

Residence Life Handbook

Your Guide to Living and
Learning at Duquesne



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General Information and Procedures

BUILDING CLOSINGS

Duquesne University Living/Learning Centers close during University breaks as listed in the University Calendar. Living/Learning Center fees do not include housing for these break periods. Students who must stay on campus at these times will be required to pay additional charges of \$30.00 per day for a room over the break period, and board must be provided by the student. Living Learning Center policies and procedures may also be amended during break periods. If your building closes during a break period, you may be offered temporary housing in another building.

Limited staffing availability during break periods makes it necessary to limit visitation privileges during these times. Residence Halls are not available for occupancy for early arrival or late departure by resident students who have not made prior arrangements with the Office of Residence Life during break periods.

Students are required to vacate the Living Learning Center within twenty-four (24) hours of the last exam of the semester, or the termination of the Housing Agreement, whichever occurs first. This is true for Fall, Spring and Summer terms.

CABLE TELEVISION

In order to take advantage of the cable television service provided in the Living/Learning Center rooms, each student is encouraged to furnish his/her own cable television cord that connects his/her television to the cable jack at the wall. Students who experience problems with their cable should contact Comcast directly at 1.800.COMCAST. Please be sure you are experiencing a cable problem rather than a problem with your television before contacting Comcast.

CHECK-OUT

Any time a student decides to permanently vacate his/her room the student must:

- Inform the Resident Director
- Clean his/her room. There will be a \$100.00 fine for cleaning an excessively dirty room and/or for carpet removal
- Lock door upon departure and return his/her key to the Resident Director
- Return / exchange the DU Card.

Resident Assistants are not responsible for assessing room or common area damages, or the collection of keys. Resident Directors will make final decisions on room conditions.

The housing agreement is in effect until the student's room key is returned to the above-named staff members.

COMMUNICATIONS

Your Duquesne University personal email account is the official method of communication for Duquesne administrative matters. You are required to periodically check your account for time critical notices such as billing notifications, insurance requirements or other important alerts or administrative notices requiring a timely response. Notice will be considered received one day following the date the notice is posted to your email account. Failure to check your email account does not excuse or exempt you from any actions required of you by the University.

COMPUTER CONNECTIONS

Each Living Learning Center room is equipped with a network port for each resident of the room. These ports enable residents to connect with the University's network and the internet.

COOKING

Students are permitted to bring a U.L. approved hot pot, popcorn maker, coffeemaker or microwave. Items not permitted due to safety concerns include (but are not limited to): electric frying pans, toasters, toaster ovens, sandwich makers, grills, hot plates and immersion coils. ALL non-approved items may be confiscated by the Office of Residence Life staff.

DAMAGES

The student shall be responsible and pay for any damages caused by the student or the student's guests or invitees to the living quarters, furnishings or to any other area of the Living/Learning Center or its equipment. At the expiration of this agreement, the student shall leave his/her living quarters in the same order and condition of repair as when he/she took occupancy, reasonable wear and tear excepted.

Student Rooms:

A room inspection form is completed by Residence Life staff prior to the time that a student moves into a room. It is the responsibility of the resident student to review this form and point out any damages to his/her Resident Assistant. Students are liable for the damage cost of any item that is vandalized or damaged during the time of occupancy. Any damage in a student room that cannot be tracked to a single individual will be billed to all residents of the room. It is imperative that students read and sign the room inspection form on move in day and upon departure. Damages are assessed based on the condition of the room and the information on the inspection form.

Common Areas:

Students are responsible for damage in the common areas in which they live. If damage, vandalism, and/or theft of university property occur in a common area, residents will be given notice and an opportunity to identify the individual(s) responsible. If a responsible party is not identified, all residents of the living area may be charged for repair of the damage/vandalism and/or replacement of stolen property.

DISMISSAL

Any student who is removed from the Living-Learning Centers for disciplinary reasons must:

- Remove all belongings from the Living-Learning Center
- Relinquish the room key to the Resident Director
- Relinquish the resident identification card to the Resident Director
- Cease to occupy the Living-Learning Center immediately.

No refund will be made to the student.

DU CARDS (CAMPUS IDENTIFICATION)

Students must carry their DU Card at all times. All Living/Learning Centers are equipped with electronic card readers. Building security regulations require that DU Cards be swiped and displayed to gain access to the Living/Learning Center. A student that fails to properly present and swipe his/her Duquesne ID upon entering the Living/Learning Center is subject to verification procedures and judicial sanctions. In addition, any individual attempting to enter a Living/Learning center with a non-current Duquesne ID Card is subject to judicial action. The card will be confiscated and returned to the ID Center. You will also need to present your DU Card to enter the Dining Halls, computer labs, swimming pool, and to check out books at the Library.

Students are permitted to keep their DU Card over the summer months. At the beginning of each fall semester the DU Card must be returned, or a \$20.00 replacement fee will be assessed if the card has been lost.

