



2025-2026

STUDENT HANDBOOK

KNOW THE CODE



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PRESIDENT'S MESSAGE



Dear Duquesne Students,

Welcome! You've picked a fantastic time to be part of the Duquesne University community. The University has momentum—momentum that's creating numerous opportunities for you, including a state-of-the-art medical school and new engineering programs; extensive student research and study abroad opportunities; and a robust slate of activities, from club sports and marching band to student government, community service groups and so much more. The sky's the limit. I can't wait to see the positive impact you have here on our campus, and in the broader community.

As a Duquesne University student, the choices you make, the successes you achieve, the challenges you overcome, and the people you serve will create the value of your education. Yet it will also enhance the value and opportunities others will experience. Your time here will shape your future relationships, your career, and your development as an outstanding person and member of society. To ensure you and your peers can make the most of this educational environment, this handbook includes policies and guidelines developed to help support you while you earn your education.

You'll work with some of the best faculty members in the world. Duquesne professors are teacher-scholars who care deeply about classroom instruction as they contribute to the advancement of their academic disciplines. You also will get to know and work with Student Life professionals dedicated to your advancement, who will live the University's values alongside you. You'll find them welcoming and genuinely invested in your growth. This is a place where you will learn together with people ready to walk alongside you on that journey.

You have access to a huge array of amenities on campus to enrich your living and learning experiences. Because we know education also occurs outside the classroom, your fellow students and the faculty and staff have created a wide range of activities in which you can participate. The University's mission is to serve God by serving students so that they, in turn, can serve others. Our whole University and surrounding community benefits enormously from the talent, energy and leadership you bring to the table.

You are now a critical part of the inspiring and inspired story of Duquesne University. My best wishes for a wonderful experience as you move forward with your education as part of this very special Duquesne community.

Warm regards,

A handwritten signature in black ink that reads "Ken Gormley". The signature is fluid and cursive, with a large, stylized "K" and "G".

Ken Gormley
President



SENIOR VICE PRESIDENT FOR STUDENT LIFE'S MESSAGE

Dear Student,

Welcome to Duquesne University!

The sense of community at Duquesne is strong - so strong that most people refer to it as the Duquesne family. As a member of any family (including this family on the Bluff), we are individually called upon to reflect on our decisions and behaviors and how they impact those around us. As a Duke, that's what we ask of you!

The Student Handbook provides information about the expectations for being a member of the Duquesne University community. Just as our society has laws to outline expectations of behavior and consequences for behaviors that run counter to those expectations, the handbook serves a similar purpose for our campus—outlining policies and procedures and your rights and responsibilities. And just like our societal laws, you are expected to understand and abide by these expectations.

First and foremost, the policies outlined in the Student Handbook are designed to keep individuals and the campus safe. The policies additionally support the success and holistic well-being of all students, and contribute to a positive and supportive community—fundamental values that have a long history in the Spiritan, Catholic tradition.

Your time as a Duquesne student will go quickly. It is my hope that you make the most out of your experience—maximizing every opportunity presented to you. If you do, you will receive much more than a degree, you will transform as a leader that the world needs.

The Division of Student Life is here to support you along the way, and we invite you to actively engage, belong, learn, and thrive as a Duquesne Duke. I wish you an unparalleled experience as a member of the Duquesne University family.

Sincerely,

A handwritten signature in black ink that reads "Leanna Fenneberg". The signature is fluid and cursive.

Leanna Fenneberg, Ph.D.
Senior 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

The University prohibits and does not engage in discrimination or harassment on the basis of race, sex, color, religion, shared ancestry, genetic information, national origin, gender, sexual orientation, age, disability, status as a veteran and any other legally protected classes in its programs or activities, including but not limited to in admissions, in the classroom, and in the workplace.

Duquesne University also prohibits retaliation against those who report discrimination or harassment, or who participate in an internal or government investigation or proceeding about a report of discrimination or harassment.

View the [full statement of non-discrimination](#), including reporting options.

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 Senior 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 Senior Vice President for Student Life or their designee for final determination. The Student Handbook shall be reviewed for possible revision on an ongoing basis under the direction of the Executive Director of Student Conduct.

The Student Handbook is not a contract. Information contained in this document is subject to change at the discretion of the University. All students are expected to familiarize themselves with, and are required to abide by, the provisions of the current Student Handbook.

ARTICLE VI

DUQUESNE UNIVERSITY'S CAMPUS

Located adjacent to downtown Pittsburgh, Duquesne University's modern hilltop campus is near the business, entertainment and shopping centers of the city, while still offering students the privacy and peace of its own self-enclosed campus. There are also many great neighborhoods within and around the city for students to explore.

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 Acrisure Stadium. The Penguins perform in the PPG Paints Arena nearby. The Duquesne Dukes play their season in the on-campus facility, The Cooper Fieldhouse, and occasionally in the PPG Paints Arena. Facilities for participatory sports such 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 – NCAA Division I Athletics Program: Duquesne University's Department of Athletics supports 20 varsity sports programs which compete at the NCAA Division I level in both the Atlantic 10 and Northeast Conferences. Focused on the four pillars of Academics, Competitive Success, Integrity and Programmatic & Community Engagement, Athletics is committed to providing its 500-plus student-athletes with a first-class, Division I experience.

A member of the Atlantic 10 Conference, Duquesne competes in 16 of the conference's sports including men's and women's basketball, men's and women's cross country, men's and women's soccer, men's and women's tennis, men's outdoor track and field, women's indoor and outdoor track and field, women's golf, women's lacrosse, women's rowing, women's swimming and diving and women's volleyball. Duquesne's Division I football team, as well as the women's bowling program, compete in the Northeast Conference. The newly added varsity sports of women's acrobatics & tumbling and women's triathlon compete independently at the NCAA Division I level. In addition to competitive success, Duquesne student-athletes have earned Academic All-America honors 67 times in 13 sports.

Campus Activities: The Duquesne Program Council hosts campus wide activities throughout the academic year with events such as Epic Bingo, Christmas Ball, Festival on the Bluff, Friday DUNites and more! There is something for everyone and there is plenty to do on campus, especially in the Union NiteSpot which is open until midnight every night, and provides students with access to study tables, pool tables, ping pong, shuffleboard, etc. Visit Campus Link or download the free CORQ App for a list of campus events happening each day provided by over 300 student organizations.

Center for Career Development: The full services and programs of the Center for Career Development are available to students and graduates of Duquesne University. The Center for Career Development manages job postings from employers and facilitates on-campus job fairs, career workshops, resume review, on-campus interviewing, and more for both current students and alumni. Drop-in advising is also available. For information on office hours, how to schedule an appointment, and a calendar of events, please visit our website or contact us at (412) 396-6644 or careerdevelopment@duq.edu.

Center for Student Involvement: The Duquesne Program Council hosts campus-wide activities throughout the academic year with events such as Epic Bingo, Christmas Ball, Festival on the Bluff, Friday DUNites and more! There is something for everyone and there is plenty to do on campus, especially in the 1st Floor Union NiteSpot which is open until midnight every night, and provides students with access to study tables, pool tables, ping pong, shuffleboard, etc. Visit Campus Link or download the free CORQ App for a list of campus events happening each day provided by over 300 recognized student organizations.

Commuter Affairs: Duquesne Union, first floor. All students who live off campus are considered commuter students. Students who have a question, suggestion, concern or need additional information can utilize the Office of Commuter Affairs. You are also encouraged to make use of the following information and services we provide:

- Commuter Center, located on the first floor of the Duquesne Union, includes a large lounge with refrigerator, microwaves, television and comfortable furniture and a computer lab.
- Parking and Transportation Information
- Off-Campus Housing Assistance
- Programs for Commuters
- Commuter Assistant Program: Each new undergraduate, first-year and transfer commuter student is assigned a Commuter Assistant (CA) during their first year at Duquesne. CAs are upperclass commuters who serve as mentors to new undergraduate commuter students as they transition into college life. CAs help plan programs and activities to engage new students and assist them in becoming active members of the Duquesne community. The Commuter Council is a student-run governing body designed to identify commuter concerns and to provide educational, social and service-oriented programs for the commuter population.

For further information call (412) 396-6660 or email commuteraffairs@duq.edu.

Community Building: Community Building has always been an integral part of the Duquesne experience. Grounded in the missionary tradition, its Spiritan founders insisted on offering educational opportunities to all, regardless of race, color, or creed. In the spirit of Duquesne's founders, The Center is a resource available to all members of the University community. The Center 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 Center are consistent with the dimensions of a Duquesne education and designed to contribute to a learning environment that values the global perspectives and experiences of all. The Center is also committed to advocating and providing support for underrepresented groups of students. For information on getting involved or about the programs and services offered, please visit our website or call (412) 396-1117.

