



Code of

Student Rights, Responsibilities and Conduct

2012-2013



MISSION

STATEMENT

Duquesne University of the Holy Spirit is a Catholic University, founded by members of the Congregation of the Holy Spirit, the Spiritans, and sustained through a partnership of laity and religious. Duquesne serves God by serving students through commitment to excellence in liberal and professional education, through profound concern for moral and spiritual values, through the maintenance of an ecumenical atmosphere open to diversity, and through service to the Church, the community, the nation and the world.

EXPECTATIONS

1. Read, understand and accept the values contained in the Mission Statement.
2. Build upon the values you have received from your parents or guardians and strive to meet their expectations.
3. Be diligent and sincere in the pursuit of education, open to learning and change, and strive to achieve academic excellence.
4. Be honest and have integrity in all that you do.
5. Recognize the importance of service to others and the community in which we live.
6. Grow spiritually, preparing for life, not just a career.
7. Appreciate diversity; be open-minded.
8. Respect your body and avoid substances that have a negative effect.
9. Develop a sense of self while defining your ethical and spiritual values.
10. Develop friendships by appreciating yourself and respecting others.
11. Be proud of Duquesne; show school spirit.
12. Be at peace with God and with yourself.

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For a complete copy of the Student Handbook, go to: www.duq.edu/student-handbook

Information contained in this publication may be changed at any time and will be subsequently published in the next printing.

PRESIDENT'S

MESSAGE



Welcome to Duquesne Students,

You are embarking on an adventure that will affect your future relationships, career, and well-being as a person. Duquesne University is proud that you have chosen our university to begin this journey. During the next four or more years, you will invest much time, effort, and more importantly, yourself in pursuit of your dreams.

We have assembled for you some of the best faculty in the world - teacher-scholars who care about teaching as they contribute to the advancement of their disciplines. Get to know them. You will find them welcoming and concerned for your development.

Explore the campus when you arrive. There are many amenities available to you that will enrich your living and learning experiences. Participate in a wide range of activities; education occurs outside the classroom too. Attend religious services and programs. Serve God by serving others. Our community needs you.

Duquesne faculty, staff, and administrators believe that the education you receive here is not only for your mind, but for your heart and spirit. We committed to this as the very foundation of Duquesne University. The University was established and is sponsored by the Congregation of the Holy Spirit who have a deep tradition of service to others. The whole Duquesne family is concerned with your academic, moral, and spiritual growth. Your success as a person is important to us.

My best wishes for a wonderful experience as a student at Duquesne. For six generations, Duquesne University of the Holy Spirit has been changing lives on our Bluff. You are now a part of that inspiring and inspired tradition.

A handwritten signature in black ink that reads "Charles J. Dougherty". The signature is written in a cursive, flowing style.

Charles J. Dougherty, Ph.D.
President

EXECUTIVE VICE PRESIDENT

FOR STUDENT LIFE'S MESSAGE



Dear Student,

One hundred and thirty-four years ago, the members of the Congregation of the Holy Spirit Fathers and Brothers, a Catholic religious community, founded a school so that women and men of every race, creed, and class would have the opportunity to fulfill their aspirations, to enrich their society, and to serve God through professional leadership inseparably linked to high personal values. Time has blessed their enterprise and ratified their principles. Duquesne invites you, regardless of your faith, race, or status, to create for yourself a life of fulfillment, enrichment and service through growth in both academic knowledge and personal values. Take a few moments to read and understand the Mission of the University and Expectations, where those founding principles are explained. You will find that academic excellence is just one of the ideals Duquesne supports. You will see that service to others, tolerance, personal integrity and

values, and an open and affectionate view of the world and its people are equally important.

By all means seek academic excellence, but also

- Learn to appreciate the value and goodness of those around you—and your own innate goodness and dignity.
- Strive to be kind to and at peace with yourself, with others and even with this planet by avoiding substances and behaviors which cause harm.
- Understand your own moral, ethical and spiritual values and principles as well as those around you.
- Be Duquesne-able, demonstrate pride through pursuit of excellence, respect, integrity, diversity and ethical decision-making.
- Develop your social skills and take advantage of the activities of the campus and the city.

The opportunities for learning are abundantly visible here, but just as abundant are the opportunities for personal and spiritual development. The women and men of the Student Life Division and Spiritan Campus Ministry pledge to give you personal, private counseling assistance in all of the minor and major decisions about your life that you contemplate while you are here, and to help you achieve your ideal of personal and spiritual growth.

God bless you,

A handwritten signature in black ink that reads "Sean Hogan C.S.Sp." The signature is written in a cursive style.

Rev. Sean Hogan, C.S.Sp.
Executive Vice President for Student Life

DUQUESNE UNIVERSITY

CODE OF STUDENT RIGHTS, RESPONSIBILITIES AND CONDUCT

In recognition of the necessity for an environment conducive to free inquiry and free expression in an academic institution and for fair and just relationships with students, Duquesne University has developed this Code of Student Rights, Responsibilities and Conduct. Students are members of the University community and, as such, are encouraged to seek and to accept the responsibility for self-government in a cooperative effort with the faculty and administration of the University.

The Code of Student Rights, Responsibilities and Conduct is a logical and legitimate extension of past efforts to establish standards and procedures for participatory governance which will guarantee to students their rights as members of the academic community and provide adequate safeguards to protect them from unfair disciplinary action. At the same time, it is intended to reserve to the University the right to establish such goals, objectives and standards as may be appropriate to a private Catholic institution of higher education and to provide the necessary institutional authority to ensure progress towards the attainment of those goals and objectives.

The purpose of this Code of Student Rights, Responsibilities and Conduct is to enumerate the standards, policies and procedures essential to safeguard student rights and freedom to learn; to provide a clear and concise statement of University expectations concerning student conduct and achievement; and to provide a means of student self-government within the University wherever appropriate.

ARTICLE I

RIGHTS AND RESPONSIBILITIES OF STUDENTS

A. SHORT TITLE

This Code of Student Rights, Responsibilities and Conduct shall be known as the “Student Code.”

B. DEFINITIONS

1. The term “University” means Duquesne University of the Holy Spirit.
2. The term “student” includes all persons taking courses at the University, or in any University sponsored program regardless of location, both full and part-time, pursuing undergraduate, graduate, or professional studies and those who attend post-secondary education other than Duquesne University. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular semester but have a continuing relationship with the University, are considered students, as are persons who are residing in University Living Learning Centers although not enrolled in the University.
3. The term “faculty member” means any person hired by the University to conduct instructional activities.
4. The term “University official” includes any person employed by the University in an administrative or professional capacity who is performing assigned administrative or professional responsibilities.
5. The term “University employee” includes any person employed by the University who is neither a faculty member nor a University official as defined above.
6. The term “member of the University community” includes any person who is a student, faculty member, University official or University employee. A person’s status in a particular situation shall be determined by the Executive Vice President for Student Life.
7. The term “University premises” includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the University (including integral streets and sidewalks).
8. The term “organization” means a number of persons who have complied with the formal requirements for University recognition as provided in Article II.
9. The term “group” means a number of persons acting as an organization who have not complied with the formal requirements for becoming an organization.
10. The term “student publication” means either an organization whose primary purpose is to publish and distribute any publication on campus or a regular publication of an organization.
11. The term “Hearing Body” means any person or persons authorized by the Executive Vice President for Student Life to determine whether a student has committed a violation of the Student Code and to recommend imposition of sanctions.
12. The term “student conduct proceeding” means any action conducted by a Hearing Body.
13. The term “Director of Student Conduct” means a University official authorized by the Executive Vice President for Student Life who is responsible for the establishment and activities of all hearing bodies and for the imposition of sanctions upon students determined to have violated the Student Code. The Executive Vice President for Student Life may authorize the Director of Student Conduct to serve simultaneously as Director of Student Conduct and the sole member or one of the members of a Hearing Body.
14. The term “Student Conduct Officer” means a University official authorized on a case-by-case basis by the Executive Vice President for Student Life to impose sanctions upon student(s) who were found to have violated the Student Code.
15. The term “Appellate Board” means any person or persons authorized by the Executive Vice President for Student Life or by the Director of Student Conduct to consider an appeal from a Hearing Body’s determination that a student has committed a violation of the Student Code or appeal of a determination related to a charge of sexual violence or sexual harassment.
16. The term “shall” is used in the imperative sense.

17. The term “may” is used in the permissive sense.
18. The Executive Vice President for Student Life is that person designated by the University President to be responsible for the administration of the Division of Student Life.
19. The term “policy” means the written regulations of the University as found in, but not limited to, the Student Code, Residence Life Handbook, the graduate and undergraduate catalogs, and the University website.
20. The term “cheating” includes but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
21. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation of the published or unpublished work of another person without full or clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
22. The term “complainant” means any person who submits a charge alleging that a student violated the Student Code.

C. BASIC RIGHTS

All students, as members of the University community, shall have the following rights. This should not be construed to deny any other rights which students enjoy in their capacity as members of the student body or as citizens of the community at large:

1. Freedom of expression and assembly subject to the limitations of the Student Code and other University regulations and policies.
2. Freedom to pursue educational goals.
3. The right to notification by the instructor, during the first week of class and in the form of a written syllabus, of all course requirements. Such notification should include, but not be limited to, course subject matter for each class meeting, all assignments and due dates, types of examinations and examination dates, instructor’s office hours, required texts and procedures for determination of final grades (including the use of plus/minus grades). All students have the right to adequate notice of substantive changes in course content.
4. Freedom from unreasonable search and seizure by University officials subject to Article I, Sections H and I of the Student Code and other University regulations and policies.
5. The right to student conduct procedures as defined in Article V.
6. The right to privacy and confidentiality of student records according to the Family Educational Rights and Privacy Act (FERPA).
7. The right to be evaluated fairly in all academic endeavors and to challenge an academic evaluation in accordance with Academic Due Process. (See Student Handbook, www.duq.edu/studentlife-code.)

D. BASIC RESPONSIBILITIES

Students, as members of the University community, shall have the following responsibilities. This should not be construed to exclude other responsibilities which students inherit as members of the student body or as citizens of the community at large:

1. The responsibility for maintaining academic integrity and other standards of academic performance as established by University policies and regulations.
2. The responsibility for acting in such a manner as to insure that other students may enjoy the rights declared under the Student Code.
3. The responsibility for respecting and complying with the Mission Statement of the University, as well as University rules, regulations, and procedures.
4. The responsibility for respecting and complying with provisions of local, state and federal laws.
5. The responsibility for acting in a manner which promotes an atmosphere of learning, free expression and respect for the rights, dignity and worth of every individual in the University community.

E. CLASSROOM EXPRESSION

1. Discussion and expression of all views relevant to the subject matter are permitted in the classroom and subject to the responsibility of the faculty member to maintain order and to adhere to class time limitations.
 - a. Students are responsible for learning the content of any course in which they are enrolled.
 - b. Students are responsible for all stated course requirements, as found in the syllabus of that course.
2. Academic evaluation of student performance shall be neither prejudicial nor capricious.
3. Information about student views, beliefs and political associations acquired in confidence by faculty members in the course of their teaching, advising and counseling should remain confidential.

F. CAMPUS EXPRESSION

1. Discussion and expression of all views are permitted within the University subject to requirements for the maintenance of order.
 - a. Support of any cause by orderly means that does not disrupt the operation of the University is permitted
 - b. Public statements and demonstrations by individual members of the University community or organizations shall be clearly identified as representative only of those individuals or organizations and not of the University.
2. Students, groups and organizations may invite persons on campus subject to the requirements for use of University facilities and permission from the Executive Vice President for Student Life. An honest effort shall be made to provide University facilities for speakers and/or programs invited to the campus by a recognized campus organization. Sponsorship of guest speakers and/or programs does not necessarily imply approval or endorsement of the views expressed either by the sponsoring organization(s) or the University.

G. PUBLICATIONS

1. The University recognizes that student publications can be a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration of the campus. They can be a means of bringing student concerns to the attention of the University community and of formulating student opinion. All student publications shall be published in accordance with guidelines established by the University Publications Board. These guidelines shall adapt generally accepted journalistic standards to the University setting.
2. Student publications shall be free of censorship and advance approval of copy, and their editors and managers shall be free to develop their own editorial policies and news coverage.
 - a. Similar freedom and responsibilities shall apply to the University radio and television stations.
 - b. This sense of free expression shall recognize the religious character of the University and shall be sensitive to that character.
 - c. This editorial freedom entails a corollary obligation to honor those generally accepted journalistic standards as interpreted by the University Publications Board, including but not limited to, the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, techniques of harassment and innuendo, and to follow applicable regulations of the Federal Communications Commission. Editorial policy is to be consistent with the provisions of the Student Code.
3. Editors and managers of student publications shall not be arbitrarily suspended or removed from office because of student, faculty, administrative, alumni or public disapproval of editorial policy or content. Editors and managers shall be subject to sanctions only for proper and stated causes in violation of proscribed conduct in their role as editors or managers, and when the conduct in question pertains to publications as defined in this Code. Such sanctions shall normally be imposed only as a part of established University student conduct procedures for students; provided, however, that nothing herein shall be construed to limit the authority of the University Publications Board in dealing with wrong-doing or breaches of accepted journalistic ethics or standards by any student editor, reporter or publications manager or staff person.
4. All student communications shall explicitly state on the editorial page or in broadcast that the opinions expressed are not necessarily those of the University community.
5. A University student or recognized group or organization may distribute printed material on campus without prior approval providing such distribution does not disrupt the operation of the University and conforms to Mission of the University and regulations.
6. Posting or distribution of printed materials in or on University buildings shall be in accordance with the Mission of the University and regulations established for each building.

