



STUDENT HANDBOOK

TABLE OF CONTENTS

President's Message 3

Vice President of Student Life's Message 4

Article I Mission Statement 5

Article II Statement of Non-Discrimination 5

Article III Institutional Governance: Student Participation in University Governance 5

Article IV Amendments 5

Article V Interpretation and Approval 5

Article VI Duquesne University's Campus 6

Article VII Student Life at Duquesne University 6

Article VIII Residence Life 11

Article IX Policies, Procedures and Guidelines 11

1. Introduction 11
2. Definitions 11
3. Academic Integrity 11
4. Address Information 12
5. Alcohol and Other Drugs 12
6. Amnesty for Student Drug or Alcohol Violations 12
7. Animals on Campus 12
8. Campus Expression 13
9. Clery Act Information 13
10. Communication of Official University Business 13
11. Compliance with Taps 13
12. Cooperation with Searches by External Law Enforcement 14
13. Date Auctions 14
14. Event Policy for Registered Student Organizations 14
15. Facilities Use 14
16. Food Policy 14
17. Gift Card Policy 14
18. Health Insurance 14
19. Immunizations 15
20. Parental Notification 16
21. Parking 16
22. Political Activity 16
23. Posting 16
24. Smoking 16
25. Use of ID 16
26. Use of University Funds and Solicitation of Funds Using University Name 16
27. Use of University Name 17
28. Weapons on Campus 18

Article X Alcohol and Other Drugs 17

Article XI Policy and Procedures for Involuntary Leave 24

Article XII Risk Management of Greek Lettered Organizations 26

Article XIII The Code of Student Rights, Responsibilities, and Conduct 28

1. Introduction 28

Article XIII The Code of Student Rights, Responsibilities, and Conduct (Continued)

2. Key Concepts and Definitions 29
3. Prohibited Conduct 32
 - A. Alcohol and Other Drugs 32
 - B. Breach of Peace 32
 - C. Bullying 33
 - D. Coercion 33
 - E. Computer Misuse 33
 - F. Conduct System Abuse 33
 - G. Damage to Property 33
 - H. Disorderly or Disruptive Conduct 33
 - I. Endangering Health or Safety of Another Person 33
 - J. Endangering Health or Safety of the Campus Community 33
 - K. Failure to Comply 34
 - L. Gambling 34
 - M. Discrimination 34
 - N. Hazing 34
 - O. Incivility Through Language or Actions 35
 - P. Lewd or Indecent Behavior 35
 - Q. Misuse of University Keys 35
 - R. Physical Altercation/Fighting 35
 - S. Public Disorder, Group Violence, and/or Mass Disturbance 35
 - T. Sexual Misconduct and/or Other Forms of Sex Gender Based Discrimination 35
 - U. Smoking in Violation of Tap 25 36
 - V. Sporting Activity Restriction 36
 - W. Solicitation 36
 - X. Stalking 36
 - Y. Theft of Property 36
 - Z. Unauthorized Animals 36
 - AA. Unauthorized Entry 36
 - BB. Unauthorized Posting 37
 - CC. Violating Laws and/or Policies 37
 - DD. Visitation/Guest Policy Violation 37
 - EE. Weapons in Violation of University's Tap 48 37
 4. Sanctions 37
 5. The Student Conduct Process 39
 - A. Overview 39
 - B. Initiating the Student Conduct Process 40
 - C. Student Conduct Conference 42
 - D. Pre-hearing Process 42
 - E. Hearing 43
 - F. Appeal 44
 - G. Exceptions 46
 - H. Rights and Responsibilities of the Complainant, Respondent, and University During the Student Conduct Process 46

Article XIV Relationship of Student Code of Conduct with Academic Affairs 47

1. Academic Integrity 47
2. Final Grade Appeal Policy 47
3. Conduct Records may be shared with Academic Programs, Clinical Placements and/or State Licensure Agencies 47
4. School Codes of Conduct 47

Article XV Campus Contacts 47

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.

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 on-going 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 tight-knit 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: The Duquesne University Department of Athletics sponsors 17 NCAA Division I sports including men's and women's basketball, women's bowling, men's and women's cross country, football, women's lacrosse, women's rowing, men's and women's soccer, women's swimming and diving, men's and women's tennis, women's indoor and outdoor track, men's outdoor track, and women's volleyball. All varsity sports, with the exceptions of bowling and football, compete in the Atlantic 10 Conference. Bowling and football compete in the Northeast Conference. Visit (www.duq.edu/athletics).