Counseling Services: Counseling Services establishes itself on a philosophy of life that is congruent with the University Mission. We view the student in terms of his/her striving for healing through becoming whole. Our goal is to provide services and resources that will enable the student 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 them in their totality.

Located on the Third Floor of the Gumberg Library, Counseling Services 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, emotional distress, sadness, worry, trauma, homesickness, test anxiety, sleep disturbances, etc. Students in need of more frequent, long-term psychotherapy will work with one of our case managers to find resources that will meet their needs. Psychiatric consultation and services are available as needed. Crisis Support is available from Counseling Services 24/7 by calling the Resolve Crisis Services at 1-888-796-8226 or Duquesne University Public Safety at (412) 396-2677 (COPS).

A variety of support groups and workshops are available, such as time management, stress management, test anxiety, eating disorders, cultural diversity, or specific topics can be requested. Biofeedback sessions are also available.

A Meditation Room, located on the Second Floor of the Duquesne Student Union, is available for all students, faculty, and staff.

Please contact Counseling Services at (412) 396-6204 or visit <https://intranet.duq.edu/student-resources/counseling/index.php> for additional information and online self-help resources.

Dining: Duquesne Dining Services offers 12 convenient dining locations across campus. Dining locations include two national brands (Starbucks, and Chick-fil-A), local favorites like Moonlit Burgers, and Vibrant Sunshine Cafe, a residential all you care to eat dining facility (the Rev. Sean Hogan Dining Center), and various retail locations (Cinco Cantina, The Incline, The Rotary, Connections at the Student Union, The Neighborhood Roastery at the Duquesne Bookstore, Business Leaders Bistro at Rockwell, and Fisher Market). More information on campus dining can be found on our website: Duquesne University Dining Services.

Disability Services: In keeping with the University's mission statement, The Office of Disability Services is committed to supporting students with disabilities and providing reasonable accommodations during their time at Duquesne. In order to request accommodations: Contact the Office of Disability Services. Submit supporting documentation, and Disability Services will review the documentation. The office will reach out to schedule an appointment, discuss accommodations and how to use them, and a Letter of Accommodation (LOA) will be sent to professors.

First-Year Development: The Office of First-Year Development serves to implement and direct programs and services which integrate and enhance the academic, personal, and social lives of first year students at Duquesne University. The office directs the following large-scale programs: First Year Advisement Summer Transition (FAST) Program, Fall New Student Orientation and Welcome Week, and Spring New Student Orientation. Additionally, the office assists first year students with mentoring opportunities, referrals to tutoring resources, monitors first year student midterm and final grades, publishes the First-Year Newsletter, and encourages leadership opportunities through the Phi Eta Sigma Honor's Society and other organizations through the Center for Student Involvement. The office is the hub for the First Generation College Student Success Series and collaborates with the Offices of Commuter Affairs, Student Housing and Residence Life, and the First Year Retention Committee to develop initiatives that enhance the first year experience.

Fitness, Recreation, and Club Sports: The Power Center is a recreational facility offering a wide array of intramurals, club sports, group fitness classes, wellness programs, and cardio and weight equipment. Use of the Power Center is free with your Duquesne ID card. For more information and a calendar of events, visit our website or call (412) 396-4812.

Greek Life: Because Duquesne recognizes the incredible impact membership in a Greek-Lettered collegiate organization can have for students, the University is committed to helping its fraternity and sorority community thrive and succeed. The mission of the Office of Greek Life is to promote student development by providing opportunities for scholarship, community and philanthropic service; campus involvement; spiritual involvement; leadership development; and life-long fraternal friendships. That mission reflects the spirit of Duquesne and is at the heart of Greek Life programs, designed and implemented by students in conjunction with staff. For more information about the Office of Greek Life, visit our website or call (412) 396-6651.

Global Engagement: The Center for Global Engagement provides services to international students and scholars pursuing undergraduate and graduate degree programs at the University. These specialized services include furnishing pre-arrival information to accepted students; facilitating compliance with U.S. Citizenship and Immigration Services requirements; assisting in academic and cross-cultural adjustment through initial arrival and extended orientation programs; promoting and supporting events, programs, and activities which foster deeper communication, awareness and understanding among U.S. and international students at Duquesne; and providing ongoing direct service and appropriate referral services to international students and scholars on campus in a personalized and professional manner. The Center also coordinates all semester-long and short-term study abroad programming, policies, and support services for students and faculty at the University. The Center advocates and supports the University's strong commitment to international education as a valued component of Duquesne's overall Mission. For more information, visit our website at duq.edu/global or contact us at (412) 396-6113.

Health Services: Duquesne University Health Services provides comprehensive evaluation and treatment of illness and injury, wellness care, and health promotion to all undergraduate and graduate students. Both in-person consultation and telemedicine video conferencing visits are available, at the discretion of Health Services staff. Students are asked to access the Health Services Student Portal through The Duquesne Portal to complete the health history, electronically submit required immunization dates, and upload valid documentation. The professional clinical staff at Health Services consists of Physicians, Nurse Practitioners, Physician Assistants, Registered Nurses, and Medical Assistants. In emergency situations, students may be transported and/or referred to the Emergency Department at UPMC Mercy Hospital. Health Services clinical staff may be consulted regarding the student's disposition and plan, when necessary. Health Services is located on the 3rd floor of the Gumberg Library (entrance across from Brottier Commons). For hours or to schedule an in-person or telemedicine appointment, call (412) 396-1650.

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. The Clinic is located in a private setting on the second floor of Rockwell Hall. For hours, more information, or to schedule an initial interview, visit our website or call (412) 396-6562.

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

Student Conduct: The Office of Student Conduct coordinates and administers the student conduct process through the enforcement of the *Code of Student Rights, Responsibilities, and Conduct*. The Office fosters a culture of responsibility, accountability, and respect, grounded in the Spiritan tradition that defines Duquesne University.

Through a developmental and educational approach, the Office emphasizes student learning, personal growth, and ethical decision-making. It provides resources for conflict resolution and supports students in navigating challenges while promoting a safe, inclusive, and respectful campus environment. For more information, please visit our office in the Union, Room 115.

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

Student Organizations: Currently, there are nearly 300 recognized student organizations at Duquesne, representing the vast academic, recreational, and spiritual interests of our students. Visit Duquesne's [Campus Link](#), or download the free CORQ App, for a complete listing of student organizations. The Center for Student Involvement (CSI) provides administrative and programming support for all recognized student organizations. Any student group wishing to apply for official University recognition must initiate this process through the CSI and the Student Government Association.

Technology Needs: Get Started with Technology at Duquesne!

Computing and Technology Services (CTS) strives to provide the Duquesne community with exceptional technology services and support. The TechHub, located on the 2nd floor of the Duquesne Union, is your one-stop shop to find support on technology issues or browse our selection of academically discounted Apple and Dell computers and accessories. To learn more about the Services or Technologies available, visit the Services Portal at duq.edu/services or download our Tech Quick Start Guide at duq.edu/start-it.

Chat is available through the Service Portal.

Technology Support: (412) 396-4357 (HELP) or help@duq.edu

Technology Sales: (412) 396-5645 or computers@duq.edu

Transportation: Duquesne offers a free shuttle service between Campus and South Side for Duquesne students. SGA weekend loop buses are a free service to help transport you to key areas within South Side, and Oakland. Students only have to show their official Duquesne University I.D to access. Thanks to a unique partnership with the Pittsburgh Regional Transit discounted bus rides are available to all students, faculty and staff who enroll in Duquesne University's UPass program. Through an app on your mobile device, you can ride anywhere Pittsburgh Regional Transit (PRT) travels at a discounted fare. Learn more at: [UPass Program](#).

ARTICLE VIII

STUDENT HOUSING AND RESIDENCE LIFE

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

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 Associate Director of Student Housing and Residence Life, a Campus Residency Waiver Request. Housing Agreement terms are effective for the entire academic year, with room and board rates determined on an annual basis. All students living on campus are further required to register for a University meal plan (except St. Martin, McGinley Hall and Brottier Hall).

Additional information about University policies which must be followed by all students living in the Residence Halls can be found in the Duquesne University Student Handbook and throughout The Administrative Policies, "TAPS", of Duquesne University, the Duquesne University Undergraduate and Graduate Catalog, and all residential policies established in the Lumina Resident Handbook. All policies established in these documents must be observed by all residential students and will be implemented by all Office of Student Housing and Residence Life staff in accordance with appropriate campus offices and affiliated housing partners.

