

RESIDENCE LIFE HANDBOOK

*Your Guide to Living &
Learning at Duquesne*

OFFICE OF RESIDENCE LIFE: Ground Floor, Assumption Hall
412.396.6655, FAX: 412.396.6656, ORL@DUQ.EDU

Table of Contents

TABLE OF CONTENTS	2
LIVING LEARNING CENTER POLICIES	4
ALCOHOL	4
ARSON	4
BICYCLES	4
BUILDING CLOSINGS	4
CABLE TELEVISION	5
CHECK-OUT	5
COMMUNICATIONS	5
COMPUTER CONNECTIONS	5
COOKING	6
COVID-19	6
DAMAGES	6
DISMISSAL	6
DRUGS	6
DU CARD (CAMPUS IDENTIFICATION)	7
DU CARD REPLACEMENT	7
FIGHTING	7
FIRE ALARMS	7
FIRE DRILLS	7
FIRE SAFETY	7
FURNITURE	7
GROUP HOUSING	8
HALL SPORTS	8
HARASSMENT/ ABUSE	8
HEALTH AND SAFETY INSPECTIONS	8
HOUSING ASSIGNMENTS	8
ILLEGAL ENTRY AND EXIT	9
INSPECTION OF BAGS	9
LOCKOUTS	9
MEDICAL EMERGENCIES	9
PAINT POLICY	9
PERSONAL PROPERTY	9
PETS	9
POSTING SIGNS	9
PROHIBITED ITEMS	10
QUIET HOURS	10
REFRIGERATOR RENTAL	10
RESIDENCY REQUIREMENT	10
ROOF ACCESS	10
ROOM CONSOLIDATION	10
ROOM DECORATIONS	11
ROOM ENTRY	11
ROOM RESPONSIBILITY	11
ROOM KEYS	11

ROOM SELECTION PROCESS	11
ROOMMATE CHANGE POLICY AND PROCEDURE	11
SCREENS	11
SINGLE ROOMS	12
SMOKING	12
SOLICITING AND SELLING	12
DOOR-TO-DOOR SELLING OR SOLICITATION	12
SOLICITING OR SELLING IN LOBBIES	12
TITLE IX	12
VISITATION	13
RESIDENT STUDENT VISITATION	13
SIGNING IN A GUEST	13
OVERNIGHT GUESTS	14
WINDOWS	14
WEAPONS/FIREARMS	14

Living Learning Center Policies

ALCOHOL

All matters relating to alcohol are governed by the Pennsylvania Liquor Code and related state statutes. As members of the general public of the Commonwealth, students are expected to have a full knowledge of these laws. As members of the resident student body, students are required to observe Pennsylvania laws. The drinking age in this state is 21 years or over. No person under 21 years of age is permitted to consume, transport, possess, or be in the presence of any alcoholic beverage. Failure to comply will result in disciplinary action. In no event are kegs, bottled beer or malt beverages, boxed wine, bottled wine coolers, premixed alcohol products, or common sources of alcohol permitted in the living area of the Living Learning Center. Freshman students are also prohibited from having full or empty alcohol containers and/or paraphernalia in the Living Learning Centers. This includes, but is not limited to: cans, bottles, shot glasses, and bongs/funnels. It is permissible to have beer or malt beverages in cans, wine, and liquor in individual rooms if the student is 21 years of age or older and all persons in the room are 21 years of age and older. Students who are 21 years of age or older may register a limited amount of alcohol at the building front desk. Failure to register alcoholic beverages will result in disciplinary action. The amount of alcohol a student of legal age may sign in to the Living Learning Centers on a weekly basis is as follows:

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

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

Students who are of legal age for alcohol use may not have open containers of any kind in common areas, lounges, hallways, elevators, etc. The alcohol which they check in is intended for their personal, individual use in their own rooms only. Residence Life staff members have the right to revoke any drinking privileges at any time at their own discretion. Any alcohol or alcohol-related accessories (taps, kegs, etc.) confiscated by a Residence Life staff member will not be returned. Alcohol-related behavior which is harmful to the person consuming the alcohol or to others or which is disruptive to the community will also be considered a violation of alcohol policy. All students of legal drinking age are responsible for their actions while drinking alcoholic beverages, including being intoxicated while being in public. Any student may be cited by a University official for public intoxication. It is to the University official's discretion whether or not a student may be considered publicly intoxicated. Public intoxication includes, but is not limited to, endangering the safety of other students or the self. All alcohol policy violations will result in disciplinary action and/or educational programming by Duquesne CARES.