Students who lose their DU Card must go directly to the DU Card Center in room 203 of the Duquesne Union. Normal office hours are 8:30 - 4:30 p.m., Monday - Friday. If you lose your DU Card over the weekend, you may stop by the Public Safety Office to receive a temporary card which is valid for three (3) days. If you have been unable to locate your card after the temporary card expires, you must purchase a new one. The cost of a replacement is \$20.00.

Students who have a damaged DU Card should go directly to the DU Card Center. A replacement fee will be incurred. The amount of the replacement fee will depend on the number of occurrences the student has had. For example, the first damaged card will incur a \$5.00 replacement fee, the second damaged card will incur a \$10.00 replacement fee, and any additional damaged cards will incur a \$20.00 replacement fee. The DU Card Center will confiscate damaged cards and the student will need to purchase a replacement card. There will be no exceptions.

Remember that any University staff member, at any time, can ask any student to present his/her DU Card. Failure to present your card upon request will result in disciplinary action. Altering or forging DU Cards, providing false, or misleading information, or using a card that belongs to another student are expressly forbidden. In addition, students are not permitted to allow anyone else to use their DU Cards.

FIRE SAFETY

Fire alarm boxes and smoke detectors are located on each Living/Learning Center hallway. In the event of an alarm, all residents and guests must evacuate the Living/Learning Center. Tampering with or setting off an alarm will result in severe disciplinary action which may include suspension, expulsion and/or a fine. Refusal to evacuate also jeopardizes the safety of police/fire personnel and will result in disciplinary action. Residence Life staff reserves the right to enter rooms to insure that all have evacuated. Applicable local, state and federal laws apply to tampering with fire equipment or failure to evacuate.

Residents are required to vacate the living area immediately at the sound of an alarm. Fire evacuation procedures for your living area will be announced by your Resident Assistant at the first floor meeting of the semester. Students must respond to every alarm as if an emergency situation exists. During fire alarms the City of Pittsburgh Fire Department takes charge of the living area. Students and guests of students must comply with any request from Residence Life, the fire department, or police personnel, without discussion, during any fire alarm.

Fire Equipment:

Unauthorized use or tampering with emergency or safety equipment is strictly prohibited. Illegal use of fire alarms, fire hoses, extinguishers, trouble detectors, and fire doors is a violation of state and local law which jeopardizes the safety of other residents. Violation of any of the above will result in disciplinary action, including a fine.

Fire Drills:

Fire drills are held periodically. Safety practices during these drills are to be taken seriously. All students are required to leave the building during a fire drill or face severe disciplinary action.

FURNITURE

Residents may arrange furniture within their room in any reasonable manner. Furniture must remain in the room, rest on the floor, and may not be suspended or placed on supports (including but not limited to bed risers or concrete blocks). Furniture must be reassembled and closets placed against a wall prior to departure. It may not be moved from one room to another. Each piece of furniture in your room is inventoried and you are responsible for it. You and your roommate will be responsible and must pay for missing or damaged furniture and/or be assessed a fine. All provided furniture must remain in the room. Students are not permitted to take furniture from other rooms. Furniture that is attached to the floor or walls of a room may not be moved. Study carrels may not be removed.

Furniture provided for lounges and recreational areas MAY NOT be moved into student rooms. A fine will be assessed for each prohibited piece of furniture found in your room.

GROUP HOUSING

Individuals who do not meet the following criteria may be prohibited from participating in the Group Housing process:

- **Must be a current Duquesne student**
- **Must have a \$0 student account balance or be on the University's monthly payment plan**
- **Must have no outstanding judicial sanctions**
- **Must make a \$300 *non-refundable* deposit**

Group housing is a program designed to enhance the living/learning experience of selected groups by creating an atmosphere for development of various residential lifestyles and programs.

Group housing is a privilege, not a right, which is extended to the selected groups for one academic year. Students who share a common interest, social organizations and Greek organizations may apply for group housing.

The group housing selection process takes place during the spring semester. Detailed information on the group housing selection process will be made available from the Office of Residence Life at the beginning of the spring semester.

Housing deposits are due by the last day of the group selection process. No group will be assigned an interest wing unless all spaces are filled and all necessary deposits are paid.

HEALTH AND SAFETY INSPECTIONS

Office of Residence Life staff members conduct room inspections in order to determine if residents are complying with health and safety regulations. These inspections will be conducted when closing the building for vacation periods and periodically throughout the semester under the provisions listed in the Code of Student Rights, Responsibilities and Conduct. Students should be aware that beds are to remain on bed frames and that there should be no hanging fabric, sheets or fishnet from ceilings or walls. Any hanging item must lie flat against the wall; all four walls must be clearly visible from the room door. Numerous fabrics and/or posters are a fire concern and may be confiscated if believed to be a hazard. Personal items should not be left in community bathrooms. All screens must be placed in the window and batteries kept in smoke alarms. It is the responsibility of residents of Vickroy Hall to clean suite bathrooms in accordance with the policies.