H. RESIDENCE LIFE

1. The only University officials who are normally allowed to seek access to a student room in the Living Learning Centers are members of the Residence Life staff and/or maintenance staff, according to established procedures. When one of these staff members seeks access to a student room to determine compliance with this Code, applicable laws or regulations, or for improvement or repairs, an attempt will be made to notify the residents in advance.
2. There may be entry without notice in emergency situations by a member of the Residence Life staff, the maintenance staff, or the University police. An emergency situation exists when foreseeable danger to life, safety, health or property is feared. In such cases the attendant on duty at the reception desk in the lobby should be advised of the situation as soon as possible, preferably prior to actual entry. The attendant will immediately notify the Resident Director and/or the Resident Assistant on duty.

In non-emergency situations a member of the Residence Life staff and/or the University police may conduct a search of a student room in a Living Learning Center without prior notification only when a resident of the room is present and gives his/her consent. Such a search can occur when there is probable cause to believe that a violation of University policy has occurred or is occurring. "Probable cause" exists when a member of the above stated staffs has reasonably trustworthy information which would warrant a person of reasonable caution to believe that an offense has been or is being committed.

When there has been notification posted eight hours in advance specifying what is being searched for, a resident of the room need not be present and need not consent for a search to be conducted for the items specified.

I. COOPERATION WITH LAW ENFORCEMENT AGENCIES

1. As a matter of policy, the University shall cooperate with the University police or outside law enforcement agencies whenever a legal search warrant is presented. In such situations a member of the Residence Life staff and the student against whom the search warrant is directed shall be present whenever possible.
2. If a legal search warrant is not presented, the University shall cooperate only if there is likelihood that a crime will be committed.

J. COMMUNICATION (8/2010)

1. 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.

ARTICLE II

CAMPUS ORGANIZATIONS

A. INTEREST GROUPS AND SCHOOL CLASSES

1. Groups seeking only Residence Life recognition are not subject to the provisions delineated under "University Recognition" below. Such groups shall contact the Office of Residence Life for the applicable regulations and procedures.
2. School classes, e.g., pharmacy freshmen, education juniors, etc., only recognized by their respective school, are not subject to the provisions delineated under "University Recognition" below. Such groups shall contact their respective school for the applicable regulations and procedures. The College and Schools will submit a list of the groups granted recognition to the Assistant Vice President for Student Life.

B. UNIVERSITY RECOGNITION

Student organizations are recognized in order to support the rights of students to freely form associations compatible with the mission statement and goals and objectives of the University while maintaining the right of the University to choose those student organizations it recognizes; define the relationship between the University and student organizations; insure that the requirements for recognition, the privileges which accompany recognition, and the policies and procedures that govern student are upheld. Notwithstanding approval by the Student Government association, the University may deny recognition to any group.

1. Organizations and groups may be established within the University for any legitimate purpose in accord with the stated Mission and Expectations of the University. Affiliation with an external organization shall not, in itself, disqualify the University branch or chapter from University privileges. Recognized organizations must have a minimum Quality Point Average of at least a 2.0 for membership and must have a minimum active membership of at least five students.

- a. Interfraternity Council affiliated fraternities, Panhellenic Council affiliated sororities, Professional Greek-Lettered fraternal organizations, Honor and Recognition Greek-Lettered organizations, and Service Greek-Lettered fraternal organizations are administered by the Director of Greek Life.
 - b. All other organizations are administered by the Assistant Vice President for Student Life.
 - c. All organizations are required to provide to the relevant administrator: an annual roster of members by September 15 of each year; a list of associates or new members for each semester within one week of bid acceptance; and a revised roster of all members, including newly inducted members, within one week of induction.
2. Groups in formation for a legitimate purpose may be granted temporary use of facilities and services for four (4) months by the Assistant Vice President for Student Life. The Assistant Vice President shall inform the Student Government Association of any such temporary privileges, which include the right to hold meetings and social events on campus, and the opportunity to use University facilities and the counsel and assistance of the faculty, University officials and the Student Government Association.
 - a. During the temporary granting of privileges, each new group shall write a constitution in compliance with the established format available in the Center for Student Involvement.
 - b. Temporary granting of privileges period may be extended at the discretion of the Assistant Vice President.
 - c. Groups which form for a specific short-term purpose, ad hoc, will only be given temporary granting of privileges and will not be required to draft a constitution, as determined by the Assistant Vice President.
 3. All groups requesting temporary granting of privileges or permanent recognition must submit a statement of purpose, membership eligibility requirements and present number of members to the Assistant Vice President for Student Life.
 4. A group requesting permanent status shall submit its constitution to the Assistant Vice President for Student Life during that group's temporary granting of privileges period. The Assistant Vice President shall either:
 - a. Accept the constitution in its entirety and forward it to the Student Government Association Constitution Committee for review;
 - b. Approve the constitution in principle and forward it to the Student Government Association Constitution Committee with recommendations; or
 - c. Request revisions in the constitution and return it to the group. Once the necessary revisions have been made, the group may resubmit the constitution for approval. If no further revisions are necessary, the Assistant Vice President shall forward it to the Student Government Association Constitution Committee for review.
 - d. Reject the constitution if the purpose of the proposed organization is similar to that of an already recognized student organization.
 5. Where there is external affiliation, the constitution and bylaws of the external affiliate must be filed with the Assistant Vice President as soon as possible after receiving temporary granting of privileges. Only after all appropriate documents are on file with the Assistant Vice President, shall the constitution of the local chapter be submitted to the Student Government Association.
 6. Upon recognition, the Assistant Vice President for Student Life shall be forwarded a copy of the approved constitution by the Student Government Association.
 7. Should a group not be granted University recognition, it is encouraged and has the right to seek Student Government Association guidance and support.
 8. When an organization is officially recognized it shall have (in addition to the rights given during temporary recognition) the right to schedule events on University calendars and to use the University name in connection with their programs and activities subject to the provisions stated in Section E of this article.
 9. For serious cause given, the Executive Vice President for Student Life, the Assistant Vice President for Student Life or the Director of Greek Life may withdraw the recognition of a University recognized organization or group. Upon such withdrawal, all University support for such an organization or group will cease and the organization or group must cease to identify itself as an official organization or group of this University, including any use of the University's name. For serious cause given to, and approved by, the Executive Vice President for Student Life, the Student Government Association shall have similar authority with regard to those student groups or organizations dependent upon the Student Government Association for recognition.

10. Duquesne University believes auxiliary women's groups organized by men's fraternity chapters, commonly known as "little sisters," are inconsistent with the concept and philosophy of separate and equal women's fraternities or sororities and are, therefore, prohibited.
11. Duquesne University requires all national and local general and professional fraternal organizations to obtain general liability insurance, as approved by policy administered through the Office of Greek Life. Failure to possess general liability insurance will result in immediate suspension of University recognition.

C. ANNUAL REGISTRATION

1. To remain officially recognized, each organization shall annually file a new registration form and membership roster with the Assistant Vice President for Student Life by September 15 and within three weeks after the election of new officers.
2. All organizations are required to have a full-time Duquesne faculty or staff member, or official as an advisor. If the advisor resigns, the organization has the responsibility to locate an advisor within thirty (30) calendar days.
3. All changes in officers and advisors, other than by annual elections, must be filed with the Assistant Vice President for Student Life or the Director of Greek Life within one (1) week after they take effect.
4. All changes in and/or amendments to the name, constitution or bylaws of the organization shall be submitted in accordance with the process outlined in Article II, Section B, 4 and 5 of this Code.
5. Failure to comply with any of the above paragraphs will result in probation for the organization. Privileges may be revoked for a period of time equal to the length of time the organization was delinquent in complying with any of these regulations.

D. SOCIAL ACTIVITY REGULATIONS

1. For any event outside of normal classroom activity involving the use of University facilities, applications for space may be obtained from the Center for Student Involvement. Consideration of all applications shall be in accordance with the scheduling policy available in the Center for Student Involvement.
2. To requisition any Living Learning Center or athletic facility, the respective office shall be contacted.
3. University facilities may be scheduled and used by registered organizations for regular business meetings, for social programs and for programs open to the public according to the policies outlined in this section.
 - a. Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use, and to ensure proper maintenance and order.
 - b. Allocation of space shall be based on priority of requests and the demonstrated needs of the organization.
 - c. Reasonable charges may be imposed to cover any costs for the use of facilities. Physical abuse of assigned facilities or disregard for specific regulations pertaining to a given facility may result in reasonable limitations on future allocations of space to offending parties as well as restitution for damages.
 - d. The organization requesting space must inform the University of the names of outside speakers and the general purpose of any meeting open to persons other than members.
 - e. No speaker sponsored by a registered organization shall be denied appearance on campus for arbitrary or capricious reasons. Reasons for denial include, but are not limited to, probability of disruption of campus activities, endangerment of the University's tax exempt status, and/or reasonable expectation of danger to life or property.
4. The sponsoring organization and its officers are responsible for:
 - a. Informing the advisor(s) in advance of all functions sponsored by the organization. All organizational activities must receive the prior approval of the advisor.
 - b. The behavior of persons attending the function including but not limited to Student Code violations, and any illegal acts either engaged in or knowingly permitted by the organization.
 - c. Any damage to utilized facilities.
 - d. Activities of the organization and for its compliance with the Mission of the University and regulations.

5. The sponsoring organization(s) and/or group(s) may require presentation of valid I.D. cards for admission to an event held on the University campus. Functions may be closed to other than members of the sponsoring organization(s) and/or group(s) and to their invited or accompanied guests.
6. Functions which are held in University facilities may end no later than the established closing hours of the facility concerned unless prior arrangements are made with the appropriate office.
7. Alcoholic beverage policies are based on the Pennsylvania Liquor Code and other relevant statutes. The drinking age in this state is 21 years of age or over. No person under 21 years of age is permitted to consume, transport, possess, be in the presence of, or be supplied with any alcoholic beverage. It is also illegal in Pennsylvania for any individual to facilitate underage drinking of alcohol or to provide an environment in which underage drinking of alcohol takes place.
8. No alcoholic beverages may be purchased through student organization funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the student organization.
9. Commercial enterprises of any kind (solicitation, sales, distribution, etc.) by students or organizations are permitted on campus or in University buildings only with permission of the Assistant Vice President for Student Life. Commercial enterprises other than solicitation, sales or distribution by students must have the approval of the Vice President for Management and Business. No credit card application solicitation is permitted on campus. No outside solicitation of any kind is permitted in the Living Learning Centers.
10. Sound trucks or outdoor amplifying systems are not allowed on campus for any purpose without the approval of the Student Government Association and the Assistant Vice President for Student Life.

E. POLITICAL ACTIVITY GUIDELINES FOR STUDENTS & RECOGNIZED STUDENT ORGANIZATIONS

The Internal Revenue Code Section 501(3) provides that “an educational institution qualifies for tax exemption provided that the institution “ does not participate in, or intervene in (including the publishing and distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office.”

In order to protect the tax-exempt status of Duquesne University and to comply with the above section of the Internal Revenue Code, students and student organizations must adhere to the following guidelines:

- Only educational, non-party biased political activities are permitted with consent of the Assistant Vice President for Student Life.
- Sponsorship or participation in any form of partisan campaigning on Duquesne’s campus is not permitted.
- Political campaign posters or banners are not permitted on campus.
- Any form of campaigning for a particular candidate or party while walking around campus or directly approaching anyone is not permitted.
- Campaigning for a particular candidate or party via social media by student organizations is not permitted.
- Use of University funds and/or soliciting funds in support of particular candidate or party is not permitted.
- Duquesne University’s name, logo or seal may not be used on stationary, social media sites or other materials used for political purposes.

