

Student Accountability and Disability Services Title IX Compliance

A basic overview and frequently asked questions.

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Teaching? Required Syllabus Info

- [Syllabus Requirements | The University of New Orleans \(uno.edu\)](#)
- **Syllabus language to adopt or adapt:**

Accommodations**

It is University policy to provide, on a flexible and individualized basis, reasonable accommodations to students who have disabilities that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities should contact the Office of Disability Services as well as their instructors to discuss their individual needs for accommodations. For more information, please go to [the Office of Disability Services](#).

Teaching? Required Syllabus Info

- [Syllabus Requirements | The University of New Orleans \(uno.edu\)](#)
- **Syllabus language to adopt or adapt:**

Academic Dishonesty*

Academic integrity is fundamental to the process of learning and evaluating academic performance. Academic dishonesty will not be tolerated. Academic dishonesty includes, but is not limited to, the following: cheating, plagiarism, tampering with academic records and examinations, falsifying identity, and being an accessory to acts of academic dishonesty. Refer to the [Academic Dishonesty Policy](#) for further information.

Disability Services

[Office of Disability Services | The University of New Orleans
\(uno.edu\)](#)

Coordinator, Derek Bridges, dsbridge@uno.edu

What Does ODS Do?

- Centralized “verification” of a disability and determination of reasonable accommodations.
- Compliance office ([ADA, Section 504 and 508 of the Rehabilitation Act of 1973](#))
- Produces alternative format course materials for students with disabilities (audio, Braille, electronic, large print) upon request.
- Coordinates volunteer note takers/use of notetaking software.
- Loans some equipment for use by students.
- Centralized location for adaptive technology use/procurement.
- Accommodative Testing Center, LIB 126E

STUDENT ACCOMMODATION AGREEMENT

Office of Student Accountability, Advocacy and Disability Services

The following are reasonable accommodations for **Jane Doe**, ID# **2112211**:

Classroom Accommodations

- Consideration for absences
- Consideration for Breaks
- Use of Adaptive Technology
- Signing Interpreter
- Computer Assisted Interpreting
- Use of an assistive listening device
- Limited time extensions on assignments
- Volunteer note taker
- Recorded Lecture**
- Selective Seating
- Enlarged Course/Classroom Materials
- Alternate Format course materials

Test/Quiz Accommodations

- Adaptive Technology/ Computer Based Testing
- Enlarged Test
- Use of Calculator—if the use of the calculator does not fundamentally alter the nature of the course/test
- Distraction-Reduced Environment
- Extended Testing Time (x1.5)
- Extended Time (x2)**
- Black Ink on White Paper
- Reader
- Oral Test
- Scribe
- Test in Audio Format
- Consideration for Misspellings

I agree to the provision of the above accommodations for the following course _____.
(Department, course number, section number)

Instructor's Signature/Printed Name

Date

I **do not agree** to the provision of the above mentioned accommodation(s) mandated as outlined in Subpart E of Section 504. I have discussed my concerns with the Director of the Office of Disability Services, and we are unable to come to an agreement regarding the accommodation(s). I maintain and can substantiate that the provision of the accommodation(s) above pose a fundamental alteration to the nature of the course being taught. I wish to initiate appeals procedures.

Instructor's Signature/Printed Name

Date

I would like the above noted testing accommodations to be administered by the ODS staff in the Accommodative Testing and Adaptive Technology Center (SC 1046; open M-F 8-4:30 p.m.)

Scheduled Test Dates/Times:

Test 1 _____ Test 2 _____ Test 3 _____ Test 4 _____ Test 5 _____

Time at which class meets/amount of time which will be allotted for these tests: _____

Final exam date/time & time allocated in the classroom _____

Indicate any special instructions that apply to these tests:

Calculator Allowed Notes Allowed Open Book Dictionary

Other (Specify): _____

If all exams are not pre-scheduled via the syllabus, a copy of this form must be used to schedule each individual test and final exam throughout the semester. Scheduling requests should be submitted a week prior to each test.

For on-line courses, students are expected to remind the instructor prior to the scheduled exam.

Signed forms must be returned to the office. A copy of the signed form will be emailed to both student and faculty member for record keeping purposes.

Student Accountability

[Student Accountability & Disability Services | The University of New Orleans \(uno.edu\)](#)

Most frequently reported Code of Conduct violations

- Academic Misconduct
- Classroom Disruption
- Alcohol Policy Violations
- Drug Law Violations
- Parking Tickets
- Smoking Violations
- Offenses that fall under Title IX

Policy



This policy was developed by Faculty Senate.

This form is to be used to document all instances of academic misconduct.