LOBBY RESERVATIONS

Residents must obtain permission from the Resident Director to sell merchandise or services in the Living/Learning Centers. All activities must adhere to residence hall policies and may not be in conflict with the standards established by

the City Health Department or with University contract with private vendors or suppliers. All sales are to end by midnight. Detailed information may be obtained from each Resident Director's office.

LOCKOUTS

When locked out of his/her room, a student should contact front desk personnel for assistance. The fine for a lock-out is \$2.00 from 8:00 a.m. to midnight, and \$5.00 from 12:01 a.m. to 7:59 a.m. **STUDENTS SHOULD CARRY THEIR KEY WITH THEM AT ALL TIMES.** Students may have to wait until a Residence Life staff member is available to address the lockout. A Resident must his/her present DU Card before a lockout is completed.

PERSONAL PROPERTY

Duquesne University is not responsible for any loss of students' personal property. Students are advised to seek protection for their property at all times. The University has made arrangements with an insurance company to make property and loss coverage available to interested students. The University does not benefit from the sale of any policies. For further information, contact the Office of Residence Life. Please remember to always lock your doors at all times.

POSTING SIGNS

- All flyers and posters must be approved by the Resident Director of the building in which they are to be posted.
- Approved posters must be stamped by the Resident Director's office. Stamped copies of the poster are not permitted to be reproduced.
- Flyers or posters must not use offensive language or be sexist or racist in nature. Also, they must not promote the use of alcohol or other drugs.
- There is a limit of 2 flyers or posters per floor.
- There is a limit of 3 flyers or posters in the lobby area.
- All signs must be posted on bulletin boards **ONLY!** Signs posted in other areas will be removed.
- The group, individual, or organization posting the signs is responsible for their removal 24 hours after the date of the scheduled event.

REFRIGERATOR RENTAL

Refrigerators and microwaves are available for by students. Prices and dates of rental will be posted in each living area at the beginning of the academic year. If a student wishes to provide his/her own refrigerator, it must meet the University standard (no bigger than 3 cubic feet) and be approved by the Office of Residence Life.

ROOM CONSOLIDATION

As indicated in the housing agreement, Residence Life may consolidate students living alone in a double room; every attempt will be made to see that students paying double room rates have a roommate.

Room consolidation may occur at any time in the semester, but it will generally occur in the first 3 weeks of the semester. If space permits, students may elect to pay single room fees. Consolidation will occur as follows:

- A student without a roommate is notified in writing by the Resident Director. The student must identify a roommate, be assigned one by the RD or be required to move from his/her room to that of another single student.
- Listings of the residents involved in the room consolidation process will be available in each building office for review by a student in need of a roommate.
- After a specified time period, a student who has not voluntarily attained a roommate will be assigned a roommate by the Resident Director or be required to move from his/her room into another room. Moves will generally occur only within the building to which a student is assigned, unless circumstances dictate otherwise. For those who have unsuccessfully attempted to find a roommate, the double occupancy room may be maintained provided the student remains on his/her side of the room, keeping all of his/her belongings in one closet, one dresser, etc. A new roommate may be assigned to that space at a moment's notice, if necessary. There will be periodical spot checks to that effect. If belongings are found on the other side of the room the student will immediately be assessed the additional charge for a single room.

A student who has been reassigned must move within 48 hours of notification and must follow the proper room change procedure. When a student becomes aware that he/she is the sole occupant of a double room, it is his/her responsibility to notify the Resident Director immediately.

ROOM DECORATIONS

Students are permitted to hang pictures and other decor. However, significant damage which will necessitate painting or repair will be at the occupant's expense. Scotch tape is not permitted to be used on the walls or door for any reason. No traffic or public signs are permitted in the rooms. Fire code precludes the usage of flammable Christmas/holiday decorations. Due to fire hazards, doors may not contain excessive materials such as poster, gift wrap, and/or door signs. At the discretion of the Resident Director, inappropriate or offensive materials may be removed.

ROOM ENTRY

The University and the staff of the Office of Residence Life reserve the right to enter student rooms for maintenance repairs, during an emergency, to protect life or property from imminent injury, if there is sufficient reason to believe that a violation of University policy is occurring in the room or for any other reasonable purpose.

ROOM KEYS

Room keys are assigned to residents upon checking into their Living/Learning Center. They are not to be duplicated. Students are urged to exercise caution in safeguarding their key. **STUDENTS SHOULD CARRY THEIR ROOM KEY WITH THEM AT ALL TIMES.** Students who lose a key or return a key that is damaged or unusable are billed for the cost of a replacement. Students are not permitted to allow anyone else to use their room keys or to use a room key that does not belong to them.