One Dimension of a Duquesne University education is Global Mindedness, which encourages our students to appreciate the importance of community in local and global contexts and to recognize an individual’s potential to effect change in organizations, environments and society at large. Accordingly, students are strongly encouraged to fully participate in the political process in their own name and using their own resources. Initiating Voter Registration within the Duquesne community supports this effort. Voter Registration IS permitted on campus subject to the following rules:

- Voter Registration initiatives are to be coordinated only by the Student Government Association.
- Voter Registration is permitted only in designated areas approved by the Assistant Vice President for Student Life / SGA Advisor.
- Voter Registration tables must be staffed only by Duquesne University students.

PLEASE NOTE: Students and recognized student organizations must adhere to the above mentioned guidelines, as well as the policies set forth in Duquesne University’s The Administrative Policy – TAP 27. Failure to comply with these guidelines and policies may result in student conduct proceedings and/or loss of student organization recognition status and the privileges that go along with it.

F. USE OF THE UNIVERSITY NAME

1. No organization shall use the University's name without written authorization of the University. University approval or disapproval of any political or social issue shall not be stated or implied by an organization.
2. The official letterhead stationery, logo or seal of the University shall not be used in any publication, correspondence, or other printed material prepared or distributed by the organization or its officers without prior submission of the material to, and written permission from, the Vice President for University Relations.
3. In the event that the name of the University is used in a letterhead on organizational stationery, it shall appear below the name of the organization and in small type or at the bottom of the page.

G. ORGANIZATIONAL FUNDS

All organizations and groups which receive University funding or which use the University name in the solicitation of funds or the generation of revenue must keep such funds on deposit with the University and make use of the normal University disbursement process in the expenditure of these funds.

H. ENFORCEMENT OF REGULATIONS

1. Interpretation and enforcement of this article is within the jurisdiction of the Assistant Vice President for Student Life, the Director of Greek Life, and/or the Director of Student Conduct.
2. Violations of these regulations shall be referred to in Article IV of this Code.

I. LEGAL COMPLIANCE

All organizations and groups shall be in compliance with all applicable federal, state and local laws.

ARTICLE III

INSTITUTIONAL GOVERNANCE

A. STUDENT PARTICIPATION IN UNIVERSITY GOVERNANCE

1. The University recognizes that students are entitled to participate in the formulation of rules, regulations and policies directly affecting Student Life. Participation shall be provided through the Student Government Association and through student participation on University committees and councils.
2. The Student Government Association shall have primary responsibility for recognizing student organizations, enforcing Student Government rules, regulations and legislative actions, and budgeting and administering University funds allocated to it.

B. DEMONSTRATIONS

It is recognized that free speech is essential in a democratic society. Students are permitted to demonstrate in support of or in opposition to University, city, state or national policy consistent with Article II, Section D, and providing that no acts are performed which:

1. Cause damage to personal or University property.
2. Cause physical injury and/or harassment to any individual.
3. Prevent any member of the University community from entering or leaving any University premises, attending classes or attending any special program sponsored or supervised by the University whether or not it takes place on University premises.
4. Prevent administrative officers, faculty, students, employees or invited guests of the University from performing duties they are authorized to perform.

5. Block the normal business of the University.
6. Block the normal flow of pedestrian or vehicular traffic.
 - a. The freedom to demonstrate on campus is reserved to the students and staff of Duquesne University. Demonstrators shall be prepared to identify themselves as members of the University community.
 - b. Orderly picketing and other forms of peaceful demonstrations are permitted on University premises.
 - c. Persons wishing to set up booths or tables for distribution of literature explaining their point of view may do so in areas normally used for such purposes, and with the approval of the appropriate office.
 - d. Every student has the right to be interviewed on campus by any legal enterprise desiring to recruit at the University. Any such student group or organization may protest against any such enterprise provided that the protest does not interfere with any other student's right to have such an interview.
 - e. Persons who are not members of the University community are expected to comply with the provisions of this Code while on University property and at properly authorized and scheduled events.
 - f. Any individual who conducts him/herself in such a way as to obstruct or disrupt the normal operation of the University or deliberately abridge the rights of others may be subject not only to arrest and prosecution by civil authorities, but also to University disciplinary procedures which may lead to suspension or expulsion from the University.

ARTICLE IV

UNIVERSITY STANDARDS

A. JURISDICTION OF THE UNIVERSITY

The University standards shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University community and/or pursuits of its objectives and Mission. Each student shall be responsible for his/her conduct from the time of matriculation through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between semesters or actual enrollment. The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Director of Student Conduct shall decide whether the Student Code shall be applied to conduct occurring off-campus, on a case-by-case basis.

B. RACISM, SEXUAL HARASSMENT, SEXUAL VIOLENCE AND OTHERS FORMS OF DISCRIMINATION

Duquesne University seeks to foster a safe environment conducive to learning and the free exchange of ideas. In accordance with the Mission of the University and all policies residing under the Student Code, any offense motivated by discrimination will not be tolerated. An offense motivated by racism, sexual harassment, sexual violence, or others forms of discrimination wherein the accused intentionally selects the alleged victim(s) because of race, color, religion, disability, national origin, sexual orientation, political affiliation, gender, age, marital status, or inclusion in any group protected by law is considered an offense motivated by discrimination. Students found responsible for violations of the Student Code based on bias will be subject to stringent sanctions.

C. TITLE IX: SEXUAL HARASSMENT AND VIOLENCE

Pursuant to Title IX of the Educational Amendments of 1972 and 34 C.F.R. Part 106, Duquesne University's Title IX Coordinator is the designated agent of the University responsible for Title IX compliance incidents related to sexual harassment and sexual violence involving students. Duquesne University's Title IX Coordinator is: Ms. Cheryl Knoch, Assistant Vice President for Student Life, knochc@duq.edu, 305 Duquesne Union, 412.396.5853.

D. CONDUCT—RULES AND REGULATIONS

The following acts are violations of the University standards and will result in disciplinary actions as stated in Article V.

1. Academic Dishonesty (see Academic Integrity Policy, page 22).
 - a. Attempted or actual acts of dishonesty.

- b. Cheating on examinations, tests, and assignments.
 - c. Plagiarism.
 - d. Giving or offering gifts, services or favors for the purpose of affecting grades or academic standing.
 - e. Misrepresenting one's credentials.
2. Lying, Identification Misuse
 - a. Furnishing false information to any University official, faculty member, or office.
 - b. Forgery, alteration, or misuse of any document, record or instrument of identification.
 - c. Tampering with the election of any University recognized student organization.
 - d. Refusing to present identification upon request by any authorized personnel acting within their authority.
 3. Theft of property of the University, property of a member of the University community, or other personal or public property.
 4. Attempted or actual damage to property of the University or property of a member of the University or other public property, on or off-campus.
 5. Attempted or actual abuse.
 - a. Physical abuse.
 - b. Verbal abuse.
 - c. Sexual violence (See Sexual Violence Policy on pages 30-31).
 - d. Sexual harassment (See Sexual Harassment Policy on page 33).
 - e. Sexual misconduct.
 - f. Stalking.
 - g. Harassment.
 - h. Coercion. *Coercion* is the use of force, or the threat of force, the use of a threat of immediate or future harm, or the use of physical or severe and/or pervasive emotional intimidation to cause or attempt to cause another person to engage in or submit to certain activities. Coercion also includes the administration of a drug, intoxicant or similar substance that impairs the faculties of a person.
 - i. Conduct which threatens or endangers the health or safety of any person.
 6. Harassment or discrimination based on race, color, religion, disability, national origin, sexual orientation, political affiliation, gender, age, marital status, or inclusion in any group protected by law.
 7. Weapons (see Weapons policy, page 35) (*revised 2/16/2011*)
 - a. Possession and/or use of weapons, explosives, fireworks, chemicals, or other objects designed and/or used to inflict injury or damage while on University premises, even if the student possesses a valid concealed weapons permit or other lawful permission to carry a weapon.
 - b. Possession of weapons or other dangerous items including but not limited to BB guns, pellet guns, paint guns, bows and arrows, brass knuckles, martial arts equipment, and knives with a blade over 3" in length, and/or switchblade knives of any size.
 - c. Possession of a harmless instrument designed to look like a firearm, explosive, or dangerous weapon is also prohibited by this policy.
 - d. Failure to report the presence of illegal or unauthorized firearms, explosives, other weapons, or dangerous chemicals or use of any such item to an appropriate University official.
 8. Alcohol and Other Controlled Substances
 - a. Use, possession of narcotics or other controlled substances except as expressly permitted by law. Odor of a controlled substance will be considered the same as use.
 - b. In the presence of narcotics or other controlled substances except as expressly permitted by law.
 - c. Distribution of narcotics or other controlled substances except as expressly permitted by law.
 - d. Possession of paraphernalia related to a controlled substance (i.e., bongs, hookahs, pipes, funnels).

- e. Use, possession, or distribution of alcoholic beverages except as expressly permitted by Pennsylvania law and University regulations.
 - f. In the presence of alcoholic beverages except as expressly permitted by Pennsylvania law and University regulations.
 - g. Public intoxication.
 - h. Driving under the influence of alcohol and/or drugs.
 - i. Alcohol and/or drug possession/use in the classroom.
9. Gambling. Illegal gambling at any time, in any form, is prohibited.
 10. Smoking in non-designated areas (see Smoking Policy, page 34).
 11. Disorderly conduct.
 12. Lewd or indecent behavior.
 13. Endangering one's own or another's health or safety.
 14. Attempted or actual hazing (see Hazing Policy, pages 27 & 38).
 15. Attempted or actual disruption or obstruction of teaching, research, administration, meetings, and/or disciplinary proceedings.
 16. Failure to comply with requests or directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself as required.
 17. Conduct which is a breach of peace.
 - a. Excessive noise or behavior that disturbs others.
 - b. Violation of quiet hours in Living Learning Centers (see Office of Residence Life Handbook at www.duq.edu/residence-life).
 18. Visitation/Guest Policy
 - a. Allowing a guest to violate University policy and/or federal, state or local law.
 - b. Violating the visitation/guest policies within the Living Learning Centers (see Office of Residence Life Handbook at www.duq.edu/residence-life).
 19. Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operation of the University and/or infringes on the rights of other members of the University community; leading or inciting others to disrupt the scheduled and/or normal activities within any campus building or area.
 20. Unauthorized sales or solicitation in any University building.
 21. Unauthorized possession, duplication, or use of keys to any University premises.
 22. Unauthorized entry or use of University premises.
 23. Unauthorized posting on University premises.
 24. Violation of published University policies, rules, regulations, and/or procedures published in hard copy or available electronically on the University website.
 25. Violation of federal, state or local laws.
 26. Community Safety Violations.
 - a. Starting fires and/or causing explosions.
 - b. False reporting of a fire, bombs, and/or emergencies.
 - c. Tampering with fire safety or security equipment.
 - d. Misuse of fire safety equipment (i.e., spraying extinguishers inappropriately).
 - e. Dropping, throwing, or propelling objects from windows, roofs, and/or balconies.

- f. Fireworks.
 - g. Failure to exit the building during a fire drill or fire alarm.
 - h. Possession of prohibited fire safety items within the Living Learning Centers (a complete listing can be found in the Office of Residence Life Handbook: www.duq.edu/residence-life).
 - i. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
 - j. Unauthorized animals in a University building. Guide dogs accompanying blind or deaf individuals are exceptions to this rule. Pets brought on University grounds must be leashed.
 - k. Violation of sporting activity restrictions. Due to safety and facility concerns, the following is not allowed:
 - 1. Riding of skateboards and use of in-line skates, roller skates, the use of water guns, water balloons, and water launchers are prohibited in University buildings and on University property, unless as expressly permitted within a recreational facility.
 - 2. Bicycles, throwing of Frisbees, balls and other objects are prohibited in buildings, unless as expressly permitted within a recreational facility.
27. Computer Misuse. Attempted or actual theft or other abuse of computer time, computing facilities access, and/or electronic mail accounts, to include but not limited to:
- a. Unauthorized entry, transfer, or altering files.
 - b. Unauthorized use of another individual's identification and/or password.
 - c. Use of computing technology to interfere with work of another student, faculty, or University official as well as the normal operation of the University infrastructure in accordance with the Mission of the University.
 - d. Use of computing resources and facilities to send obscene, harassing, or abusive messages.
 - e. Use of computing resources and facilities for fraudulent acquisition of goods or services, conducting activity for private profit, or in violation of any published University regulations.
 - f. Use of computing facilities and resources in violation of copyright law.
28. Unauthorized use of technology.
29. Failure to report illegal activity and/or violation of the Code of Student Rights, Responsibilities and Conduct.
30. Irresponsible social conduct that does not reflect the Mission and Expectations of the University whether on or off-campus.
31. Abuse of the Student Conduct System. This includes, but is not limited to, the following:
- a. Failure to obey the summons of a Hearing Body or University official.
 - b. Falsification, distortion or misrepresentation of information before a Hearing Body.
 - c. Disruption or interference with the orderly conduct of a student conduct proceeding.
 - d. Initiation of a student conduct proceeding knowingly without cause.
 - e. Attempt to discourage an individual's proper participation in, or use of, the student conduct system.
 - f. Attempt to influence the impartiality of a member of a Hearing Body prior to, or during the course of, a student conduct proceeding.
 - g. Retaliation, harassment, and/or intimidation of a member of a Hearing Body or complainant or other person alleging misconduct, prior to, during, or after the student conduct proceeding.
 - h. Failure to comply with the sanction(s) imposed under the Student Code.
 - i. Influencing or attempting to influence another person to commit an abuse of the student conduct system.