Campus Activities: Between bands, leadership programs and late night activities, there is plenty for you to do on campus! The Duquesne Program Council hosts comedians, trivia nights, epic bingo and sponsors weekly movie screenings. The NiteSpot is open until midnight every night and provides students with WiFi, pool tables, ping pong tables, foosball, air hockey and a TV/Movie Room. Download the free CORQ App for a calendar of campus events and a listing of over 230 student organizations! See Mobile App Directory (<http://www.duq.edu/about/social-media/mobile-apps>).

Center for Career Development: Students and graduates of Duquesne University have available to them the full services and programs of the Center for Career Development (<http://www.duq.edu/life-at-duquesne/student-services/career-development>). The staff at the Center for Career Development facilitates on-campus job fairs, career workshops, walk-in advising hours, resume review, on-campus interviewing, manages job postings from employers, and more for both students and alumni. The Center for Career Development is located in 614 Duquesne Union. Walk-in Advising available Monday – Thursday 1:00 p.m. to 3:30 p.m. in 614 Duquesne Union, and Wednesday – Friday 9:00 a.m. to 11:30 a.m. and Tuesday – Wednesday 4:00 p.m. to 5:30 p.m. in the 3rd floor Student Union Office (this office is open during the fall and spring semesters when classes are in session). For an extended meeting, students are encouraged to make an appointment through Starfish. For further information call 412.396.6644 or email 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) helps students to do this by connecting them to intentionally designed co-curricular experiences, programs, and services. Connecting to CSI is one of the quickest ways to get involved on campus because it is the home of Commuter Affairs, Co-Curricular Community Engagement (through the Duquesne University Volunteers [DUV]), Greek Life, Student Organization Services, Programs and Leadership. Visit (<http://www.duq.edu/life-at-duquesne/student-organizations/student-involvement>).

Commuter Affairs: All students not living in University-owned housing (living with parents or living in off-campus apartments; undergraduate/graduate, day/evening, full time/part time) are considered commuter students. Commuter students who have a question, suggestion, concern or need additional information can utilize the Office of Commuter Affairs. The Office of Commuter Affairs is open Monday through Friday, 8:30 a.m. to 4:30 p.m. For further information call 412.396.6660 or email commuteraffairs@duq.edu. Visit the office website at (<https://www.duq.edu/commuter-affairs>). Commuter students are also encouraged to make use of the following services: the Commuter Center, located on the 1st floor of the Duquesne Union; Off-Campus Housing Assistance; the Commuter Assistant Program; and the Commuter Council.

Counseling and Wellbeing Center: The University Counseling and Wellbeing Center provides services and resources that will enable students to live a meaningful life based on a mind/body/spirit approach to wellbeing, an approach that honors the fundamental dignity of the human person by valuing him/her in his/her totality. Located in Room 636 of Fisher Hall, the University Counseling and Wellbeing Center offers free confidential personal psychotherapy to all currently enrolled Duquesne students. Confidential short-term personal psychotherapy is provided for a variety of reasons, such as difficulty adjusting to college life, personal and/or emotional distress, homesickness, test anxiety, and sleep disturbances. Students in need of more frequent, long-term psychotherapy can work with the Center's case manager to find resources that will meet his/her needs. Psychiatric consultation and services are available as needed.

A variety of support groups and workshops are available on request for topics of current interest, such as time management, stress management, test anxiety, eating disorders, cultural diversity, or specific topics

can be requested. Biofeedback sessions are also available. An ecumenical meditation room is available for all students, faculty, and staff regardless of faith tradition or lack thereof.

The University Counseling and Wellbeing Center can be contacted at 412.396.6204. Crisis Support is available from the University Counseling and Wellbeing Center 24/7 by calling the University police emergency number, 412.396.2677. Visit (<http://duq.edu/life-at-duquesne/health-recreation-and-wellbeing/counseling-and-wellbeing>) for additional information and online self-help resources.

Dining: Duquesne Dining Services offers eleven 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 Student 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, one full-service restaurant (Red Ring Bar & Grille), and six additional retail locations. Duquesne dining locations are: Rev. Sean Hogan Dining Center, Chick-fil-A, Cinco Cantina, The Incline, Starbucks, Coffee Tree Roasters at the Law School, Coffee Tree Roasters at Rockwell Hall, Campus Market – Towers, Campus Market Express - Fisher Hall, The Red Ring Bar & Grille, and Freshens. Visit (<http://www.duq.edu/life-at-duquesne/dining>).