ROOM SELECTION PROCESS CONDITIONS THAT APPLY FOR DOUBLE ROOM, ROOM DEPOSITS AND ROOM SELECTION LOTTERY PROCESS:

Individuals who do not meet the following criteria may be prohibited from participating in the room selection process:

- **Must be a current Duquesne student**
- **Must have a \$0 student account balance or be on the University's monthly payment plan**
- **Must have no outstanding judicial sanctions**
- **Must make a \$300 *non-refundable* deposit**

Payment: Proof of a \$300.00 room deposit must accompany every housing agreement. Payments should be made by personal check, cashier's check, credit card or money order made payable to Duquesne University for the amount of

\$300.00. The student's account must be paid in full. Any Bureau of Vocation Rehabilitation student(s) receiving scholarships or students having special circumstances which would waive payment of the \$300.00 room deposit, must contact the Office of Residence Life in the Assumption Living/Learning Center prior to their respective sign-up.

Lottery: At the lottery, each student will draw a numbered slip from the lottery box. The lower number will determine your place in the line to select a room. All roommates must submit completed applications and their room deposits at the time their number is called. **Waiting List:** Any student participating in the room selection lottery who does not get a room in their desired building can be placed on a waiting list for housing for the next academic year.

Cancellation: If you participate in the selection process and decide not to live in the Living/Learning Center for the academic year, notify the Assistant Director of Residence Life IN WRITING prior to the first day of class in August. Please note that the \$300.00 deposit is non-refundable. Additional penalties will be assessed if the cancellation is made after the first day of classes. Please read your housing agreement carefully. The agreement is binding for a one academic year period (fall and spring semesters).

ROOMMATE CHANGE POLICY AND PROCEDURES

When problems with roommates occur, students are encouraged to make an effort to resolve their conflicts. Before a room change can be made, the following procedure must be followed:

- Both roommates must meet together with their R.A. to discuss their concerns.
- The residents will create a contract with their R.A., designed to resolve specific needs/concerns of both roommates.
- The roommates must make every effort to abide by this contract for a minimum of one week.
- If roommate differences are still irreconcilable at the end of the one week contract period, both roommates must again meet with their R.A. to discuss a room change.
- It is the resident's responsibility to present a room change alternative. All residents involved in the prospective room change must have prior knowledge of the impending change and agree to the proposed change.
- Upon approval, rooms must be inspected by the R.A. prior to the move. Residents who are changing rooms are responsible for making arrangements to be properly checked out of his/her room, including room inspection by a Resident Assistant. **NO ROOM CHANGE MAY BE INSTITUTED WITHOUT FOLLOWING PROPER PROCEDURES OR WITHOUT THE RESIDENT DIRECTOR'S APPROVAL.**

SINGLE ROOMS

A very limited number of single accommodations are available to students. Students requesting single rooms are charged an additional fee for this privilege. Students seeking single room occupancy are assigned priorities the same as any other assignment unless special privileges are granted by the Office of Residence Life, due to health problems, e.g. respiratory ailments, visual and/or other physical handicap, etc.

Costs: Costs for labor, repair or replacement of damaged items is determined in conjunction with Physical Plant/Maintenance personnel. A list of suggested vandalism/damage costs follows. These prices may fluctuate as labor or material costs fluctuate.

TELEPHONES

Phone service will be provided in student rooms only upon request. All rooms in Brottier Hall will continue to have telephone dial tone service. Visit [Student Telephone Services](#) (STS) for more information.

Living Learning Center Policies

ALCOHOL

All matters relating to alcohol are governed by the Pennsylvania Liquor Code and related state statutes. As members of the general public of the Commonwealth, students are expected to have a full knowledge of these laws. As members of the resident student body, students are required to observe Pennsylvania laws.

The drinking age in this state is 21 years or over. No person under 21 years of age is permitted to consume, transport, possess, or be in the presence of any alcoholic beverage. Failure to comply will result in disciplinary action.

It is permissible to have beer or malt beverages in cans, wine, and liquor in individual rooms if the student is 21 years of age or older and all persons in the room are 21 years of age and older. In no event are kegs, beer balls, bottled beer or malt beverages, boxed wine, bottled wine coolers, premixed alcohol products, or common sources of alcohol permitted in the living area of the Living/Learning Center.

Alcoholic beverages are NOT permitted at any time, for residents under 21 years of age, in compliance with the alcohol policy. Freshman students are also prohibited from having full or empty alcohol containers and/or paraphernalia in the Living/Learning Centers. This includes, but is not limited to, cans, bottles, shot glasses, and bongos/funnels.

Students who are 21 years of age or older may register a limited amount of alcohol at the building front desk. Failure to register alcoholic beverages will result in disciplinary action. The amount of alcohol a student of legal age may sign in to the Living/Learning Centers on a weekly basis is as follows:

- One case of beer or malt beverage (cans only); or
- One (0.75 liters) bottle of distilled spirits, i.e. whiskey, bourbon, vodka, etc.; or
- One bottle of wine (1.5 liter).

All of the above must be in their original containers with clearly marked labels.

Students who are of legal age for alcohol use may not have open containers of any kind in common areas, lounges, hallways, elevators, etc. The alcohol which they check in is intended for their personal, individual use in their own rooms only. Residence Life staff members have the right to revoke any drinking privileges at any time at their own discretion. Any alcohol or alcohol-related accessories (taps, kegs, etc.) confiscated by a Residence Life staff member will not be returned. Alcohol-related behavior which is harmful to the person consuming the alcohol or to others or which is disruptive to the community will also be considered a violation of alcohol policy.

