



STUDENT HANDBOOK

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Attention: Information contained in this document is subject to change. Visit www.duq.edu/student-conduct for the current edition.



PRESIDENT'S MESSAGE

Welcome Duquesne Students,

Duquesne University is proud that you have chosen this as your academic home. Your time at Duquesne will shape your future relationships, your career, and your development as an outstanding person and member of society. During your years here, you will invest much time, effort, and more importantly, yourself in pursuit of your personal and professional goals. This Student Handbook summarizes the rules that we are confident will help you each step of the way.

We have assembled for you some of the best faculty in the world. They are teacher-scholars who care about teaching as they contribute to the advancement of their academic disciplines. We also have a group of outstanding Student Life administrators dedicated to you and living out the University's values for you. Get to know them. You will find them welcoming and genuinely 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, as well. Attend religious services and programs. Serve God by serving others. Our whole University and surrounding community benefits enormously from your talent, energy and leadership.

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 are 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 of paramount importance to us.

For six generations, Duquesne University of the Holy Spirit has been changing lives on our Bluff. You are now a critical part of that inspiring and inspired tradition. My best wishes for a wonderful experience as you move forward with your academic pursuits as part of the Duquesne University community.

A handwritten signature in blue ink that reads "Kenneth G. Gormley". The signature is written in a cursive style with a large, stylized "G" at the end.

Kenneth G. Gormley
President



VICE PRESIDENT FOR STUDENT LIFE'S MESSAGE

Dear Student,

Welcome to Duquesne University.

The Student Handbook provides information on the expectations for being a member of the Duquesne University community. Please read this document carefully. The Handbook is intended to help you be successful as a student at Duquesne University while making sure that our community is safe for all. Along with understanding your rights and responsibilities of being a member of the Duquesne University, the Handbook includes information on a number of policies and procedures which are important to you.

We presently live in a world of tremendous uncertainty given the potentially horrific results of COVID-19. Our goal at Duquesne is to keep our community composed of students, faculty, and staff safe and well. However, to realize this goal we need your help. To this end, I am asking that you respect and follow **all** expectations and protocols established by the University related to COVID-19. If not for your-self then out of respect for others and for the greater good of our Duquesne community. While we recognize that this has been and will continue to be an inconvenience to all of our lives, adhering to all University expectations will be most important in our ability to return to some type of normalcy sooner than later.

The expectations for students as members of the Duquesne community is to respect your mind, body and spirit. Be diligent and sincere in your pursuit of education, be open to learning and change both inside and outside of the classroom. Strive to achieve academic excellence. Be kind to everyone. Appreciate differences and remember the golden rule: treat others as you would want to be treated. Eat well, avoid negative substances, remain physically fit, get enough rest, and take time to relax. Demonstrate pride in your University and be respectful of the surrounding communities. Recognize the importance of service to others. I know you will join me in meeting these expectations and upholding these standards for yourself and others.

We are committed to your learning and want to help you get the most out of your time at Duquesne University. We invite you to take advantage of the countless opportunities for engagement, leadership and support. You can enhance the quality, value and enjoyment of your experience at Duquesne University by becoming involved and taking advantage of the resources that are available to assist you. You will find many opportunities for leadership and fun through varsity, intramural, and club athletics, co- and extra- curricular clubs and programs, and opportunities to serve and connect with causes that interest you on the local, national and global level.

On behalf of the Division of Student Life, have a great year!

A handwritten signature in black ink that reads "Douglas K. Frizzell". The signature is written in a cursive, flowing style.

Douglas K. Frizzell, Ph.D. Vice
President for Student Life

Article I – 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.

Article II – Statement of Non-Discrimination

Motivated by its Catholic identity, Duquesne University values equality of opportunity; human dignity; and racial, cultural and ethnic diversity, both as an educational institution and as an employer. Accordingly, the University prohibits and does not engage in discrimination or harassment on the basis of race, color, religion, national origin, gender, sexual orientation, age, disability, status as a veteran and any other legally protected classes. Further, Duquesne University will continue to take affirmative steps to support and advance these values consistent with the University's Mission Statement.

This policy applies to all educational programs and activities of the University, including, but not limited to, employment practices, admission, educational policies, scholarship and loan programs, and athletic or other University-sponsored programs. This is a commitment by the University in accordance with its religious values and applicable federal, state and local laws and regulations including Title IX of the Education Amendment Acts of 1972. Nothing herein, however, should be interpreted as a waiver by the University of its own Constitutional and legal rights based upon its religious affiliation.

Revised: December 2011

Article III – Institutional Governance: Student Participation in University Governance

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 relevant University committees and councils.

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.

Article IV – Amendments

Any member of the University community may recommend a change in the Student Handbook to the Vice President for Student Life. Amendments may be adopted at any time and will be effective upon promulgation through a University publication.

Article V – Interpretation and Approval

Any question of interpretation regarding the Student Handbook shall be referred to the Vice President for Student Life or his/her designee for final determination. The Student Handbook shall be reviewed for possible revision on an ongoing basis under the direction of the Director of Student Conduct.

Article VI – Duquesne University’s Campus

Located adjacent to downtown Pittsburgh, Duquesne University’s modern hilltop campus is readily accessible to the business, entertainment and shopping centers of the city, while still offering students the privacy and peace of its own self-enclosed site.

Pittsburgh combines the features of urban living with many of the charms and personal characteristics of a much smaller town. Students from Duquesne can choose from a wide range of cultural events and institutions.

The world-renowned Pittsburgh Symphony Orchestra, Pittsburgh Opera, and Pittsburgh Ballet Theatre all perform regularly in the elegant Heinz Hall for the Performing Arts and the Benedum Center. The theatre-goer can choose from productions of the Pittsburgh Public Theatre, O’Reilly Theater and local college drama departments.

Seasonal events include the Three Rivers and Shadyside arts festivals, and the International Folk Festival.

Duquesne students can visit such points of interest as The Pittsburgh Zoo & Aquarium, Carnegie Museums of Art and Natural History, Scaife Gallery, Heinz History Center, The Andy Warhol Museum, the National Aviary, Carnegie Science Center and Buhl Planetarium, Duquesne Incline, and Phipps Conservatory.

Directly across the river from campus is Mount Washington, Pittsburgh’s highest point, which offers a spectacular view of the city and its surroundings, particularly at night.

Market Square, a redeveloped area in the heart of downtown Pittsburgh, and the Shadyside area in the East End of the city, are two of the major entertainment and nightlife centers.

The success of the various professional and major college sports teams has won Pittsburgh the title of “City of Champions.” The Pittsburgh Pirates play at PNC Park and the six-time Super Bowl Champion Steelers play at Heinz Field. The Penguins perform in the PPG Paints Arena nearby. The Duquesne Dukes play their season in the on-campus facility, The A.J. Palumbo Center, and in the PPG Paints Arena. Facilities for such participatory sports as tennis, golf, running, hiking, skiing, skating, and many others are available throughout the Pittsburgh area.

Article VII – Student Life at Duquesne University

Whether you choose to live on campus or commute, Duquesne will become your home away from home. Here you’ll become part of a tightknit community as you study, work, and socialize with fellow students, forming strong bonds and lifelong friendships.

You have a lot of opportunity open to you as a Duquesne student, and the more you engage, the more you’ll get out of your time here.

[Athletics – NCAA Division I Athletics Program](#): Duquesne University’s Department of Athletics supports 17 varsity sports programs which compete at the NCAA Division I level in both the Atlantic 10 and Northeast Conferences. Focused on the four pillars of Academics, Competitive Success, Integrity and Programmatic & Community Engagement, Athletics is committed to providing its 400-plus student-athletes with a first-class, Division I experience.

A member of the Atlantic 10, Duquesne competes in 15 of the conference's sports including men's and

women's basketball, men's and women's cross country, men's and women's soccer, men's and women's tennis, men's outdoor track and field, women's indoor and outdoor track and field, women's lacrosse, women's rowing, women's swimming and diving and women's volleyball. Duquesne's Division I football team, as well as the women's bowling program, compete in the Northeast Conference. In addition to competitive success, Duquesne student-athletes have earned Academic All-America honors a total of 59 times in 11 sports.

Campus Activities: Between bands, leadership programs and late-night activities, there is plenty to do on campus! The Duquesne Program Council hosts comedians, trivia nights, EPIC Bingo, and sponsors weekly movie screenings. The Union NiteSpot is open until midnight every night, and provides students with access to WiFi, pool tables, ping pong tables, shuffleboard, board games, and a TV/Movie Room. Visit [Campus Link](#) or download the free CORQ App for a calendar of campus events and a listing of over 250 student organizations! See the [Mobile App Directory](#) for a list of other recommended mobile apps.

Center for Career Development: The full services and programs of the Center for Career Development are available to students and graduates of Duquesne University. The Center for Career Development manages job postings from employers and facilitates on-campus job fairs, career workshops, resume review, on-campus interviewing, and more for both current students and alumni. Drop-in advising is also available. For information on office hours, how to schedule an appointment, and a calendar of events, please visit our website or contact us at 412.396.6644 or careerdevelopment@duq.edu.

Center for Student Involvement: Getting involved on campus is one of the best ways to make the most of your college experience. The Center for Student Involvement (CSI) connects students to intentionally designed co-curricular experiences, programs, and services. CSI is home to Commuter Affairs, Freshman Development, Disability Services, Greek Life, Student Organization Services, and Programs and Leadership, all of which provide opportunities for students to engage with each other and the campus community. Additionally, the First-Generation College Student Success Series, Sophomore Experience program, and the Brother Keating Food Pantry Initiative are all housed in CSI to provide students with additional programs and support for their Duquesne student experience.

Commuter Affairs: All students (undergraduate/graduate, day/evening, full-time/part-time) not living in University-owned housing (that is, who are living with parents or in off-campus housing) are considered commuter students. The Office of Commuter Affairs provides commuter students with academic resources, off-campus housing information, transportation information and general campus information. Commuter students are encouraged to visit the Commuter Center on the first floor of the Duquesne Union, which features a lounge, kitchenette, computer lab and more. Contact the Office of Commuter Affairs with any questions, suggestions or concerns: 412.396.6660 or commuteraffairs@duq.edu.

Counseling Service Center: The University Counseling Service Center provides services and resources, including virtual support, that enable students to live meaningful lives based on a holistic approach to wellbeing, honoring the fundamental dignity of the human person by valuing the mind, body, and spirit. Located in Room 636 of Fisher Hall, the Center offers free confidential personal psychotherapy to all currently enrolled Duquesne students. Psychiatric consultation and services are available as needed. Support groups and workshops are available on request for topics of current interest, such as time management, stress management, test anxiety, eating disorders, and cultural diversity. Specific topics can also be requested. An ecumenical meditation room is available for all students, faculty, and staff regardless of faith tradition.

After-hours and emergency crisis support is available by calling the University Public Safety emergency number at 412.396.2677 or the ReSolve Crisis Center at 1.888.796.8226. For non-emergencies or for additional information and self-help resources, visit the Counseling Service Center website or contact us at 412.396.6204.

Dining: Duquesne Dining Services offers 11 convenient dining locations across campus, providing meals to more than 6,200 students, faculty, staff and visitors each day. Students living on campus are required to enroll in a meal plan. Duquesne also offers on-campus residents and commuters the convenience of PLUS Dollars, preloaded money on the Duquesne ID card (“DU Card”) that can be spent in every dining location on campus – like a debit card for food. The dining locations include three national brands (Starbucks, Chick-fil-A and Freshens), one residential dining facility (the Rev. Sean Hogan Dining Center), and seven additional retail locations (Cinco Cantina, The Incline, The Red Ring, Coffee Tree Roasters at the Law School, Rockwell Market, Campus Market – Towers, and Campus Market Express - Fisher Hall). More information can be found on our website.

Disability Services: Duquesne University considers the needs of students on an individual basis. The Office of Disability Services not only assists students with communicating their needs to faculty members, Facilities Management, and the University community, but also provides accommodations for students who need them. Students with learning or psychological disabilities who desire accommodations must present evaluations (psychoeducational or psychological) that are no more than three years old to the Office of Disability Services. Students with other disabilities may request services through the office by submitting documentation of their disability from their physician. Documentation guidelines for disabilities have been established by the office and are available upon request. Accommodations will be made on an individual basis and include, but are not limited to, classroom relocation, specialized testing accommodations, and the removal of physical barriers. For more information, please visit our website or call 412.396.6658.