Links to Observed Policies and Resources

- [Established Duquesne Housing and Food Rates & Withdraw and Refund Policy](#)
- [Billing and Payment Policies and Financial Responsibility Agreement](#)
- [Duquesne University Housing Portal and Student Housing Agreement Login](#)
- [Lumina Communities Resident Portal Login](#)

STUDENT HOUSING SELECTION AND ASSIGNMENT

Room Responsibility: Each student is responsible for any activity or violation that occurs in their assigned room, whether or not they are present.

Once the Housing Agreement is signed, the student must pay full room and board fees for the Academic Year. Exceptions include:

- a. If the student opts out before classes begin and notifies the Office of Student Housing & Residence Life in writing, they will be released from the agreement, with all fees refunded except the \$100 non-refundable reservation fee.
- b. If the student does not occupy their room or notify SHRL by the second week of classes, they forfeit their reservation and will be released from the agreement, with fees refunded minus a \$100 non-refundable fee.
- c. If the student moves out or withdraws after classes begin, they will be refunded according to the Withdraw and Refund Policies in the University Catalog.
- d. By signing a lease for a Lumina property, students are responsible for fulfilling all lease obligations, including rent payments, for the entire lease term. This responsibility remains in effect even if the student is no longer enrolled or cannot register for classes due to a balance or other reasons. The student is still required to pay rent and associated fees until the lease is formally terminated or a lease transfer is fully processed.

Housing Agreement and Lumina Community Lease: All policies in the housing agreement and Lumina Communities Lease must be observed by all students residing in the Residence Halls or Lumina Community building.

Campus Residency and Waiver: Freshmen and Sophomores attending Duquesne University of the Holy Spirit are required to live on campus or with their parents or guardians.

National studies demonstrate that campus residence positively affects:

- Academic persistence. Resident students are more likely to maintain acceptable grade point performances and more frequently attain a bachelor's degree.
- Satisfaction with the faculty. Resident students generally have more frequent contact with faculty and tend to be more satisfied with their interaction with faculty.
- Willingness to re-enroll. Resident students are less inclined to withdraw or transfer to other institutions before attaining a degree.
- Those 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.

Exceptions to the campus residency policy may be granted to students under certain conditions.

The eight (8) conditions that can exempt a student from the campus residency policy are:

1. Completing four full semesters of academic work. Four full semesters of academic work are defined as:
 - Enrollment for at least four semesters as a full time student at Duquesne University or another accredited college or university.

OR

 - Completion of 60 or more credit hours of academic work at Duquesne University.

OR

 - Completion of combined total of 60 or more credit hours of academic work at as well as at another accredited college or other university. This total may include Advanced Placement credits and dual enrolled high school credits.
2. Residing with parents or legal guardian. Residing with immediate family or legal guardian is defined as:
 - Residing with a parent or legal guardian. To be eligible, the parent or legal guardian's residence must be within one of the following counties: Allegheny, Armstrong, Beaver Butler, Mercer, Washington or Westmoreland.
 - Residing with a grandparent. To be eligible, the student must have the consent of a parent or legal guardian and their grandparent's residence must be an Allegheny, Armstrong Butler, Beaver, Mercer, Washington or Westmoreland address.
3. Students who are enrolled and are taking eight or fewer credit hours.
4. Students who are married.
5. Students with one or more dependent children in their custody while attending Duquesne University.
6. Students who are military veterans who completed at least two years of full-time, active military service.
7. Students over the age of 21.
8. Students with physical or psychological circumstances such that the university cannot provide housing and/or board services compatible with their lifestyle needs. This also requires supporting documentation from a licensed, professional caregiver appropriate to the student's circumstance.

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

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

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

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

Housing Fee: Proof of a \$100 room deposit must accompany every housing agreement. Payments should be made to the Cashier's Office or online. The student's account must be paid in full. Any Bureau of Vocational Rehabilitation student(s) receiving scholarships, or students having special circumstances which would waive payment of the \$100 room deposit, must contact the Office of SHRL prior to their housing registration.

Single Room and Medical Singles: A very limited number of single occupancy accommodations are available to students. Students requesting single rooms are charged an additional fee for this privilege. Students seeking single room occupancy are assigned priorities the same as any other assignment unless special privileges are granted by the Office of Student Housing and Residence Life and the Office of Disability Services. Any student seeking a medical single needs to go through the Office of Disability Services. The Office of Disability Services will determine if students are eligible for a single room and coordinate with the Office of Student Housing and Residence Life to accommodate said students.

Housing Communication: Students' Duquesne University personal email account is the official method of communication for Duquesne administrative matters. Students are required to periodically check their account for time-critical notices such as billing notifications, insurance requirements, or other important alerts or administrative notices requiring a timely response. Notice will be considered as received one day following the date the notice is posted to a student's email account. Failure to check their email account does not excuse or exempt students from any actions required of them by the University.



STUDENT HOUSING ACCESS POLICIES

Residence Hall Access and Usage Policies are guided by the Duquesne University Student Handbook and the Administrative Policies, "TAPS", of Duquesne University and the Lumina Communities Lease and Lumina Communities Handbook.

[Tap. 65](#), along with other policies, are essential to life in the Residence Halls.

Building Access: Building security regulations require that DU Cards be swiped and displayed to gain access to the Residence Hall. A student who fails to properly present and swipe their DU Card upon entering the Residence Hall is subject to verification procedures and disciplinary sanctions. In addition, any individual attempting to enter a Residence Hall with a non-current DU Card is subject to disciplinary action. The card will be confiscated and returned to the ID Center.

Building Open and Closure: Duquesne University Residence Halls close during University breaks as listed in the University Calendar. Residence Hall fees do not include housing for these break periods. Students who must stay on campus at these times must be pre-approved by their building office and will be required to pay additional charges of \$30.00 per day for a room over the break period; meals are not provided during these breaks and meal plan usage is not available. Residence Hall policies and procedures may also be amended during break periods. Housing assignments for break periods are at the discretion of the Office of Student Housing and Residence Life and are based upon availability. Any early arrivals or late departures by residents must have prior approval by the Office of Student Housing and Residence Life. Students are required to vacate the Residence Hall within twenty-four (24) hours of the last exam of the semester, or the termination of the Housing Agreement, whichever occurs first.

Check-Out Procedure: Students vacating their room must:

- Inform the Office of Student Housing and Residence Life by completing a check out procedure form.
- Ensure the room is clean and free of damages or personal items.
- Remove personal refrigerators from room or incur a \$100 fine.
- Lock the door upon departure and return their keys to the Residence Hall front desk.

Student Housing and Residence Life staff will make final decisions on room conditions. The housing agreement is in effect until the student's room key is returned appropriately.

****Failure to turn in room key will result in a charge.**



Dismissal From University Housing: Any student who is removed from the Residence Halls for any reason must, within the prescribed time frame:

- Remove all belongings from the Residence Hall.
- Return room key to Office of Student Housing and Residence Life or Lumina Communities offices.
- Cease to occupy the Residence Hall.
- No refund will be made to the student.

Deliveries: The University permits the delivery of food, gifts and other packages to Residence Hall, but students are solely responsible for collecting their items promptly from the designated pickup location upon notification. The University is not liable for any loss, theft, or damage to delivered items, including uncollected packages. Prohibited items, such as illegal substances, are not allowed and will be reported to authorities. Uncollected packages for more than two days will be considered abandoned and will be returned to the sender or disposed of.

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

Room Lockouts: Students should carry their room key with them at all times. When locked out of their room, students should contact front desk personnel for assistance. Students will be charged for lockouts. No charge first lockout, \$5 for the second lockout, \$10 for the third lockout, \$15 for the fourth lockout, and \$20 and a conduct meeting for fifth and further lockouts.

Room Keys: When a student moves onto campus, they are given a room key to their assigned room. Room keys are not to be duplicated or used by anyone other than the room's assigned occupants. Lost keys or keys that are returned damaged or unusable will result in a lock change and the student will be billed for the cost of replacement. Students should let their Resident Director know immediately if they have lost a key.

Room Change Procedure: In line with Residence Life's commitment to fostering conflict-resolution skills, students are highly encouraged to initiate a roommate mediation process involving the Resident Assistant (RA) or Resident Director (RD) and their roommate prior to being approved for a room change. This structured dialogue supports personal growth and community harmony. Should a student desire a room change despite the absence of conflicts, they must engage in a conversation with the RD. Room changes are subject to availability, with priority given to emergency cases.