All students of legal drinking age are responsible for their actions while drinking alcoholic beverages, including being intoxicated while being in public. Any student may be cited by a University official for public intoxication. It is to the University official's discretion whether or not a student may be considered publicly intoxicated. Public intoxication includes, but is not limited to, endangering the safety of other students or the self.

All alcohol policy violations will result in disciplinary action and/or educational programming by Duquesne CARES.

ARSON

Setting any materials on fire will result in severe disciplinary action which may include suspension or expulsion from the Living/Learning Centers and possibly criminal prosecution.

BICYCLES

No bicycles are allowed to be attached to railings outside of the Living/Learning Centers, as they block fire escapes and

sidewalks. They will be removed if secured there. Bicycle racks are provided in front of Towers and St. Ann's Living/Learning Centers.

COMPUTER CONNECTIONS

In order to maintain the integrity of the Duquesne University computing network, resident students may not contract with any third-party internet service providers (including, but not limited to, Comcast, Earthlink, Verizon, NetZero, etc.) to obtain internet service. As an additional security measure, students may not connect any type of wireless equipment to the network ports in the Living Learning Centers.

For more information, contact the CTS Help Desk at 412.396.4357, or visit their website [here](#).

DRUGS

The University strictly adheres to the federal and state laws, which prohibit the distribution or use of controlled substances. Students illegally possessing illicit drugs or paraphernalia, distributing or using a controlled substance will be subject to disciplinary action and possible criminal prosecution. In specific cases involving marijuana, the enforcement policy has been clarified to state that the detection of the odor of marijuana can constitute a violation. Failure to comply will result in disciplinary action and/or educational programming by Duquesne CARES. Students who are found to possess, use or sell heroin may face immediate suspension or expulsion from the University.

DU CARDS (CAMPUS IDENTIFICATION)

Students must carry their DU Card at all times. Building security regulations require that DU Cards be swiped and displayed to gain access to the Living/Learning Center. A student that fails to properly present and swipe his/her Duquesne ID upon entering the Living/Learning Center is subject to verification procedures and judicial sanctions. In addition, any individual attempting to enter a Living/Learning center with a non-current Duquesne ID Card is subject to judicial action. The card will be confiscated and returned to the ID Center.

Any University staff member, at any time, can ask any student to present his/her DU Card. Failure to present your card upon request will result in disciplinary action. Altering or forging DU Cards, providing false, or misleading information, or using a card that belongs to another student are expressly forbidden. In addition, students are not permitted to allow anyone else to use their DU Cards.

FIGHTING

Resident Students:

Any resident student(s) engaged in a physical fight in or near any Living/Learning Center with another individual(s) will at minimum have their visitation rights suspended from all Living/Learning Centers and will face judicial action. Students will be monetarily accountable for any physical damages or bills related to the incident.

Non-Resident Students:

Any nonresident student(s) engaged in a physical fight in or near any Living/Learning Center with another individual(s) will result at minimum in a suspension of his/her visitation rights for all Living/Learning Centers and will face further Judicial action. Non-students may face legal action and/or be removed from campus. Non-Students Any non-student(s) in a physical fight in or near any Living/Learning Center with another individual(s) will have his/her visitation rights suspended from all Living/Learning Centers for a period of time decided by the Resident Director and may be subject to police action. Non-students may face legal action and/or be removed from campus.

FIRE ALARMS

In the event of an alarm, all residents and guests must evacuate the Living/Learning Center. Tampering with or setting off an alarm will result in severe disciplinary action which may include suspension, expulsion and/or a fine. Refusal to evacuate also jeopardizes the safety of police/fire personnel and will result in disciplinary action. Residence Life staff reserves the right to enter rooms to insure that all have evacuated. Applicable local, state and federal laws apply to tampering with fire equipment or failure to evacuate.

Residents are required to vacate the living area immediately at the sound of an alarm. Students must respond to every alarm as if an emergency situation exists. During fire alarms the City of Pittsburgh Fire Department takes charge of the living area. Students and guests of students must comply with any request from Residence Life, the fire department, or police personnel, without discussion, during any fire alarm.

Fire Equipment:

Unauthorized use or tampering with emergency or safety equipment is strictly prohibited. Illegal use of fire alarms, fire hoses, extinguishers, trouble detectors, and fire doors is a violation of state and local law which jeopardizes the safety of other residents. Violation of any of the above will result in disciplinary action, including a fine.

Fire Drills:

Fire drills are held periodically. Safety practices during these drills are to be taken seriously. All students are required to leave the building during a fire drill or face severe disciplinary action.

FIREWORKS

Pennsylvania State Laws forbid the use of firecrackers or fireworks. Possession or use will result in disciplinary action. Throwing firecrackers, bottle rockets or anything from a window is strictly forbidden since this can lead to a serious incident. A fine and/or suspension will result from this act.