ARSON

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

BICYCLES

Bicycle racks are provided in front of Towers, Des Places, and St. Ann Living Learning Centers. Additional bicycle racks are located along Bluff Street behind Assumption Hall. A bicycle storage room in Des Places Hall is available to all students. Applications are available from the Des Places Hall front desk. Bicycles are not allowed to be attached to railings outside of the Living Learning Centers and will be removed if secured there. Bicycles may not be stored in hallways or common areas inside the LLCs.

BUILDING CLOSINGS

Due to the COVID-19 pandemic, the Living Learning Centers will close at Thanksgiving Break for the Fall Semester. Students will need to move out of their rooms at that time. Finals will be conducted remotely in accordance with each academic school.

Upon the return to standard operations, Duquesne University Living Learning Centers close during University breaks as listed in the University Calendar. Living Learning Center fees do not include housing for these break periods. Students who must stay on campus at these times must be pre-approved by their building office and will be required to pay additional charges of \$30.00 per day for a room over the break period; meals are not provided during these breaks and meal plan usage is not available. Living Learning Center policies and procedures may also be amended during break periods.

Housing assignments for break periods are at the discretion of Residence Life and are based upon availability. Any early arrivals or late departures by resident students must have prior arrangements approved by the Office of Residence Life. Throughout the duration of their 12-month lease, Brottier Hall residents are not required to vacate during University breaks. Unless specified in their signed lease.

Students are required to vacate the Living Learning Center within twenty-four (24) hours of the last exam of the semester, or the termination of the Housing Agreement, whichever occurs first.

CABLE TELEVISION

Cable television service is provided in each Living Learning Center room. Students may bring their own televisions and cable cords to connect to the outlets in their rooms. Students who experience problems with their cable should contact their building office for further instruction. Students should make every attempt to be sure that they are experiencing a cable problem rather than a problem with their television before contacting Comcast. Students may not enter into an agreement with any company to provide utility services to the residence halls.

Resident students also have access to a variety of services including IP television and cloud based DVR service free of charge via <https://xfinityoncampus.com/>

CHECK-OUT

Students vacating their room outside of the listed building closing periods must:

- Notify the Office of Residence Life
- Ensure the room is clean and free of damages or personal items
- Lock door upon departure and return their key to the LLC front desk

Resident Directors will make final decisions on room conditions. The housing agreement is in effect until the student's room key is returned to the above-named staff members.

COMMUNICATIONS

Students' Duquesne University personal email account is the official method of communication for Duquesne administrative matters. Students are required to periodically check their 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 students' email account. Failure to check their email account does not excuse or exempt students from any actions required of them by the University.

COMPUTER CONNECTIONS

DuqNet wireless is available in all Living Learning Centers. In order to maintain the integrity of the Duquesne University computing network, resident students may not contract with any third-party internet service to obtain internet service. Connections obtained in violation of this policy may be terminated by the University regardless of the nature of the contract between student and provider; any financial consequences of such an action will be borne by the student who is in violation of the policy.

Additionally, an "IOT" network is provided for student use in the Living Learning Centers. This allows items such as gaming consoles or streaming devices to connect to the internet. For more information on IOT guidelines, please see www.duq.edu/iot.

For more information, contact the CTS Help Desk at 412.396.4357, or visit their website at www.duq.edu/cts.

COOKING

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

Cooking is permitted in the in-unit kitchens in Brottier Hall, and the common kitchen in Vickroy Hall. Policies for use of the Vickroy Hall kitchen are posted in that location and must be followed accordingly. Vickroy Hall common kitchen is for the use of Vickroy Hall residents only.