Room Consolidation: As indicated in the housing agreement, Residence Life may consolidate students living alone in a double room; every attempt will be made to see that students paying double room rates have a roommate. Room consolidation may occur at any time in the semester. If space permits, students may elect to pay single room fees. Consolidation will occur as follows:

- A student without a roommate will be notified in writing by the Office of Student Housing and Residence Life. The student must identify a roommate, be assigned one by the Resident Director, or may be required to move from their room to that of another single student.
- Listings of the residents involved in the room consolidation process will be available in each building office for review by a student in need of a roommate.
- After a specified time period, a student who has not voluntarily attained a roommate will be assigned a roommate by the Resident Director or be required to move from their room into another room. Moves will generally occur only within the building to which a student is assigned, unless circumstances dictate otherwise. For those who have unsuccessfully attempted to find a roommate, the double occupancy room may be maintained, provided the student remains on their side of the room, keeping all of their belongings in one closet, one dresser, etc. A new roommate may be assigned to that space with limited notice, if necessary. Staff may periodically check to ensure that half the room

is available for a new resident. If belongings are found on the other side of the room the student will immediately be assessed additional charges and be required to move their belongings to their original side.

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

Visitation: The visitation policy considers the rights of resident students to have access to their living space in accordance with the Mission, all applicable policies, and to support the safest, most harmonious living conditions possible.

Resident Student Daytime and Overnight Visitation (Assumption, Des Places, St. Ann, St. Martin, Towers, Vickroy)

Guest Sign-In Process:

- Residents may sign in all daytime guests between 8:00 A.M. and 2:00 A.M. Residents may sign-in up to 2 Overnight Guests of the same gender between 2:00 A.M. and 8:00 A.M. All Overnight guests must be signed in by 2:00 A.M.
- Hosts and guests must present a valid DU Card and photo ID, respectively, to the front desk. Desk staff will keep the guests' ID at the front desk. IDs must be taken each time guests exit a building.
- Overnight guests who are not Duquesne students must complete an Overnight guest Registration Form at the front desk. Guests must present this form each time they enter the building with their ID.
- Hosts must escort guests at all times while in the Residence Halls, including during guest check out at the front desk.

Guest Policies:

- The actions of guests are the direct responsibility of the host student. Guests are responsible for all policies and procedures as outlined in the Student Handbook, as well as the Residence Life Handbook. Guests may be asked to leave the residence halls at any time should they violate a policy or disrupt the campus community in any manner.
- Minors under 16 years of age, who are not siblings of a resident, may not be hosted as an overnight guest. All minors must complete a Minor Overnight Guest Registration Form.
- Permission to house overnight guests is always subject to the approval of the Office of SHRL staff and may not be permitted during periods that are considered high-risk.
- A roommate's desire for privacy, safety, and normal use of their living space supersedes all guest privileges. Overnight guests must be approved by all roommates.
- Each resident is permitted to sign in a maximum of two (2) guests within visitation hours and according to visitation policies. Residents may host overnight guests no more than 2 consecutive nights, and no more than 3 nights per week. Overnight guests may not stay more than 15 days total during the Academic Semester.
- Residents are not permitted to escort working media into the residence areas without approval of the Office of Marketing and Communications. Approval may be obtained by calling (412) 396-6050.

Brottier and McGinley Apartment Visitation

Brottier and McGinley Halls do not require overnight guest forms, nor do they prohibit signing in guests after 2:00 A.M., as is the case in other campus Residence Halls. However, unless otherwise listed directly in the Lumina Communities lease and resident handbook, all other policies and procedures managed by the Duquesne University Office of Residence Life are adhered to by Lumina Communities.

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

Personal Property: Duquesne University is not responsible for any loss or damage to students' personal property. Students are advised to protect their property by keeping their doors locked at all times. Students should consider carrying individual renters insurance for potential property and loss coverage. The University can recommend several insurance companies. The University does not benefit from the sale of any policies.

Prohibited Items: The following items are prohibited in Duquesne University Residence Halls. Residence Life staff may prohibit any other items that may pose a health and/or safety concern.

- Refrigerators larger than 3.5 cubic feet capacity
- Ceiling fans
- Lofts or bed risers, including cinder blocks
- Live trees
- Locks or alarms not provided by the University
- Motorized vehicles/hoverboards
- Paint
- Open flames, including burning incense and potpourri
- Water beds
- Non-UL-approved appliances
- Fireworks of any kind
- LED light strips - students can have LED light strips, but will be charged if there is wall damage at the end of the year
- Gasoline/oil/flammable liquids
- Smoke/fog machines
- Alcohol or drug-related containers/paraphernalia
- Space heaters
- Hand-held laser pointers
- Paintball, BB, or pellet guns of any kind
- Hookahs
- Weapons
- Any items suspended from the ceiling or placed above ceiling tiles
- Candles/candle warmers/wax melts
- Halogen Lamps
- Open coil items



Quiet Hours: Quiet hours are specified times when students are expected to keep noise levels at a minimum to allow all students the ability to feel comfortable in their Residence Hall. Outside of quiet hours, students must maintain an appropriate noise level to be courteous to other members of their community. Quiet hours are as follows:

- Sunday through Thursday: 10:00 P.M. to 8:00 A.M.
- Friday through Saturday: 12:00 A.M. to 8:00 A.M.
- During finals, 24/7 quiet hours will be implemented

Failure to comply with this policy will result in sanctions. Continued violation of this policy may result in suspension from the Residence Halls. Quiet hours must be observed in a student's room as well as common areas. Residents are encouraged to ask for cooperation from others in maintaining these standards of quiet. Further assistance is available from Student Housing and Residence Life staff members.

Room Cleanliness: Students are expected to maintain their dorm rooms in accordance with university standards, ensuring a clean, safe, and respectful living environment. This includes regular cleaning, proper disposal of trash, and adherence to university guidelines on prohibited items and decorations. Consideration for the community is paramount; noise levels should be kept to a minimum, and common areas should be respected. Any behavior or room condition that disrupts the living experience of others or violates university policies will be addressed promptly, potentially resulting in disciplinary action.

Room Decorations: Students are permitted to hang pictures and other decorations. Significant damage from decorations that will require painting or repair will be at the student's expense. Students are responsible for ensuring that adhesive materials do not damage walls or doors for any reason. No traffic or public signs are permitted. Fire code precludes the usage of flammable holiday decorations (i.e. live trees). To comply with fire safety policies, doors may not contain excessive materials such as posters, gift wrap, and/or door signs. At the discretion of the Resident Director, inappropriate, or offensive materials may be removed.

Bicycle: Bicycle racks are provided in front of Des Places and St. Ann Residence Halls. A bicycle storage room in Des Places Hall is available to all students. Applications are available from the Des Places Hall front desk. Bicycles are not allowed to be attached to railings outside of the Residence Halls and will be removed if secured there. Bicycles may not be stored in hallways or common areas inside of the Residence Halls.

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

Windows: Anyone caught throwing an object out of or into a window, hanging items from, or leaning out of a window will be subject to restitution for damage and/or clean-up expenses, a fine and possible disciplinary action if the screens are not properly kept in the window.

Shouting out the windows will also result in disciplinary action. Individuals are not permitted to enter or exit a Residence Hall through a window. Individuals entering a room through a window or bringing items through a window, as well as the resident of the room that was entered, will face disciplinary action.

Please refer to [TAP No. 65 Facilities Use](#) in regards to decorations, displays and/or postings facing in or out of residence hall windows, specifically: II.E. Window postings: Decorations, displays, or postings in University owned and affiliated housing windows facing in or out are not permitted.

Candles: For the safety of all residents, candles are strictly prohibited within the Residence Halls. Any candles found will be confiscated and discarded immediately. Candles pose a significant fire hazard due to their open flames, which can easily ignite nearby materials such as curtains, bedding, or papers. This policy is in place to minimize the risk of fire and ensure the well-being of our community members.

Furniture: Residents may arrange furniture within their room in any reasonable manner. Furniture must rest on the floor, and may not be suspended or placed on supports (including, but not limited to, bed risers or concrete blocks). Each piece of furniture in the room is inventoried and residents of that room are responsible for it. All residents of the room will be responsible and must pay for missing or damaged furniture and/or be assessed a fine. All provided furniture must remain in the room. Students are not permitted to take furniture from other rooms, including furniture provided for lounges and recreational areas. Students cannot bring outside furniture to add to lounge spaces without prior written approval from the Office of Student Housing and Residence Life.