Disability Services: Duquesne University considers the needs of students on an individual basis. Students with learning or psychological disabilities who desire special services must present evaluations (psychoeducational or psychological) that are no more than three years old to the Office of Disability Services. Students with other disabilities must submit written documentation of their disability from their physician. Documentation guidelines for the disabilities have been established by the office and are available upon request. Services can be arranged through the office on an individual basis providing the student has documentation on his/her disability. The Office of Disability Services provides services to all University students with documented disabilities. Services such as classroom relocation, specialized testing accommodations, removal of physical barriers, and other accommodations can be arranged through the office on an individual basis. The office assists students with communicating their needs to faculty members, Facilities Management, the University community, and in connecting with campus resources. Please contact the Office of Disability Services in Room 309 Duquesne Union or call 412.396.6658 for any additional information. Please see a more detailed description of the office at (www.duq.edu/disability-services).

Diversity and Inclusion: The Office of Diversity and Inclusion (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 are designed to contribute to a learning environment that values the global perspectives and experiences of all. The ODI is committed to advocating and providing support for underrepresented groups of students. 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, ODI is a resource available to all members of the University community. For more information on getting involved and/or learning more about the programs and services offered by the Office of Diversity and Inclusion, please visit (<http://www.duq.edu/life-at-duquesne/student-services/diversity-and-inclusion>) or contact 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.

Freshman Development: The Office of Freshman Development serves to implement and direct programs which integrate and enhance the academic, personal and social dimensions of freshmen at Duquesne University. To accomplish this, the office directs the Freshman Advisement Summer Transition (FAST) Program and the New Student Orientation Program; implements the Freshman Mentor Program; assists freshmen with finding tutors when needed; monitors freshman grades; prepares and edits the Freshman Newsletter; develops freshman leadership through the Freshman Class Council; advises the freshman honor society Phi Eta Sigma; and interacts with the Offices of Commuter Affairs, Intramurals and Residence Life in developing programs for freshmen. Please visit (<http://www.duq.edu/life-at-duquesne/student-services/freshman-development>) or contact the Office of Freshman Development at 412.396.6657 for additional information.

Health Services: Health Service is located on the second floor, Duquesne Union, 412.396.1650. Office Hours are Monday – Thursday, 7:30 a.m. to 6 p.m. and Friday, 7:30 a.m. to 4 p.m. Health Services provides comprehensive evaluation and treatment of illness and injury, wellness care, and health promotion. All students must have a health history completed and electronically submitted through the Health Service Student Portal to utilize Health Service. The medical/nursing professional 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 are transported and/or referred to the Emergency Room at UPMC Mercy. When necessary, University physicians may be consulted regarding the student's treatment and disposition. Visit (<http://www.duq.edu/life-at-duquesne/health-recreation-and-wellbeing/health-service>).

Greek Life, Honors Societies, and Professional Organizations: The Office of Greek Life, Honor Societies, & Professional Organizations' mission is to promote student development by providing opportunities for scholarship, community and philanthropic service, campus involvement, spiritual involvement, leadership development, and to create life-long fraternal friendships. Duquesne recognizes the incredible impact membership in a Greek-Lettered collegiate organization can have for students, so the University is committed to helping its fraternity and sorority community thrive and succeed. Greek Life programs, designed and implemented by students in conjunction with staff, have been developed with that mission in mind. The overall Greek Life mission complements the mission of Duquesne University, with a profound concern for moral and spiritual values. For further information about the Office of Greek Life, Honor Societies and Professional Organizations, visit (<https://www.duq.edu/life-at-duquesne/student-organizations/greek-life>), or call the office at 412.396.6651.

International Programs: The Office of International Programs (OIP) 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 (USCIS) 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 OIP coordinates Study Abroad activities for the University and offers support services for students interested in Study Abroad through Duquesne. The OIP also supports the University's strong commitment to international education as a valued component of the overall mission of the institution. For more information visit (<http://www.duq.edu/academics/study-abroad>), call 412.396.6113 or email studyabroad@duq.edu.