COVID-19 POLICIES

The health and safety of the University community is paramount, and accordingly, the University has made operational adjustments related to the COVID-19 pandemic. As part of the University community, students are responsible for participating in these efforts undertaken by the University and for complying with the following health and safety rules. Students who fail to comply with these rules are subject to all sanctions outlined in the Student Handbook, up to and including suspension and dismissal.

The Student Conduct Handbook and the Student Expectations for COVID-19 can be found at <https://www.duq.edu/life-at-duquesne/student-services/student-conduct>

DAMAGES

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

Student Rooms:

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

Common Areas:

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

Costs:

Costs for labor, repair or replacement of damaged items is determined in conjunction with Facilities Management personnel.

DISMISSAL

Any student who is removed from the Living Learning Centers for disciplinary reasons must, within the prescribed time frame:

- Remove all belongings from the Living Learning Center
- Relinquish the room key to the Resident Director
- Cease to occupy the Living Learning Center

No refund will be made to the student.

DRUGS

The University strictly adheres to federal and state laws, which prohibit the distribution or use of controlled substances. Students who are determined to be illegally in possession of, distributing, or using illicit drugs, controlled substances, or paraphernalia 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 even in the absence of the actual substance. Failure to comply will result in disciplinary action and/or educational programming by Duquesne CARES. Students who are found to possess, use, or sell drugs illegally may face immediate suspension or expulsion from the University.

DU CARD (CAMPUS IDENTIFICATION)

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

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

DU CARD REPLACEMENT

Students who lose their DU Card must go directly to the DU Card Center in room 210 of the Duquesne Union. Normal office hours are 8:30 - 4:30 p.m., Monday – Friday by appointment only. Students wishing to set up an appointment can call 412-396-5267 or or email at parking@duq.edu

If they lose their DU Card over the weekend, they may stop by the Public Safety Office to receive a temporary card which is valid for three (3) days. If you have been unable to locate your card after the temporary card expires, you must purchase a new one. The cost of a replacement is \$25.00. Additional policies regarding card replacement can be found on the DU Card Services website.

FIGHTING

Anyone in a physical fight in or near any Living Learning Center will be subject to disciplinary action and may be subject to police action. Non-students may face legal action, be removed from campus, and prohibited from the Living Learning Centers.

FIRE ALARMS

In the event of an alarm, all residents and guests must evacuate the Living Learning Center immediately. Tampering with or setting off any fire safety equipment or alarm will result in severe disciplinary action which may include suspension, expulsion, and/or a fine. Refusal to evacuate also will result in disciplinary action. Residence Life staff reserves the right to enter rooms to ensure that all have evacuated. Applicable local, state, and federal laws apply to tampering with fire equipment or failure to evacuate. Students and guests of students must comply with any request from Residence Life, fire, or police personnel without delay during any fire alarm. Face masks must be worn during evacuations and social distancing policies must be followed while students are waiting to return to their buildings.

FIRE DRILLS

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

FIRE SAFETY

Fire alarm pull stations, smoke detectors, sprinklers and extinguishers are located throughout each Living Learning Center. Fire evacuation procedures for your living area will be announced by your Resident Assistant at the first floor meeting of the semester and are posted throughout the LLCs. Students must respond to every alarm as if an emergency situation exists.

FURNITURE

Rooms have been set-up in a manner that will assist in social distancing during the pandemic. Students are not permitted to re-arrange their furniture. Furniture must rest on the floor, and may not be suspended or placed on supports (including, but not limited to, bed risers or concrete blocks). Each piece of furniture in the room is inventoried and residents of that room are responsible for it. All residents of a room will be responsible and must pay for missing or damaged furniture and/or be assessed a fine. All provided furniture must remain in the room. Students are not permitted to take furniture from other rooms. Furniture provided for lounges and recreational areas may not be moved into student rooms. A fine will be assessed for each prohibited piece of furniture found in a student room.