Cooking: Students are permitted to bring a UL approved (federal safety standard) hot pot, popcorn maker, coffeemaker, or microwave. Microwaves must be less than 1,000 watts and refrigerators must be smaller than 3.5 cubic feet. Items not permitted due to safety concerns include, but are not limited to:

- electric frying pans
- toasters
- toaster ovens
- sandwich makers
- grills
- hot plates
- immersion coils
- electric kettles
- air fryers
- knives with blades over 3 inches

All non-approved items may be confiscated by the Office of Student Housing and Residence Life staff.

Cooking is permitted in the in-unit kitchens in Brottier Hall, St. Martin Hall, and McGinley Hall, and the common kitchen in Vickroy Hall. Policies for use of the Vickroy Hall kitchen are posted on location and must be followed accordingly. Vickroy Hall common kitchen is for the use of Vickroy Hall residents only. Violation of policies in the common kitchen can result in closure.



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

Damages: Student Room, Room Condition Report, Common Area Damage and Cost: Students shall be responsible and liable for any damages caused by the student or the student's guests or invitees to the living areas, furnishings, or to any other area of the Residence Hall or its equipment. At the expiration of this agreement, the student shall leave their living space in the same order and condition of repair as when they took occupancy. Reasonable wear and tear are excepted.

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

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

Costs for labor, repair, or replacement of damaged items is determined in conjunction with the University's Facilities Management.



Health and Safety Inspections: Office of Student Housing and Residence Life staff members conduct room inspections, also known as health and safety inspections, to ensure residents' compliance with health and safety regulations. These inspections will be conducted at break periods and periodically throughout the semester under the provisions listed in the Student Handbook. For safety reasons, throughout the year students should be aware that beds are to remain on bed frames and that there should be no hanging fabric, sheets, or fishnet from ceilings. Any hanging item must lie flat against the wall; all four walls must be clearly visible from the room door. Numerous fabrics and/or posters are a fire concern and may be confiscated if believed to be a hazard. Personal items should not be left in community bathrooms or hallways. All screens must remain in the window with window limiters in the original placement, and batteries kept in smoke alarms. Smoke alarms must not be covered with tape, plastic bags, etc. It is the responsibility of residents of Vickroy Hall and Des Places Hall to clean suite bathrooms in accordance with the policies. Additionally, any prohibited items that are found in rooms during these inspections will be confiscated with the possibility of being discarded, and the responsible resident(s) may face disciplinary action.

ARTICLE IX

POLICIES, PROCEDURES AND GUIDELINES

1. **Introduction:** As noted in the Policies or Guidelines below, or elsewhere in this Handbook, 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 and in applicable program policies. Academic integrity violations are addressed in accordance with the procedure set forth in these policies.
4. **Address & Contact Information:** All students are responsible for maintaining current and accurate addresses, telephone numbers and emergency contact information at all times.

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

Each semester, Roll Call will begin two weeks prior to the first day of classes. The purpose of Roll Call is to confirm your intention to enroll, followed by a review of your address, phone, emergency contacts and FERPA Directory Information Disclosure. Students are required to log on to the Duquesne University Portal to complete the Roll Call process and a response is required no later than the last day of the first week of classes.

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

- HOME – permanent residential address (required for all students).
- LOCAL – address student resides while attending classes, if not living at HOME or in an on-campus RESIDENCE hall.
- TEMPORARY – temporary relocation from HOME, LOCAL, or RESIDENTIAL address for the purposes of an internship, clinical or practicum for example, during a semester.
- FOREIGN – international home/permanent address.

In addition, for those living in an on-campus Residence Hall, the address will display but cannot be updated online.

- RESIDENTIAL – address in one of the on-campus Residence Halls.

5. **Alcohol and Other Drugs: See Article X, “Alcohol and Other Drugs.”**
6. **Amnesty for Student Drug or Alcohol Violations:** It is imperative that students and student organizations seek help in emergency situations and when medical assistance is needed. Students and student organizations that seek help for themselves or others when alcohol or drugs are involved will not be subject to University disciplinary action for drug or alcohol violations. Importantly, student organizations that fail to seek immediate assistance for members or guests in emergency situations or when medical assistance is needed will be charged with violations of the Student Code of Conduct and will face dissolution or termination as the outcome of such charges.

Students and/or organizations are expected to contact the Department of Public Safety at 412-396-2677 in emergency situations and when medical assistance is needed. 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. Individuals who call for assistance are expected to remain with the individual(s) in need of assistance until help arrives.

The involved individuals may be required to complete alcohol/drug education, assessment, and/or treatment depending on the level of concern for student health and safety, and serious or repeated incidents will prompt a higher degree of concern. Likewise, organizations involved in an incident must agree to take recommended steps to address concerns. Failure to complete follow-up will normally result in disciplinary action. Amnesty does not preclude or prevent action by police or other legal authorities pursuant to relevant state or federal criminal statutes.

Additionally, Duquesne considers the reporting of alleged violations of sexual harassment and misconduct to be of great importance to our campus community. To encourage reporting, students reporting alleged violations of [TAP 31](#) and [TAP 61](#) may be granted immunity from student conduct charges for possession or consumption of alcohol or drugs. See [TAP 31](#) and [TAP 61](#).

7. **Animals on Campus:** For information regarding the University’s policy on animals on campus, visit [TAP 59, “Animals on Campus”](#).
8. **Campus Expression:** Discussion and expression are encouraged within the University subject to the following requirements:
- Expression is encouraged unless it disrupts the operation of the University, endangers or imminently threatens to endanger the safety of any member of the University community, or is in conflict with the Mission.
 - 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.
 - Students and student groups and organizations may invite persons on campus subject to the requirements for use of University facilities and permission from the Senior Vice President for Student Life. Sponsoring an event at which a guest speaker is present and/or permission by the University to host the event/speaker does not imply that the student(s), student group/organization, or the University approve or endorse the views expressed by the speaker. Registered student organizations should refer to the [Registered Student Organization Handbook](#) for additional information.
 - Students and student groups are expected to comply with the University’s Facilities Use Policy, incorporated into this policy by reference.
 - Classroom Expression: Students have the right to engage in free discussion, inquiry, and expression in the classroom, to take reasonable exception to data or views offered in any course of study, and to reserve judgment. 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 and/or other campus functions, including those sponsored by the University that occur off campus, and violation of University and/or administrative policies.

9. **Chosen First Name Policy:** Duquesne University, led by the Holy Spirit and guided by its Catholic, Spiritan values, is committed to fostering and maintaining authentic relationships with every person. In support of this commitment, the University has implemented a process that will enable students, faculty, staff, and alumni who identify by a name other than their given (legal) first name to use a chosen first name for University systems where a legal name is not required (“Chosen First Name”). For specific information, refer to <https://www.duq.edu/chosen-name>.
10. **Clery Act Information:** 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. Consistent with the requirements of the Clery Act, the University’s Public Safety Department produces an annual [Security and Fire Safety Report](#). Additionally, the University’s crime log is available to review during daily business hours.
11. **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 their email account does not excuse or exempt them from any actions required by the University.
12. **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](#).
13. **Cooperation with Searches by External Law Enforcement:** The University shall cooperate with members of outside law enforcement agencies where legally permissible or required.
14. **Event Policy for Registered Student Organizations:** Registered Student Organizations must follow the guidelines set forth in the [Registered Student Organization Handbook](#).
15. **Facilities Use:** Facilities use must follow the guidelines set forth on the University’s Conference and Events Services webpage and in the University Facilities Use Policy. Registered Student Organizations must also follow the requirements for Facilities Use included in the [Registered Student Organization Handbook](#).
16. **Food Policy:** Students are expected to comply with [TAP 51, “Food and Beverages – Safe Sale or Serving”](#).
17. **Health Insurance (Mandatory):** Duquesne University is committed to the health and wellbeing of our students and understands the importance of acquiring adequate health insurance. All Duquesne University students are required to have comprehensive medical coverage in the Pittsburgh area. The University is proud to offer the Student Health Insurance Plan through UPMC for any student who wishes to enroll. *International students are required to verify that they have appropriate health insurance coverage and will be automatically enrolled in the Student Health Insurance Plan if they do not submit a waiver. Students choosing to enroll into the SHIP can visit: www.duq.edu/ship or call Gallagher Student Health at (877) 307-6171. Duquesne has partnered with Gallagher Student Health to administer their Student Health Insurance Plan. Please reach out to Gallagher Student Health with technical questions, questions about enrollment in the student health insurance plan, the waiver/verification process, insurance coverage or service concerns. Click “Help Center” listed in the Resources box, or you can choose the live chat option, or call (877) 307-6171.
18. **Immunizations:** Vaccine preventable diseases are a major health concern on college campuses. Duquesne University has established an Immunization policy for incoming students. Documentation of the following immunizations is required:
 - Meningococcal Quadrivalent (Meningitis) vaccine administered on or after the 16th birthday.
 - Measles, Mumps, and Rubella (MMR) vaccine-2 doses are required.
 - The School of Health Sciences, Nursing and Pharmacy have additional required immunizations due to their clinical and experiential program requirements and should be consulted with directly regarding these additional requirements.