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 2nd floor of Rockwell Hall. High confidentiality standards are practiced. The Clinic is open for appointments Monday through Thursday, 9:00 a.m. - 8:00 p.m. and on Friday 9:00 a.m. - 12:00 p.m.; early evening hours are available. For information or an initial interview, call 412.396.6562 or visit (<http://www.duq.edu/about/centers-and-institutes/psychology-clinic>).

Spiritan Campus Ministry: Spiritan Campus Ministry is committed to fostering the spiritual life and growth of all Duquesne students, faculty, and staff. Its mission is oriented to furthering the spiritual development and growth at both the personal and community levels. Eucharistic liturgies are celebrated daily, and the Sacrament of Reconciliation is scheduled regularly and by appointment. Faith based experiences with bible study and discernment are offered weekly. For all members of the Duquesne community, whatever their faith, campus ministers are available to help with spiritual direction, counseling, or simply listening; all in strict confidence. Spiritan Campus Ministry provides a list of nearby worship sites and referrals can be made to introduce students to various faith traditions in the area. In addition, the University Chapel is open each day for private prayer, quiet meditation, and to groups for specific services of a religious nature. There are also male and female Muslim prayer rooms, as well as an ecumenical prayer room in the Spiritan Campus Ministry Center in Towers, LLC. Spiritan Campus Ministry sees itself at the service of all and works in the spirit of justice. Opportunities such as weekly homeless outreach with St. Vincent DePaul, domestic and international Cross-Cultural Mission Experiences, and environmental education and clean-ups in greater Hill District communities, invite members of the Duquesne community to put their faith into action and connect with people of all backgrounds and faith traditions from around the world and at home. Spiritan Campus Ministry also offers students the opportunity to participate in liturgical ministry and the Chapel Choir. All are invited to stop in at any of the following Spiritan Campus Ministry locations: 102 Administration Building, the Spiritan Campus Ministry Center in Duquesne Towers, and the Living/Learning Centers of St. Martin and Des Places, and College Hall. Visit (<http://www.duq.edu/life-at-duquesne/spiritan-campus-ministry>).

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 (www.duq.edu/student-conduct) 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 is designed to provide a forum for the expression of student views and interests; to maintain academic freedom and student rights; and to provide effective representation in the policy making and operations of the University. Visit (<http://www.duq.edu/life-at-duquesne/student-organizations/student-government-association>).

Student Organizations: Currently, there are more than 200 recognized student organizations at Duquesne. These organizations represent the vast interests, academic majors, and academic interests of our student body while also, in many cases, existing to meet social, recreational, service, or religious needs and interests. For a complete listing of student organizations, visit www.duq.edu/campuslink. The Center for Student Involvement 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 Center for Student Involvement and the Student Government Association.

Recognized organizations must also annually update their registration. The Registered Student Organization Handbook (<http://www.duq.edu/assets/Documents/student-conduct/pdf/RegisteredStudentOrganizationHandbook.pdf>) contains information for and expectations of all recognized student organizations.

Technology Needs: The Computer Store, located on the second floor of the Student Union, offers many deals and discounts for Duquesne students at the beginning of the school year. Additionally, Computer and Technology Services (CTS) offers a wide range of solutions for technology-related problems such as connecting to the internet on campus, software installation, and troubleshooting computer problems. Visit (<http://www.duq.edu/about/campus/computing-and-technology>).

Transportation: Duquesne offers shuttle service between the South Side to campus. Shuttle passes may be purchased online at <http://www.duq.edu/about/campus/parking/south-side-shuttle>. All passes will be available for pick up at the Parking and DU Card Services Office once they are ordered online. The Pittsburgh Port Authority also offers bus passes for traveling to other parts of Pittsburgh.

Article VIII – Residence Life

The Office of Residence Life is committed to creating an environment in each of the seven Living Learning Centers 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. From this belief 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 being determined on an annual basis. The Brottier Hall Housing Agreement is in effect for 12 months.

All students living on campus are further required to take 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 (<http://www.duq.edu/assets/Documents/residence-life/pdf/ResidenceLifeHandbook.pdf>).

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 assure the efficient and effective delivery of important University communications all students must regularly update DORI with current local addresses and telephone numbers in addition to permanent ones. Students are responsible for maintaining accurate local and permanent addresses and telephone numbers.
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 9-1-1. Visit (<http://www.duq.edu/life-at-duquesne/campus-safety>).