Diversity and Inclusion: Diversity has always been an integral part of the Duquesne experience. Grounded in the missionary tradition, its Spiritan founders insisted on offering educational opportunities to all, regardless of race, color, or creed. In the spirit of Duquesne's founders, the Office of Diversity and Inclusion (ODI) is a resource available to all members of the University community. The ODI serves God by creating, maintaining, and supporting an inclusive campus community that enhances the learning and development of all community members. The programs and services offered by the ODI are consistent with the dimensions of a Duquesne education and designed to contribute to a learning environment that values the global perspectives and experiences of all. The ODI is also committed to advocating and providing support for underrepresented groups of students. For information on getting involved or about the programs and services offered, please visit our website or call 412.396.1117.

Fitness, Recreation, and Club Sports: The Power Center is a recreational facility offering a wide array of intramurals, group fitness classes, wellness programs, and cardio and weight equipment. Use of the Power Center is free with your Duquesne ID card. The fourth floor will be made available to Recreation Services as soon as the UPMC Cooper Fieldhouse is completed. For more information and a calendar of events, visit our website or call 412.396.4812.

Freshman Development: The Office of Freshman Development serves to implement and direct programs which integrate and enhance the academic, personal and social lives of freshmen at Duquesne University. The office directs the Freshman Advisement Summer Transition (FAST) Program, the New Student Orientation Program, and the Freshman Mentor Program; assists freshmen with finding tutors when needed; monitors freshman grades; publishes the *Freshman Newsletter*; encourages freshman leadership through the Freshman Class Council; advises the freshman honor society Phi Eta Sigma; coordinates the efforts for the First-Generation College Success Series through programming, workshops, and student resources; and collaborates with the Offices of Commuter Affairs, Intramurals and Residence Life to develop programs for freshmen.

Health Services: Health Services provides comprehensive evaluation and treatment of illness and injury, wellness care, and health promotion to all full-time undergraduate and graduate students. Both in-person

consultation and telemedicine videoconferencing visits are available, at the discretion of Health Services staff. To utilize Health Services, students must access the Health Services Patient Portal through DORI to complete the health history, electronically submit required immunization dates, and upload valid documentation. The professional clinical staff consists of Registered Nurses, Certified Registered Nurse Practitioners, a Physician Assistant, a Registered Dietician, and Board Certified Family Medicine Physicians. In emergency situations, students may be transported and/or referred to the Emergency Department at UPMC Mercy Hospital. Health Services clinical staff may be consulted regarding the student's disposition and plan, when necessary. Health Service is located on the second floor of the Duquesne Union. For hours or to schedule an in-person or telemedicine appointment, call 412.396.1650.

Greek Life: Because Duquesne recognizes the incredible impact membership in a Greek-Lettered collegiate organization can have for students, the University is committed to helping its fraternity and sorority community thrive and succeed. The mission of the Office of Greek Life is to promote student development by providing opportunities for scholarship, community and philanthropic service; campus involvement; spiritual involvement; leadership development; and life-long fraternal friendships. That mission reflects the spirit of Duquesne and is at the heart of Greek Life programs, designed and implemented by students in conjunction with staff. For more information about the Office of Greek Life, visit our website or call 412.396.6651.

Global Engagement: The Center for Global Engagement provides services to international students and scholars pursuing undergraduate and graduate degree programs at the University. These specialized services include furnishing pre-arrival information to accepted students; facilitating compliance with U.S. Citizenship and Immigration Services requirements; assisting in academic and cross-cultural adjustment through initial arrival and extended orientation programs; promoting and supporting events, programs, and activities which foster deeper communication, awareness and understanding among U.S. and international students at Duquesne; and, providing ongoing direct service and appropriate referral services to international students and scholars on campus in a personalized and professional manner. The Center also coordinates all semester-long and short-term study abroad programming, policies, and support services for students and faculty at the University. The Center advocates and supports the University's strong commitment to international education as a valued component of Duquesne's overall Mission. For more information, visit our website at duq.edu/global or contact us at 412.396.6113.

Psychology Clinic: The Psychology Clinic offers brief counseling and longer term psychotherapy to Duquesne's students, faculty and staff as well as the general public. Doctoral students in Clinical Psychology provide all services. Licensed clinical faculty members are involved in the supervision of all doctoral students. Free services are offered to members of the military who have served in the Iraq or Afghanistan conflicts and to their loved ones. The Clinic is located in a private setting on the second floor of Rockwell Hall. High confidentiality standards are practiced. For hours, more information, or to schedule an initial interview, visit our website or call 412.396.6562.

Spiritan Campus Ministry: Spiritan Campus Ministry is committed to fostering the spiritual life and growth of all Duquesne students, faculty, and staff at both the personal and community levels. Eucharistic liturgies and the Sacrament of Reconciliation are celebrated daily. Students and staff also have the opportunity to participate in liturgical ministry and the Chapel Choir. Diverse faith-based experiences are offered weekly. For all members of the Duquesne community, whatever their faith, campus ministers are available for spiritual direction, counseling, or simply listening, all in strict confidence. The office provides a list of nearby worship sites to introduce students to area worship sites and there are Muslim prayer rooms in the SCM Center. Additionally, the University Chapel is open daily for private prayer and to groups for specific religious services. We offer Spiritan Mission Experience opportunities for students to put faith in action to act in solidarity with neighbors in need – locally, nationally and globally.

Student Conduct: The Office of Student Conduct coordinates and administers the student disciplinary process through enforcement of the Student Handbook. The system emphasizes student learning through a developmental process that holds individuals accountable for their actions and provides opportunities for personal growth and respect for others and self. The goals of the Office of Student Conduct are to support the Mission and Expectations of the University; protect the community from disruption and harm; and encourage appropriate moral and spiritual development of students. For more information, please visit our website or call 412.396.6642.

Student Government Association: The Student Government Association (SGA) is the official governing body that represents the voice of Duquesne University students and acts as the liaison between students and the University Administration. The SGA provides a forum for the expression of student views and interests, helping to maintain academic freedom and student rights. It also allows for student inclusion in the policymaking and operations of the University.

Student Organizations: Currently, there are more than 250 recognized student organizations at Duquesne, representing the vast academic, recreational, and spiritual interests of our students. Visit Duquesne's [Campus Link](#), or download the free CORQ App, for a complete listing of student organizations. The Center for Student Involvement (CSI) provides administrative and programming support for all recognized student organizations. Any student group wishing to apply for official University recognition must initiate this process through the CSI and the Student Government Association.

Technology Needs: Computing and Technology Services (CTS) supports students by providing a broad range of technology services, resources and software to aid them in their studies. The CTS Help Desk is available to assist students with technology-related questions and issues. The [Computer Store](#), also located on the second floor of the Union, offers technology recommended by each school and program at competitive pricing. They also offer certified repair services for Apple and Dell computers and academic discounts on many accessories. To learn more about technology at Duquesne, go to duq.edu/cts or contact the CTS Help Desk at 412.396.4357 (HELP), help@duq.edu or in-person on the second floor of the Union.

Transportation: Duquesne offers shuttle service between the South Side to campus. Shuttle passes may be purchased online at duq.edu/about/campus/parking/south-side-shuttle and will be available for pick up at the Parking and DU Card Services Office once they are ordered. For other public transportation options in and around Pittsburgh, visit the Port Authority's website at portauthority.org.

Article VIII – Residence Life

The Office of Residence Life is committed to creating an environment in each of the Living Learning Centers and all affiliated housing in which students grow and develop as a total person. The philosophy of the department, as an extension of the University's Mission, is based on the belief that the Living Learning Center experience is an important part of the total University education. Many resources are available and programs exist to facilitate the personal and academic growth of the resident students. The professional and resident assistant staff provides the means to foster such development in each of the Living Learning Centers.

Students who have not yet achieved junior status or who have not completed the equivalent of four full semesters of academic work are required to reside in University housing and complete a University housing agreement, be accepted to live in a University approved residence, or complete and have approved by the Director of Residence Life, a Campus Residency Waiver Request. Housing Agreement terms are effective for the entire academic year, with room and board rates determined on an annual basis.

All students living on campus are further required to register for a University meal plan (except Brottier Hall). Additional information regarding programs, policies and regulations for the Living Learning Centers, including information about exceptions to the campus residence requirement, is included in the [Residence Life Handbook](#).

Article IX – Policies, Procedures and Guidelines

1. **Introduction:** Where noted in Article VIII, violation of the Policies or Guidelines below may result in Charges from the Office of Student Conduct.
2. **Definitions:** All capitalized words in Article IX have the same definition as that which is set forth in Section 2 of Article XIII.
3. **Academic Integrity:** The University’s policy regarding academic integrity can be found in the Undergraduate and Graduate Catalogs. Academic integrity violations are addressed in accordance with the procedure set forth in the Undergraduate or Graduate catalog, as applicable.
4. **Address Information:** In order to be in compliance with federal regulations concerning student location, and to assure the efficient and effective delivery of important University communications, all students are responsible for maintaining current and accurate addresses and telephone numbers at all times.

Students must regularly review and update their permanent and local (if applicable) addresses and phone numbers and must also report having moved temporarily to a location that would not be considered a local, commutable distance from campus nor would it constitute a permanent address change.

Students will be prompted at the beginning of each semester to log on to DORI and use Self-Service Banner to review and update address as well as emergency contact information. Any necessary changes must be made no later than the final date of registration for each term. Any subsequent changes must be made within 14 days of the actual change. Failure to do so will result in student conduct charges.

Up to four address types should be reviewed and updated by students and will be stored and maintained in the Banner Student System. These address types are:

- HOME – permanent residential address
- LOCAL – address of residence for your studies during the semester if not residing at HOME or in an on-campus RESIDENCE hall.
- RESIDENTIAL – address in one of the on-campus residence halls
- TEMPORARY – temporary relocation from HOME, LOCAL, or RESIDENTIAL address for your studies during the semester

Details regarding address updates can be found at [Change of Personal Information Procedures](#).

5. **Alcohol and Other Drugs:** See Article X, “Alcohol and Other Drugs.” Violations of the Alcohol and other Drugs Policy may result in Charges from the Office of Student Conduct.
6. **Amnesty for Student Drug or Alcohol Violations:** A student(s) and/or organization(s) may be reluctant to seek medical help for themselves or others because of potential disciplinary consequences. The Amnesty Policy seeks to remove barriers that prevent students from seeking necessary medical attention and to ensure that the health, safety, and wellbeing of members of

the Duquesne community is a primary concern.

Students and/or organizations are expected to contact the Office of Public Safety at 412.396.2677 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, students and/or organizations are expected to call 911.

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 violations of the Student Handbook concerning drugs or alcohol. Individuals who call for medical assistance are expected to remain with the intoxicated student until help arrives. Further, all parties involved are subject 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 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 organizations that fail to seek immediate medical assistance for members or guests in need of attention will likely be charged with violations of the Student Handbook and face dissolution or termination as the outcome of such charges. It is imperative that student organizations seek medical assistance for their members or guests in an emergency situation.

Finally, Duquesne considers the reporting of alleged violations of sexual misconduct to be of great importance to our campus community. To encourage reporting, students reporting alleged violations of [TAP 31, “Sexual Misconduct and Gender Discrimination”](#) may be granted immunity from student conduct charges for possession or consumption of alcohol or drugs. For more information, visit [duq.edu/titleix](#).

7. **Animals on Campus:** No student may bring an animal onto University Property, except for:
 - A. Service Animals, Service Animals in Training, and Emotional Support Animals as approved by the Office of Disability Services with appropriate medical documentation.
 - B. Animals used for academic research, as approved by the University’s IRB; and
 - C. Animals that are brought on campus for a purpose specifically approved and under conditions established by the Assistant Vice President for Student Involvement, such as, but not limited to, dogs approved for therapy dog programs.

For more information, visit [TAP 59, “Animals on Campus”](#).

8. **Campus Expression:** 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, does not endanger or imminently threaten to endanger the safety of any member of the University community, or that is not in conflict with the Mission 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.