GROUP HOUSING

Group housing is a program designed to enhance the living learning experience of selected groups by creating an atmosphere for development of various residential lifestyles and programs. Group housing is a privilege, not a right, which is extended to the selected groups for one academic year. Students who share a common interest, social organizations and Greek organizations may apply for group housing. The group housing selection process takes place during the spring semester. Detailed information on the group housing selection process will be made available from the Office of Residence Life at the beginning of the spring semester.

HALL SPORTS

The playing of sports (e.g., baseball, basketball, football, hockey, soccer, Frisbee, the riding of a skateboard, bicycle, roller skates, rollerblades, etc.) and the throwing of water or water balloons in the living area is prohibited. Storage of sporting equipment (e.g. bicycles, hockey equipment, etc.) is not permitted in public areas (e.g. lounges, hallways, bathrooms, etc.). Sports items or equipment involved in a policy violation may be confiscated and will not be returned except to be removed directly from the building.

HARASSMENT/ABUSE

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

Any harassment of students based upon the student's race, color, sexual orientation, gender identity, age, creed, religion, marital status, or physical or mental disability is unacceptable and will result in disciplinary action against the offender.

The Student Conduct Handbook and the Student Expectations for COVID-19 can be found at <https://www.duq.edu/life-at-duquesne/student-services/student-conduct>

HEALTH AND SAFETY INSPECTIONS

Office of Residence Life staff members conduct room inspections in order ensure residents' compliance with health and safety regulations. These inspections will be conducted at break periods and periodically throughout the semester under the provisions listed in the Student Handbook. Students are not permitted to re-arrange their furniture due to social distancing practices. Beds are to remain on bed frames and that there should be no hanging fabric, sheets or fishnet from ceilings or walls. Any hanging item must lie flat against the wall; all four walls must be clearly visible from the room door. Numerous fabrics and/or posters are a fire concern and may be confiscated if believed to be a hazard. Personal items should not be left in community bathrooms or hallways. All screens must remain in the window and batteries kept in smoke alarms. It is the responsibility of residents of Vickroy Hall and Des Places Hall to clean suite bathrooms in accordance with the policies.

HOUSING ASSIGNMENTS

Housing assignments for new incoming students (first year/transfer/new graduate students) are determined by the following factors:

- Gender designation of housing spaces
- Available spaces
- Contract received date
- Listed student preferences
- Liberal Arts Learning Community

All LLCs are co-educational. Men and women are assigned to separate floors/wings/units. Residence Life will make every reasonable effort to accommodate student requests when able, but preferences cannot be guaranteed.

ILLEGAL ENTRY AND EXIT

No student may enter or exit a Living Learning Center through fire doors or windows. No student may enter a building with forged or altered identification. No student may enter without showing proper identification. Any student found illegally entering or exiting a building will face disciplinary action.

INSPECTION OF BAGS

Residence Life staff reserve the right to inspect all bags/containers being brought into the Living Learning Center. Residents are expected to comply with staff requests to open bags, suitcases, or boxes. If a resident or guest refuses to allow staff to inspect any item being brought into the building, that item may not be brought into the building with them.

LOCKOUTS

Students should carry their room key with them at all times. When locked out of their room, students should contact front desk personnel for assistance. Fees will be assessed for lockouts and may vary depending upon whether the lockout is after hours or during a break. Students may have to wait until a Residence Life staff member is available to address the lockout. A Resident must his/her present DU Card before a lockout is completed.

MEDICAL ACCOMMODATIONS

Students needing accommodations due to medical reasons should contact the Office of Disability Services, 305 Student Union, 412-396-6658.

MEDICAL EMERGENCIES

Students should call Campus Police at 412-396-2677(COPS) immediately to report a medical emergency on campus. In non-emergency situations, Health Service can be reached at 412-396-1650 during their office hours For more information, [click here](#).