To be completed by the reporting party

Reporting Faculty Member Name (please print): _____

Course Information: _____

Responding Student's Name and UNO ID # (please print): _____

I believe the student named above has committed academic dishonesty, as I next describe and I have attached the relevant documentation such as plagiarized sources, Turnitin report, or similar documents:

Check all that apply

_____ I have met with the student and determined that the following action should be taken: _____

_____ I have assigned a grade of Zero (or F) on the above assignment.

_____ I have assigned an "F" for the course. If a student is found responsible for academic dishonesty as a result of the student accountability process, an "F" will be recorded as that student's grade.

_____ I believe this act of Academic Dishonesty requires a greater sanction and I request a University Board of Review.

_____ Because the act of Academic Dishonesty occurred at the end of the term, I am assigning a semester grade of "T".

_____ It has not been feasible to meet with the accused student this report, but I have emailed the form to the student.

_____ The accused student has refused to complete his/her portion of this report.

Faculty Signature: _____ Date: _____

=====

To be completed by the responding student

By signing your initials, choose one of the three responses below.

If you do not select the first choice, then this case will be heard through the student accountability process, which is outlined in the University of New Orleans Student Code of Conduct. The UNO Student Code of Conduct appears in the University of New Orleans Student Policy Manual, which is found on the University's web page, <http://www.uno.edu>.

_____ I admit to an act of academic dishonesty, as described above, and accept the penalty that has been so far imposed.

_____ I admit to an act of academic dishonesty as described above, but I believe the penalty that has been so far imposed is disproportionate to the act of academic dishonesty, and I request a University Board of Review.

_____ I deny having committed academic dishonesty as alleged above and feel no penalty should be imposed and I request an Administrative Conference or University Board of Review.

If this is a second report of academic dishonesty, I understand the cases will be referred to a University Board of Review.

Student's Signature: _____ Date: _____

Distribution as soon as possible after completion: 1) Original to Reporting Party; 2) Copy to Student; 3) Copy to Director, Student Accountability & Disability Services; 4) Copy to Department Chair; 5) Copy to Dean of Student's College

Title IX

[Title IX | The University of New Orleans \(uno.edu\)](https://uno.edu)

Definition—federal regulation

Sexual Harassment: Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome conduct of a sexual nature, whether verbal or physical;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity; or
- (3) "Sexual assault" as defined in 20 U.S.C.1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30). Sexual harassment also includes sexual assault, dating violence, domestic violence, and stalking. For purposes of this Policy, the various forms of prohibited Sexual Harassment are sometimes referred to as "Sexual Misconduct."

Scope of Policy

- Schools must respond when sexual harassment occurs in the school's education program or activity, against a person in the United States.
- Education program or activity includes locations, events, or circumstances over which the school exercised substantial control over both the respondent and the context in which the sexual harassment occurred, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution (such as a fraternity or sorority house).
- Reports on sexual misconduct that take place off campus or in a study abroad program, or behavior that falls out of the narrow scope of this definition, will be handled in a separate process.

What do you do if a student comes to you?

- If you are supervising students/student employees or are the instructor of record, you are considered a **Mandated** Reporter. You must let the person reporting to you know that you will have to report to the Title IX Coordinator or a Deputy Coordinator
- **Mandated Reporter**: An employee of the University who is obligated by policy to share knowledge, notice and/or reports of sex discrimination, sexual misconduct, and/or retaliation on behalf of the University.
- A student can discuss confidentially with a **Confidential Resource** (Counseling Services or the Women's Center)
- Ask if he/she is safe; does s/he need immediate medical or mental health care?
- **Listen.**
- Provide them with information on resources for assistance.
- Report

Filing an Incident Report

- Any individual may make a report of alleged Code of Conduct violations, academic dishonesty, Title IX incidents or other policy violations to the University. This can be done in a confidential manner. Depending on the level of information available about the incident or the individuals involved, the University's ability to respond to an anonymous report may be limited.

- Reporting can be made using the following link:

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



Office 365 →



PowerPoint



OneNote



Teams



Sway



Forms



Calendar



PeopleSoft St...



Privateer Succ...



PeopleSoft E...



Beacon



Incident Reporting

Mail - Amy Anderson King - X | Conduct Process Flowchart.pdf X | RA IR Writing Guide.pdf X | Student Accountability & Advc X | Guardian | University of New C X

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

Guardian | THE UNIVERSITY of NEW ORLEANS

Cases Reports Students Employees Configurations

Amy Anders... Super Admin

Campus Reporting Form

[Go back](#)

The reporting form is not a 911 or Emergency Service.

Do not use this site to report events presenting an immediate threat to safety or security threat. If this is an emergency, please contact UNO Department of Safety and Security at 504-280-6666 or dial 911.

This form can be used to report a variety of incidents including:

- Student conduct violations
- Academic dishonesty
- Student Care Network referrals
- Title IX violations
- Hazing
- COVID exposure or positive test results

Let us know which type of incident you're reporting by selecting the report type. The questions on the form may change based on the type of report selected.

While the report does allow for anonymous reporting, please know that our ability to respond thoroughly may be limited if we are unable to contact you for additional information.

Questions?