- C. Students, groups and organizations may invite persons on campus subject to the requirements for use of University facilities and permission from the 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. Registered student organizations should refer to the [Registered Student Organization Handbook](#) for additional information.
- **Classroom Expression:** Students have the right to engage in free discussion, inquiry, and expression in the classroom, to take reasonable exception to data or views offered in any course of study, and to reserve judgment about matters of opinion. Students have the responsibility to refrain from committing acts that are incompatible with the opportunity for the instructor to teach and for students to learn. This includes obstruction or disruption of the educational process, administrative process, or other campus functions, including those sponsored by the University that occur off campus.
9. **Clery Act Information:** The University is committed to ensuring the safety and security of the campus community and providing an open, accessible environment conducive for living, learning and working for students, faculty, staff, and guests. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) is a federal law applicable to universities that sets forth certain expectations and requirements for promoting safety on campuses; collecting and reporting data about certain crimes that occur on or within certain defined areas on or nearby the University’s campus, or at locations off-campus used for certain educational activities; issuing timely warnings and emergency notifications; and collecting and reporting fire-related statistics on campus. The University complies with all requirements of the Clery Act. The University’s Public Safety Department produces an annual [Security and Fire Safety Report](#). Additionally, the University’s crime log is available to review during daily business hours.
 10. **Communication of Official University Business:** A Duquesne University email account is the official means of communication of official university business. Students must check their email regularly. A student’s failure to check his or her email account does not excuse or exempt him/her from any actions required by the University.
 11. **Compliance with TAPS:** Duquesne University’s Administrative Policies, collectively called the “TAPs,” are official University directives that impose binding obligations on students, faculty, staff, and visitors. Students are expected to comply with [all applicable TAPs](#).
 12. **Cooperation with Searches by External Law Enforcement:** The University shall cooperate with members of outside law enforcement agencies where a legal search warrant is presented. If a legal search warrant is not presented, the University shall cooperate only if there is likelihood that a crime has been committed.
 13. **Duquesne University Student Expectations for COVID-19:** 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.

While these rules are intended to mitigate health and safety risks, the COVID-19 pandemic continues to present risks of a unique and uncertain nature and the University cannot guarantee that a student who returns to the University will not contract COVID-19. In returning to the University, students assume responsibility for compliance with the rules described below for their personal protection and the protection of the University community, and assume the risk of exposure to COVID-19, which risk is being mitigated by the University's operational adjustments and student compliance with health and safety rules, but which risk cannot be totally eliminated.

As federal, state, and local rules and regulations are modified in response to the pandemic, these rules are subject to change and students will be notified of any change(s).

Health and Safety Rules

- Students are required to conduct daily personal health screening, including temperature checks, each morning prior to leaving their house, apartment, or campus residence facility. The screening form will be provided to students. Students who can answer no to all of the questions have a “negative screen” and are free to be present on campus. Students who answer yes to any of the questions have a “positive” screen, must contact University Health Services who will instruct them on appropriate next steps, and must stay home or in their assigned Living Learning Center room pending additional guidance from University Health Services.
- Students are expected to follow all social distancing rules set forth by the Centers for Disease Control and Prevention, including maintaining a distance of 6 feet from another person. CDC Guidelines for social distancing are available here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
- Unless otherwise directed by a University official, students must wear face coverings in all public settings on campus whether they are indoors or outdoors. Public settings include restrooms and classrooms. Students are not required to wear face coverings in their residence hall room. A student with a medical condition that affects the ability to wear a face covering who wishes to request an accommodation must contact the University's Office of Disability Services, disabilityservices@duq.edu, 412.396.6658.
- Students should contact University Health Services if they have visited an area of high prevalence (domestic or international) in the previous 14 days and/or if they know they have been exposed to anyone who has tested positive for COVID-19.
- Students who feel ill should contact University Health Services for a screening and will be advised on appropriate next steps.
- Students must comply with all directives from University Health Services.
- All student gatherings have an attendee limit of 25 individuals, unless otherwise approved by the appropriate Vice President. This includes off-campus gatherings, which, if brought to the attention of the University, will subject students to sanctions.
- On campus student events require advance approval from the Vice President for Student Life.
- Students must comply with all University directives related to restrooms, dining, elevator use, stairwell use, classroom seating, travel restrictions, and common area use.
- Students must comply with all directional signage.
- Resident students must comply with all rules related to on-campus living, including rules prohibiting students from re-arranging furniture and limiting the number of visitors who are permitted to be present in a residence hall room.
- Students must comply with all contact tracing efforts undertaken by the University, in collaboration with the Allegheny County Health Department.

- Students must comply with the University’s directives regarding quarantine, isolation, and preventative and/or health-related measures that may become necessary. A student who has tested positive for COVID-19 is required to follow all University directives with respect to isolation.
 - Students must comply with any additional restrictions or requirements imposed by specific departments, schools, or programs.
14. **Date Auctions:** Student events involving auctions must be approved in advance by the Assistant Vice President for Student Involvement.
 15. **Event Policy for Registered Student Organizations:** Registered Student Organizations must follow the guidelines set forth in the [Registered Student Organization Handbook](#).
 16. **Facilities Use:** All use of Duquesne facilities must be related to the University’s Mission, have a University sponsor, or meet necessary approval. Facilities use must follow the guidelines set forth on the University’s Conference and Events Services webpage. Registered Student Organizations should also consult the [Registered Student Organization Handbook](#).
 17. **Food Policy:** Students are expected to comply with [TAP 51, “Food and Beverages – Safe Sale or Serving”](#).
 18. **Gift Card Policy:** When a Registered Student Organization gives 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. When a Registered Student Organization receives 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.
 19. **Health Insurance (Mandatory):** Duquesne University is committed to the health and wellbeing of our students and understands the importance of acquiring adequate health insurance. Therefore, the University has a Hard Waiver Policy for student health insurance. All full-time undergraduate, full-time graduate and first professional students, law school students, and international students (full-time and part-time) are required to have comprehensive medical coverage in the Pittsburgh area. To comply with this mandate, students must either enroll in the Duquesne University Student Health Insurance Plan (SHIP) or waive out of it with proof of health insurance that meets the established criteria.

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 Plan quickly and easily through the QM Services website.

First Year Students:
 User ID – DU DORI Number (ex. D01234567)
 Password = Student Date of Birth

Returning Users:

Use established credentials. If you don't remember your User ID, send an email to University@qmservicesinc.com to request it. If you don't know your password, use the "Forgot Password" function on the QM Services website.

To enroll in or opt out of the University Student Health Insurance Plan, visit duq.edu/SHIP. For other assistance, please call QM Services at 800-273-1715, extension 2.

20. **Immunizations:** Vaccine preventable diseases are a major health concern on college campuses. Duquesne University has established a Pre-Entrance (Pre-Matriculation) Health Immunization Policy for incoming students. Documentation of the following immunizations is **required** prior to registration for classes:

- A. Meningococcal Quadrivalent (Meningitis) vaccine administered on or after the 16th birthday.
- B. Measles, Mumps and Rubella or "MMR" (currently, 2-doses are required).
- C. The Schools of Health Sciences, Nursing and Pharmacy have further specific immunization requirements because of their clinical and experiential program requirements and should be consulted with directly.

Although not required, the following vaccines are strongly recommended:

- A. Varicella Vaccine (for those students not protected against chicken pox by having had the disease)
- B. Hepatitis B Vaccine
- C. Hepatitis A Vaccine
- D. Tetanus-Diphtheria-Pertussis
- E. HPV (Human Papillomavirus Vaccine)
- F. Influenza (annual)
- G. Pneumococcal (for certain persons with specific medical conditions and considered to be high-risk)
- H. Polio Vaccine

Duquesne University Health Service utilizes electronic medical records. An Immunization Verification Form is available online for provision and verification of immunization dates by the student's medical provider. Incoming students must also complete and submit an online Health History. Instructions for accessing the Health Services Portal to complete and submit the Immunization Verification Form and the Health History can be found on the Health Services [Pre-Admission Immunization Requirements and Portal Access](#) web page.

A student may be granted a **medical exemption** from immunization based upon written certification from a licensed medical doctor 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 printed name, signature, and current medical license number.

(Religious or philosophical 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 or philosophical 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.

In the event of an outbreak of any highly communicable illness, 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 Vice President for Student Life, c/o Administration Building, 5th Floor, 600 Forbes Avenue, Pittsburgh, PA 15282.

21. **Parental Notification:** A parent(s) and/or legal guardian(s) of an enrolled student at the University will be notified in the following circumstances:
 - A. In accordance with the information set forth in Article X regarding drug and alcohol violations,
 - B. As permitted and/or required under the Family Educational Rights and Privacy Act (FERPA),
 - C. The University is notified that a student under 21 years of age is transported to the hospital,
 - D. As otherwise set forth in the Residence Life Handbook, and/or
 - E. As determined by the Vice President for Student Life.
22. **Parking:** Students parking on campus must have a valid permit to do so and must park in their designated parking area or they may pay the daily rate as advertised in the Forbes Avenue Parking Garage. Current permit holders must display their hangtag in a conspicuous location. Violations will result in fines. Payment of fines may be arranged in person or online via the [Parking Office website](#).
23. **Political Activity:** Students are expected to comply with [TAP 27, “Political Activity”](#), and Registered Student Organizations should also comply with the [Registered Student Organization Handbook](#).
24. **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.
25. **Smoking:** Students are expected to comply with [TAP 25, “Smoking”](#).
26. **Use of ID:** Students are required to have a valid Duquesne University identification card (ID) at all times while on campus. The ID card is non-transferrable. If a University official requests to see a student’s ID, the student must comply with that request.
27. **Use of University Funds and Solicitation of Funds Using University Name:** Any student or group of students who receives University funding or which uses 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.

28. **Use of University Name:** 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.

The official letterhead stationery, logo or seal of the University shall not be used in any publication, correspondence, or other printed or electronic material prepared or distributed by the organization or its officers without prior submission of the material to, and written permission from the Office of Marketing and Communications.

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.

29. **Weapons on Campus:** Students are expected to comply with [TAP 48, "Weapons and Violence – Campus and Workplace"](#).

Article X – Alcohol and Other Drugs

Duquesne University prohibits the unlawful use, possession, and/or distribution of drugs and alcohol both on campus on University property, as well as off-campus locations. As members of the Duquesne community, all students are required to observe relevant federal, state and local laws as well as the Student Handbook with regard to issues with alcohol or other drugs.

Neither the Duquesne University name (nor any department as part of the University), nor University funding may be used to assist students to participate in any illegal activities or the use of alcohol. This includes at campus events on and off campus, whether or not the student is 21 years of age.

Duquesne University supports the Drug Free Schools and Community Act Amendments of 1989. This legislation promotes the adoption and implementation of a program to prevent the abuse of alcohol and illicit use of alcohol and other drugs by employees and students. See [TAP 32, "Drug-free and Alcohol-free Working and Learning Environment"](#). This program directs Duquesne University to compile and distribute educational material annually to each employee and student affiliated with the university.

One purpose of this material is to educate the campus community on the health risks involved with alcohol and drug use and abuse as well as the resources available for treatment. The policy also includes the legal consequences at federal, state, and local levels and possible University sanctions.

The drinking age in Pennsylvania 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 on campus.

Violation of this policy will result in disciplinary action and sanctions may include, but are not limited to, a warning, written reprimand, fines, suspension, expulsion, mandatory participation in a University alcohol and drug education program (CARES), an assessment from a licensed and approved facility, and/or successful completion of an approved alcohol or drug abuse assistance or rehabilitation program.

Duquesne University is committed to developing a partnership with parents/guardians to ensure that students are successful. As a result of a student being found responsible through the conduct system for a second (and all subsequent) alcohol or other drug violations, parents/guardians will be notified in writing of the incident and sanctions.

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, Des Places, Vickroy Hall and Brottier Hall, all alcoholic beverages must be registered at the front desk of the hall prior to entrance and must be in their 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:

1) one case of beer or malt beverage (24 cans only), or 2) one (0.75 liters) bottle of distilled spirits, i.e. whiskey, bourbon, vodka, etc.; or 3) 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. A student's use of alcohol will not be accepted as an excuse for disruptive, harmful or illegal behavior.

All alcohol policy violations will result in disciplinary action including educational programming by Duquesne CARES.

The University strictly adheres to 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. It remains illegal to use or possess marijuana on University property. (For information regarding medical marijuana, please refer to [TAP 58, "Medical Marijuana"](#)).

DATE RAPE DRUGS

Date Rape occurs when someone is forced to have sexual contact with a person he or she knows, and the consequences can be physically and emotionally traumatic. Date rape can occur without drugs, but is often associated with "date rape" drugs. The purpose of a date rape drug is to render the victim

physically, or mentally incapable of preventing an assault.