E. VIOLATION OF LAW AND STUDENT CONDUCT PROCEEDINGS

1. In a situation where a student is charged with an off-campus violation of federal, state or local laws, student conduct action may be taken and sanctions imposed for conduct, which demonstrates disregard for the University community, and/or pursuit of its objectives and Mission.
2. University student conduct proceedings may be instituted against a student charged with conduct that potentially violated both the criminal law and Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Determinations made or sanctions imposed under the Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violations of student conduct rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
3. When a student is charged by federal, state, or local authorities with a violation of law, the University, at its sole discretion, may request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the University may inform off-campus authorities of the existence of the University's standards and how such matters are typically handled within the University community. The University may cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

ARTICLE V

JUDICIAL POLICIES AND PROCEDURES

A. CHARGES AND HEARINGS

1. Any member of the University community may file charges against any student for alleged violations of the Student Code. A charge shall be prepared in writing and sent to the Director of Student Conduct who is responsible for the administration of the Student Conduct system. Absent extraordinary circumstances, the written complaint must be filed within one year.
2. All charges shall be presented to the accused student(s) in written form. A time shall be set for an initial hearing, not less than three nor more than fifteen calendar days after the student has been notified. Notice will be considered received one day following the date the notice is posted at the United States Postal Service facility, placed in the student's mailbox, or delivered to the Living Learning Center. Failure to collect one's mail from the box or failure to receive or sign for a mailing does not void the fact that the notice was delivered. Maximum time limits for scheduling of hearings may be extended at the discretion of the Director of Student Conduct and/or Student Conduct Officer.
3. At this initial meeting, the accused student(s) shall be presented with a description of hearing types. There are three hearing types: Responsible Plea, Administrative Hearing (with Resident Director, Student Conduct Officer or Director of Student Conduct) or University Student Conduct Board. The accused student may request, or the Director of Student Conduct and/ or Resident Director/Student Conduct Officer may require, that the allegation be resolved through an Administrative Hearing or through a University Student Conduct Board. The Director of Student Conduct and/or Resident Director/Student Conduct Officer shall consider the preference of the accused student, the nature of the allegations, and student conduct board members availability.
 - a. **Responsible Plea:** The student accepts responsibility for his/her actions and agrees to the sanction given by the Director of Student Conduct or Resident Director/Student Conduct Officer. There is no appeal with this option.
 - b. **Administrative Hearing:** An Administrative Hearing is held either with the Director of Student Conduct or Resident Director/Student Conduct Officer. Information is provided by a complainant, accused student, and any witnesses. In an Administrative Hearing, the accused student retains all rights contained in 4a through 4j.
 - c. **University Student Conduct Board:** A University Student Conduct Board shall normally be convened no more than fifteen school days from the initial meeting with the Director of Student Conduct. The University Student Conduct Board may be composed of one at-large student and two faculty and/or administrative staff members. The Director of Student Conduct shall act as a convener for such a Hearing Body, but shall have no vote in the Board's determination. A majority vote is necessary to find a student in violation of any charge, and each charge must be voted upon separately.

- d. Sexual Violence Conduct Board: A Sexual Violence Conduct Board shall normally be convened no more than fifteen school days from the initial meeting with the Director of Student Conduct. The Sexual Violence Conduct Board may be composed of three faculty and/or administrative staff members. The Director of Student Conduct shall act as a convener for such a Hearing Body, but shall have no vote in the Board's determination. A majority vote is necessary to find a student in violation of any charge, and each charge must be voted upon separately. Time limits may be extended at the discretion of the Director of Student Conduct and/or Student Conduct Officer.
4. Hearings shall be conducted according to the following guidelines:
 - a. Hearings shall be conducted in private.
 - b. The complainant, accused student(s), and their advisors, if any, shall be allowed to attend the entire portion of the hearing at which information is received (excluding deliberations). No other individuals are allowed admission due to the confidentiality rights of students.
 - c. In hearings involving more than one accused student, the Director of Student Conduct and/or Student Conduct Officer, in his or her discretion, may permit the hearings concerning each student to be conducted either separately or jointly.
 - d. The complainant and the accused student have the right to be assisted by an advisor. The advisor must be a current member of the Duquesne University community and may not function as an attorney. The complainant and/or the accused student is responsible for presenting his or her own information and, therefore, advisors are not permitted to speak or to participate directly in any hearing. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the hearing because delays will not normally be allowed due to scheduling conflicts of the advisor.
 - e. The complainant, the accused student, and/or Hearing Body shall have the privilege of presenting witnesses subject to the right of questioning by the Hearing Body.
 - f. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration at the discretion of the Hearing Body.
 - g. All procedural questions are subject to final decision by the Student Conduct Officer and/or voting members of the Student Conduct Board, in consultation with the Director of Student Conduct. The Hearing Body may choose to suspend the hearing to consider such questions.
 - h. The board's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
 - i. Formal legal rules of process, procedure, and/or technical rules of evidence, such as those applied in criminal or civil court, are not used in University student conduct hearing.
 - j. Nothing in these paragraphs shall be interpreted to include the right to legal counsel. Questioning of witnesses are conducted by the Hearing Body.
 5. There shall be a single record of all hearings before a Hearing Body. The record shall be the property of the University. Deliberations shall not be recorded.
 6. If an accused student, with notice, does not appear before a University Student Conduct Board, the information in support of the charges shall be presented and considered even if the accused student is not present.
 7. The University Student Conduct Board may accommodate concerns for the personal safety, well being, and/or fears of confrontation of the complainant, accused student, and/or witness during the hearing by providing alternative means of testimony, where and as determined in the sole judgment of the Director of Student Conduct to be appropriate.
 8. In general cases arising in the Living Learning Centers, a Resident Director serves as the Student Conduct Officer. The Director of Residence Life may, on occasion, transfer cases to the Office of Student Conduct.
 9. Proceedings under the Student Code are not criminal proceedings and shall not be construed as such. Duquesne University adopts, for the purpose of this Student Code, the following due process procedures for students: notice of charges, opportunity for a hearing and right to appeal.
 10. Upon conclusion of the student conduct proceedings, notification of a decision and sanctions will be mailed to the respondent (and victims of crimes of violence, including sexual harassment and sexual violence) no later than two weeks. Time limits may be extended at the discretion of the Director of Student Conduct and/or Student Conduct Officer.

B. ORGANIZATIONAL CONDUCT VIOLATIONS

Greek organizations, student organizations, clubs, or similarly organized groups in, or recognized by the University, are subject to the same standards as individuals in the community. The committing of any offense by such groups or the failure of any organized group to exercise preventative measures relative to violations of the Student Code by their members shall constitute an organizational offense. Both an individual and an organization can be held accountable for misconduct originating from one event or activity. A Student Conduct Hearing for an organizational offense will be conducted in a manner similar to the procedures outlined in Article V: Student Conduct Policies, A. Charges and Hearings. The sanctions which may be imposed upon an organization are outlined below.

C. SANCTIONS

1. The following sanctions may be imposed upon any student, organization, or group found in violation of the Student Code:
 - a. Warning – a notice in writing which states that violation of policy has occurred.
 - b. Probation – a written reprimand for a violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student, group or organization is found in violation of any institutional regulation(s) during the probationary period. Students, organizations or groups on probation may not be allowed to participate in University activities.
 - c. Loss of Privileges – denial of specified privileges for a designated period of time.
 - d. Fines – an assessment of a proportionate monetary penalty.
 - e. Restitution – compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f. Discretionary sanctions – work assignments, essays, service to the University or other related discretionary sanctions.
 - g. Living Learning Center suspension – separation of the student from the Living Learning Centers for a definite period of time after which he/she is eligible to return. During the period of suspension all visitation rights are revoked. Conditions for readmission may be specified.
 - h. Living Learning Center expulsion – permanent separation of the student from the Living Learning Centers. All visitation rights are permanently revoked.
 - i. University suspension – separation from the University for a definite period of time. During the period of suspension all visitation rights are revoked. Conditions for readmission may be specified.
 - j. University expulsion – permanent separation of the student from the University and includes no trespassing on any University property.
 - k. Revocation of admission and/or degree – admission to the University or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violations of University standards in obtaining a degree, or for other serious violations committed by a student prior to graduation.
 - l. Withholding degree – the University may withhold awarding a degree otherwise earned until completion of the process set forth in the Student Code, including the completion of sanctions imposed.
 - m. More than one of the above types of sanctions may be imposed for any single violation.
2. Other than revocation of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become a part of the student's confidential record. A student's confidential disciplinary record will be expunged of disciplinary actions after seven years from the date of the incident. University expulsion and suspension; Residence Life expulsion; and Title IX Sexual Violence are exceptions and will remain on file permanently in the Office of Student Conduct.
3. After conducting an investigation and hearing, the Director of Greek Life and/or the Assistant Vice President for Student Life, as appropriate, can recommend sanctions against groups or organizations. In all cases, the sanctions will be determined and imposed by the Director of Student Conduct. Such sanctions shall include:
 - a. Those sanctions listed in Section C., #1.
 - b. Deactivation – loss of all privileges, including University recognition, for a specified period of time.
4. In each case in which a Hearing Body determines that a student and/or group or organization is in violation of the Student Code, the sanction(s) shall be determined and imposed by the Director of Student Conduct. In cases in which

persons other than, or in addition to, the Director of Student Conduct have been authorized to serve as the Hearing Body, the recommendation of all members of the Student Conduct Board shall be considered by the Director of Student Conduct in determining and imposing sanctions. In all cases, the determination of which sanction(s) to impose shall be made by the Director of Student Conduct, and the Director of Student Conduct is not limited to sanctions recommended by members of the Student Conduct Board. Following the hearing, the Director of Student Conduct shall advise the accused student(s) in writing of the determination and of the sanction(s) imposed, if any.

D. INTERIM LIVING LEARNING CENTER OR UNIVERSITY SUSPENSION

In extraordinary circumstances, the Executive Vice President for Student Life, or his/her designee, may consider a University or Living Learning Center suspension prior to a hearing through the student conduct process.

1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student's own physical or emotional safety and well-being; c) if the student poses a definite and/or ongoing threat of disruption or interference to the normal conduct of operations of the University; and/or d) if the student's behavior is in direct conflict with the moral and spiritual values of the University.
2. During the period of interim suspension, the student shall be denied access to the Living Learning Centers and/or denied access to the University (including being barred from classes) and/or all other University activities or privileges for which he/she might otherwise be eligible, as the Executive Vice President for Student Life or his/her designee may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a University Student Conduct Board hearing, if required.

E. APPEALS

1. An appeal of a decision reached or sanctions imposed by a Hearing Body may be made by an accused student within seven (7) days of the hearing. For cases involving Sexual Violence or Sexual Harassment, the complainant (if the complainant is the victim of the violation) may also file an appeal within the seven school day timeframe. Such appeals shall be in writing and shall be delivered to the Director of Student Conduct.
2. Responsible plea waivers have no appeal option.
3. An accused student may appeal a decision reached and sanction imposed by the Resident Director to the Director of Student Conduct.
4. An accused student may appeal a decision reached and sanction imposed by the Director of Student Conduct or the University Student Conduct Board to an appellate body.
5. An accused student and victim may appeal a decision reached or sanction imposed by the Sexual Violence Conduct Board to an appellate body.
6. An appeal shall be limited to a review of the record of the initial hearing and supporting documents for one or more of the following purposes, except as required to explain the basis of new evidence.
 - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the accused student (and complainant, if the victim of a violation involving sexual violence and/or sexual harassment) a reasonable opportunity to prepare and to present his/her information.
 - b. To determine whether the sanction(s) imposed was appropriate to the violation.
 - c. To consider new evidence, sufficient to alter a decision, or other relevant facts not available at the original hearing because it was not known to the person appealing at the time of the original hearing. An Appellate Body shall determine the propriety and admissibility of any new evidence.
7. The sole basis of an appeal is the written statement of appeal. The written statement should be as complete as possible in setting forth the basis for appeal as described above.
8. Following an Appellate Board decision, the Executive Vice President for Student Life may review the case. The student must request a review from the Executive Vice President for Student Life in writing within forty-eight hours upon receipt of the Appellate Board decision.