FURNITURE

Furniture must remain in the room, rest on the floor, and may not be suspended or placed on supports. It may not be moved from one room to another. Each piece of furniture in your room is inventoried and you are responsible for it. You and your roommate will be responsible and must pay for missing or damaged furniture and/or be assessed a fine. All provided furniture must remain in the room. Students are not permitted to take furniture from other rooms. Furniture that is attached to the floor or walls of a room may not be moved. Study carrels may not be removed.

Furniture provided for lounges and recreational areas MAY NOT be moved into student rooms. A fine will be assessed for each prohibited piece of furniture found in your room.

HALL SPORTS

The playing of sports e.g., baseball, basketball, football, hockey, soccer, frisbee, the riding of a skateboard, bicycle, roller skates, rollerblades, etc., and the throwing of water in the living area is prohibited. Storage of sporting equipment (i.e. bicycles) is not permitted in public areas (i.e. lounges, hallways, bathrooms, etc.). Sports items or equipment may be confiscated until judicial review.

HARASSMENT/ ABUSE

Physical abuse, verbal abuse, harassment, intimidation, invasion of privacy of any person, or conduct which threatens to endanger the health, safety, or well-being of any person is expressly forbidden and will result in appropriate disciplinary action, including possible suspension/expulsion and/or legal action. Harassment of or lack of cooperation with University personnel (i.e. Resident Assistants, University Police, or student aides, etc.) will not be tolerated and full disciplinary action will be taken. Use of telephones or e-mail to communicate harassment or threats, or to intimidate another person, is likewise prohibited.

Duquesne University and the Office of Residence Life will not accept any harassment of students based upon the student's race, color, gender, age, creed, religion, marital status or physical or mental disability. Such harassment is unacceptable and will result in judicial action against the offender.

ILLEGAL ENTRY AND EXIT

No student may enter or exit a Living/Learning Center through fire doors or windows. No student may enter a building with forged or altered identification. No student may enter without showing proper identification. Any student found illegally entering or exiting a building will lose his/her visitation privileges and face additional judicial action.

NOISE

Excessive noise or behavior that disturbs others, endangers personal safety, or violates the desired standards of quiet conducive to study or sleep is not permitted. Accordingly, the unsafe and/or irresponsible use of electronic equipment - radios, stereos, video games, etc. - may be ample reason for confiscation of such equipment until judicial review. Sanctions are at the discretion of the Resident Director and may result in a fine.

PAINT POLICY

Residents are not permitted to paint in the buildings. If the paint in a room is in poor condition due to wear and tear, residents may contact their Resident Director. The Resident Director may contact the Physical Plant Department for consideration for repainting. Please note that keeping the walls in good condition is the residents' responsibility and damage charges may be imposed due to student negligence. Students may paint approved designs on common area walls with permission from the Resident Director only.

PETS

No animals are permitted in Duquesne University Living/Learning Centers. Animals will be removed immediately and there may be possible restitution for costs incurred. Exception may be made through the Resident Director for fish contained in approved small capacity fishbowls or tanks. Resident students may be asked to remove these items during holiday or break periods.

PROHIBITED ITEMS

The following items are prohibited in Duquesne Living/Learning Centers:

- refrigerators larger than 3 cubic feet capacity
- ceiling fans
- lofts or bed risers
- live trees
- locks or alarms not provided by the University
- motor/motorized vehicles
- paint
- open flames, including burning incense and potpourri
- water beds
- non-UL-approved appliances
- fireworks of any kind

- weapons
- any item suspended from walls or ceilings, or placed above ceiling tiles
- candles
- halogen lamps
- alcohol containers/paraphernalia (freshman halls/students)
- cinder blocks
- glass containers
- herbal cigarettes
- hand-held laser pointers.
- paintball, BB, or pellet guns
- hookahs

Residence Life staff may prohibit any other items that may cause a health and/or safety concern.

QUIET HOURS

All residents must observe quiet hour regulations. The hours between 8:00 p.m. and 8:00 a.m., Sunday through Thursday; and midnight through 8:00 a.m. on the weekends are to be reserved for quiet study and sleep.

All Stereos must be turned off at midnight (12am) on weeknights (Sunday through Thursday) and 2am on weekends (Friday throughout Saturday). Students must use headphones if they want to listen to music after these times. Failure to comply with policy will result in fines and removal of all stereo equipment from the room. Continued abuse of this policy may result in suspension from the Living/Learning Centers.

Quiet hours must also be observed in common areas and lounges. Loud stereos, televisions and other distracting noises will not be tolerated and will result in disciplinary action. Extended quiet hours are in effect during exam periods.

Failure to give 24 hour consideration to others will not be tolerated and will result in judicial review. Residents are encouraged to ask for cooperation from others in maintaining these standards of quiet. Further assistance is available from Residence Life staff members.

REMOVAL OF FOOD

Students may not remove food, dinnerware, or other items from the University Dining Halls, except as allowed by ARAMARK. Removing any item may result in disciplinary action.

