

DUQUESNE UNIVERSITY
McAnulty College and Graduate School of Liberal Arts
Washington Internship Institute

General Principles

The College accepts credit from the Washington Internship Institute toward a Duquesne degree from the College. Other schools at Duquesne University may do the same. Students should check with their respective schools to insure that their school will accept credits from the Washington Internship Institute's programs toward a degree from that school. Departments in the College approve courses from the Washington Internship Institute that apply to their respective major requirements. Other schools at Duquesne University may require the same.

Students must have earned at least 60 credits and have at least a 2.5 QPA to be eligible to apply to study at the Institute.

Duquesne awards credit for courses, as follows:

Internship	9 in fall or spring, 6 in summer
Experiential Education Seminar	3
Topic Seminar	3
Research (optional)	3

Financial Arrangements

Students pay Duquesne tuition for credit toward a Duquesne degree. Students pay Duquesne's room and board. Duquesne pays the Institute's tuition and housing fees. Tuition waivers (for Duquesne employees and members of their families), tuition exchanges (through the Commission on Independent Colleges, The Tuition Exchange, or similar organizations), and tuition discounts do not apply to the Washington Internship Institute.

Students arrange and pay for their own transportation and other expenses.

Administration

- Students, with the assistance of their academic advisers, prepare their applications to the Institute by the published deadlines.
- Once the student or College receives an acceptance students register for CLPRG 302, "Washington DC Internship," for the term.
- Students fill out a pre-registration form, copies of which go to the registrar, departmental adviser, academic adviser, and the student. The departmental adviser, in accordance with accepted policy, reviews the form to approve credit toward the major. The academic advisor reviews the form to insure that students are registering for sufficient credits.
- On returning, students submit exams and papers for courses within their major fields for review by their departmental advisers. The department awards grades, based on the Institute's recommendations and work submitted by the students. Once the registrar sends the official transcript from the Institute to the College and the student completes an evaluation form and essay, the College directs the registrar to record the course numbers, titles, and grades, and to award credit toward the degree.