F. STUDENT CONDUCT AUTHORITY

1. The Director of Student Conduct shall have the responsibility of determining the composition and authority of Student Conduct and Appellate Boards.
2. The Director of Student Conduct is charged with development of policies for the administration of the student conduct program and procedural rules for the conduct of hearings which are not inconsistent with provisions of the Student Code.
3. Decisions made by a Hearing Body and/or Director of Student Conduct shall be final pending the normal appeal process.
4. The Hearing Bodies may give advisory opinions, at their sole discretion, on issues not before any Hearing Body and where no violation of institutional regulations has taken place. Such opinions shall not be binding nor may they automatically be used as precedent.
5. A Hearing Body may be designated as arbiter of disputes within the student community. All parties must agree to arbitration and agree to be bound by the decision with no right of appeal.

ARTICLE VI

AMENDMENTS

Any member of the University community may recommend a change in the Student Code to the Executive Vice President for Student Life. If endorsed by the Executive Vice President for Student Life, the proposal and any appropriate recommendations shall be forwarded to the President for final approval.

Amendments may be adopted at any time and will be effective upon promulgation through a University publication.

ARTICLE VII

INTERPRETATION AND APPROVAL

Any question of interpretation regarding the Student Code shall be referred to the Executive Vice President for Student Life or his/her designee for final determination.

The Student Code shall be adopted upon final approval by the President

The Student Code shall be reviewed for possible revision on an on-going basis under the direction of the Director of Student Conduct.

ARTICLE VIII

ADDITIONAL CODES OF RESPONSIBILITY

A school may propose to the Vice President for Academic Affairs a disciplinary code to apply to academic, professional and interpersonal matters arising solely within the province of that school. If approved, such disciplinary code, in addition to the Student Code, shall apply to all students registered in that school.

In cases where an act charged would be a violation of both the Student Code and a school code, the general rule shall be that academic, professional and interpersonal matters will be deferred to the school code for resolution; matters covered only by one code shall be resolved under that code.

In any event, all of the following types of offenses shall be handled under the Student Code:

- any incident involving fire, and all violations alleged under Article IV.
- any incident concerning Living Learning Centers.
- any incident in which not all persons are registered in the same school.
- any incident not promptly handled under a school code.

All other disputes as to whether a matter shall be handled under the Student Code or under a school code shall be resolved according to the sound discretion of the Executive Vice President for Student Life and the Vice President for Academic Affairs or their designee. Sanctions previously imposed under one code may be considered in subsequent proceedings under another code. In no case, however, shall a sanction imposed under a school code be considered to grant immunity as to any sanction imposed under the Student Code.

STUDENT POLICIES

ACADEMIC INTEGRITY

I. INTRODUCTION

An essential element of Duquesne University's mission to educate the mind, the heart, and the spirit is the University's commitment to maintaining and promoting an atmosphere where knowledge and inquiry are respected and encouraged. At Duquesne, as at other American institutions of higher education, our individual and collective search for truth and understanding is founded on the core principle of academic integrity. For Duquesne students and professors alike, academic integrity is essential to our efforts to master existing knowledge, to discover or create new knowledge, and to demonstrate or transmit our knowledge or understanding through academic endeavors like test-taking, writing, and teaching.

Academic integrity at Duquesne can be summarized briefly. In its simplest terms, academic integrity is the pursuit of knowledge and understanding in an honest and forthright manner. This is because intellectual endeavors—on site or online; in the library or the laboratory; in a classroom, a Living-Learning Center, or any off-campus learning environment—can only be conducted in an atmosphere of respect for the truth, commitment to the unfettered spirit of inquiry, and acknowledgment of the different contributions and perspectives of others.

- Academic integrity means pursuing truth with true passion while maintaining the humility to recognize and accept that our own understanding may be incomplete or contingent.
- Academic integrity means acknowledging the contributions of others, specifically and completely, using the conventions for acknowledging sources that are appropriate to particular intellectual traditions or disciplines.
- Academic integrity means representing others' work accurately and distinguishing clearly our own ideas and insights, and our language, from the work (and wording) of others.
- Academic integrity means seeking or receiving credit (including grades and other measures of accomplishment) only insofar as we have earned it as a result of our own intellectual efforts; it means not taking credit for work that is not our own.
- Academic integrity means representing ideas and opinions with which we may disagree in a clear and fair manner, according the same respect to material we may criticize that we would wish for our own work.
- Academic integrity means taking examinations and completing assessments honestly, and according to directions, so that results are a true measure of our own attainments.
- Academic integrity means treating the work of others—in laboratories, collaborative projects, or any learning endeavors—with the respect we would wish for our own work.

Academic integrity means, in short, that we at Duquesne are dedicated to pursuing our academic and intellectual endeavors with honesty and honor.

The Policy and Procedures set forth here govern the administration of academic integrity throughout Duquesne University and cover the specific roles and responsibilities of individual schools and programs. All student appeals related to academic integrity are to be governed exclusively by the University (and College/School) Academic Integrity Policy and Procedures. The University Policy and Procedures will be promulgated on the Duquesne University website, in the Student Handbook, and through other means so they may be easily accessed by all members of the Duquesne community.

All members of the Duquesne University community—including faculty, students, administration, and staff—are responsible for upholding academic integrity and maintaining a culture in which academic integrity can flourish.

Faculty responsibilities include maintaining integrity in their own work and professional lives. Faculty are also responsible for teaching students about academic integrity, particularly in accordance with the specific expectations and conventions of their disciplines, and structuring assignments and examinations in ways that will help students maintain academic integrity. If faculty believe or suspect that academic integrity may have been violated, they must also play a central role in investigating and judging violations and administering sanctions.

Student responsibilities include maintaining academic integrity in all class assignments, examinations, research and/or writing projects, and any other academic endeavors related to their courses of study.

II. DEFINITIONS AND STANDARDS: VIOLATIONS OF ACADEMIC INTEGRITY

Academic integrity can be compromised in any number of ways. Individuals who seek or receive credit for intellectual work that is not their own violate academic integrity, as do individuals who falsify or ignore data or who destroy or contaminate data or intellectual property. Violations of academic integrity may include, but are not limited to, the following:

- **Cheating.** Cheating on quizzes, tests, examinations, or projects may include giving, receiving, or using unauthorized assistance or material. (Unauthorized material may include, but is not limited to, notes or other written documents as well as wireless communication or computing devices, calculators, formulas, computers, computer programs, software, data, or text.) In other contexts (e.g., group projects, labs), cheating may include forms of deception intended to affect grades or other outcomes. Cheating may also include, but is not limited to, student use of sources beyond those authorized by the instructor in fulfilling assignments such as writing papers, preparing reports, developing course projects, or solving problems. Cheating may also include student possession without permission of tests or other academic material belonging to a member of the University faculty or staff.
- **Plagiarism.** Plagiarism in papers or other written, electronic, or oral work (including essays, research papers, theses, dissertations, presentations, class projects, or work for publication) may include, but is not limited to, the use—whether by summary, paraphrase, copying, direct quotation, or a combination of such methods—of the published or unpublished work or the specific ideas of another person or source without full, clear, and specific acknowledgment (including the use of quotation marks or other conventions to indicate the source's language). Plagiarism may include the submission of material from sources accessed through the Internet or by other means, or from other individuals, without proper attribution. Also, plagiarism may include the submission of a paper prepared in whole or in part by another person or persons or an agency or entity engaged in providing or selling term papers or other academic materials. Plagiarism may also include the submission, without the instructor's approval, of work submitted for credit in another course.
- **Deceit in academic matters.** Deceit may include, but is not limited to, deliberately furnishing false information or withholding relevant information to any University instructor, official, or office.
- **Misuse of documents.** Misuse may include, but is not limited to, forgery, alteration, or improper use of any University document, record, or instrument of identification (written or computerized). It may also include misappropriation, mutilation, or destruction of tangible assets such as books, journals, electronic data, and related resources available in libraries and offices.
- **Assistance in the violation of academic integrity.** Assistance may include, but is not limited to, any knowing facilitation of intellectual dishonesty by another person or persons.

III. ACADEMIC SANCTIONS

Violations of academic integrity—whether or not they are the result of a deliberate intent to deceive—are subject to academic sanctions, including (but not limited to) lowered grade or failure on an assignment; lowered course grade; course failure; suspension or dismissal from a course; suspension or dismissal from the College or School or from the University; and/or revocation of a degree. If a student is accused of an academic integrity violation before the published course withdrawal deadline, he or she may not withdraw to avoid a course grade sanction. If a student is guilty of violating academic integrity, information regarding the violation and sanction will be maintained by the Director, Office of Student Conduct.

ACADEMIC INTEGRITY PROCEDURES

All schools of the University will have academic integrity policies and procedures that are consistent with the University Policy and Procedures. As a rule, School (College) procedures will specify standards and expectations appropriate to that School and its mission; students enrolled in courses offered by that School will be governed by its procedures. School procedures will specify mechanisms for insuring that students accused of academic integrity violations are afforded the protections of due process, including the availability of School-level appeals processes. While individual faculty members will generally have responsibility for course-level sanctions (that is, sanctions up to and including a reduced or failing course grade), schools will develop procedures for handling more serious situations involving students enrolled in their programs or taking their courses, that is, situations that could potentially lead to more severe sanctions than failure in a course (for example, repeated or particularly egregious violations that might lead to suspension or dismissal from the School or University). The College and individual schools are responsible for

- promulgating School policies and procedures to their students and faculty alike and providing ready access to their policies and procedures (e.g., on School websites);

- educating students about School expectations regarding academic integrity and specific methods and conventions for maintaining it;
- overseeing academic integrity in their courses and programs; and
- reporting violations to the Director, Office of Student Conduct and (where applicable) to other schools and maintaining School (College) records of academic integrity violations.

In courses that are not offered by a specific School (e.g., University Core courses), the policy and procedures of the offering department or faculty member will apply. In areas of the University that do not have their own policy and procedures (e.g., the Honors College), the policy and procedures of the McNulty College and Graduate School of Liberal Arts will apply by default.

All academic integrity violations leading to a sanction, even a minimal sanction, must be reported to appropriate officials, including the Director, Office of Student Conduct, who maintains records of violations of academic integrity. Each School (College) should develop guidelines for contacting the Director, Office of Student Conduct, with inquiries about whether a particular student has committed a prior academic integrity violation and evaluating any information received.

I. ROLES AND RESPONSIBILITIES WITHIN THE COLLEGE OR THE SCHOOLS

Course instructors are responsible for upholding academic integrity in regard to work under their supervision performed both in and outside of class. They have primary responsibility for evaluating evidence of violations and imposing appropriate sanctions. All cases which result in a sanction greater than failure on the assignment on which the violation allegedly occurred must be discussed with the instructor's department chair or program director. If the student is majoring in a different area from the one where the violation occurred, the relevant department chair or Dean should be notified. If the instructor determines that the sanction to be applied is greater than failure on the assignment, the student should be informed of the sanction in writing or via email and should also be informed that it is his or her right to appeal the instructor's finding of a violation and/or imposition of a sanction to the School (College) Academic Integrity Appeals Committee or its equivalent. Student appeals should be initiated within a specified time period after the instructor has communicated with the student regarding a violation or sanction.

The recommendation of the School (College) Academic Integrity Appeals Committee will be communicated in writing or via email to the Dean, and, if the student is not enrolled in that School, the Dean of the student's School. The Dean or Deans may impose the sanction as recommended or impose a lesser sanction. For especially serious sanctions (e.g., suspension or dismissal from the University), the Dean(s) will forward a recommendation to the Provost/Vice President of Academic Affairs for implementation.

A School (College) Academic Integrity Committee should have oversight of matters related to academic integrity in the School (College).

II. ROLE AND RESPONSIBILITIES OF UNIVERSITY PROVOST/VICE PRESIDENT OF ACADEMIC AFFAIRS

In the most serious cases, ones which might lead to suspension or dismissal from the University, the Dean's recommendation is transmitted to the University Provost/Vice President for Academic Affairs for implementation. If the student requests a University-level review (see below), or if the Provost has any concerns about the evidence or the fairness of the School's proceedings, the Provost may refer the case to the University Academic Integrity Appeals Committee.

III. ROLE AND RESPONSIBILITIES OF THE UNIVERSITY ACADEMIC INTEGRITY APPEALS COMMITTEE

A student has the right to a University-level review of his or her case. Often this will be conducted informally, by the Provost (or his or her designee) reviewing the written record of the case. A review by the University Academic Integrity Appeals Committee may be conducted, at the discretion of the Provost, if the student presents compelling evidence that the proceedings in the School or College were inadequate. The Appeals Committee, at its discretion, may wish to go beyond an examination of the written record and hold a hearing at which the student and other witnesses might appear.