ROOFS

Students and their guests are not permitted on the roofs of any of the Living/Learning Centers. Violators are subject to disciplinary action.

ROOM RESPONSIBILITY

It is necessary to emphasize the responsibility that each student must assume for his/her room. Each student is responsible for any activity or any violation that occurs in his/her room whether or not he/she is present.

ROOM KEYS

Room keys are not to be duplicated. Students are urged to exercise caution in safeguarding their key. **STUDENTS SHOULD CARRY THEIR ROOM KEY WITH THEM AT ALL TIMES.** Students who lose a key or return a key that is damaged or unusable are billed for the cost of a replacement. Students are not permitted to allow anyone else to use their room keys or to use a room key that does not belong to them.

SECURITY SCREENS

Any student caught vandalizing or removing screens will pay a replacement and installation fee, a fine, and face disciplinary action. Residents of a room are responsible for any damage done to a screen.

SEXUAL CONDUCT

As an institution founded in the Catholic tradition, the University does not condone sexual relationships outside of marriage. A genuine and complete expression of love through sex requires a commitment to living and sharing of two people in marriage. For these reasons, the following policies have been established:

Cohabitation: Cohabitation is not permitted in the Living/Learning Centers. Overt sexual behavior and/or overnight visitation by a member of the opposite sex represent a flagrant violation of the visitation policy. **Pregnancy:** While the university is founded in Catholic tradition, it is also our mission to support our students. In the case of pregnancy, we encourage students to continue their studies and retain on-campus housing. Referrals to prenatal health care and other supportive services are available in the Health Services Office, located in the Duquesne Union.

Counseling: Should a student find him/herself in need of counseling for sexual health, sexual orientation, sexual assault or other sexuality issues, many services are available to that student. Professionals in the following departments are also available for consultation:

Spiritan Campus Ministry	412.396.6020
University Counseling Center	412.396.6204
University Health Services	412.396.1650

SMOKING POLICY

All Living Learning Centers are smoke free.

SOLICITING AND SELLING

Door-to-door Selling or Solicitation:

Door-to-door selling or solicitation is not authorized. Residence Life staff or Duquesne University Police should be notified of the presence of any solicitors or salespersons. Trespassers may be subject to arrest and persecution. Door to door soliciting includes distribution of advertising materials to student rooms.

Soliciting or Selling in Lobbies:

Soliciting or selling in lobbies or other common areas by campus groups is permitted with permission from the Resident Director. **Operation of a Business:** No resident or nonresident is permitted to solely operate or participate as a member of any for-profit or not-for-profit business, whether dealing in the sale of good(s) or service(s), in the Living/Learning Centers or within the Residence Life area without the express permission of the Director of Residence Life. Additionally, no resident or nonresident is permitted to install additional phone, fax, or computer connections in the Living/Learning Centers without the express permission of the Director of Residence Life.

VISITATION POLICY

Guests may be present in the Living Learning Centers as follows:

FRESHMEN: Sunday - Thursday 12:00PM (noon)-12:00AM (midnight)
 Friday - Saturday 12:00PM (noon) - 2:00AM

UPPERCLASS: Sunday - Saturday 8:00AM - 2:00AM

All guests must present photo identification.

Visitation: Visitation is defined as the time period that residents are permitted to have guests visit their room or living areas. The visitation policy of Duquesne University is based on our mission statement's attention to moral and spiritual values, which flows from Catholic teaching regarding the human dignity of all people, including their sexuality and relationships with others. Catholic teaching regards marriage as the only rightful place for sexual intercourse and other sexual behaviors. Therefore, cohabitation and overt, extra-marital sexual behavior represent flagrant violations of the visitation policy.

As an institution founded in the Catholic tradition, the University does not condone sexual relationships outside of marriage. A genuine and complete expression of love through sex requires a commitment to living and sharing of two people in marriage. Please review the following information on [Sexual Integrity](#).

The visitation policy also considers the rights of resident students to have access to their living space, in accordance with all applicable policies, and to the safest, most harmonious living conditions possible. Therefore, a roommate's desire for privacy, safety, and normal use of his/her living space supercedes all guest privileges.

The following policies are written with these principles in mind:

Residents of Living Learning Centers are not permitted to escort working media into the residence areas without approval of Public Affairs. Approval may be obtained by calling 412-396-6050.

Actions of guests are the direct responsibility of the host student. Guests are responsible for all policies and procedures as outlined in both the [Code of Student Rights, Responsibilities and Conduct](#), and this publication. Guests may be asked to leave the residence halls at any time should they violate a policy or disrupt in any manner the campus community.

FRESHMAN STUDENT VISITATION

Freshmen residents may sign guests in between 12PM (noon) and 12AM (midnight). This includes both Duquesne students and non-Duquesne guests.