Although not required, the following vaccines/immunizations are strongly recommended:

- Varicella (Chicken Pox) vaccine
- Hepatitis A vaccine
- Hepatitis B vaccine
- Tetanus-Diphtheria-Pertussis (Dtap) vaccine
- Human Papillomavirus (HPV) vaccine
- Influenza (Flu) vaccine
- Polio vaccine
- COVID-19 vaccine
- Pneumococcal (for certain persons with specific medical conditions considered to be high-risk)
- Meningitis B

Duquesne University Health Services utilizes electronic medical records. If needed, the Duquesne University Immunization Verification Form (DUIVF) is available online and can be completed/signed by your medical provider. The DUIVF can be uploaded into the portal via the Duquesne U App by choosing the (1) Student Health & Wellness tab then (2) Student Health Portal then (3) All Duquesne Students then (4) Uploads. Incoming students must also complete and submit their electronic Health History form in the Student Health Portal as well.

A student may be granted an exemption from immunizations by requesting and completing a vaccine exemption form. Students wishing to request an exemption should email Health Services at duhealth@duq.edu or call (412) 396-1650. A student in a program with a clinical requirement who is granted a University exemption should be aware that clinical sites, in their discretion, may refuse to permit the student to complete the clinical if the student does not have the required immunizations. The University does not control the decision of such third party clinical sites.

*Note that in the event of an outbreak of specific highly communicable diseases or illness, any student who has not provided proof of immunization may be prohibited from living on campus or attending classes on campus even if they were granted an exemption and will be excluded from living on campus or attending classes on campus for fourteen days after the last case has been identified. There will be no reimbursement of tuition or fees if this situation should occur.

19. **Parental/Guardian Notification:** A parent(s) and/or legal guardian(s) of an enrolled student at the University will be notified of matters involving their child/dependent as set forth in this Handbook, in other applicable University policies, and/or as permitted or required by applicable law, including the Family Educational Rights and Privacy Act.
20. **Parking:** Students parking on campus must have a valid permit to do so and must park in their designated parking area. Forbes and Locust Garage will now be permit holder only during peak periods, Monday – Friday. Current permit holders must display their hangtag on their rearview mirror. Daily parking without a permit is available in the Chatham Parking Garage. Violations will result in fines. Payment of fines may be arranged in person or online via the Parking Office website: Parking and Shuttle Services Overview and Rates.
21. **Political Activity:** Students are expected to comply with [TAP 27, “Political Activity”](#), and Registered Student Organizations should also comply with the [Registered Student Organization Handbook](#).
22. **Posting:** Posting or distribution of printed materials in or on University buildings shall be in accordance with the University Facilities Policy.
23. **Interim Pregnant and Parenting Students Policy:** Duquesne University is committed to providing a supportive and inclusive environment for pregnant and parenting students. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in any of its programs or activities, including but not limited to athletic, academic, extracurricular, and admission procedures. This prohibition includes discrimination against pregnant and/or parenting students. Pregnant or parenting students may request adjustments and/or modifications for pregnancy, childbirth, false pregnancy, end of pregnancy, or recovery therefrom, including lactation.

Additional information, including frequently-asked questions and documentation guidelines and procedures can be found on the [Title IX website](#).

Questions regarding this policy should be directed to the University's Title IX Coordinator, Alicia M. Simpson, (412) 396-2560, simpsona8@duq.edu, Duquesne University, Union #339, 600 Forbes Avenue, Pittsburgh, PA 15282.

24. **Sexual Harassment, Discrimination, and Misconduct:** Duquesne University prohibits sexual harassment, discrimination, and misconduct consistent with Title IX and other applicable laws.

Any person may make a non-confidential report of sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report (including but not limited to a Deputy Title IX Coordinator, any University employee, or Public Safety).

A report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator below.
Contact information for Title IX Deputies is also included below.

TITLE IX COORDINATOR & DIRECTOR OF SEXUAL MISCONDUCT PREVENTION AND RESPONSE:

Alicia M. Simpson, (412) 396-2560, simpsona8@duq.edu, 339 Duquesne Union

DEPUTY TITLE IX AND SEXUAL MISCONDUCT PREVENT AND RESPONSE COORDINATORS:

Sherene Brantley (Athletics) (412) 396-5243 - Business Hours

Lindsay Seal (Human Resources) (412) 396-5103 - Business Hours

Anne Mullarkey Sawa (Student Conduct) (412) 396-6642 - Business Hours

Kate Deluca (Nursing) (412) 396-6551 - Business Hours

Tiana Brophy (Disability Services) (412) 396-6658 - Business Hours

Quincy Stephenson (The Center) (412) 396-1117 - Business Hours

Any person may also make an anonymous report of sex discrimination, including sexual harassment, to the Title IX Coordinator using the Anonymous Reporting Form on the University's Title IX webpages.

For more information concerning this prohibition, resources, and reporting options, see the University's Title IX website, as well as TAPs [No. 31](#) and [No. 61](#).

25. **Smoking:** Students are expected to comply with [TAP 25, "Smoking"](#).
26. **Use of ID:** Students are required to have a valid Duquesne University identification card (ID) at all times while on campus. The ID card is non-transferrable. If a University official requests to see a student's ID, the student must comply with that request.
27. **Use of University Funds and Solicitation of Funds Using University Name:** Any student or group of students who receives University funding or which uses the University name in the solicitation of funds or the generation of revenue must keep such funds on deposit with the University and make use of the normal University disbursement process in the expenditure of these funds.



28. **Use of University Name:** No student or student organization shall use the University's name without prior written authorization of the University. University approval or disapproval of any political or social issue shall not be stated or implied by a student or student organization.

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

In the event that the name of the University is used in a letterhead on organizational stationery, it shall appear below the name of the organization and in small type or at the bottom of the page.

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

ARTICLE X

ALCOHOL AND OTHER DRUGS

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

Duquesne University complies with the Drug Free Schools and Community Act Amendments of 1989. See also [TAP 32, "Drug-free and Alcohol-free Working and Learning Environment"](#). The Pennsylvania Liquor Code and applicable criminal statutes also address drug and alcohol use, and students may be subject to possible criminal prosecution for illegal use of alcohol and other drugs.

Students are expected to observe and comply with applicable law and University policy.

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

With respect to matters involving marijuana, the enforcement policy has been clarified to state that the detection of the odor of marijuana can constitute a violation. It remains illegal to use or possess marijuana on University property. For information regarding medical marijuana, please refer to [TAP 58, "Medical Marijuana"](#).

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

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

ALCOHOL

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.

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 residence halls.

Students under the age of 21 are prohibited from having full or empty alcohol containers and/or paraphernalia in residence halls. This includes, but is not limited to, cans, bottles, shot glasses, and bongs/funnels.

For those who are 21, all alcoholic beverages must be registered at the residence hall front desk prior to entrance and must be in their original container with clearly marked labels. Failure to register alcoholic beverages will result in disciplinary action. Registered alcohol is intended for a student's personal, individual use in their own private rooms. The amount of alcohol a student of legal age may sign in to the residence halls 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.

DRUG FACILITATED SEXUAL ASSAULT

The drugs identified below are commonly associated with drug facilitated sexual assault. Possession of any of the drugs identified below is prohibited and will subject the student to disciplinary consequences up to and including expulsion.

Alcohol: Alcohol is a central nervous system depressant and slows the cognitive and physical capacities of the person under the influence. Alcohol is a drug and should be respected as one. Alcohol is by far the most common substance in 'drug facilitated sexual assault'. Use of alcohol does not excuse assaultive behavior.

Flunitrazepam (Rohypnol), also called roofies are predominantly central nervous system depressants that can create a drugged or drunk feeling. They are colorless, tasteless, odorless, and can be slipped into a drink and unknowingly ingested. They leave the body's system quickly making detection almost impossible. They are used by themselves or combined to render a victim submissive (<https://drugfree.org/drug/rohypnol/>).