Membership of the University Academic Integrity Appeals Committee hearing an academic integrity case will consist of three faculty members chosen by lot from a pool of eleven elected faculty representing all schools in the University plus the Gumberg Library and two students chosen by lot from a pool of ten elected students representing all schools in the University. Faculty and students chosen to serve on any academic integrity case may not be members of the department in which the alleged infraction occurred. Undergraduate representatives will participate in cases dealing with undergraduate students and graduate representatives in cases dealing with graduate students.

IV. ROLE AND RESPONSIBILITIES OF THE UNIVERSITY ACADEMIC INTEGRITY COMMITTEE

Oversight of matters related to academic integrity is vested in the University Academic Integrity Committee, which is advisory to the Provost/Vice President of Academic Affairs. The committee will include representatives from the schools and College, Gumberg Library, the Graduate and Professional Students Association, and the Student Government Association. Among its responsibilities are monitoring University and School (College) policies and procedures pertaining to academic integrity and advising the Provost on academic integrity issues. In concert with the staff of the Center for Teaching Excellence and/or Gumberg Library, the committee will identify and share resources and best practices for maintaining academic integrity.

Originally approved by Academic Council on May 2, 2005; revised and reviewed by Academic Council on March 6, 2006. This revision was approved by Academic Council on **March 26, 2012**.

STUDENT POLICIES

ALCOHOL AND OTHER DRUGS

Duquesne University prohibits the unlawful use, possession, and/or distribution of drugs and alcohol both on campus in University buildings and on University property as well as off campus. As members of the Duquesne community, all students are required to observe relevant federal, state and local laws as well as the Student Code. Neither the name nor funding may be used to assist students to consume alcohol.

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 or paraphernalia. Failure to comply will result in disciplinary action.

RESIDENCE LIFE POLICIES FOR ALCOHOL AND OTHER DRUGS

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 body, students are required to observe Pennsylvania laws.

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, all persons in the room are 21 years of age and older, and the alcohol has been properly registered. 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 areas of the Living Learning Centers.

Alcoholic beverages are not permitted in St. Ann or St. Martin halls at any time. Students under the age of 21 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 bongs/funnels.

In Assumption Hall, Duquesne Towers, Vickroy Hall and Brottier all alcoholic beverages must be registered at the front desk of the hall prior to entrance and must be in its original container with clearly marked labels. Failure to register alcoholic beverages will result in disciplinary action. Registered alcohol is intended for a student's personal, individual use in their own private rooms. 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)

Students may not have open containers of any kind in common areas, lounges, hallways, elevators, etc. 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, regardless of 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 including educational programming by Duquesne CARES.

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 illicit drugs may face immediate suspension or expulsion from the University.

PLEASE NOTE: The Higher Education Opportunity Act (HEOA) laws state that a student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving the possession of a controlled substance, the ineligibility period is:

- First offense 1 year
- Second offense 2 years
- Third offense Indefinite

If convicted of an offense involving the sale of a controlled substance, the ineligibility period is:

- First offense 2 years
- Second offense Indefinite

A student whose eligibility has been suspended may resume eligibility before the end of the stated ineligibility period if: a) the student satisfactorily completes a drug rehabilitation program and passes two unannounced drug tests; or b) the conviction is reversed, set aside, or otherwise rendered nugatory.

Effective July 1, 2010, a student whose eligibility has been suspended due to a drug conviction may resume eligibility if the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program.

Additional information, definitions, and specific requirements are available on the Department of Education's website www.ed.gov/policy/highered/leg/hea08/index.html.

STUDENT POLICIES

GIFT CARD POLICY

When student organizations receive gift cards as prize giveaways from local restaurants or bars for free parties, bar specials, or anything which may involve alcohol, the Center for Student Involvement must be informed immediately. Prizes which may be used to consume alcohol are not permitted since they involve considerable liability. The Center for Student Involvement will work with the student organization to determine if a substitution may be obtained from the establishment which donated the prize.

When student organizations give gift cards purchased with University funds as prizes, they must advise the Center for Student Involvement and have the gift card prize recipient complete and submit a Taxable Gift Card Authorization Form which is available from the Center for Student Involvement.

STUDENT POLICIES

GOOD SAMARITAN POLICY

Student health and safety are primary concerns of Duquesne University. A student and/or organizations may be reluctant to seek medical help because of potential disciplinary consequences for themselves or the person in need of assistance. Since these emergencies are potentially life threatening, the Good Samaritan Policy ensures the health and safety of all community members.

Students are expected to contact the Office of Public Safety 412-396-COPS (2677) when they believe that medical assistance is needed for an individual. The Department of Public Safety will assist the individuals by directing fire and ambulance emergency crews to the scene or by taking other protective measures. When off-campus, call 9-1-1.

Students and/or organizations that seek assistance from these sources, the individual assisted, and others involved will not be subject to University disciplinary action with respect to the alcohol or drug policy. This policy does not preclude disciplinary

action regarding other violations of University standards, such as causing or threatening physical harm, sexual violence, damage to property, harassment, hazing, etc. Students should also be aware that this University protocol does not prevent action by local and state authorities. In order for this policy to apply, the intoxicated student(s) must agree to timely completion of recommended alcohol/drug education activities, assessment, and/or treatment depending on the level of concern for student health and safety. Serious or repeated incidents will prompt a higher degree of medical concern. Failure to complete recommended follow-up will normally result in disciplinary action. Likewise, organizations involved in an incident must agree to take recommended steps to address concerns.

STUDENT POLICIES

HAZING

Duquesne University adheres to all state, local and federal laws and guidelines in all matters. Thus, the anti-hazing policy is consistent with the Commonwealth of Pennsylvania's prohibitions on hazing activities.

No organization, group, chapter, colony, student or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as:

Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization or acceptance by other members of the organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; it is a violation of the Student Code.

STUDENT POLICIES

HEALTH INSURANCE POLICY—MANDATORY

Duquesne University is concerned about the health and well being of our students and understands the importance of acquiring adequate health insurance. Therefore, the University has a Hard Waiver Policy for student health insurance. This means that all international students, all full-time undergraduate and graduate students are required to have medical insurance and provide verifiable proof of coverage.

All full time students who do not provide the required information will automatically be enrolled in the Student Health Insurance plan. One half of the premium will be billed to your Student Account in the fall; and the remaining balance will be billed in the spring. You can provide proof of coverage or register for the University's Student Health Insurance plans quickly and easily:

1. Log onto: www.gallagherkoster.com, click on College and University Students, and select Duquesne University Domestic or Duquesne University International from the drop down menu.
2. Click on 'Student Waive/Enroll Forms'. You will be required to log in to submit a waiver or enrollment form. Your User ID and Password are...

User ID – Duquesne University Email Address

Password – Student's Banner number which appears on your Student Account on-line bill (Ex. D00000006)

You can call 1.877.344.9795 for information. You can also email questions to: DuquesneStudent@gallagherkoster.com

STUDENT POLICIES

IMMUNIZATION

Vaccine preventable diseases are a major health concern on college campuses. Since immunization is widely regarded as one of the world's most effective tools for protecting public health, Duquesne University has established a Pre-Entrance Health Immunization Policy for all incoming students (freshmen, transfer students and fellows). Documentation of the following immunizations is required prior to registration for classes:

1. Meningococcal Meningitis vaccine is required for students living on campus as mandated by Pennsylvania law (A waiver is available).
2. Measles, Mumps and Rubella (MMR) (two doses). The Schools of Health Sciences, Nursing and Pharmacy have specific immunization requirements, as a result of their clinical and internship program requirements, and these requirements will not be waived.

Although not required, the following vaccines are strongly recommended:

1. Varicella Vaccine (for those students not protected against chicken pox).
2. Hepatitis B Vaccine (three doses).
3. Tetanus, Diphtheria, Pertussis (DTP) - within 10 years of last injection.
4. Polio Vaccine

A Medical Health History form and a completed Immunization Record must be returned to Health Service prior to registration.

A student may be granted a medical exemption from immunization based upon written certification from a licensed physician, stating that the immunization may be detrimental to the health of the student and is not recommended by the physician. The written certification must contain the physician's signature and medical license number.

A religious exemption from immunization may be granted based upon a student's written and notarized statement setting forth her/his specific objection to the required vaccination based upon religious grounds. The University will evaluate each student's individual request for exemption on a case-by-case basis, and determine at its sole discretion whether or not a waiver should be granted.

If an outbreak of Measles, Mumps or Rubella occurs, any student who has not provided proof of immunization will be prohibited from living on campus or attending classes on campus even though they were granted an exemption, and will be excluded from living on campus or attending classes for fourteen days after the last case. There will be no reimbursement of tuition or fees if this situation should occur.

Students wishing to request an Immunization Exemption should submit a request, in writing, to the Executive Vice President for Student Life.

STUDENT POLICIES

INVOLUNTARY LEAVE OF ABSENCE

In extraordinary circumstances, the University may place a student on an involuntary leave of absence.

The University maintains a Student Health Service and a University Counseling Center to serve the physical and emotional needs of students. Students whose needs are beyond the resources of these offices will be referred to off-campus facilities and service providers when possible. However, a student who cannot adequately be helped by the available facilities, and/or refuses to accept and follow recommended emotional or medical treatment, and/or the student's behavior renders them unable to effectively function in the residential or University community may be required to leave the University following the procedures below:

1. When, in the opinion of a professional member of the University Counseling Center or Health Service, a student is unable to be adequately helped by either office or by other available facilities, and that the student's condition renders them unable to function in the University community without harming themselves or others and/or disrupting the educational mission of the institution, the staff member shall notify the Executive Vice President for Student Life or designee of the situation as soon as possible.
2. The Executive Vice President for Student Life, or designee, may require a mandatory assessment if they believe, based on the information available, that a student's condition renders him/her unable to function in the University community without harming themselves or others and/or disrupting the educational mission of the institution.
3. When the Executive Vice President for Student Life receives notification under paragraph (1), the Executive Vice President for Student Life or designee will seek professional opinion as appropriate, and confer with the student if possible. The student may be required to submit other medical and/or psychological documentation secured independently for consideration and may be accompanied by a support person (friend, relative, faculty member, etc.) to scheduled appointments with University personnel. Failure to appear for a mandatory assessment may result in an involuntary leave of absence without further process.
4. The Executive Vice President for Student Life will receive and consider the input from the appropriate University personnel. If the Executive Vice President for Student Life concurs with the opinion that the student should leave the University, the Executive Vice President for Student Life or designee may consult with the student's parent(s), guardian, spouse, or other close relative. If the student declines to withdraw from the University, the Executive Vice President for Student Life may authorize an involuntary leave of absence.
5. An involuntary leave of absence will normally be for a minimum of one full semester. Following that period, a student may apply for re-enrollment by completing the application for re-enrollment form which will include submission of a plan that addresses the condition that gave rise to the student's need for leave (i.e., need for ongoing psychological or medical care; ability to assume class participation). If the student intends to live on campus, the plan will also state how they will transition back into the campus community.
6. The student's plan will be reviewed by the University Support Team and a recommendation will be made to the Executive Vice President for Student Life who will decide if the student's request to re-enroll shall be granted or denied. The decision of the Executive Vice President for Student Life is final.

STUDENT POLICIES

POSTING

Posting or distribution of printed materials in or on University buildings shall be in accordance with the Mission of the University and regulations established for each building. For further information, contact the administrative offices for each building

STUDENT POLICIES

SEXUAL VIOLENCE

The Mission Statement of Duquesne University emphasizes a profound concern for moral and spiritual values. This concern is underscored in the Sexual Violence Policy which serves to protect the right of each member of the University community from sexual violence. All students are responsible for their own actions and are expected to maintain high standards of moral and ethical behavior as well as to comply with local, state, and federal laws. Sexual violence is a violation of the Student Code involving physical contact of a sexual nature which is against one's will or without one's consent. This includes, but is not limited to:

- nonconsensual sexual intercourse or penetration (vaginal, oral, or anal) by any means;
- nonconsensual sexual contact (any touching of intimate body parts with any body part or object without consent);
- sexual contact with a person while knowing or having reason to know that the person is incapacitated by any means including alcohol or other drugs.

Sexual violence can be perpetrated by a stranger or acquaintance. Both men and women can be victims or perpetrators.

Victims may experience feelings of confusion, disbelief, shock, guilt, shame, self-blame, resentment, anger and fear. Persons who experience the violence and trauma of sexual violence are victims, but they are also encouraged to be survivors in the sense of being persons with dignity and power who rise above the assault.

This book provides information and resources to help clarify and address the issues of sexual violence. This policy, which complies with the Higher Education Reauthorization Amendment Act, ensures consistent procedures and provides coordination of University and community resources for victims of sexual violence. The intention of the University is to increase awareness and prevention of sexual violence, and to provide assistance for survivors and their families.