PAINT POLICY

Residents are not permitted to paint in the Living Learning Centers. If the paint in a room is in poor condition, residents may contact their Resident Director to request repairs. Please note that keeping the walls in good condition is the residents' responsibility and damage charges may be imposed due to student negligence.

PERSONAL PROPERTY

Duquesne University is not responsible for any loss of students' personal property. Students are advised to protect their property by keeping their doors locked at all times. The University has made arrangements with various insurance companies to make property and loss coverage available to interested students. The University does not benefit from the sale of any policies.

PETS

Pets are not permitted in Duquesne University Living Learning Centers. Animals will be removed immediately and there may be possible restitution for costs incurred. Exception may be made through the Resident Director for fish contained in approved small capacity fishbowls or tanks. Resident students must remove these items during holiday or break periods. For more information on service/support animals permitted on campus, please see the Office of Disability Services.

POSTING SIGNS

- All flyers and posters must be approved by the Resident Director of the building in which they are to be posted.
- Approved posters must be stamped by the Resident Director's office. Stamped copies of the poster are not permitted to be reproduced.
- Flyers or posters must not use offensive language or be discriminatory in nature. Also, they must not promote the use of alcohol or other drugs. Content must be acceptable within the spirit of the University's Mission Statement and Student Expectations.
- There is a limit of 2 flyers or posters per floor.
- There is a limit of 3 flyers or posters in the lobby area.
- All signs must be posted on bulletin boards only. Signs posted in other areas will be removed.
- Signs must be removed within 24 hours after the date of the scheduled event.

PROHIBITED ITEMS

The following items are prohibited in Duquesne Living Learning Centers:

- refrigerators larger than 3.2 cubic feet capacity
- ceiling fans
- lofts or bed risers, cinder blocks
- live trees
- locks or alarms not provided by the University
- motor/motorized vehicles/hover-boards
- paint
- open flames, including burning incense and potpourri
- water beds
- non-UL-approved appliances
- fireworks of any kind
- gasoline/oil/flammable liquids
- smoke/fog machines
- alcohol containers/paraphernalia
- space heaters
- hand-held laser pointers.
- paintball, BB, or pellet guns of any kind
- hookahs
- weapons
- any item suspended from walls or ceilings, or placed above ceiling tiles
- candles/candle warmers/wax melts
- halogen lamps
- Air-fryers and Instant Pots

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

QUIET HOURS

Excessive noise or behavior that disturbs others, endangers personal safety, or violates the desired standards of quiet conducive to study or sleep is not permitted. The hours between 8:00 p.m. and 8:00 a.m., Sunday through Thursday; and midnight through 8:00 a.m. on the weekends are to be reserved for quiet study and sleep. All stereos must be turned off at midnight (12am) on weeknights (Sunday through Thursday) and 2am on weekends (Friday through Saturday). Students must use headphones if they want to listen to music after these times. Failure to comply with this policy will result in fines and removal of equipment from the room. Continued violation of this policy may result in suspension from the Living Learning Centers. Quiet hours must also be observed in common areas and lounges. Extended quiet hours are in effect during exam periods. Outside of quiet hours, students must maintain an appropriate noise level in order to be courteous to other members of their community. Residents are encouraged to ask for cooperation from others in maintaining these standards of quiet. Further assistance is available from Residence Life staff members.

REFRIGERATOR RENTAL

Refrigerators and microwaves are available for rent by students. Prices and dates of rental will be mailed to students prior to their arrival. If a student wishes to provide their own refrigerator, it must meet the University standard (no bigger than 3.2 cubic feet).

RESIDENCY REQUIREMENT

Freshmen and Sophomores are required to live on campus or with their parents or guardians. See complete details of the Campus Residency Policy in Appendix A. The Campus Residency Policy has been suspended for the 2020-2021 academic year.

ROOF ACCESS

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

ROOM CONSOLIDATION

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

Room consolidation may occur at any time in the semester. If space permits, students may elect to pay single room fees. Consolidation will occur as follows:

- A student without a roommate will be notified in writing by the Resident Director. The student must identify a roommate, be assigned one by the RD, or may be required to move from his/her room to that of another single student.
- Listings of the residents involved in the room consolidation process will be available in each building office for review by a student in need of a roommate.