It is important to remember that the number one date rape drug is alcohol, but those identified below are common drugs used in date rapes and you should be familiar with the names and risks associated with them.

Possession of any drug classified as a “date rape” drug is prohibited. Any student found to be in violation of this prohibition will be subject to disciplinary action up to and including expulsion. Generally date rape drugs are liquid, colorless and odorless. They are powerful sedatives that can cause intense, long-lasting physical impairment, partial amnesia, and even death. The most common date rape drugs – also called “club drugs” – are:

- Flunitrazepam (Rohypnol), also called roofies and Ecstasy (GHB) are predominantly central nervous system depressants that can create a drugged or drunk feeling. They are colorless, tasteless, odorless, and can be slipped into a drink and unknowingly ingested. They leave the body's system quickly making detection almost impossible. They are used by themselves or combined to render a victim submissive (<https://drugfree.org/drug/rohypnol/>).
- Ketamine, also called Special K is a dissociative anesthetic that distorts perceptions of sight and sound and produces feelings of detachment from the environment and self. Low- dose intoxication results in impaired attention, learning ability, and memory. At higher doses, Ketamine can cause dreamlike states and hallucinations or delirium and amnesia (<https://drugfree.org/drug/ketamine/>).
- Alcohol is the most common rape drug available. It is a depressant that can cause you to lose your inhibition and control of yourself and your actions. Alcohol hinders one's ability to give sexual consent and is the most common drug associated with rape.

Protect yourself against date rape:

- Never accept a drink you did not see being opened or opened yourself
- Never let your drink out of your hand or your sight
- Go to parties and leave parties with your friends
- If you believe you have been a date rape victim- seek help immediately by calling Campus Public Safety at 412-396-2677 (COPS), and asking for transport to the closest emergency room.

HEALTH EFFECTS

Any individual choosing to abuse alcohol and/or drugs needs to be aware that there are a wide variety of health risks associated with this behavior. Chemical dependency or addiction to alcohol and/or other drugs is a chronic progressive illness that, if untreated, can be fatal. Long-term effects of alcohol abuse or alcoholism may include liver damage, especially cirrhosis (scarring of the liver); heart disease, including congestive heart failure; ulcers and gastritis; malnutrition; cancer of the mouth, esophagus or stomach; brain damage and possible psychosis; and fetal alcohol effect and fetal alcohol syndrome in infants of drinking mothers.

Use of illicit drugs may pose some of the following hazards:

- Cocaine results in changes in blood pressure, heart and breathing rates, severe weight loss and liver damage, and it may cause seizures, coma and possibly death.
- Marijuana can affect coordination, short-term memory, visual tracking and heart rate.

Regular use can produce reproductive system changes, damage to the respiratory system (lungs) and the immune system.

- Depressants in large doses can cause altered perception, blurred speech and a staggering gait. Very large doses can cause respiratory depression, coma and possibly death. In combination with alcohol, another depressant, these effects can be intensified and this multiplies the risk.
- Hallucinogens, like phencyclidine (PCP), LSD, and ecstasy can produce a range of effects that includes slowed time and body movement, worsened muscular coordination and dulled senses. Speech can be blocked and often incoherent. Violent episodes may result in self-inflicted injury. Increasing use may produce persistent memory problems and speech difficulties, depression, anxiety and violent behavior. Large doses may result in convulsions, coma, heart and lung failure and possible stroke.
- Narcotics (codeine, heroin, and a variety of prescription medications) will produce an initial feeling of euphoria followed by drowsiness, nausea and vomiting, constricted (shrinking) pupils, watery eyes and itching. Overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and possible death. Due to frequent use of needles with this class of drugs, infectious diseases, including AIDS, are a major concern.
- Inhalants, volatile breathable substances, which are abused by sniffing or inhaling, may interfere adversely with breathing or produce irregular heartbeats that can lead to heart failure and death. Long-term use has resulted in bone marrow damage, drastic weight loss, and impairment of vision, memory, and the ability to think clearly.

It is not necessary to become addicted to or dependent upon any of these drugs to experience a wide variety of personal and/or family problems. One does not have to have a problem “with” a drug to have a problem “from” a drug. “Harmful involvement” with any of the drugs mentioned here may show up in a number of different ways. Use of alcohol and/or the other drugs may result in poor judgment; poor coordination; lessened concentration; slower reaction times; impaired eyesight; slips and falls; self-induced burns due to fire; injuries from improper use of hazardous materials, tools or shop machinery on the job or in class; and motor vehicle crashes. In addition, personal motivation and productivity may decline. Quality of work and cooperation with others may also be jeopardized.

The impact of alcohol abuse and illicit alcohol and other drug use is also seen in both family and social circles. Continued use and abuse oftentimes may increase problems in existing dysfunctional family/social systems or may give rise to the development of dysfunctional family/social systems impacting significant others, spouses, children, parents, and friends. Friendships and work relationships may suffer and personal relationships, including marriages, very often become strained to the point of separation or divorce. The incidence of alcohol and other drug use involved in car crashes, violent and petty crime, and domestic violence and sexual assault is well-documented and is very high.

It is important to note that while we as individuals may not be personally affected by the behaviors and consequences noted above, each of us at one time during our lives will probably have to deal with a friend, family member, or co-worker who is struggling with his or her use/abuse of alcohol and/or other drugs. It is therefore important for all of us to know how we can access available resources in our community.

Respecting your body and avoiding addictions is one of the Expectations of a Duquesne University student. Duquesne University encourages individual members to reach their full potential as persons and citizens, unencumbered by destructive or counterproductive patterns of behavior.

For additional information on the impact of drug use and abuse, see <https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>.

PREVENTION AND EDUCATION

Duquesne University offices, including DU CARES (412.396.5834), University Counseling Service Center (412.396.6204), and Health Services (412.396.1650) provide student counseling and specific group programs on alcohol and drug abuse and misuse issues. The University distributes literature informing students of the dangers of drug and alcohol abuse within and outside the campus community, and provides information on sanctions that may be imposed for violation of this policy.

Prevention programs are offered to all individuals whether or not they have chosen to use illicit drugs or alcohol. Recognizing that most students reach 21 years of age during their college experience, the University's educational program incorporates material on responsible decision-making that addresses alcohol and other lifestyle choices. Program efforts are directed toward creating a supportive campus environment that reinforces non-use of illicit drugs and the responsible, legal use of alcohol. Ideally, these program efforts prevent individuals from ever abusing alcohol or other drugs.

Specific targeted programs are offered annually during Orientation and Alcohol Awareness Week to the general student population, and to specified identified "high risk" student populations. These additional programs include Greeks Advocating the Mature Management of Alcohol, athletes, freshmen students, and the general Greek population. The programs include, but are not limited to, education on risks of illegal and excessive use of alcohol and other drugs, issues surrounding hosting parties, and other issues of alcohol and drug use/misuse/abuse specific to the University setting.

An extensive offering of alternative, non-alcohol activities are scheduled for all students.

REVIEW OF SERVICES

A review of the alcohol and other drug programs implemented through DU CARES occurs on an annual basis. This is completed by a contracted outside evaluator, currently using funding via a grant from the Pennsylvania Liquor Control Board. The evaluation is reviewed and shared with the Coordinator of DU CARES, the Director of Residence Life and the Pennsylvania Liquor Control Board as part of their grant requirements. This evaluation reviews stated goals, programs, resources and outcomes that are reviewed and updated on a yearly basis. DU CARES, under the umbrella of the Office of Residence Life, gathers data using a variety of surveys and evaluation tools that are nationally recognized and recommended, such as the CORE Survey, E Check Up To Go, education class evaluations, and feedback from Faculty and Student groups who utilize CARES educational programs and workshops. The feedback and evaluation tools are used to review programs in place and to help identify and target programming as needed and wanted. The review is housed in the Office of DU CARES.

INFORMATION AND ASSISTANCE FOR ALCOHOL OR DRUG ABUSE

Off-Campus Resources

Alcoholics Anonymous	412.471.7472
Gateway Rehab	1.800.472.1177
Greenbrier Rehab	1.800.637.HOPE
Narcotics Anonymous	412.391.5247
Onala Recovery	412.566.9220

Campus Resources

DU CARES	412.396.5834
University Counseling Service Center	412.396.6204
Health Services	412.396.1650

UNIVERSITY SANCTIONS

University sanctions for violation of this policy range from attendance at a CARES class, CARES Individual Counseling, Assessment and Treatment Program, disciplinary probation, Living Learning Center Suspension, University Suspension, or University Expulsion.

FEDERAL, STATE, AND LOCAL LAW

The applicable legal sanctions under federal, state, and/or local laws include, but are not limited to, a monetary fine, suspension of motor vehicle operating privileges, imprisonment, community service, counseling/treatment, or completion of a mandatory education program.

Violation	Imprisonment (1st Offense)	Fine/Sanction (1st Offense)
Underage drinking or possession of alcohol	0 to 90 days	Suspension of driver's license and/or up to \$500
Fake ID's used to obtain alcohol	0 to 90 days	Suspension of driver's license and/or up to \$500
Marijuana possession 30 grams or less (decriminalized in the City of Pittsburgh, January 2016)	0	\$25.00 possession; \$100.00 public use
Marijuana possession over 30 grams	up to 1 year	\$5,000
Manufacturing or selling marijuana and other controlled substances	1 to 10 years	\$5,000 to undefined monetary fine

Commonly Cited City of Pittsburgh and Pennsylvania Law Violations

- **Public Intoxication:** When an individual appears in any public place under the influence of alcohol or a controlled substance.
- **Providing Alcohol to Minors:** When an individual purchases or serves alcohol to those under the age of 21.
- **Underage alcohol possession/consumption:** When an individual, being less than 21 years of age, attempts to purchase, purchases, consumes, possesses, or knowingly and intentionally transports any liquor or malt or brewed beverages.
- **Open Container of Alcohol:** No persons shall consume, carry or possess an open container of alcoholic beverages in the public right-of-way or on private property without the consent of the landowner or tenant.

- **Carrying a False ID Card:** An individual, being under 21, possesses an identification card falsely identifying that person as being 21 years of age or older or obtains or attempts to obtain liquor or malt or brewed beverages by using the identification card of another or by using an identification card that has not been lawfully issued to or in the name of that person who possesses the card.
- **Possession of Marijuana:** When an individual has possession of marijuana, the sentence is dependent on the amount of marijuana in possession, and the location of where one is found in violation. The use or possession of Marijuana is strictly prohibited on the Duquesne University Campus (as well as any school property). In the City of Pittsburgh, Marijuana was decriminalized in January of 2016 and the penalties include (for less than 30 grams) \$25.00 fine for possession and \$100.00 fine for public use. This is in the City of Pittsburgh only. Outlying areas have not ruled it to be decriminalized and therefore it remains a crime with penalties for use and/or possession, and/or distribution. Being found in violation of this law may also impact one's financial aid status.
- **Sale, Distribution and/or Cultivation of Marijuana:** When an individual is accused of selling or manufacturing of marijuana, the potential sentence depends on the amount of marijuana in question.
- **Possession/Use of a Date Rape Drug:** Any person who violates this section shall be sentenced to a term of imprisonment of not more than 4 years, a fine of not more than \$30,000, or both; except that if any person commits such a violation after one or more prior convictions of him for violation of this section, or for a felony under any other provision of this subchapter or subchapter II of this chapter or other law of the United States relating to narcotic drugs, marijuana, or depressant or stimulant substances, have become final, such person shall be sentenced to a term of imprisonment of not more than 8 years, a fine of not more than \$60,000, or both (Federal Controlled Substance Act).

THE HIGHER EDUCATION OPPORTUNITY ACT

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:

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 website](#).

POLICY DISTRIBUTION

Students should be aware of the rules and regulations outlined in the Duquesne University Handbook regarding alcohol and drugs. All matriculating students are notified annually of the address for the on-line Handbook through an email at the beginning of each academic year.

Article XI – Policy and Procedure for Involuntary Leave

Policy Statement:

1. Duquesne University endeavors to provide a safe and orderly environment in which all students are able to participate fully in the University's educational curriculum and extracurricular programs and activities.
2. The University urges campus community members and visitors who see or experience acts that endanger themselves or other members of the community to call the Department of Public Safety (Campus Police) at 412.396.2677.
3. Involuntary removal of any student from the University and its facilities may be necessary if there is sufficient and compelling evidence that the student is engaging in, or is likely to engage in, behavior that either poses a danger to the health, safety or wellbeing of any member of the University community, including self-harm, or behavior that substantially interferes with the learning, living or working environment of other members of the University community.
4. The Duquesne University Campus Community Risk Team (CCRT) is a multi-disciplinary team comprised of individuals from Academic Affairs, Residence Life, Campus Police, Student Conduct, Campus Ministry, Center for Student Wellbeing, Human Resources, and Legal Affairs. Public Safety has the duty to respond to immediate threats, while the CCRT is responsible for evaluating possible serious risks to the health, safety and wellbeing of the campus community and recommending countermeasures such as involuntary leave.