EDUCATIONAL PROGRAMMING

The University sponsors a variety of educational programs that seek to raise awareness of sexual violence issues and maximize the possibility of prevention. Programs are offered by Health Service and the University Counseling Center upon request. Self-defense classes including RAD (Rape Aggressive Defense) are offered by the Department of Public Safety.

PROCEDURES FOR VICTIMS OF SEXUAL VIOLENCE

1. Attempt to get to a safe place as quickly as possible.
2. For assistance victims can contact the University Counseling Center, 412.396.6204; the on-call Residence Life staff member, 412.396.5888; Health Service, 412.396.1650; Spiritan Campus Ministry, 412.396.6020; or Department of Public Safety, 412.396.COPS (2677).
3. It is important to preserve all physical evidence. DO NOT bathe, shower, or douche. If oral sex was involved do not brush your teeth, drink, or smoke. These activities will destroy evidence. The victim should try not to change clothes before seeking medical treatment. If possible bring another set of clothing to the hospital as original clothes will be preserved as possible evidence. If the victim changes clothes prior to going to the hospital, she/he should take the soiled clothes in a paper bag as evidence (plastic bags destroy evidence).
4. Victims of sexual violence are encouraged to seek immediate medical treatment (Mercy Emergency Room, 412.232.8222) to assess for sexually transmitted infection, injury, or pregnancy. Hospital personnel will also collect evidence in case the victim might wish to file criminal charges later. It is important to know that hospitals are required to report any injuries which are the result of a crime. This does not mean that the victim must file charges.
5. Any victim can pursue legal action. However, it is difficult to collect physical evidence more than 72 hours after an assault to support such charges.
6. Victims who wish to take legal action against their assailants may seek assistance through the Office of Student Conduct, 412.396.6642; Department of Public Safety 412.396.COPS (2677); or Pittsburgh Police 412.323.7141.
7. Victims have the right to refuse to take legal action even if they file a police report.
8. Victims of sexual violence are encouraged to obtain counseling through the University Counseling Center 412.396.6204, Pittsburgh Action Against Rape (PAAR) 412.765.2731, or the Center for Victims of Violent Crimes 412.392.8582.
9. Victims are encouraged to contact someone they trust such as a close friend, family member, University Counseling Center or Spiritan Campus Ministry staff member to offer support through the process.

EMOTIONAL SUPPORT FOR VICTIMS OF SEXUAL VIOLENCE

Counseling is available for victims of sexual violence at the University Counseling Center (UCC). The UCC offers both crisis intervention and ongoing counseling. UCC is located in 308 Administration Building, and regular business hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. A UCC crisis counselor is available 24 hours a day by calling the University Police at 412.396.COPS (2677) and asking to speak to the counselor on call. Depending upon the specific needs of the victim, referrals for counseling may be made to community mental health centers and to private practitioners. Counseling is also available in the community at the Center for Victims of Violent Crime and Pittsburgh Action Against Rape. These community agencies offer 24-hour hotlines, crisis intervention, support counseling, group counseling, and/or legal advocacy. Contact information for these agencies is listed under Resources at the end of this section. Victims of past sexual abuse, incest, or sexual violence are also eligible for counseling at UCC and in the community at agencies such as Family Resources and Pittsburgh Action Against Rape.

REPORTING INCIDENTS TO LEGAL AUTHORITIES

Victims have the option to report the incident immediately to Duquesne's Department of Public Safety, 412.396.COPS (2677). Reporting an incident is different from choosing to prosecute. Filing a report does not obligate the victim to continue with legal proceedings or University student conduct proceedings. The victim can choose whether or not to participate in proceedings at any point in the process. The purposes for reporting an incident are:

1. to protect yourself and others from future victimization;
2. to apprehend the assailant;
3. to in some way seek justice for the wrong done to the victim.

If a victim chooses to report the incident one or two University police officers will take a statement from her/him regarding what happened. They will ask her/him to describe and/or identify the assailant(s). They may ask questions about what happened before and after the incident, about any witnesses and about the scene of the crime. Victims may have a support person of their choice with them during the interview.

The Department of Public Safety is required to contact the Pittsburgh Police if the victim wishes to press charges. The case will be investigated by the Pittsburgh Police, assisted by the Department of Public Safety. This does not mean that the victim has to file criminal charges. Victims can request that their identity be kept confidential. If the victim decides at this time that she/he does not want to pursue action she/he may want to consider having an anonymous report made. The purpose of an anonymous report is to take some steps to ensure future safety for the victim and others while protecting her/his identity. The University can use such information to keep accurate records about the number of incidents, look for patterns of assaults regarding location, method, or assailant and alert the campus community to potential danger. If a victim wishes to file an anonymous report she/he may call the University Counseling Center at 412.396.6204 or any of the other University departments listed under Resources below.

LIVING LEARNING CENTER ADJUSTMENTS

Options and assistance are available to change academic and living arrangements. If necessary, and/or at the request of the victim, the living arrangements of the individual(s) involved will be changed, especially if the individual(s) involved are currently assigned to the same Living Learning Center. If the victim wishes to be relocated then she/he will be given that option. The Resident Director on duty must be contacted to ensure that this procedure occurs. If necessary, and/or at the request of the victim, changes will be made in the academic environment to ensure the safety and well being of the individual(s) involved. The professional staff member involved will be responsible for initiating these changes.

POSSIBLE UNIVERSITY SANCTIONS

Following an on-campus disciplinary procedure, the sanctions for sexual violence that may result are those applied to all student conduct cases. These sanctions are contained in Article V.C. of the Student Code. They include, without being limited to, University suspension or expulsion, Living Learning Center suspension or expulsion, discretionary sanctions, loss of privileges, probation, and warning. The procedures for on-campus disciplinary action in cases of alleged sexual violence are those employed in all student conduct cases and are contained in Article V. A. of the Student Code.

CONTACT INFORMATION

SEXUAL VIOLENCE RESOURCES

TITLE IX COORDINATOR

Ms. Cheryl Knoch

412.396.5853 (knochc@duq.edu)

EMERGENCY

Residence Life (RD on duty)

412.396.5888

Department of Public Safety

412.396.COPS (2677)

(publicsafety@duq.edu)

Pittsburgh Police

911

MEDICAL TREATMENT

STUDENT HEALTH SERVICE

Duquesne Union

412.396.1650

(www.duq.edu/health-service)

Mon. – Thurs., 7:30 a.m. – 7:00 p.m.

Fri., 7:30 a.m. – 4:30 p.m.

Mercy Hospital Emergency Room

412.232.8222

(www.upmc.com/ HospitalsFacilities/Hospitals/
Mercy/Pages/contact-Mercy.aspx)

POLICE & LEGAL INFORMATION

Duquesne University Department of Public Safety

(non emergency)

412.396.6002

(publicsafety@duq.edu)

Pittsburgh Police

412.323.7141

(www.pittsburghpa.gov/police)

Neighborhood Legal Services Association

412.255.6700

(www.nlsa.us)

District Attorney's Office

412.350.4400

(www.da.allegheny.pa.us)

EMOTIONAL SUPPORT

University Counseling Center

412.396.6204

(www.duq.edu/counseling)

Pittsburgh Action Against Rape (PAAR)

1.866.363.7273

(www.paar.net)

Center for Victims of Violent Crimes

412.392.8582

(www.cvvc.org)

Spiritan Campus Ministry

412.396.6020

(www.duq.edu/campus-ministry)

STUDENT LIFE OFFICERS

Office of Student Conduct

412.396.6642

(monahans@duq.edu)

Office of Residence Life

412.396.5028

(www.duq.edu/residence-life)

RESIDENT DIRECTORS

Assumption

412.396.5047

Brottier

412.396.1442

Des Places

412.396.2474

St. Ann

412.396.5083

St. Martin

412.396.5095

Towers

412.396.5089

Vickroy

412.396.4211

STUDENT POLICIES

SEXUAL HARASSMENT

No member of the Duquesne University community may sexually harass another. Employees and students will be subject to disciplinary action for violation of this policy.

Unwelcome sexual advances, requests for sexual favors, and verbal or physical contact of a sexual nature constitute sexual harassments when:

1. submission to such conduct is made either explicitly or implicitly a condition of an individual's academic or employment continuation or advancement;
2. submission to or rejection of such conduct by an individual is used as a criteria for academic or employment decisions affecting that individual;
3. such conduct has the purpose or effect of substantially interfering with an individual's academic or employment performance or creates an intimidating, hostile, embarrassing or offensive employment, educational or living environment.

Because of the potential for sexual harassment in certain situations, the University prohibits romantic and/or sexual relationships in the following situations:

1. No faculty member may engage in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any student currently enrolled at Duquesne University.
2. No athletic department employee may engage in a romantic and/or sexual relationship or in romantic and/or sexual conduct with a student athlete.
3. No campus police officer or security officer may engage in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any student currently enrolled in Duquesne University.
4. No Residence Life staff member may engage in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any student currently enrolled in Duquesne University.
5. A supervisor may not engage in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any employee in the supervisor's department or division.

WHAT TO DO IF YOU ARE SEXUALLY HARASSED

Tell the harasser that you don't like his or her behavior. You can do this in person, by telephone or by letter. It is not easy to confront harassers, but it is important. Remember: sexual harassment is illegal, and you can be protected from reprisals.

Keep a record of events. Write down what the harasser said or did, when and where he or she did it and your response. Get the names of any witnesses.

Talk about it with fellow workers or other students. Talking the situation over can relieve much unnecessary guilt and provide you with support. Other people may be witnesses; they may know of other victims; they may even have been victims themselves.

Ask for help. Any of the individuals listed under University Resources can provide you with information and confidential advice. You are not required to file a formal grievance if you don't want to. It is often better to try to settle the problem informally at first. It will be your decision. Since there are time limits on filing sexual harassment grievances, it is in your best interest to seek advice as soon as possible after you've been harassed.

WHERE TO GO IF YOU ARE SEXUALLY HARASSED

Individuals in the offices listed below are available to help you. They can answer questions, take sexual harassment reports, give you advice on informal and formal complaint and grievance procedures, and assist you in resolving the problem informally. While confidentiality cannot be guaranteed, your privacy will be respected. You may also request information and advice anonymously if you so desire.

UNIVERSITY RESOURCES

Title IX Coordinator, Ms. Cheryl Knoch:	412.396.5853 (knochc@duq.edu)
Affirmative Action Office:	412.396.6661
Office of Human Resource Management:	412.396.6575 (hr.office@duq.edu)
General Counsel:	412.396.5181 (drago@duq.edu)
University Counseling Center:	412.396.6204 (www.duq.edu/counseling)

STUDENT POLICIES

SMOKING

Duquesne University has a vital interest in maintaining a healthy and safe environment for students, faculty, staff, and visitors. It is for this reason that Duquesne University prohibits smoking in University buildings. This policy also ensures compliance with Title Six of Chapter 617 of the City of Pittsburgh Code.

Smoking is prohibited in all University buildings, including but not limited to classrooms, administrative offices, private offices and other workplaces, eating facilities, lobbies, restrooms, libraries, auditoriums, and recreational facilities. Smoking is prohibited in Living Learning Centers. Smoking is also prohibited in departmental motor vehicles.

The success of this policy depends upon the thoughtfulness, consideration of smokers and non-smokers. All employees and students share in the responsibility for adhering to this policy. However, any disputes or complaints regarding the implementation of this policy should be referred to the immediate supervisor for resolution. The Office of Human Resource Management is available to provide guidance and clarification of this policy and assist in the resolution of disputes.

STUDENT POLICIES

UNIVERSITY RESIDENCY

Freshmen and sophomores attending Duquesne University of the Holy Spirit are required to live on campus or with their parents or guardians.

National studies demonstrate that campus residence positively affects:

Academic persistence. Resident students are more likely to maintain acceptable grade point performances and more frequently attain a bachelor's degree.

Satisfaction with the faculty. Resident students generally have more frequent contact with faculty and tend to be more satisfied with their interaction with faculty.

Willingness to re-enroll. Resident students are less inclined to withdraw or transfer to other institutions before attaining a degree.

EXEMPTIONS FROM CAMPUS RESIDENCY POLICY

Exceptions to the campus residency policy may be granted only if a student is eligible for at least one of the policy's eight (8) exemptions as defined below:

1. Completion of four full semesters of academic work
 - Enrollment for at least four semesters as a full time student at Duquesne University or another accredited college or university.
 - or*
 - Completion of 60 or more credit hours of academic work at Duquesne University.
 - or*
 - Completion of combined total of 60 or more credit hours of academic work at as well as at another accredited college or other university. This total may include Advanced Placement Credits and Dual enrolled High School Credits.
2. Residing with parents or legal guardian
 - Residing with a parent or legal guardian. To be eligible, the parent or legal guardian's residence must be within one of the following counties: Allegheny, Armstrong, Beaver, Butler, Mercer, Washington or Westmoreland
 - Residing with a grandparent. To be eligible, the student must have the consent of a parent or legal guardian and their grandparent's residence must be an Allegheny, Armstrong, Butler, Beaver, Mercer, Washington or Westmoreland address.
3. Enrolled as a part-time student
 - Enrolled and taking eight or fewer credit hours.
4. Students who are married.
5. Students with one or more dependent children in their custody while attending Duquesne University.