- After a specified time period, a student who has not voluntarily attained a roommate will be assigned a roommate by the Resident Director or be required to move from their room into another room. Moves will generally occur only within the building to which a student is assigned, unless circumstances dictate otherwise. For those who have unsuccessfully attempted to find a roommate, the double occupancy room may be maintained provided the student remains on their side of the room, keeping all of their belongings in one closet, one dresser, etc. A new roommate may be assigned to that space with limited notice, if necessary. Staff may periodically check to ensure that half the room is available for a new resident. If belongings are found on the other side of the room the student will immediately be assessed additional charges and required to move their belongings to rectify the matter.

A student who has been reassigned must move within 48 hours of notification and must follow the proper room change procedure. Specific roommate requests must be made immediately or another student may be assigned to the vacancy at any time.

ROOM DECORATIONS

Students are permitted to hang pictures and other decor. Significant damage from decorations which will necessitate painting or repair will be at the occupant's expense. Students are responsible to ensure that adhesive materials do not damage walls or door for any reason. No traffic or public signs are permitted. Fire code precludes the usage of flammable Christmas/holiday decorations. To comply with fire safety policies, doors may not contain excessive materials such as posters, gift wrap, and/or door signs. At the discretion of the Resident Director, inappropriate, or offensive materials may be removed.

ROOM ENTRY

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

ROOM RESPONSIBILITY

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

ROOM KEYS

Room keys are not to be duplicated. Students are urged to exercise caution in safeguarding their key. Students who lose a key or return a key that is damaged or unusable are billed for the cost of a replacement. Students are not permitted to allow anyone else to use their room keys or to use a room key that does not belong to them without Residence Life approval.

ROOM SELECTION PROCESS

The Room Selection process for the next academic year occurs in the middle of the Spring Semester. This is a lottery process that allows student to select housing based on their academic standing

Individuals must meet the following criteria to participate in the room selection process:

- Must be a current full-time Duquesne student
- Must have a \$0 student account balance or be on the University's monthly payment plan
- Must make a \$300 *non-refundable* deposit

Information regarding room selection will be distributed in January.

ROOMMATE CHANGE POLICY AND PROCEDURE

When problems with roommates occur, students are encouraged to speak to their Resident Assistant and make an effort to resolve their conflicts. No room change may be made without the approval of the Resident Director.

SCREENS

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

SINGLE ROOMS

A very limited number of single occupancy accommodations are available to students. Students requesting single rooms are charged an additional fee for this privilege. Students seeking single room occupancy are assigned priorities the same as any other assignment unless special privileges are granted by the Office of Residence Life and the Office of Disability Services, due to any approved medical accommodations.

SMOKING

All Living Learning Centers are smoke free. Use of electronic cigarettes, vape pens, and other electronic smoking devices inside any Living Learning Center is also prohibited. Devices found to be used in the Residence Halls will be confiscated and student(s) will be referred to their Resident Director for a conduct meeting.

SOLICITING AND SELLING

Door-to-door Selling or Solicitation:

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

Soliciting or Selling in Lobbies:

Soliciting or selling in lobbies or other common areas by campus groups is permitted with permission from the Resident Director. All activities must adhere to all University policies and may not be in conflict with the University Mission or other published policies (such as [TAP 51](#)). Operation of a Business: No resident or nonresident is permitted to solely operate or participate as a member of any for-profit or not-for-profit business, whether dealing in the sale of good(s) or service(s), in the Living Learning Centers or within the Residence Life area without the express permission of the Director of Residence Life.