Ketamine, also called Special K is a dissociative anesthetic that distorts perceptions of sight and sound and produces feelings of detachment from the environment and self. Low-dose intoxication results in impaired attention, learning ability, and memory. At higher doses, Ketamine can cause dreamlike states and hallucinations or delirium and amnesia (<https://drugfree.org/drug/ketamine/>). Ecstasy is technically a dissociative hallucinogen (as opposed to CNS depressant), and ecstasy is a different drug than Rohypnol: One is a CNS depressant; Ecstasy is more related to Ketamine than Rohypnol; It acts in a way similar to psychedelic and stimulant. Ecstasy is MDMA, though can have similar properties.

It is also important to be aware that incapacitation through alcohol can impact a person's ability to give sexual consent. Protect yourself against alcohol involved sexual assault:

- 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

It's important to be aware that there are a wide variety of health risks associated with abusing alcohol and/or other drugs. 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. New research shows that high concentration marijuana use can lead to psychotic symptoms; Cannabinoid Hyperemesis Syndrome, paranoia and addiction (physical and psychological). Depressants in large doses can cause altered perception, slurred speech and a staggering gait. Very large doses can cause respiratory depression, coma and possibly death. In combination with alcohol, another depressant, these effects can be intensified and this multiplies the risk.

Hallucinogens, like phencyclidine (PCP), LSD, and ecstasy can produce a range of effects that includes slowed time and body movement, worsened muscular coordination and dulled senses. Speech can be blocked and often incoherent. Violent episodes may result in self-inflicted injury. Increasing use may produce persistent memory problems and speech difficulties, depression, anxiety and violent behavior. Large doses may result in convulsions, coma, heart and lung failure and possible stroke.

Narcotics (codeine, heroin, and a variety of prescription medications) will produce an initial feeling of euphoria followed by drowsiness, nausea and vomiting, constricted (shrinking) pupils, watery eyes and itching. Overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and possible death. Due to frequent use of needles with this class of drugs, infectious diseases, including AIDS, are a major concern.

Inhalants, volatile breathable substances, which are abused by sniffing or inhaling, may interfere adversely with breathing or produce irregular heartbeats that can lead to heart failure and death. Long-term use has resulted in bone marrow damage, drastic weight loss, and impairment of vision, memory, and the ability to think clearly.

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

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

It is important for all of us to know how we can access available resources in our community.

For additional information on the impact of drug use and abuse, see the [Common Used Drugs Chart](#).



PREVENTION AND EDUCATION

Duquesne University offices, including DU CARES (412) 396-5834, Counseling Services (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. These program efforts are aimed at reducing the risk that an individual will abuse alcohol or other drugs. Specific targeted programs are offered annually during Orientation and Alcohol Awareness Week to the general student population and to specific student populations. These additional programs include Greeks. Advocating the Mature Management of Alcohol, athletes, first-year 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 Associate Director 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

Greenbrier Rehab
1 (800) 637-HOPE

Onala Recovery
(412) 566-9220

Gateway Rehab
1 (800) 472-1177

Narcotics Anonymous
(412) 391-5247

CAMPUS RESOURCES

DU CARES
(412) 396-5834

Counseling Services
(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, fees, Assessment and Treatment Program, disciplinary probation, Residence Halls 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	Fine/Sanction (1st Offense)
Underage drinking or possession of alcohol	\$500 and stays on record for 5 years
Fake ID's used to obtain alcohol	\$500 and stays on record for 5 years
Marijuana possession 30 grams or less, or less than 8 grams of 'concentrates'	\$25 possession; \$100 public use
*Not permitted on campus; even for medicinal purposes	Federal Law: \$500
Marijuana possession over 30 grams, or more than 8 grams of 'concentrates'	\$5,000
Manufacturing or selling marijuana and other controlled substances	\$5,000 to undefined monetary fine

COMMONLY CITED CITY OF PITTSBURGH AND PENNSYLVANIA LAW VIOLATIONS

1. Public Intoxication: When an individual appears in any public place under the influence of alcohol or a controlled substance.
2. Providing Alcohol to Minors: When an individual purchases or serves alcohol to those under the age of 21.
3. 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.
4. 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.
5. 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.
6. Possession of Marijuana: When an individual has possession of marijuana, the potential charge 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 fine for possession and \$100 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.
7. 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.

8. 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 four 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 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).
9. 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 online Handbook through an email at the beginning of each academic year.

POLICY DISTRIBUTION

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

ARTICLE XI

POLICY AND PROCEDURE FOR INVOLUNTARY LEAVE

POLICY STATEMENT:

1. Duquesne University endeavors to provide a safe and orderly environment in which all students are able to participate fully in the University's educational curriculum and extracurricular programs and activities.
2. The University urges campus community members and visitors who see or experience acts that endanger themselves or other members of the campus community, or who learn of threats of violence or harm to members of the campus community, to call the Department of Public Safety (Campus Police) at (412) 396-2677.
3. A student will be subject to a safety intervention and/or involuntary leave if the student poses a credible threat to the health, safety and wellbeing of the campus community, or substantially interferes with the learning, living or working environment of other members of the University community or otherwise impedes lawful activities or functions of the University.
4. The Duquesne University Campus Community Risk Team (CCRT) is a multi-disciplinary team comprised of individuals from Academic Affairs, Residence Life, Public Safety, Student Conduct, Dean of Students, Campus Ministry, Center for Student Wellbeing, Disability Services, Health Services, Title IX, Human Resources, and Legal Affairs. Public Safety has the duty to respond to immediate threats, while the CCRT is responsible for evaluating possible serious risks to the health, safety and wellbeing of the campus community and recommending countermeasures such as involuntary leave.
5. As set forth more fully below (and as referenced in Article XIII 6.A.ix., Interim Administrative Actions), the CCRT may recommend that a Student be placed on Involuntary Leave from the University and its facilities if there is sufficient evidence that the student is engaging in, or is likely to engage in, behavior that either poses a danger to the health, safety or wellbeing of any member of the University community, including self-harm, or behavior that substantially interferes with the learning, living or working environment of other members of the University community or otherwise impedes lawful activities or functions of the University.
6. In addition to the Interim Leave process set forth in this Article, and as set forth in Article XIII 6.A.ix., the University may in its discretion take other Interim Administrative Actions prior to initiation or conclusion of any Student Conduct Process, including Interim Suspension. The University shall decide which processes to follow in any particular case.

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. The CCRT meets to consider whether involuntary leave or other risk mitigation measures are warranted when alerted to actions posing a credible threat to the health, safety and wellbeing of the campus community, or substantially interfering with the learning, living or working environment of other members of the University community or otherwise impeding lawful activities or functions of the University.
2. When safety is an immediate concern, the CCRT may recommend that the Senior Vice President for Student Life or their designee place a student on Interim Involuntary Leave from all or some of the campus pending a final decision on Involuntary Leave. Interim Involuntary Leaves are designed to allow the University to take immediate action and to provide for a prompt opportunity for the Student to contest such action. If Interim Involuntary Leave is deemed necessary, the student will be given notice of the Interim Involuntary Leave and notice that they are under consideration for Involuntary Leave as set forth below. In extraordinary circumstances where time is of the essence and the CCRT is not able to immediately meet, the Senior Vice President for Student Life may place a student on Interim Involuntary Leave.
3. If a student is placed on Interim Leave or is otherwise being considered for placement on Involuntary Leave, the Senior Vice President for Student Life or their designee will provide a written notice to the student, and/or parent or guardian in appropriate cases, that their actions are being reviewed as possibly warranting Involuntary Leave and provide the reason(s) for considering such leave.
 - a. The notice will generally explain, Involuntary leaves, attach a copy of this Policy, and include notice of the general nature of the concerning conduct at issue.
 - b. The notice will inform the student that they may respond to the Senior Vice President for Student Life within five (5) working days with any relevant information that the student would like the CCRT and Senior 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 Senior Vice President for Student Life or their designee may encourage the student to take a voluntary leave of absence. If the student takes a voluntary leave, the student will be advised in writing of any conditions or procedures for return to campus.
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 include observable evidence, available relevant medical information and relevant information provided by the student, if any.
 - c. The CCRT will also consider measures that may reasonably be implemented and might mitigate the need for Involuntary Leave.
5. Following this assessment, the CCRT Chair will provide a written recommendation to the Senior Vice President for Student Life or their designee.
6. The Senior Vice President for Student Life or their 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 discuss the conditions and procedures for return to campus.
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 their designee. The appeal decision will generally be issued promptly and is final.

8. The student may seek to return to campus prior to the date provided in the Involuntary Leave notice to the student. A request for an early or temporary return to campus made to the CCRT should include the reason(s) the student is seeking an early or temporary return. The CCRT will review the request and provide a written recommendation to the Senior Vice President for Student Life or their designee.
9. 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 plan and/or participate in identified processes or programs based on the CCRT's individualized risk assessment and recommendations.
10. The Senior Vice President for Student Life or their 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 consistent with the goal of effectively processing such leaves. The University may notify the personnel affected by the student's behavior, and will notify those who must ensure that the student abides by the decision and directives. Appropriate public safety agencies responsible for protecting others who may be at risk from the student's behavior outside of the campus community may also be notified.