Persons Affected by this Policy:

All Duquesne University students are subject to this Policy. When such students are also University employees, the CCRT may act in coordination with the Office of Human Resources.

Procedures:

1. When alerted to actions posing a possible significant threat to the safety and wellbeing of any member of the campus community, the CCRT meets to review evidence and official responses to consider whether involuntary leave or another security measure is warranted.
2. When safety is an immediate concern, the CCRT may recommend that the Vice President for Student Life or his/her designee immediately remove a student temporarily from all or some of the campus pending a final decision on involuntary leave. If this action is deemed necessary, the student will be given notice of this decision in addition to the notice that he/she is under consideration for involuntary leave as set forth below.

3. If a student is being considered for involuntary leave, the Vice President for Student Life or his/her designee will provide a written notice to the student, and/or parent or guardian in appropriate cases, that his/her actions are being reviewed as possibly warranting involuntary leave and provide the reason(s) for considering that leave.
 - a. This notification will explain the implications of, and procedures relating to, involuntary leaves. A copy of this Policy will be provided to the student.
 - b. The notice will inform the student that he/she may respond to the Vice President for Student Life within five (5) working days with any relevant information that the student would like the CCRT and Vice President for Student Life to consider or, if possible and appropriate, with a request for a voluntary leave of absence.
 - c. Whenever possible and appropriate, the Vice President for Student Life or his/her designee will encourage the student to take a voluntary leave of absence. In either the case of a voluntary or involuntary leave of absence, the student will be advised in writing of any conditions or procedures for readmission.
4. In all cases in which a student is considered for involuntary leave, the Campus Community Risk Team (CCRT) will conduct an individualized risk assessment on an expedited basis.
 - a. The CCRT will consider risk factors including, but not limited to, the impact of the student's behavior on the University's academic, residential and extracurricular environment.
 - b. Pertinent materials may include observable evidence, all available relevant medical information and any relevant information provided by the student.
 - c. The CCRT will also consider accommodations that may reasonably be provided and might mitigate the need for involuntary leave.
5. Following this assessment, the CCRT Chair will provide a written recommendation to the Vice President for Student Life or his/her designee.
6. The Vice President for Student Life or his/her designee will review the CCRT recommendation, and then provide a written decision to the student and/or parent or guardian in appropriate cases. If the decision is for involuntary leave, the letter will contain information regarding the length of time of the involuntary leave and clearly articulate the conditions and procedures for readmission.
7. The student may appeal an involuntary leave decision within five (5) working days of the date of the decision. Appeals must be made to the Provost and Vice President for Academic Affairs or his/her designee. His or her decision will be issued within five (5) working days and is final.
8. In the event that a decision is made not to place the student on involuntary leave, the student may be required to sign and comply with a behavioral contract and/or participate in identified processes or programs based on the CCRT's individualized risk assessment and recommendations.

9. The Vice President for Student Life or his/her designee will notify the relevant deans and others with a legitimate need to know of student restrictions and the requirement of confidentiality.

Confidentiality:

Duquesne University will maintain the confidentiality of all information regarding involuntary leaves in accordance with federal, state, and local law, and to the greatest extent consistent with the goal of processing such leaves. Within the bounds of that confidentiality, the University will notify the personnel affected by the student's behavior and/or those that must ensure that the student abides by the decision and directives. Appropriate public safety agencies responsible for protecting others that may be at risk from the student's behavior outside of the campus community may be notified.

All records concerning involuntary leaves are confidential. The official copy of such records shall be retained by the Vice President for Student Life. Access to these records is limited by appropriate federal, state, and local law.

Duquesne University reserves the right to notify a parent or guardian if deemed appropriate under the circumstances and as permitted by applicable federal, state, and local law.

Article XII – Risk Management for Greek Lettered Organizations

Duquesne University adopts the following policy for all recognized general, recognition, honor, service, and professional Greek-Lettered student organizations:

ALCOHOL AND DRUGS

A. **Obey the law**- The possession, sale, use or consumption of ALCOHOLIC BEVERAGES in the Towers Living Learning Center, during a fraternity event, in any activity or event sponsored or endorsed by the Greek organization, including those that occur on or off-campus must be in compliance. The Greek organization members, and guests must comply with all federal, state, and local laws. No person under the legal drinking age of 21 may possess, consume, provide, or be provided alcoholic beverages.

B. **Distribution of alcoholic beverages at events**- Alcoholic beverages must either be:

-Provided and sold per-drink basis by a licensed and insured third-party vendor (e.g. restaurant, bar, caterer, etc.)

The presence of alcohol products above 15% alcohol by volume (“ABV”) is prohibited on campus or at any Greek organization event, except when served by a licensed and insured third-party vendor.

C. **Common source**- Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e. amounts of alcohol greater than what a reasonable person should consume over the duration of an event).

D. **No purchase of alcohol using member/guest funds**- Alcoholic beverages must not be purchased with Greek organizational funds or funds pooled by members or guests (e.g. admission fees, cover fees, collecting funds through digital apps, etc.).

E. **Use a guest list when alcohol is present**- Attendance by non-members at any event where alcohol is present must be by invitation only, and the Greek organization must utilize a guest list system. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio, and must not exceed local fire or building code capacity of the venue.

F. **Illegal drugs and controlled substances**- The Greek organization members, and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell and/or manufacture illegal drugs or other controlled substances while on campus or at any activity or event sponsored or endorsed by the Greek organization.

G. **Co-sponsorship with event promoter/alcohol distributor**- A Greek organization must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, a Greek organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a Greek organization event.

H. **Co-sponsorship of events with alcohol**- A Greek organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.

I. **Dry recruitment and new member activities**- Any event or activity related to the new member joining process (e.g. recruitment, intake, rush, etc) must be substance free. No alcohol or drugs may be present if the event or activities is related to new member activities, meetings, or initiation into an organization, including but not limited to 'bid night,' 'big/little' events or activities, 'family' events or activities, and any ritual or ceremony.

J. **Rapid consumption of alcohol**- The Greek organization, members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

You should know that the City of Pittsburgh has a Social Host and Underage Drinking ordinance. A host, which is defined as a person who owns, leases or is in possession and control of the residential property where a gathering takes place, may not, knowingly or with constructive knowledge, conduct or accommodate a gathering including underage drinking. Any host who violates the ordinance shall be subject to a fine of up to \$500 or, in default thereof, imprisonment not exceeding 72 hours.

HAZING

Please refer to Article XIII, 3.N. Hazing for the full policy.

SEXUAL VIOLENCE AND HARASSMENT

Greek organizations 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. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a Greek event as defined in this policy is prohibited. Greek organizations are expected to comply with [TAP 31, "Sexual Misconduct and Gender Discrimination"](#).

HEALTH AND SAFETY

All Greek organization suites in Towers Living Learning Center should meet all local fire and health codes and standards. All Greek organizations 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. All Greek organizations should comply with engineering recommendations as reported by the insurance company and/or Duquesne University. 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 Greek organization matters shall annually receive a copy of said Risk Management Policy and a copy shall be available on the Greek Life website.

Article XIII – The Code of Student Rights, Responsibilities, and Conduct

1. INTRODUCTION

A. Expectations of Students:

Broadly speaking, a Student at Duquesne University (the “University”) is expected to:

- i. Read, understand, and accept the values contained in the Mission Statement.
- ii. Build upon the values he or she has received from his or her parents or guardians and strive to meet their expectations.
- iii. Be diligent and sincere in the pursuit of education, open to learning and change, and strive to achieve academic excellence.
- iv. Be honest and have integrity in all that he or she does.
- v. Recognize the importance of service to others and the community.
- vi. Grow spiritually, preparing for life, not just a career.
- vii. Appreciate diversity and be open-minded.
- viii. Respect his or her body and avoid substances that have a negative effect.
- ix. Develop a sense of self while defining his/her ethical and spiritual values.
- x. Develop friendships by appreciating himself/herself and respecting others.
- xi. Be proud of Duquesne and show school spirit.
- xii. Be at peace with God and with himself/herself.

B. Statement of Purpose and Philosophy: The Code of Student Rights, Responsibilities, and Conduct (the “Code” and/or the “Code of Student Conduct”) is intended to reflect the above-listed Expectations of Students. Further, it is designed to encourage the moral, spiritual, and civic development of the University’s Students; to protect the University’s property, processes, and community members; and to maintain a safe and healthy learning environment.

C. Jurisdiction: The Code governs Prohibited Conduct on, or as it relates to, University property. Further, it governs Prohibited Conduct at official University functions, and University-sponsored programs conducted away from the Campus. The Code may also govern Prohibited Conduct off-campus in the discretion of the Director of Student Conduct.

D. Student Conduct Records: The University is required to be compliant with the Family Education Rights and Privacy Act (FERPA), and Student records generated by the Office of Student Conduct are maintained and released in accordance with FERPA. A Finding of responsibility and assigned Sanctions, if any, shall not be made a part of the student’s permanent academic record but shall become a part of the Student’s confidential disciplinary record kept in the Office of Student Conduct. A Student’s confidential disciplinary record will be expunged after seven (7) years from the date which a Finding of Responsibility has become a Final Decision. Records related to University Expulsion and Suspension, Hazing, and Title IX are

exceptions and will remain on file permanently in the Office of Student Conduct. Student records contained in the Office of Student Conduct may only be released to third parties in accordance with FERPA.

- E. **Parental Notification**: The University is committed to developing a partnership with parents/guardians to ensure that Students are successful. Parents/guardians will be notified in writing of the Finding and Sanctions of a proceeding under the Code of Student Conduct in the following circumstances:
 - i. Where a Student is found responsible for a second (and all subsequent) alcohol and other drug violations (see Article X, Alcohol and Other Drugs).
- F. **Revisions to the Code of Student Conduct**: The University reserves the right to make changes to the Code of Student Conduct in its sole discretion. Notification of such changes will be timely made to students prior to the effective date of the change.

2. **KEY CONCEPTS AND DEFINITIONS**

- A. **Appeal**: A request for a review of a Hearing Panel's Finding and Sanction(s), if any, in accordance with Section 5.F
- B. **Appeal Outcome Letter**: A written notification to a Complainant and a Respondent advising the parties of the outcome of an Appeal.
- C. **Appeal Panel**: A group of three trained faculty, staff and student members convened to consider an Appeal. Members of an Appeal Panel are different than the members of an underlying Hearing Panel.
- D. **Appeal Panel Chair**: The faculty or staff member designated to serve as the Chair of the Appeal Panel.
- E. **Code of Student Conduct**: That portion of the Student Handbook which contains a description of Prohibited Conduct at the University and the University's Process for addressing alleged Prohibited Conduct.
- F. **Complainant**: Any member of the University community who believes he or she is the victim of alleged Prohibited Conduct and/or anyone who has witnessed or who has knowledge of alleged Prohibited Conduct and wishes to file a Charge against a Student for allegedly engaging in such Prohibited Conduct.
- G. **Charge**: An allegation that a Respondent has engaged in one or more acts of Prohibited Conduct. The official Charge levied against the Respondent is finalized at the discretion of the Director of Student Conduct.
- H. **Charge Form**: A form, available on the Office of Student Conduct's website, which is completed by a Complainant to Charge a Respondent.
- I. **De Novo Hearing**: A Hearing that is independent of a previous Hearing or Appeal that considers the matter anew, the same as if it had not been heard before and as if no Findings had previously been made. Such a hearing will only be held in the rare event that an Appeal Panel makes a Finding that material procedural defects occurred in the Student Conduct Process that substantially prevented the appealing party from a full and fair ability

to prepare and present his or her information to the underlying Hearing Panel.