- All guests must be properly signed out by 12AM (midnight) Sunday through Thursday, and by 2AM on Friday and Saturday nights.
- Guests of the same gender may stay beyond midnight (2AM on Friday and Saturday nights), if they are signed in prior to midnight, there is mutual consent of roommates, they have completed an Overnight Guest Pass, and the University's policies on cohabitation/sexual behavior are followed.
- Freshmen residing in St. Ann's may visit residents of the opposite wing during regular hours, but must be escorted at all times.
- Freshmen may not have opposite sex, upperclass residents on their floors, in their lounges or in their rooms after normal visitation hours.

UPPERCLASS STUDENT VISITATION

Residents may sign in any guests between 8AM and 12AM (midnight). This includes both Duquesne students and non-Duquesne guests.

- All guests must be properly signed out by 2 AM.
- Guests of the same gender may stay beyond 2 AM, if they are signed in prior to midnight, there is mutual consent of roommates, they have completed an Overnight Guest Pass, and the University's policies on cohabitation/sexual behavior are followed.

FAMILY MEMBERS

Spouses:

Resident students may have immediate family members, including spouses, as overnight guests. Any spouse visiting overnight must have prior permission of the Resident Director. Permission must be obtained during weekday office hours. Permission of the roommate(s) is also required.

Space permitting, the spouse of a married student may live in Brottier Hall with the student. The University does not otherwise offer housing for neither family members nor children of a student.

Siblings

Same-sex siblings between the ages of 5 and 16 are permitted to stay as overnight guests. Opposite-sex siblings over the age of 5 require an overnight guest pass to be filled out in the presence of the Resident Director during regular office hours. All roommates must be present at this meeting with the Resident Director.

Children

Children under the age of 5 may visit during regularly specified visiting hours. Children under the age of 5 may not spend the night in a Living/Learning Center.

SIGNING IN A GUEST

Guests must present a photo ID when signing into a residence hall. Hosts must present a valid DU Card when signing in a guest.

Desk personnel will keep the host's ID at the front desk of St. Ann, St. Martin, Assumption and Vickroy halls until the host properly escorts his/her guest to be signed out. In the Duquesne Towers and Brottier Hall, the Guest's ID will be kept at the front desk.

The host student must escort all guests at all times while in the Living/Learning Center and accept responsibility for the guest's behavior.

Each resident student is permitted to sign in a maximum of 3 guests at any given time within visitation hours and according to visitation policies.

OVERNIGHT GUESTS

Students wanting to host same gender overnight guests should do as follows:

- Receive permission from roommate(s).
- Ensure that visitation policy stipulations are met, including the University policy on cohabitation and sexual behavior.
- Obtain an overnight guest pass. Overnight Guest Passes are available at each Living Learning Center front desk and must be completed by the host prior to midnight.
- Sign the Overnight Guest Pass. The guest must also sign the Overnight Guest Pass upon his or her arrival.
- The Guest must provide a photo ID to be signed into and out of the building.

Completed passes may be picked up at the appropriate front desk after midnight. No new overnight guest passes will be issued after midnight. No more than 2 overnight guests are permitted per room at any time.

Resident Students may host overnight guests no more than 1 night per week, and 1 weekend per calendar month. Overnight Guests may not stay more than 15 days total during the Academic Year. The maximum stay is 2 consecutive days.

Permission to house overnight guests is always subject to the approval of the Office of Residence Life staff.

COHABITATION

Cohabitation is not permitted in the Living/Learning Centers. Overt sexual behavior and/or overnight visitation by a member of the opposite sex represent a flagrant violation of the visitation policy. Excessive frequency and/or duration of the stay could also indicate a violation of the cohabitation policy and will be verified through sign in logs. In the event that there is evidence or suspicion of cohabitation, the Resident Director reserves the right to conduct a hearing to investigate the matter. Grounds for suspicion may be lack of and/or improper sign-in procedures such as signing a guest in for someone else when there is no intention of hosting such guest. Cohabitation is not permitted at any time and may result in the permanent loss of visitation privileges.

BROTTIER HALL VISITATION

All guests must enter through the main lobby and are required to leave photo identification at the front desk. A student host may call the front desk (412.396.1450) to sign in guests.

Brottier residents and guests must follow all University visitation policies, including the policies regarding cohabitation and sexual behavior.

WINDOWS

Anyone caught throwing an object(s) out a window, into a window, hanging items from or leaning out a window will be subject to restitution for damage and/or clean up expenses, a fine and possible judicial action if the screens are not properly kept in the window. Shouting out the windows will also result in disciplinary action. Individuals are not permitted to enter or exit a Living/Learning Center through a window. Individuals entering the room through a window or bringing items through a window, as well as the resident of the room that was entered, will face judicial action.

WEAPONS/FIREARMS

Residents are not permitted to keep weapons in the Living/Learning Centers. Weapons include but are not limited to firearms, knives (except small utility knives), water, pellet or BB guns, martial arts weapons, and whips. The University reserves the right of confiscation pending judicial review. Further clarification of what is considered a weapon under this policy can be found in the [Code of Student Rights, Responsibilities and Conduct](#).