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 such 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 may be granted immunity from student conduct charges for possession or consumption of alcohol or drugs. See TAP 31 (<http://duq.edu/work-at-du/human-resources-home/the-administrative-policies-%28taps%29/31-sexual-misconduct-and-gender-discrimination>).

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 Special 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.

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 (http://www.duq.edu/assets/Documents/student-conduct/_pdf/RegisteredStudentOrganizationHandbook.pdf).
- **Classroom Expression:** Students have the right to engage in free discussion, inquiry, and expression in the classroom and the freedom 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, which can be found on the University’s website (<http://www.duq.edu/life-at-duquesne/campus-safety/clery-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. Visit ([https://duq.edu/work-at-du/human-resources-home/the-administrative-policies-\(taps\)](https://duq.edu/work-at-du/human-resources-home/the-administrative-policies-(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. **Date Auctions:** Student events involving auctions must be approved in advance by the Assistant Vice President for Student Involvement.
14. **Event Policy for Registered Student Organizations:** Registered Student Organizations must follow the guidelines set forth in the Registered Student Organization Handbook (<http://www.duq.edu/assets/Documents/student-conduct/pdf/RegisteredStudentOrganizationHandbook.pdf>)
15. **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 (<http://www.duq.edu/assets/Documents/student-conduct/pdf/RegisteredStudentOrganizationHandbook.pdf>).
16. **Food Policy:** Students are expected to comply with TAP 51, "Guidelines for the Safe Sale or Serving of Food and Beverages," incorporated herein by reference. ([https://www.duq.edu/work-at-du/human-resources-home/the-administrative-policies-\(taps\)/51-food-and-beverages%E2%80%94safe-sale-or-serving](https://www.duq.edu/work-at-du/human-resources-home/the-administrative-policies-(taps)/51-food-and-beverages%E2%80%94safe-sale-or-serving)).
17. **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.
18. **Health Insurance (Mandatory):** Duquesne University is committed to the health and well-being of our students and understands the importance of acquiring adequate health insurance. Therefore, the University has a Hard Waiver Policy for student health insurance. This means that all full-time undergraduate, graduate, and all international students are required to have medical insurance and provide verifiable proof of coverage.

All full time students who do not provide the required information will automatically be enrolled in the Student Health Insurance plan. One-half of the premium will be billed to your Student Account in the fall; and the remaining balance will be billed in the spring.

You can provide proof of coverage or register for the University's Student Health Insurance plans quickly and easily through the Hulse/QM website. The ID, Insurance process credentials is the student's last name first initial (*entered without any spaces, ex.: Betty Jones would use jonesb*) /

Password is the Duquesne University school-issued ID number.

Visit: www.hulseqm.com/myinsurance, email university@hulse.qm.com, or call: 800-273-1715.

19. **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)
- 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 after which is submitted electronically in DORI through the Health Service Student Portal (<https://patient-duq.medicatconnect.com/home.aspx>). Incoming students must also complete and submit their Medical Health History Form online through the Health Service Student Portal in DORI.

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.

20. **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.
21. **Parking:** Students parking on campus must have a valid permit to do so and must park in 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 (<http://www.duq.edu/about/campus/parking>).
22. **Political Activity:** Students are expected to comply with TAP 27, “Political Activity,” incorporated herein by reference ([https://duq.edu/work-at-du/human-resources-home/the-administrative-policies-\(taps\)/27-political-activity](https://duq.edu/work-at-du/human-resources-home/the-administrative-policies-(taps)/27-political-activity)), and Registered Student Organizations should also comply with the Registered Student Organization Handbook (http://www.duq.edu/assets/Documents/student-conduct/_pdf/RegisteredStudentOrganizationHandbook.pdf).
23. **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.
24. **Smoking:** Students are expected to comply with TAP 25, “Smoking,” incorporated herein by reference ([https://duq.edu/work-at-du/human-resources-home/the-administrative-policies-\(taps\)/25-smoking](https://duq.edu/work-at-du/human-resources-home/the-administrative-policies-(taps)/25-smoking)).
25. **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.
26. **Use of University Funds and Solicitation of Funds Using University Name:** Any student or group of students who receive University funding or which use the University name in the solicitation of funds or the generation of revenue must keep such funds on deposit with the University and make use of the normal University disbursement process in the expenditure of these funds.

27. **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.