- J. **De Novo Hearing Panel**: A brand new, independent Hearing Panel of trained faculty and staff convened to hear a matter anew.
- K. **Director of Student Conduct**: The Director of Student Conduct is responsible for administration and oversight of the Student Conduct Process.
- L. **Final Decision**: A Finding that has become final because all Appeals have been exhausted or the deadline for filing an Appeal has passed.
- M. **Finding**: A decision with respect to a Respondent's responsibility for engaging in Prohibited Conduct made by a Hearing Panel and/or a De Novo Hearing Panel, and/or a decision with respect to the outcome of an Appeal made by an Appeal Panel.
- N. **Hearing**: An official meeting, convened before a Hearing Panel, involving party statements, witness statements, and questioning, designed to result in a Finding with respect to a Respondent's responsibility for violating the Code by engaging in Prohibited Conduct.
- O. **Hearing Notice Letter**: A written notification to a Complainant and a Respondent that identifies a Hearing date and provides information about the Hearing and what is required prior to a Hearing.
- P. **Hearing Outcome Letter**: A written notification to a Complainant and a Respondent advising the parties of the outcome of a Hearing.
- Q. **Hearing Panel**: A group of three trained faculty, staff and student members convened to conduct a Hearing.
- R. **Hearing Panel Chair**: The faculty or staff member designated to serve as the Chair of the Hearing Panel.
- S. **Letter of Responsibility**: A written communication that confirms that a Respondent has accepted responsibility for engaging in Prohibited Conduct and that assigns one or more appropriate Sanctions.
- T. **Reporter**: A member of the University community who has information about Prohibited Conduct.
- U. **Report**: A notification informing the Director of Student Conduct about one or more acts of alleged Prohibited Conduct.
- V. **Report Form**: A form, available on the Office of Student Conduct's website, which is completed by a Reporter to notify the Director of Student Conduct about alleged Prohibited Conduct.
- W. **Request for Appeal Form**: A form found on the Office of Student Conduct's website that a Complainant or Respondent must complete as one of three documents necessary to Appeal a Hearing Panel's Finding.

- X. Respondent:** A Student who is charged with violating the Code by allegedly engaging in Prohibited Conduct.
- Y. Sanction(s):** A corrective measure imposed on a Student who has been found responsible for violating the Code by engaging in Prohibited Conduct. A Student found responsible for engaging in Prohibited Conduct should expect to receive one or more Sanctions. Like the Student Conduct Process, Sanctions are designed to be educational. They are issued both to hold the responsible Student accountable, and to promote growth and learning in light of that accountability. Sanctions shall be influenced by whether that Student has previously been found responsible for engaging in Prohibited Conduct.
- Z. Student(s):** An individual who is enrolled and/or who is taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. A person who is temporarily residing in a Living Learning Center, even if not enrolled at the University, is also considered a Student for the purposes of enforcing the Code.
- AA. Student Conduct Conference:** A meeting between the Director of Student Conduct and a Respondent as described in Section 5.C below or by a Resident Director based on 5.G.iii below.
- BB. Student Conduct Conference Outcome Form:** A form that is signed by a Respondent following a Student Conduct Conference and that indicates one of the following: that Respondent accepts responsibility for the Charge, that Respondent does not accept responsibility for the Charge and therefore requests a Hearing, or that he or she is undecided and will notify the Director of Student Conduct of his or her decision within five (5) business days.
- CC. Support Person:** Any full-time faculty or staff member of the University community who is selected by the Complainant or Respondent to accompany him or her through some or all of the Student Conduct Process. The Support Person shall not perform any function other than advising the party, and may not speak for, or on behalf of, the party. Delays in the Student Conduct Process will not be allowed due to a Support Person's scheduling conflicts. A Support Person shall not also serve as a Witness. A Support Person cannot be a lawyer, except as described in [TAP 31, "Sexual Misconduct and Gender Discrimination"](#).
- DD. The Student Conduct Process:** The Student Conduct Process refers to the process contained in the Code for addressing allegations that a Student violated the Code by engaging in Prohibited Conduct. The Student Conduct Process is designed to be educational. Students should understand that the Student Conduct Process is not akin to a legal criminal proceeding, and as such, formal rules of evidence do not apply to the Student Conduct Process. The standard of proof in the Student Conduct Process is preponderance of the evidence, which means more likely than not.
- EE. University Property:** University Property is defined for purposes of this Code as all land, buildings, facilities or other grounds or structures, or any item in possession of or owned, used, maintained or controlled by the University. University Property also includes computers and network systems owned, maintained, or controlled by the University or funded by University budgets.

FF. Witness: An individual with first-hand knowledge of the alleged Prohibited Conduct.

GG. The terms “**shall**” and “**will**” are used in the imperative sense.

HH. The term “**may**” is used in the permissive sense.

3. **PROHIBITED CONDUCT**

It is a violation of the Code to engage in any of the following Prohibited Conduct:

- A. Alcohol and Other Drugs:** violation of the University’s Alcohol and Other Drugs Policy (Article X of the Student Handbook), and/or violation of [TAP 32, “Drug-free and Alcohol-free Working and Learning Environment”](#) by engaging in any of the following:
- i. Use or 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.
 - ii. Being in the presence of alcohol, narcotics, or other controlled substances except as expressly permitted by law.
 - iii. Distribution of narcotics or other controlled substances except as expressly permitted by law.
 - iv. Possession of paraphernalia related to a controlled substance such as, but not limited to, bongs, pipes, and/or funnels.
 - v. Use, possession, or distribution of alcoholic beverages except as expressly permitted by law and applicable University rules.
 - vi. Being publicly intoxicated, which is defined as being under the influence of alcohol, illegal drugs, and/or another controlled substance/intoxicant and causing a disturbance or harm to self, other persons, or property.
- B. Breach of Peace:** engaging in excessive noise or behavior that disturbs others or violates quiet hours.
- C. Bullying:** engaging in repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person physically or mentally.
- D. Coercion:** using force, the threat of force, the use of a threat of immediate or future harm, administration of a drug/intoxicant that impairs the faculties of a person, or the use of physical and/or severe or pervasive emotional intimidation to cause or attempt to cause another person to engage in or submit to certain activities.
- E. Computer Misuse:** acting in violation of [TAP 26, “Acceptable Use of Computing Resources”](#).
- F. Conduct System Abuses:** engaging in any of the following:
- i. Failing to obey the summons of a Hearing/Appeal Panel, or a University Official,
 - ii. Knowingly falsifying, distorting, or misrepresenting information before a Hearing/Appeal Panel,
 - iii. Disrupting or interfering with the orderly conduct of the Student

- Conduct Process,
- iv. Knowingly initiating the Student Conduct Process without cause,
 - v. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct Process,
 - vi. Attempting to influence the impartiality of a member of a Hearing/Appeal Panel,
 - vii. Retaliating against an individual for his/her participation in the Student Conduct Process,
 - viii. Influencing or attempting to influence another person to commit a conduct system abuse, and/or
 - ix. Failing to comply with sanctions imposed by a Hearing/Appeal Panel.

G. Damage to Property: attempting to, or causing actual damage to property of the University, property of a member of the University community, or other personal or public property.

H. Disorderly or Disruptive Conduct: engaging in conduct which unreasonably interferes with University activities or with the legitimate activities of any member of the University community, including the attempted or actual disruption or obstruction of teaching, research, administration, and/or meetings; failure to behave in keeping with the University's Mission.

I. Endangering Health or Safety of another Person: taking or threatening to take action that endangers the safety, physical or mental health, or life of any person, and/or creating a reasonable fear of such action.

J. Endangering the Health or Safety of the Campus Community: engaging in, but not limited to, any of the following activities:

- i. Starting a fire,
- ii. Causing an explosion,
- iii. False reporting of a fire, bombs, and/or emergencies,
- iv. Tampering with or misuse of fire safety or security equipment,
- v. Dropping, throwing, or propelling objects from windows, roofs, and/or balconies,
- vi. Setting off fireworks,
- vii. Failure to exit a building during a fire drill or alarm,
- viii. Possession of a prohibited fire hazard item (full Prohibited Items list in the Residence Life Handbook) within a Living Learning Center, and/or
- ix. Obstruction of the free flow of pedestrian or vehicular traffic on University Property or at University sponsored or supervised functions.

K. Failure to Comply: failing 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; providing false information with the intent to deceive.

L. Gambling: engaging in illegal gambling in any form.

M. Discrimination: engaging in harassment or discrimination based on race, color, religion, disability, national origin, sexual orientation, political affiliation, gender, age, marital status, and/or any group protected by law or as otherwise described in [TAP 30](#), ["Affirmative Action, Equal Educational and Employment Opportunity, and Human](#)

Relations in The Workplace and Classroom”.

- N. **Hazing:** In keeping with the Spiritan tradition of justice, peace, and the integrity of all creation, Duquesne University does not condone hazing; or the associated activities which undermine the inherent dignity of members of our community.

The following definitions are relevant:

- Hazing is defined as intentionally, knowingly, or recklessly, for the purpose of initiating, admitting or affiliating a student into or with an organization, or for the purpose of continuing or enhancing a student’s membership or status in an organization, causing, coercing, or forcing a student to do any of the following:
 - Violate federal or state criminal law;
 - Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm;
 - Endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements;
 - Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment;
 - Endure brutality of a sexual nature; or
 - Endure any other activity that creates a reasonable likelihood of bodily injury to the student.
- Aggravated Hazing is defined as any of the activities described in the definition of Hazing that results in serious bodily injury or death to the student, and the person doing the hazing acts with reckless indifference to the health and safety of the student or the person doing the hazing causes, coerces, or forces the consumption of an alcoholic liquid or drug by the student.
- Organizational Hazing occurs when an organization intentionally, knowingly, or recklessly promotes or facilitates Hazing or Aggravated Hazing.
- Institutional Hazing occurs when an institution intentionally, knowingly, or recklessly promotes or facilitates Hazing or Aggravated Hazing.

Neither of the following is considered to be a defense to any of the forms of hazing listed herein: 1) the consent of the student was sought or obtained, or 2) the conduct was sanctioned or approved by the institution, secondary school, or organization.

Appropriate penalties may include the following:

- Withholding of diplomas or transcripts pending compliance with the rules or payment of fines;
- Rescission of permission for the organization to operate on campus or school property or to otherwise operate under the sanction or recognition of the institution; and/or
- Imposition of probation, suspension, dismissal or expulsion;
- Imposition of fines;
- Educational Sanctions.

The law states that these penalties are in addition to, not in lieu of, any penalty set forth in other places in the law, any penalty imposed for violating the criminal laws of the Commonwealth, or

any penalty imposed for violating any other institutional rule to which the violator may be subject.

- O. **Incivility through language or actions**: engaging in disruptive, ill-mannered, disrespectful, or offensive behavior contrary to the wellbeing of any individual or member/members of the University community.
- P. **Lewd or Indecent Behavior**: engaging in lewd, indecent, or obscene behavior.
- Q. **Misuse of University Keys**: forging, possessing, duplication, or using keys to any University owned property where such forging, possession, duplication, or use is unauthorized.
- R. **Physical Altercation/Fighting**: engaging in an argument or altercation that involves force or physical aggression.
- S. **Public Disorder, Group Violence, and/or Mass Disturbance**: participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operation of the University; infringes on the rights of any member of the University community; involves actual or attempted damage to property; involves actual or attempted violence; incites a group towards violent behavior; and/or incites a group to disrupt the scheduled and/or normal activities of the University.
- T. **Sexual Misconduct and/or Other Forms of Sex/Gender-based Discrimination**: Sexual Harassment and Sexual Misconduct: engaging in Sexual Harassment and Sexual Misconduct.

TITLE IX AND SEXUAL MISCONDUCT

The process for addressing these matters is separate from the Student Conduct Process. More information regarding the University's policies for addressing sexual harassment under Title IX and sexual misconduct can be found at duq.edu/titleix and by referencing University **TAP 31** and **TAP 61**. 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 Deputy Title IX Coordinators is also listed below.

Title IX Coordinator

Lee Robbins **412.396.2560**

Office: Union #339

Address: Duquesne University

Union #339

600 Forbes Avenue

Pittsburgh, PA, 15282

Deputy Title IX Coordinators

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

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

Kate Deluca (School of Nursing) **412.396.6551** - *Business Hours*

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

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

A report may also be made to any employee of the University. Employees have reporting obligations that are further detailed in the University’s policies, [TAP 31](#) and TAP 61, available on the University’s website and at duq.edu/titleix.

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.

