will most likely occur.

Disciplinary 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.

Disciplinary 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.

Disciplinary 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.

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

Organization Disciplinary Suspension: The student organization loses all campus privileges, 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.

**Disciplinary 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.

**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.

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

##### **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 responding party will be notified in writing (via UNO email) of the complaint within a reasonable time. In addition, the responding party will be emailed or otherwise provided with a copy of the Student Code of Conduct. A pre-hearing meeting may be held with the responding party 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 responding party has adequate time in which to prepare. An Administrative Hearing consists only of the responding party 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 responding party 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 responding party 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 Authority**

The University Board of Review will be convened in cases that cannot be resolved in an Administrative Hearing or for those cases which may likely result in suspension or expulsion. 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. However, it is required that four board members be present to reach a finding. A member (but not a student) 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 from a pool of names submitted by Academic Deans, university departments and by the Student Government Association. Faculty members may 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 responding party is found to be in violation of the Student Code of Conduct, the board will recommend 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 responding party 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 responding party leaves the Board of Review prior to its being excused, the review will proceed and the board shall make a recommendation based on the available information. Should the reporting party 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 responding party 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, if one is held, 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 responding party and the reporting party can submit the name of their adviser, witness(es) and additional written information (review the definition section). All information will be shared with the responding party and the reporting party(s). To have any information released by the Director to the student's advisor, written approval from the responding party must be obtained. It is both the responding party and reporting party's responsibility to have their witness(es) present.

When two or more students or student organizations are responding party 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 responding party or reporting party feels that a member of the University Board of Review is biased, the responding party and the reporting party 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 responding party or reporting party 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 responding party/reporting party(s).

2. The Board of Review will conclude its executive session and admit both the responding party and reporting party to the room. Both the responding party and reporting party will be present during the questioning.
3. The reporting party may make a short statement and present information to the Board of Review concerning the alleged violation(s).
4. The responding party 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 responding party(s) and the reporting party(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 responding party and the reporting party will be called into the room to provide information supporting or refuting the alleged violations. The responding party, the reporting party 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 responding party 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 responding party 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 responding party 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 responding party 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 responding party and the reporting party 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 be emailed to the responding party. In cases of suspension or expulsion, a copy also will be mailed to the address listed with the Registrar's Office. The appeal date is established by the date that the decision is emailed.

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

#### **Appeals Process**

The responding party may file a written appeal of the decision to the Dean of Students within five (5) working days from the emailed date of the decision. The appeal is processed through the Office of Student Accountability and Disability Services. 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 is considered 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 inform in writing, 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 finalized, unless it is determined by university officials that the student's presence on campus poses a threat of danger to persons or property or is an ongoing threat to the academic process or the safety of the UNO community.

A student may appeal to the Board of Supervisors if the sanction is one of suspension from the university for a period of one academic year, or if the sanction is of greater severity. For appeals regarding less severe sanctions, the final appeal shall be at the university level. If the student chooses to appeal to the Board of Supervisors after all administrative procedures have been exhausted at the 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 2018).

# *Policies and Procedures: An Overview*

Please click on the policy for more information.

## **Alcohol and Drug Policy**

**Anti-Hazing Policy** (Due to the passage of legislation, an updated policy is currently in progress)

**Freedom of Expression** (Due to the passage of legislation, an updated policy is currently in progress)

## **Missing Student Policy- UNO PD**

## **Prohibiting Discrimination, Harassment and Retaliation**

**Posting Signs and/or Fliers on Campus** (Due to the passage of legislation, an updated policy is currently in progress)

## **Smoking Restrictions on UNO Campus**

## **Weapons on Campus Policy**

### **Drug-Free Campus**

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

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

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

### **HIV / AIDS**

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

The University of New Orleans is committed to maintaining an environment free from discriminatory practices, harassment and retaliation. It is a violation of UNO policy to discriminate against an applicant or student on the basis of Human Immunodeficiency Virus (HIV) or Acquired Immune Deficiency Syndrome (AIDS) diagnosis or status with regards to admissions, enrollment, housing, or access to any University facilities, programs and organizations.

Discrimination 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**

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 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: an 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. 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 UNO Marketing.

## ***Campus Policies for Non-Students***

### **General Requirement Regarding Non-Student Groups on Campus**

Except as otherwise provided in this subpart, the university's Freedom of Expression (currently in revision due to new legislation) policy applies equally to non-students and nonstudent groups seeking to engage in expressive activity on the university's campus.

### **Overview of Selling and Soliciting on Campus Policy**

The University of New Orleans prohibits selling, soliciting and deliveries of personal orders in university buildings or on university grounds. 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 2018).