TITLE IX SEXUAL HARRASSMENT & SEXUAL MISCONDUCT

Any person may make a non-confidential report of sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator below. Contact information for Title IX Deputies is also included below:

Title IX Coordinator and Director of Sexual Misconduct Prevention and Response

Lee Robbins

412.396.2560

robbinsl1@duq.edu

Office: Union #339

Address: Duquesne University

Union #339

600 Forbes Avenue

Pittsburgh, PA, 15282

Deputy Title IX and Sexual Misconduct Prevention and Response Coordinators

Sherene Brantley (Athletics) **412.396.5243** – *Business Hours*

Ryan Dawson (Human Resources) **412.396.5881** - *Business Hours*

Annie Mullarkey Sawa (Student Conduct) **412.396.6642** - *Business Hours*

Kate DeLuca (Nursing) **412.396.6551** - *Business Hours*

Andrew Logan-Graf (Disability Services) **412.396.6658** – *Business Hours*

NON-DISCRIMINATION AND TITLE IX

Duquesne University does not discriminate on the basis of sex in the education program or activity that it operates. Duquesne University is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admission and employment. Inquiries about the application of Title IX to Duquesne University may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights at the United States Department of Education Office for Civil Rights, or both.

For more information, please visit the TAP 61 link: <https://www.duq.edu/about/departments-and-offices/university-compliance/sexual-misconduct/duquesne-university-rules-for-advisors-under-tap-61>

VISITATION POLICY

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

Actions of guests are the direct responsibility of the host student. Guests are responsible for all policies and procedures as outlined in the Student Handbook, as well as this publication, including policy regarding wearing masks and being socially distant to reduce the spread of COVID-19. Guests may be asked to leave the residence halls at any time should they violate a policy or disrupt the campus community in any manner.

Residents are not permitted to escort working media into the residence areas without approval of Marketing and Communications. Approval may be obtained by calling 412-396-6050.

If a host or a guest fails to comply with policies of the University, including policies regarding wearing a mask, social distancing, and other COVID-19 mitigation policies, sanctions may include:

- Long-term loss of visitation for host
- Loss of housing privileges for host
- Loss of housing privileges for guest if guest is also a resident student
- Prohibition from campus for guest

Full cooperation from all residents is imperative to keeping our campus safe. We reserve the right to alter our visitation policies at any point in time in order to ensure campus safety.

Resident Student Visitation (All LLC's, including Brottier)

There will be no visitation the first two weeks of the Fall 2020 semester, meaning visitation privileges will begin Monday, September 7th, 2020.

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

- Each resident is permitted to sign in one guest per day for up to two continuous hours.
 - There will not be opportunity to leave and re-enter the building in this two hour time frame.
- The room capacity is equal to twice the number of residents assigned to the room, including visitors from within the building and outside guests.
- All guests must be properly signed out by 2AM.
- No guests under the age of 17 will be permitted, including siblings.

Signing In a Guest

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

Guests and hosts must wear a mask while inside the LLC. Pending permission from all residents of the room, a guest may remove their mask only in the host's room.

The host student must escort all guests at all times while in the Living Learning Center.

Each host is able to sign in one guest per day for up to two hours.

There will be no overnight guests permitted.

If friends or family are visiting Pittsburgh from out of town, there are options to stay at a hotel in proximity to campus. The hotels listed below with an asterisk offer preferred rates for Duquesne visitors.

- Marriott City Center *
112 Washington Place
Pittsburgh, PA 15219
412.471.4000

- Cambria Suites Downtown Pittsburgh
1320 Centre Ave
Pittsburgh, PA 15219
412.381.6687

- Omni William Penn (Pittsburgh)*
530 William Penn Place
Pittsburgh, PA 15219
412.281.7100

- Others can be found at <https://www.duq.edu/academics/schools/law/admissions/pittsburgh/hotel-information>

WINDOWS

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

WEAPONS/FIREARMS

Weapons are not permitted on campus and thus residents are not permitted to keep weapons in the Living Learning Centers. Persons with concealed carry permits are not permitted to carry weapons on campus. Weapons include but are not limited to firearms, knives (except small utility knives), water, pellet, or BB guns, martial arts weapons, and whips. The University reserves the right of confiscation pending disciplinary review. Further clarification of what is considered a weapon under this policy can be found in the Student Handbook.