28. **Weapons on Campus:** Students are expected to comply with TAP 48, "Weapons and Violence – Campus and Workplace," incorporated herein by reference.

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. As members of the Duquesne community, all students are required to observe relevant federal, state and local laws as well as the Student Handbook. Neither the Duquesne University name (nor any department as part of the University), nor University funding may be used to assist students to consume 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: [https://duq.edu/work-at-du/human-resources-home/the-administrative-policies-\(taps\)/32-drug-free-and-alcohol-free-working-and-learning-environment](https://duq.edu/work-at-du/human-resources-home/the-administrative-policies-(taps)/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 insure 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 all alcoholic beverages must be registered at the front desk of the hall prior to entrance and must be in its original container with clearly marked labels. Failure to register alcoholic beverages will result in disciplinary action. Registered alcohol is intended for a student's personal, individual use in their own private rooms. The amount of alcohol a student of legal age may sign in to the Living Learning Centers on a weekly basis is as follows: 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. Medical marijuana "cards" from other states are not recognized at Duquesne University, nor in the Commonwealth of Pennsylvania.

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: It 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; and at higher doses, delirium and amnesia (<https://drugfree.org/drug/ketamine/>).
- Alcohol: 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 made 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, Ecstasy can produce a range of effects that include 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, impairment of vision and 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 often times may increase problems in existing dysfunctional family/social systems or may give rise to the development of dysfunctional family/social systems impacting on 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 and Well-Being 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 and Well-Being 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's website (www.ed.gov/policy/highered/leg/hea08/index.html).

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 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 well-being 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 well-being 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 well-being 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 or 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 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 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

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

ALCOHOL AND DRUGS

- A. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, in the Towers Living Learning Center, during a fraternity event, in any situation sponsored or endorsed by the chapter, or in any event an observer would associate with the fraternity, or in any apartment or house in which several members reside or occupy, must be in compliance with any and all applicable laws of the state, province, county, city, and Duquesne University, and must comply with either Bring Your Own Beverage (BYOB) or Third Party Vendor guidelines.
- B. No alcoholic beverage may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common sources(s) of alcoholic beverages for members or guests by any member of a fraternity, for example kegs or cases, in the name of, or on behalf of, the chapter is also prohibited.
- C. OPEN PARTIES meaning those with unrestricted access by non-members of the fraternity or student organization are prohibited. OPEN PARTIES are defined as events with unrestricted access by non-members of the fraternity or student organization, without specific invitation, where alcohol is present.
- D. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor. Duquesne University defines a minor as any individual under the age of 21 who is prohibited from consuming alcohol legally.

- E. The possession, sale or use of any **ILLEGAL DRUGS** or **CONTROLLED SUBSTANCES** on any University premises or during a fraternity or student organization event or at any event that an observer would associate with the fraternity or student organization is strictly prohibited.
- F. No chapter may co-sponsor an event with an alcohol distributor, charitable organization, or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol), where alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of third party vendor and a guestlist.
- G. No chapter may co-sponsor or co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
- H. All rush/recruitment activities associated with any chapter will be non-alcoholic events and/or functions. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern, alcohol distributor as defined in this policy.
- I. No member, associate/new member or novice shall permit, tolerate, encourage, or participate in “drinking games.” The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one’s age, “beer pong,” “century club,” “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
- J. No alcohol shall be present at any associate member program, activity or ritual of the chapter. This includes but is not limited to activities associated with “bid night”, “big brother-little brother” events or activities, “big sister-little sister” events or activities, “family” events or activities, “mid-pledge” events or activities, and initiation.
- K. All advertisement(s), notification, and/or publicity associated with any Bring Your Own Beverage (BYOB) or Third Party events must be approved by the campus advisor and the Director of Greek Life.

HAZING

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

SEXUAL VIOLENCE AND HARASSMENT

Greek-Lettered 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 fraternity event as defined in this policy is prohibited. Greek-Lettered organizations are expected to comply with TAP 31: Sexual Misconduct and Gender Discrimination (<http://duq.edu/work-at-du/human-resources-home/the-administrative-policies-%28taps%29/31-sexual-misconduct-and-gender-discrimination>).

HEALTH AND SAFETY

All chapter suites in Towers Living Learning Center should meet all local fire and health codes and standards.

All chapters should have posted in common areas emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room. These items are provided and required by the Office of Residence Life.

