

UNO Writing Center Client Conduct Protocol

The UNO Writing Center works with students, faculty, and staff to improve writing abilities, increase critical thinking, and foster strategic reading at UNO and in Omaha. Our consultants embrace writing as a lifelong process and strive to help clients develop and adapt writing to successfully meet academic, professional, and personal goals.

Clients using the UNO Writing Center or Writing Center @ UNMC are expected to abide by the [University of Nebraska Student Code of Conduct](#). In addition, the UNO Writing Center & Writing Center @ UNMC expect clients to:

- Treat Writing Center staff, consultants, and other writers with respect
- Attend and remain focused during appointments
- Be active participants who are receptive to feedback and learning
- Have only one account in WCONLINE and make appointments only with their account
- Refrain from writing that may be in violation of the Student Code of Conduct, University Policies, or Board of Regents Policies. The Writing Center reserves the right to share any writing that contains threatening, harassing, or other concerning language with University administrations or UNO Public Safety for review and action as necessary.
- Understand that Writing Center staff may excuse themselves from working with writers whose projects contain hate speech, sexually explicit content, intentions to participate in illegal activities, threats of verbal or physical violence, that has the purpose or effect of creating a hostile learning environment, or that violates the Student Code of Conduct, University Policies, or Board of Regents Policies. If this happens, the Writing Center will reschedule with another consultant, the Associate Director, or Director as necessary.

Clients violating these expectations will receive written notification. Depending on the severity of the violation, consequences may include:

- A meeting with the UNO Writing Center Director
- Restrictions on access or limits to scheduling privileges
- A temporary loss of writing center access, up to a full academic semester
- Disciplinary report/action with UNO Student Affairs or Student Affairs at UNMC

No-Show Policy

Clients who are more than fifteen minutes late or fail to appear for an appointment will be marked as a “no-show.” After three missed appointments (no -shows) clients will be blocked from booking further appointments with the UNO Writing Center and existing appointments will be canceled. To restore access to the Writing Center, clients must 1) email the UNO Writing Center Director, explaining the circumstances of their no - shows. The Director will then do one of the following:

- Reinstatement access immediately
- Request a meeting to further discuss no-shows
- Reinstatement access after a penalty period not to exceed one academic semester

UNO students may appeal suspensions of UNO Writing Center access by filing an appeal with UNO’s Assistant Dean of Students. UNMC students may appeal suspensions of Writing Center @ UNMC access by filing an appeal with the Associate Dean for Student Affairs.

If you have any questions, please contact the UNO Writing Center at:

unowritingcenter@unomaha.edu

Links to resources for students:

[UNO Counseling and Psychological Services](#)

[UNO Gender and Sexuality Resource Center](#)