- U. **Smoking in Violation of TAP 25**: acting in violation of [TAP 25, “Smoking”](#).
- V. **Sporting Activity Restrictions**: engaging in, but not limited to, any of the following:
 - i. Riding bicycles on sidewalks, pedestrian walkways (including Academic Walk), in University buildings except as expressly permitted in a recreational facility, and on green spaces,
 - ii. Using skateboards, in-line skates, roller skates, water guns, water balloons, and/or water launchers in University buildings and on the University Property except as expressly permitted in a recreational facility,
 - iii. Throwing Frisbees, balls, and/or other objects in University buildings except as expressly permitted within a recreational facility, and/or
 - iv. Storing and/or using hoverboards, self-balancing scooters, and segways on the University Property, with the exception of service-related devices such as mobility scooters when expressly permitted by the Office of Disability Services, and/or
 - v. Using drones on University Property.
- W. **Solicitation**: engaging in unauthorized sales or solicitation in any University building.
- X. **Stalking**: engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others, or to suffer substantial emotional distress, and may include repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method. Sex or gender-based stalking falls under [TAP 31, “Sexual Misconduct and Gender Discrimination”](#).
- Y. **Theft of Property**: attempting to or engaging in actual theft of property of the University, property of a member of the University community, or other personal or public property.

- Z. **Unauthorized Animals**: violating the Animals on Campus Policy contained in the Student Handbook under Policies, Information, and Guidelines or in violation of [TAP 59, “Animals on Campus”](#).
- AA. **Unauthorized Entry**: entering onto or using the University Property where such entry or use is unauthorized.
- BB. **Unauthorized Posting**: violating the Posting Policy contained in the Student Handbook under Policies, Information, and Guidelines.
- CC. **Violating Laws and/or Policies**: violating any published University policy, rule, regulation, guideline, and/or procedure, and/or violation of federal, state, or local laws or ordinances.
- DD. **Visitation/Guest Policy Violation**: violating Residence Life’s visitation/guest policies and/or allowing a guest to violate University policy and/or federal, state, or local law.
- EE. **Weapons in Violation of University’s TAP 48**: acting in violation of the University’s [TAP 48, “Weapons and Violence – Campus and Workplace”](#).
- FF. **False Identification**: possession of use of false identification (fake ID).

4. **SANCTIONS**

The following list of possible sanctions is not intended to be exhaustive.

A. **Possible Sanctions**:

- i. Written Reprimand – a formal, official notice of censure.
- ii. Loss of Privileges – denial of specific privileges for a specified period of time. This may include, but is not limited to:
 - a. Living Learning Center visitation suspension (loss of the privilege of visiting a/any University Living Learning Center for a specified period of time or until a specific condition or set of conditions are met),
 - b. Living Learning Center relocation (loss of the privilege of living in the Student’s current Living Learning Center and requiring the Student to move to an alternative Living Learning Center of the University’s choosing),
 - c. Living Learning Center expulsion (loss of the privilege of living in a University Living Learning Center at any time), and/or
 - d. Prohibition from being on the University’s campus for non-academic related reasons.
 - e. Removal from service in a leadership position of a Registered Student Organization.

- f. Loss of privilege to represent the University as a member of an athletic team.
 - g. Prohibition from participating in non-academic activities.
- iii. Disciplinary Probation – a formal, official disciplinary warning status enacted for a specified duration admonishing a Student that if he or she is found responsible for engaging in Prohibited Conduct during this time period, more severe disciplinary sanctions, up to and including suspension and/or expulsion, will automatically be imposed.
- iv. Educational Projects/Classes – includes, but is not limited to, webinars and research/reflection papers.
- v. Restitution – compensation for loss, damage, or injury. This may take the form of appropriate service, monetary replacement, and/or material replacement.
- vi. Fines – an assessment of a proportionate monetary penalty. All fines must be paid in the form of U.S. dollars, personal check, or money order.
- vii. Intervention – alcohol and/or substance abuse education classes (CARES classes); counseling and/or assessment; educational or informative workshops, events, or reflective papers; research papers; community service; and/or other activities appropriate to the Prohibited Conduct.
- viii. No Contact Order – a formal, official order prohibiting the student from contacting a named member of the University community, either in person, through a third party, or using any electronic means.
- ix. Fees – a Student may be required to pay the fees for sanctions, including, but not limited to, counseling, assessment, and/or the CARES class.
- x. Suspension – removal of a Student from the University for a stated period of time. During the suspension period all of the following applies:
 - a. The Student shall not be allowed to take any courses at the University on campus, online, or as part of a study abroad experience,
 - b. The Student is not permitted on University Property,
 - c. The Student will not be considered for employment at the University,
 - d. The Student will not serve as an elected or appointed leader or officer in a Registered Student Organization, and
 - e. The Student will not attend University events except as otherwise specified.

Suspension takes effect when the Appeal of the case is exhausted, waived, or the time limit has passed. During the suspension period, a Student is considered to be “not in good standing” with the University.

A Student who is suspended from the University during the semester in which he or she was found responsible for engaging in Prohibited Conduct is eligible for a tuition credit that will be applied to the semester immediately following the period of suspension. The amount of tuition credited will be based upon the tuition refund schedule for a voluntary withdrawal and the tuition rate in effect during the semester in which the Student was found responsible for engaging in Prohibited Conduct, less any required financial aid adjustments and any outstanding balance on the Student's account. The date used to calculate the tuition credit will be the date of the Prohibited Conduct that resulted in the suspension. Tuition credit not utilized in the semester immediately following the period of suspension is forfeited.

- xi. Expulsion – permanent removal of a Student from the University. Upon being expelled from the University, a Student is not permitted on the University Property for any reason and is not eligible for readmission. A Student who is expelled from the University forfeits all payments for tuition and fees incurred for the semester the Prohibited Conduct occurred.

5. **THE STUDENT CONDUCT PROCESS**

A. **Overview:**

- i. Consistency in the Student Conduct Process – Section 5 is intended to provide Students with a general idea of how the Student Conduct Process proceeds, but Students should be aware that not all situations are of the same severity or complexity. Thus, while consistency in similar situations is a priority, the Student Conduct Process is flexible, and may not be exactly the same in every situation.
- ii. Official Method of Communication - Under the Student Conduct Process, a Student's email account is the University's official method of communication. Complainants and Respondents should check their email regularly. Failure to check email is not a justification for missing any information, communication, and/or requests from the Director of Student Conduct.
- iii. Support Person Accompaniment – Students may be accompanied by one (1) Support Person at all stages of the Student Conduct Process.
- iv. Standard of Proof – A Finding with respect to a Student's responsibility for engaging in Prohibited Conduct, and/or the outcome of a Complainant and/or Respondent's Appeal, is made using a preponderance of the evidence standard, meaning more likely than not.
- v. Timelines/Time Frames Listed in the Code – when a time frame is given in the Code of Student Conduct, the days are listed as either business days or calendar days. Days where the University is closed for breaks and/or Holidays do not count as business or calendar days for the purposes of the time frames contained herein.
- vi. Recordings – any meetings and/or discussions of any nature, including phone

calls, with the Director of Student Conduct, shall not be recorded by the Student or the University. The Hearing is the only instance during the Student Conduct Process where a recording will be made, and this recording will be made by the University and not a/any Student. The recording of the Hearing will remain the property of the University until such time as it is destroyed.

- vii. Impact of Civil and/or Criminal Proceedings – The Student Conduct Process may be carried out prior to, simultaneously with, or following civil or criminal proceedings. Findings and/or Sanctions will not be subject to change because a lawsuit has/has not been filed against a Student or because criminal charges were dismissed, reduced, or resolved in favor of or against a Student.
- viii. Withdrawal Prior to or During Process – In the event a Student chooses to withdraw from the University after being charged with alleged Prohibited Conduct, but before a Final Decision is reached, the matter shall be considered inactive. The records kept in the Office of Student Conduct about a Student who withdraws prior to a Final Decision shall reflect that there are outstanding Charge(s) against the Student. Such records shall be maintained in the Office of Student Conduct indefinitely and may be released in accordance with FERPA. In the event the Student wants to re-enroll at the University, he or she will normally be required to complete the Student Conduct Process.
- ix. Interim Suspension – In extraordinary circumstances, as more fully described in Article XI, “Policy and Procedure for Involuntary Leave,” a Student may be placed on an involuntary leave at any time, including during the Student Conduct Process. Additionally, the Vice President for Student Life, in his or her discretion, may suspend a Student from the University and/or any University Property, including a Living Learning Center(s), during the Student Conduct Process.
- x. Multiple Respondents – where more than one Student is charged with engaging in Prohibited Conduct that arises from the same factual situation, the Director of Student Conduct in his or her discretion, may permit the Student Conduct Process and the Hearing/Appeal, if applicable, to proceed jointly or separately.
- xi. Time Period to File a Charge/Report – Charges/Reports should be submitted as soon as possible after the alleged Prohibited Conduct occurs, and generally no later than three (3) months after the date of the alleged Prohibited Conduct. Although there is no deadline by which a Charge/Report must be made, the University may ultimately be unable to adequately administer the Student Conduct Process if too much time has passed or if the students involved have graduated. Decisions with respect to accepting a charge after three (3) months will be made in the discretion of the Director of Student Conduct.

B. Initiating the Student Conduct Process: the Student Conduct Process generally begins in one of the following ways:

- i. A Complainant wishes to file a Charge against a Respondent with the Office of Student Conduct.

- a. To file a Charge, a Complainant must complete a [Charge Form](#) available on the [Office of Student Conduct website](#) and/or visit the Office of Student Conduct and complete a Charge Form in person.
 - b. After reviewing the Charge Form, the Director of Student Conduct will interview the Complainant and gather more information about the Charge.
 - c. The Director of Student Conduct will also request to meet with and interview any witnesses identified by the Complainant and will request any documentary, photographic, and/or physical evidence from the Complainant.
- ii. A Reporter has information about alleged Prohibited Conduct, but does not wish to file a Charge.
 - a. The Reporter must complete the Report Form available on the Office of Student Conduct website and/or visit the Office of Student Conduct and complete a Report Form in person. The Report Form indicates that the Report Form is informational only and that Reporter does not wish to file a Charge.
 - b. The Director of Student Conduct will request to meet with and interview the Reporter, the victim of the alleged Prohibited Conduct if different than the Reporter, and any witnesses identified by the Reporter for more information about the Report.
 - c. The Director of Student Conduct will also request any documentary, photographic, and/or physical evidence from the Reporter.
 - d. The Director of Student Conduct will ask whether the Reporter, or the victim of the alleged Prohibited Conduct if different than the Reporter, wishes to act as a Complainant and file a Charge against a Respondent. If not, the Director of Student Conduct will then review the Report and the facts gathered to determine whether the University will act as the Complainant and file a Charge against the Respondent. Where the University acts as the Complainant, the Charge Form and any evidence gathered will be presented to the Hearing Panel, and an appropriate University representative will speak on behalf of the University at the Hearing.
- iii. The Office of Student Conduct receives a Police Report or Residence Life Report about alleged Prohibited Conduct from the University's Department of Public Safety and/or Residence Life.
 - a. The Director of Student Conduct will contact those involved and if the Student who is the alleged victim wants to file a Charge, then the Student Process proceeds as described in Section 5.B.i. If the University is the victim (in matters such as, but not limited to, theft of University Property), or the alleged victim does not want to file a charge, then the Student Conduct Process proceeds as described in Section 5.B.ii.

- iv. In all cases, once the Director of Student Conduct receives a Charge Form, Report Form, Police Report, and/or Residence Life Report, the Respondent will be notified that the Complainant or the University acting as the Complainant, as applicable, has filed a Charge(s) against the Respondent, and that the Respondent will be contacted within no greater than two (2) weeks about scheduling a Student Conduct Conference.