All chapters 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 chapter 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 s/he has received from his/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/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/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, and to Living Learning Center expulsions, 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 who 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 testimony, 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, incorporated herein by reference.

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: violating of the University’s Alcohol and Other Drugs Policy (Article X of the Student Handbook), and/or violating of TAP 32 ([https://duq.edu/work-at-du/human-resources-home/the-administrative-policies-\(taps\)/32-drug-free-and-alcohol-free-working-and-learning-environment](https://duq.edu/work-at-du/human-resources-home/the-administrative-policies-(taps)/32-drug-free-and-alcohol-free-working-and-learning-environment)), incorporated herein by reference, by engaging in any of the following:

- i. Use, possession, or distribution 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, bong, 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 ([https://duq.edu/work-at-du/human-resources-home/the-administrative-policies-\(taps\)/26-computing-ethics-and-guidelines](https://duq.edu/work-at-du/human-resources-home/the-administrative-policies-(taps)/26-computing-ethics-and-guidelines)), incorporated herein by reference.
- 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, including, but not limited to, the use of a fake ID.

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 ([https://duq.edu/work-at-du/human-resources-home/the-administrative-policies-\(taps\)/30-affirmative-action-equal-educational-and-employment-opportunity-and-human-relations-in-the-workplace-and-classroom](https://duq.edu/work-at-du/human-resources-home/the-administrative-policies-(taps)/30-affirmative-action-equal-educational-and-employment-opportunity-and-human-relations-in-the-workplace-and-classroom)), incorporated herein by reference.

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 result 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 well-being of any individual or member/members of the University community.
- P. Lewd or Indecent Behavior:** engaging in lewd, indecent, or obscene behavior on University property or at a University event.
- 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:** engaging in sexual misconduct and all other forms of sex and/or gender-based discrimination. Any student may make a report of sexual misconduct and/or other forms of sex/gender-based discrimination to the University Title IX Coordinator: Lee Robbins, 412-396-2560, robbinsl1@duq.edu or to any of the University's Deputy Title IX

Coordinators: Sherene Brantley, 412-396-5243, lemoniass@duq.edu; Anne Mullarkey Sawa, 412-396-6642, mullarke@duq.edu; Jeffrie Mallory, 412-396-1117, malloryj@duq.edu, and Ryan Dawson, 412-396-5881, dawsonr@duq.edu. More information regarding Sexual Misconduct and/or sex/gender based discrimination is found in TAP 31. The process for addressing reported sexual misconduct and/or other forms of sex/gender-based discrimination is separate from the Student Conduct Process, and can be found in TAP 31 (<http://duq.edu/work-at-du/human-resources-home/the-administrative-policies-%28taps%29/31-sexual-misconduct-and-gender-discrimination>), incorporated herein by reference. See also (<http://www.duq.edu/titleix>).

- U. **Smoking in Violation of TAP 25**: acting in violation of TAP 25 ([https://duq.edu/work-at-du/human-resources-home/the-administrative-policies-\(taps\)/25-smoking](https://duq.edu/work-at-du/human-resources-home/the-administrative-policies-(taps)/25-smoking)), incorporated herein by reference.

- 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 Special 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 (<http://duq.edu/work-at-du/human-resources-home/the-administrative-policies-%28taps%29/31-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.

- 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 ([https://www.duq.edu/work-at-du/human-resources-home/the-administrative-policies-\(taps\)/48-weapons-and-violence%E2%80%94campus-and-workplace-](https://www.duq.edu/work-at-du/human-resources-home/the-administrative-policies-(taps)/48-weapons-and-violence%E2%80%94campus-and-workplace-)), incorporated herein by reference.

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 timeframes 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/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 (<http://www.duq.edu/life-at-duquesne/student-services/student-conduct/forms>) 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 Witness testimony 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 testimony, 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, well-being, 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 Conduct's website (<http://www.duq.edu/life-at-duquesne/student-services/student-conduct/forms>).
 - 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 (<http://duq.edu/work-at-du/human-resources-home/the-administrative-policies-%28taps%29/31-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 Undergraduate and Graduate Student Catalogs (<http://www.duq.edu/academics/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
106 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
117 Duquesne Union
412.396.6642

STUDENT GOVERNMENT ASSOCIATION
302 Duquesne Union
412.396.6620

UNIVERSITY COUNSELING AND WELLBEING CENTER
636 Fisher Hall
412.396.6204