6. Students who are military veterans who completed at least two years of full-time, active military service.
7. Students over the age of 21.
8. Students with physical or psychological circumstances such that the University cannot provide housing and/or board services compatible with their lifestyle needs. This also requires supporting documentation from a licensed, professional caregiver appropriate to the student's circumstance.

NOTE: The University's Campus Residency Policy makes no provision for financial need as a reason for an exemption. Thus, waiver requests based upon this premise will not be approved. Students needing financial assistance are advised to discuss their situation with the Financial Aid Office.

Compliance:

The campus residency requirement is a University policy. As such, compliance is a condition of a student's enrollment to Duquesne University. Students who are included in the Campus Residency Policy must do one of the following:

- Complete a University housing agreement.
- Be accepted to live in a University approved residence.
- Complete and have approved by the Director of Residence Life, a Campus Residency Waiver Request.

For the fall semester: One of these three options must be completed by June 1. Students accepted after June 1 must complete one of these options within two weeks of being accepted to Duquesne University.

STUDENT POLICIES

WEAPONS POLICY

Duquesne University is committed to maintaining a safe learning and working environment for all members of the University community. The University will not tolerate acts of aggression, harassment, or violence on its campus, at off-campus locations administered by the University, or in its programs. This policy of "zero tolerance" includes but is not limited to verbal and/or physical aggression, attacks, threats, harassment, intimidation, bullying, domestic violence, the possession, display or threat of a weapon, or other disruptive behavior which causes or could cause a reasonable person to fear physical harm by an individual(s) or group(s) against any person(s) and/or property. Such behavior is prohibited by Duquesne University.

This policy applies to students, faculty, staff, and visitors to the University.

WEAPONS ON CAMPUS

All members of the campus community are prohibited from possessing or carrying weapons of any kind while on University property, regardless of whether they are licensed to carry the weapon or not. Such prohibition extends to individuals having weapons in briefcases, purses, tool boxes, personal vehicles or other personal property or effects.

The only exceptions to this policy are:

- A. Firearms in the possession of University police officers;
- B. Firearms in the possession of on-duty law enforcement officers;
- C. Legal chemical dispensing devices that are sold commercially for personal protection.
- D. Visitors to the campus that have a permit to carry a firearm must report to the Department of Public Safety. University police will secure the firearm until the visitor is ready to leave. Firearms will not be stored for more than a 24 hour period.

University sanctions will be imposed on offenders as appropriate and, in addition, criminal charges may be filed.

For the purposes of this policy, "weapons" include (a) firearms, such as handguns, shotguns, rifles, pellet guns, machine guns, stun guns, tasers, or electronic stun weapons; (b) explosives, such as bombs, grenades, blasting caps, or other containers containing explosive substances; and (c) other equipment, material, and devices that, in the manner they are used could ordinarily be used, or are readily capable of causing serious bodily injury. The items described in clause (c) include, but are not limited to, knives (except small personal pocket knives with folding blades that are less than three (3) inches long.), tear gas, chemical substances, brass knuckles, clubs or chains.

REPORTING PROCEDURE

Responsibility to Report

Anyone witnessing or receiving a report of prohibited behavior, or possession, display or use of any weapon shall immediately notify the appropriate authorities as listed below. Any supervisor who fails to make such a report shall be subject to corrective and/or disciplinary action.

Emergency or Life-Threatening Situations:

In the case of an emergency or life-threatening situation, immediately call the Department of Public Safety 412-396-COPS (2677). As per the University emergency operations plan, be prepared to provide as much information as possible, such as:

- What is happening
- The location of the incident
- Who is involved
- Type of weapon(s) involved, if any
- Your name and current location

The Department of Public Safety is charged with the responsibility for security and law enforcement on campus. Please follow this link to a list of programs and services offered by the Department of Public Safety: www.publicsafety.duq.edu/lawenforcement.html

Non-Emergency Situations:

In the case of a non-emergency situation, all levels of management should be involved. Employees should initially notify their immediate supervisor. If the immediate supervisor is otherwise unavailable, or if the situation involves the immediate supervisor, notify the Dean, Director, Divisional Vice President, Human Resources, University General Counsel and/or Department of Public Safety as appropriate.

Students are urged to report concerns about acts of aggression, harassment, or violence to the Office of Student Conduct, Office of Residence Life, Office of Commuter Affairs, Vice President for Student Life, Department of Public Safety, the Dean of their respective academic program or a member of the Campus Community Risk Team.

Campus Community Risk Team (CCRT)

The focus of the Campus Community Risk Team is to prevent violence on campus, and its span is community wide, including administrators, staff, faculty, and students.

To the degree that local regulations allow, campus entities may report concerns about campus violence to the CCRT even if they are already reporting to other campus entities. The committee is not meant to displace or diminish the roles of existing violence-prevention programs in any way. Its purpose is to add a centralized layer of information.

Link to Campus Community Risk Team members: www.duq.edu/public-safety/crt.cfm.

C. ENFORCEMENT

Individuals who engage or threaten to engage in prohibited behavior shall be held accountable under University policy and under local, state and federal law. Any employee or student who commits or threatens to commit prohibited behavior may be subject to disciplinary action, up to and including, dismissal or expulsion, as well as arrest and prosecution. Any visitor or affiliate who commits or threatens to commit prohibited behavior may be subject to exclusion from campus, arrest, prosecution, termination of his/her business relationship with the University, and/or any other appropriate action.

Reports of aggression, harassment, violence or threats of violence will be promptly investigated, and, if warranted, disciplinary action will be taken in accordance with applicable procedures. The University will notify law enforcement authorities of criminal conduct as appropriate. In addition, the University may refer individuals accused of violations of this policy for an assessment of the likelihood that they will carry out violent acts or are a danger to themselves or others. The Employee Assistance Program and/or University Counseling Center will be available for consultation as appropriate.

The University will not permit retaliation against anyone who, in good faith, brings a complaint of acts of aggression, harassment, or violence or serves as a witness in the investigation of a complaint of campus violence.

Vendors who conduct business on University premises must conform to the requirements of this policy. The University reserves the right to remove from campus vendor employees who engage in acts prohibited by this policy.

RISK MANAGEMENT POLICY

FOR GREEK-LETTERED ORGANIZATIONS

In accordance with the National Interfraternity Conference (NIC), the National Panhellenic Conference (NPC), and the Fraternal Information and Programming Group (FIPG), Duquesne University adopts the following policy for all recognized general, recognition, honor, service, and professional Greek-Lettered student organizations:

ALCOHOL AND DRUGS

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, in the Towers Living Learning Center, during a fraternity event, in any situation sponsored or endorsed by the chapter, or in any event an observer would associate with the fraternity, or in any apartment or house in which several members reside or occupy, must be in compliance with any and all applicable laws of the state, province, county, city, and Duquesne University, and must comply with either Bring Your Own Beverage (BYOB) or Third Party Vendor guidelines.
2. No alcoholic beverage may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common sources(s) of alcoholic beverages for members or guests by any member of a fraternity, for example kegs or cases, in the name of, or on behalf of, the chapter is also prohibited.
3. OPEN PARTIES meaning those with unrestricted access by non-members of the fraternity or student organization [are prohibited. OPEN PARTIES are defined as events with unrestricted access by non-members of the fraternity or student organization, without specific invitation, where alcohol is present] are prohibited.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor. Duquesne University defines a minor as any individual under the age of 21 who is prohibited from consuming alcohol legally.
5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES on any University premises or during a fraternity or student organization event or at any event that an observer would associate with the fraternity or student organization is strictly prohibited. [during any event is strictly forbidden].
6. No chapter may co-sponsor an event with an alcohol distributor, charitable organization, or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol), where alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of third party vendor and a guest list.
7. No chapter may co-sponsor or co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations. [a function where alcohol is purchased by any of the host chapters, groups or organizations.]
8. All rush/recruitment activities associated with any chapter will be non-alcoholic events and/or functions. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern, alcohol distributor as defined in this policy.
9. No member, associate/new member or novice shall permit, tolerate, encourage, or participate in “drinking games.” The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one’s age, “beer pong,” “century club,” “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
10. No alcohol shall be present at any associate member program, activity or ritual of the chapter. This includes but is not limited to activities associated with “bid night”, “big brother-little brother” events or activities, “big sister-little sister” events or activities, “family” events or activities, “mid-pledge” events or activities, and initiation.
11. All advertisement(s), notification, and/or publicity associated with any Bring Your Own Beverage (BYOB) or Third Party events must be approved by the campus advisor.

HAZING

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

“Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution, or applicable state law.”

Hazing is a violation of Pennsylvania State law.

SEXUAL VIOLENCE AND HARASSMENT

The fraternity will not tolerate or condone any form of sexual harassment or sexual violence on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location which are demeaning to women or men, ranging from but not limited to verbal harassment to sexual violence by individuals or members acting together. [actions which are demeaning to women or men including but not limited to date rape, gang rape, verbal, or sexual harassment.] The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.

FIRE, HEALTH AND SAFETY

1. All chapter suites in Towers Living Learning Center should meet all local fire and health codes and standards;
2. All chapters should have posted in common areas emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room. These items are provided and required by the Office of Residence Life.
3. All chapters should comply with engineering recommendations as reported by the insurance company and/or Duquesne University.
4. The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the Towers Living Learning Center are expressly forbidden.

EDUCATION

Each fraternity shall annually instruct its students and alumni/alumnae in their respective Risk Management Policy. Additionally, all student and key volunteers directly involved in current chapter matters shall annually receive a copy of said Risk Management Policy and a copy shall be available on the Greek Life website.

In addition to the policies outlined in the Student Code, the following TAPS also apply to students:

- Taps 7: Ethics Reporting Policy and Procedure
- Taps 22: Emergency Closing of Partial Shutdown of University
- Taps 24: Smoking Policy
- Taps 26: Computing Ethics and Guidelines
- Taps 27: Political Activity At Duquesne University
- Taps 28: Family Educational Rights & Privacy Act (FERPA)
- Taps 29: The University Environmental Health and Safety Policy
- Taps 30: Affirmative Action, Equal Educational and Employment Opportunity, and Human Relations in The Workplace and Classroom
- Taps 31: University Policy On Sex Discrimination and Sexual Misconduct
- Taps 32: Drug-free and Alcohol-free Working and Learning Environment
- Taps 35: Fund Raising/ Public Relations /Alumni Relations/ University Events/Government Relations
- Taps 36: College and University Security information Act
- Taps 37: Soliciting, Petitioning, Distribution of Literature, Demonstrations and Picketing On Campus
- Taps 38: Employee and Student Use of University Motor Vehicles
- Taps 39: Records Retention Policy
- Taps 40: Intellectual Property Policy
- Taps 41: The Use of Human Subjects in Research
- Taps 42: Research integrity
- Taps 46: Faculty, Staff and Student Participation in Commercial Entities
- Taps 48: Workplace and Campus Violence and Weapons Policy
- Taps 49: Immigration Policy
- Taps 50: Protection of Minors

NOTES

CAMPUS CONTACTS

IMPORTANT TELEPHONE NUMBERS

CENTER FOR STUDENT INVOLVEMENT

305 Duquesne Union
412.396.5853

COMMUTER AFFAIRS

117 Duquesne Union
412.396.6660

DUQUESNE CARES

Ground Floor
Assumption Hall
412.396.5834

DUQUESNE OPERATOR

412.396.6000

FINANCIAL AID

Ground Floor
Administration Building
412.396.6607

HEALTH SERVICE

Duquesne Union, Second Floor
412.396.1650

MULTICULTURAL AFFAIRS

104 Duquesne Union
412.396.1117

PARKING OFFICE

Locust Street Garage
412.396.5267

PUBLIC SAFETY

412.396.6002

REGISTRAR

Ground Floor
Administration Building
412.396.6212

RESIDENCE LIFE

Assumption Hall
412.396.5028

SPIRITAN CAMPUS MINISTRY

102 Administration Building
412.396.6020

STUDENT ACCOUNTS

208 Administration Building
412.396.6585

STUDENT CONDUCT

117 Duquesne Union
412.396.6642

STUDENT GOVERNMENT ASSOCIATION

302 Duquesne Union
412.396.6620

UNIVERSITY COUNSELING CENTER

308 Administration Building
412.396.6204



DUQUESNE
UNIVERSITY

OFFICE OF STUDENT CONDUCT

www.duq.edu/student-conduct