C. **Student Conduct Conference:** Once a Charge has been filed by a Complainant or the University acting as the Complainant, as applicable, and the Director of Student Conduct has gathered the available facts as outlined above, the Director of Student Conduct will notify the Respondent of the Charge and will request to meet for a Student Conduct Conference as follows:

- i. The Respondent will be notified of the Charge in writing, and the Director of Student Conduct will request to meet with the Respondent for a Student Conduct Conference. Respondents must respond to the Director of Student Conduct within forty-eight (48) hours to schedule the Student Conduct Conference. Failure to comply will result in additional charges under Section 3.K.
- ii. At the Student Conduct Conference, the Director of Student Conduct will interview the Respondent about the Charge. The Director of Student Conduct will also provide an explanation of possible Sanctions if the Respondent is found responsible for or accepts responsibility for engaging in the Prohibited Conduct. The Respondent will sign a Student Conduct Conference Outcome Form and check that he or she accepts responsibility for the Charge, that he or she does not accept responsibility for the Charge and therefore requests a Hearing, or that he or she is undecided and will notify the Director of Student Conduct of his or her decision within five (5) business days.
 - a. If the Respondent accepts responsibility for the Charge at the Student Conduct Conference, the Director of Student Conduct will send a Letter of Responsibility, which includes appropriate Sanctions, to the Respondent within five (5) business days. If the Respondent chooses to accept responsibility for the Charge at the Student Conduct Conference, the acceptance of responsibility is final and cannot be revoked. Further, there is no option for an Appeal if a Respondent accepts responsibility at this stage in the Student Conduct Process.
 - b. If the Respondent does not accept responsibility for the Charge in the Student Conduct Conference and requests a Hearing, the Director of Student Conduct will request to meet and interview witnesses identified by the Respondent, and will request any documentary, photographic, and/or physical evidence from the Respondent. The Respondent and the Complainant will receive a Hearing Notice Letter, informing both parties of the date of the Hearing and information about the Hearing.
 - c. If the Respondent is undecided, he or she must email or otherwise notify in writing the Director of Student Conduct of his or her decision within five (5) business days. If the Respondent accepts responsibility, Section 5.C.2.a will apply. If the Respondent does not accept responsibility and requests a hearing, Section 5.C.2.b will apply.

D. Pre-Hearing Process: Prior to the Hearing, all of the following apply:

- i. The Complainant and the Respondent will be sent a Hearing Notice Letter from the Director of Student Conduct.
- ii. The Director of Student Conduct may conduct interviews with any additional witnesses and may interview the Complainant, Reporter, and/or Respondent again.
- iii. The Complainant and the Respondent must notify the Director of Student Conduct in writing, no later than three (3) business days before the hearing, if that party intends to present Witnesses at the Hearing. Witnesses not identified to the Director of Student Conduct in writing in accordance with this deadline will not be permitted to testify at the Hearing.
- iv. The Complainant and the Respondent must notify the Director of Student Conduct in writing, no later than three (3) business days before the hearing, the name of the Support Person he or she will bring to the Hearing.

E. Hearing: Hearings are normally scheduled within thirty (30) calendar days following a Student Conduct Conference. Hearings will proceed as follows:

- i. The Hearing will be conducted in private. The only parties present at the Hearing are the Complainant, the Respondent, the Complainant's Support Person as applicable, the Respondent's Support Person as applicable, Witnesses while presenting, the Hearing Panel, and the Director of Student Conduct. All Process questions are subject to final decision by the Director of Student Conduct. The Director of Student Conduct may suspend the Hearing while he or she considers the question(s).
- ii. The Hearing will be audio recorded by the Director of Student Conduct.
- iii. The Director of Student Conduct may, in his or her discretion, accommodate concerns for the personal safety, wellbeing, and/or fears of confrontation of the Complainant, Respondent, or Witnesses during the hearing by providing alternate means of participation.
- iv. The Hearing will proceed under the direction of the Hearing Panel Chair. The Hearing Panel Chair may reasonably limit the scope and time devoted to each matter or item of discussion during the hearing.
- v. The Hearing will generally proceed as follows:
 - a. At the beginning of the hearing, the Hearing Panel Chair will have all parties present introduce themselves. The Hearing Panel Chair will then read the Charge(s) to the Respondent and the Respondent will respond with responsible or not responsible to each Charge.
 - b. The Complainant will then present his or her opening statement to the board. The Hearing Panel will ask questions of the Complainant. The Respondent will have an opportunity to suggest questions for the

Complainant to the Hearing Panel, who may ask some, none, or all of the questions in their discretion. Questions may or may not be phrased by the Hearing Panel exactly as written by the Respondent.

- c. The Respondent will then present his or her opening statement to the Hearing Panel. The Hearing Panel will ask questions of the Respondent. The Complainant will have an opportunity to suggest questions for the Respondent to the Hearing Panel, who may ask some, none, or all of the questions in their discretion. Questions may or may not be phrased by the Hearing Panel exactly as written by the Complainant.
 - d. Witnesses for the Complainant and Respondent, if any, will be called individually to present their information and answer questions by the Hearing Panel. The Complainant and Respondent will have an opportunity to suggest questions for each Witness to the Hearing Panel, who may ask some, none, or all of the questions in their discretion. Questions may or may not be phrased by the Hearing Panel exactly as written by the Complainant and/or Respondent.
 - e. The Hearing Panel will have a second opportunity to ask questions of the Complainant. The Complainant will then present a closing statement.
 - f. The Hearing Panel will have a second opportunity to ask questions of the Respondent. The Respondent will then present a closing statement.
- vi. Following the Hearing, the Hearing Panel will deliberate prior to making a Finding of responsibility. No individuals other than the Hearing Panel members will be present during the Hearing Panel's deliberations, including the Director of Student Conduct. The Complainant and Respondent will be notified in writing by the Director of Student Conduct regarding the Hearing Panel's Findings and Sanctions, as applicable, within five (5) business days.

F. Appeal: Both the Complainant and the Respondent have the right to appeal a Hearing Panel's decision. All of the following apply to an Appeal:

- i. An Appeal must be submitted to the Director of Student Conduct within five (5) business days after receipt of the Hearing Outcome Letter. Failure to submit an Appeal within five (5) business days waives the right to an Appeal and the Hearing Panel's Finding and Sanction(s), if any, becomes a Final Decision.
- ii. An Appeal is not a re-hearing, and a Complainant or Respondent may not submit an Appeal on the basis of a disagreement with the Hearing Panel's Finding or with the Sanction(s) assigned.
- iii. The Complainant and Respondent will not appear before the Appeal Panel and no witnesses will be called.
- iv. The following are the only acceptable grounds for an Appeal:
 - a. There were material procedural defects in the Student Conduct Process that substantially prevented the appealing party from a full and fair ability to prepare and present his or her information to the Hearing Panel.

- b. There exists new evidence sufficient to alter the Finding that was not known and could not reasonably have been known at the time of the Hearing.
- v. The Appeal must contain the following information in writing:
 - a. A completed [Request for Appeal Form](#), found on the [Office of Student Conducts website](#).
 - b. A written statement explaining the basis for the Appeal based only on one of the Appeal grounds listed above.
 - c. Copies of any documents that will substantiate or clarify the Appeal.
- vi. The Director of Student Conduct will review the Appeal, and if it adequately addresses at least one of the two grounds for an Appeal, he or she will forward it to an Appeal Panel.
- vii. An Appeal is limited to a review of the record and the Appeal documents.
- viii. The Appeal Panel may take any of the following actions:
 - a. The Appeal Panel may deny the Appeal and uphold the underlying Hearing Panel's Finding and Sanction(s), if any.
 - b. If the Appeal Panel finds that there were material procedural defects that substantially prevented the appealing party from having a full and fair ability to prepare and present his or her information to the Hearing Panel, the Appeal Panel will return the case for a brand new De Novo Hearing before a De Novo Hearing Panel. There is no option to submit an Appeal from a De Novo Hearing Panel's Finding and Sanction(s), if any.
 - c. If the Appeal Panel finds that the new information submitted by the appealing party is both sufficient to alter the Hearing Panel's Finding, and that the new information was not known and could not reasonably have been known at the time of the underlying Hearing, the Appeal Board will send the new information back to the underlying Hearing Panel for their review. There is no option to submit an Appeal following the underlying Hearing Panel's reconsideration of the matter.
- ix. Appeal Panel proceedings are not recorded.
- x. Only in the event a Respondent is sanctioned with suspension or expulsion, the Respondent may submit a request for a review by the Vice President for Student Life. The request must be in writing, and submitted to the Vice President for Student Life within two (2) business days following receipt of the Appeal Board's Finding, the De Novo Hearing Panel's Finding, or the underlying Hearing Panel's Finding following a review of new evidence. The decision of the Vice President for Student Life is made on a review of the record only. The Vice President for Student life has the option to uphold, vacate, modify, or remand for a De Novo Hearing in his sole discretion and

his/her decision is final.

- xi. The underlying Hearing Panel's Finding and Sanction(s), if any, are held in abeyance pending the completion of the Appeal or the passing of the deadline for submitting an Appeal.

G. Exceptions:

- i. Registered Student Organizations – The Code applies to all Registered Student Organizations. However, where a Registered Student Organization is alleged to have violated the Code by engaging in Prohibited Conduct, with the exception of alleged sexual misconduct and/or other forms of sex/gender-based discrimination prohibited by [TAP 31, “Sexual Misconduct and Gender Discrimination”](#), the process for addressing alleged violations is guided by the Organization's Constitution and administered by the Assistant Vice President for Student Involvement. The Assistant Vice President for Student Involvement has the authority to Sanction a Registered Student Organization with a Loss of Recognition. A Loss of Recognition is the removal of recognition of that Registered Student Organization for a designated period of time or indefinitely. Upon loss of recognition, such Registered Student Organization will not receive any benefits of recognition. Additional information and resources for Registered Student Organizations may be found in the Student Organization Handbook.
- ii. Greek Lettered Organizations – Greek Lettered Organizations should be aware that their national Chapters may also require a certain process or Sanctions in addition to the Student Conduct Process and/or the process for addressing alleged sexual misconduct and/or other forms of sex/gender-based discrimination under TAP 31.
- iii. Prohibited Conduct Alleged to Have Occurred in Living Learning Centers – In general, where Prohibited Conduct is alleged to have occurred in a Living Learning Center, a Resident Director shall have the authority to act in place of the Director of Student Conduct in the Student Conduct Process up to and including the Student Conduct Conference. However, if the Respondent does not accept responsibility at the Student Conduct Conference and requests a Hearing, the Director of Student Conduct will take over and administer the rest of the Student Conduct Process which will then proceed as outline in Section V.E – V.G.

H. Rights and Responsibilities of the Complainant, Respondent, and University During the Student Conduct Process:

- i. A Complainant has the right to file a Charge when he or she believes Prohibited Conduct has occurred.
- ii. A Respondent has the right to notice of charges and an opportunity for a hearing in accordance with the Student Conduct Process.
- iii. A Complainant and a Respondent both have a right to Appeal.
- iv. A Complainant and a Respondent both have the right to view all material that will be considered by the Hearing Panel prior to the Hearing.

Article XIV – Relationship of Student Code of Conduct with Academic Affairs

1. **Academic Integrity:** Academic integrity is an important aspect of being a student at Duquesne. Academic integrity means generally that students take responsibility for doing their own assignments and tests, students do not allow others to use their work or use others' work, and that students complete assignments honestly. The University's Academic Integrity Policy is set forth in full in the Duquesne [University Catalogs](#).
2. **Final Grade Appeal Policy:** Students have the right to appeal a final grade assigned for a class. The Final Grade Appeal Policy is set forth in full in the Undergraduate and Graduate Student Catalogs.
3. **Conduct Records may be shared with Academic Programs, Clinical Placements, and/or State Licensure Agencies:** Some academic programs, particularly those in the professional schools, are required to maintain a record of certain student conduct violations and, in some cases, to provide that information to state licensure agencies. Those schools currently include: Nursing, Pharmacy, Music, Law, Education, and Health Sciences.
4. **School Codes of Conduct:** In matters where alleged Prohibited Conduct is a violation of both the Student Code of Conduct and a Program Handbook, the general rule shall be that academic and professional matters will be deferred to the Program Handbook's process for resolution.

Conflicts as to whether a matter shall be handled under the Student Code of Conduct or under a school's conduct code shall be resolved according to the discretion of the Vice President for Student Life and the Vice President for Academic Affairs or their designee. Sanctions previously imposed under one conduct code may be considered with respect to assigning Sanctions in subsequent proceedings under another code.

Article XV – Campus Contacts

CENTER FOR STUDENT INVOLVEMENT
305 Duquesne Union
412.396.5853

COMMUTER AFFAIRS
115 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

DIVERSITY & INCLUSION
105 Duquesne Union
412.396.1117

PARKING OFFICE
210 Duquesne Union
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
114 Duquesne Union
412.396.6642

STUDENT GOVERNMENT ASSOCIATION
302 Duquesne Union
412.396.6617

TITLE IX OFFICE
339 Duquesne Union
412.396.2560

UNIVERSITY COUNSELING SERVICE CENTER
636 Fisher Hall
412.396.6204