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

HAZING PREVENTION

In keeping with the Spiritan tradition of justice, peace, and the integrity of all creation, the University does not condone hazing and is committed to preventing hazing. Hazing will not be tolerated as it is inconsistent with the University's mission and is prohibited by state and federal laws.

Hazing can occur on or off campus, and hazing prevention is everyone's responsibility. All members of the Duquesne University community are expected to report any potential hazing they may have witnessed or experienced, or that otherwise comes to their attention. In case of emergency or the need for immediate assistance, call 911 or Duquesne University Public Safety at (412) 396-2677. In other situations, potential hazing incidents may be reported in any one of the following ways:

1. Contact the Office of Student Conduct at (412) 396-6642 or studentconduct@duq.edu;
2. Campus community members can log into the Portal and submit a Campus Incident Report, which is available here: https://cm.maxient.com/reportingform.php?DuquesneUniv&layout_id=0;
3. Anyone can submit a report, including an anonymous report, via EthicsPoint - Duquesne University, which is available here: <https://secure.ethicspoint.com/domain/media/en/gui/9458/index.html>. Select the "Other" category, or
4. Incidents involving potential sexual misconduct should be reported to the Title IX Office, titleIX@duq.edu; (412) 396-2560 or through any other avenue set forth in the section of this Guide entitled, "Sexual Misconduct and Title IX." For more information, refer to [TAP No. 43, Hazing Prevention](#).

ARTICLE XIII

THE CODE OF STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT

1. INTRODUCTION

- A. Expectations of Students:
- Read, understand and live out the values contained in the Mission Statement.
 - Build on the values you have received from those who love you and strive to meet their expectations.
 - Be diligent and sincere in your education, open to learning and change and strive for academic excellence.
 - Be honest and have integrity in all that you do.
 - Recognize the importance of service to others and our community.
 - Grow spiritually, preparing for life, not just a career.
 - Appreciate diversity, be welcoming to others.
 - Respect your body and avoid addictions.
 - Develop a sense of self around your ethical and spiritual values.
 - Develop friendships and know the value of teamwork.
 - Be proud of Duquesne, show school spirit and support University activities.
 - Be at peace, love God, your neighbor and yourself.
- 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 maintain a safe and healthy learning environment, and to protect the University’s property, processes, and community members.
- 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 at the discretion of the Executive 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 Students confidential disciplinary record kept in the Office of Student Conduct. A Student’s confidential disciplinary record will be expunged after seven (7) years from the date which a Finding of Responsibility has become a Final Decision. Records related to University Expulsion and Suspension, Hazing, and Title IX are exceptions and will remain on file permanently in the Office of Student Conduct. Student records contained in the Office of Student Conduct may be released to third parties, in accordance with FERPA.
- E. Parental/Guardian Notification: The University is committed to developing a partnership with parents/guardians to ensure that Students are successful. Parent(s)/guardian(s) will be notified in writing of the Finding of a proceeding under the Code of Student Conduct when a student, under the age of twenty-one (21), is found responsible for a second (and all subsequent) alcohol and other drug violations (see Article X, Alcohol and Other Drugs). Notification may be sent through email or certified mail.
- F. Participation in the Student Conduct Process: With the exception of Reporter(s), as defined below in Section 2.R, only members of the Duquesne community may participate in the Student Conduct Process.
- G. 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. Students are expected to familiarize themselves with, and are required to abide by, the provisions of the current Student Handbook.

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 6.G.

- 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 Process for addressing alleged Prohibited Conduct.
- F. **Complainant:** Any member of the University community who reports that they are harmed by alleged Prohibited Conduct.
- G. **Conduct Charge:** An allegation that a Respondent has engaged in one or more acts of Prohibited Conduct.
- H. **Executive Director of Student Conduct:** The Executive Director of Student Conduct is responsible for administration and oversight of the Student Conduct Process.
- I. **Final Decision:** A Finding that has become final because all Appeals have been exhausted or the deadline for filing an Appeal has passed.
- J. **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.
- K. **Hearing:** An official meeting, convened before an Administrative Hearing Officer or a Hearing Panel, as further described in Section 6.F.
- L. **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/optional prior to a Hearing.
- M. **Hearing Outcome Letter:** A written notification to a Complainant and a Respondent advising the parties of the outcome of a Hearing.
- N. **Hearing Panel:** A group of three trained faculty, staff and student members convened to conduct a Hearing.
- O. **Hearing Panel Chair:** The faculty or staff member designated to serve as the Chair of the Hearing Panel.
- P. **Incident Report Form:** A form, available on the Office of Student Conduct's website or in paper form located in the Office of Student Conduct, which is completed by a Complainant or Reporter to report an incident of alleged Prohibited Conduct by a Respondent.
- Q. **Informal Resolution Options:** Potential alternative to the formal conduct process to address interpersonal conflict and educational opportunities.
- R. **Reporter:** Anyone who provides information about Prohibited Conduct. If a Reporter is not a member of the Duquesne community, the Executive Director of Student Conduct has discretion regarding whether to address the reported conduct.
- S. **Appeal Form:** A form found on the Office of Student Conduct's website that a Complainant or Respondent must complete to Appeal a Hearing Panel's Finding.
- T. **Respondent:** A Student who is charged with violating the Code by allegedly engaging in Prohibited Conduct.
- U. **Sanction(s):** A corrective measure assigned to a Student 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. Sanctions shall be influenced by whether that Student has previously been found responsible for engaging in Prohibited Conduct.

- V. **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 Residence Hall/Lumina Property even if not enrolled at the University, is also considered a student for the purposes of enforcing the Code.
- W. **Support Person:** A full-time faculty or staff member of the University community, who is selected by the Complainant or Respondent to accompany them through some and/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.
- X. **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 developmental and 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.
- Y. **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.
- Z. **Witness:** An individual with first-hand knowledge of the alleged Prohibited Conduct. Character references are not permissible Witnesses and are not utilized as a part of the Student Conduct process. Upon request, Duquesne student Witnesses are required to meet with the Executive Director of Student Conduct or their designee. It is, however, the responsibility of the Complainant and/or Respondent to request the presence of a witness at their Hearing, who may consent or decline.

AA. The terms "shall" and "will" are used in the imperative sense.

AB. The term "may" is used in the permissive sense.

3. PROHIBITED CONDUCT

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

- A. **Alcohol and Other Drugs: violation of the University's Alcohol and Other Drugs Policy (Article X of the Student Handbook), and/or violation of TAP 32, "Drug-free and Alcohol-free Working and Learning Environment" by engaging in any of the following:**
 - i. Being in the presence of alcohol, narcotics, or other controlled substances except as expressly permitted by law.
 - ii. Use, possession, or distribution of alcoholic beverages except as expressly permitted by law and applicable University rules.
 - iii. Use or possession of narcotics or other controlled substances except as expressly permitted by law. Odor of a controlled substance will be considered the same as use. Note that medical marijuana is not permitted on campus. See [TAP 58, "Medical Marijuana."](#)
 - iv. Possession of paraphernalia related to a controlled substance such as, but not limited to, bongs, pipes, and/or funnels.
 - v. Distribution and/or manufacture of narcotics or other controlled substances except as expressly permitted by law.
 - 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.
 - vii. False Identification: possession or user of false identification (fake ID).

There are two levels of Alcohol and Other Drug (AOD) violations, depending on the severity and frequency of the Prohibited Conduct identified above. See below for more information about violation levels, consequences, and requests for removal from the Student Conduct Record:

- Violation Levels:
 - Level 1 Violation – a Level 1 Violation is a low-level violation of the University's Alcohol and Other Drugs Policy and/or [TAP 32](#) and considered to be a minor offense. It is typically a first violation where there is no harm to the student, others, or property.

- Level 2 Violation – a Level 2 Violation is typically a second, third, or fourth violation of the University’s Alcohol and Other Drugs Policy and/or [TAP 32](#), but may be a first violation where there is harm to the student, others, or property.
- Consequences:
 - At a minimum, students are subject to the following consequences for AOD Violations, and further consequences (as described in the “Sanctions” section or below) may apply in the discretion of the Executive Director of Student Conduct, designee and/or a Hearing Panel, as applicable.
 - 1st Alcohol Violation: Completion of e-Chug module with one DU CARES Individual Meeting and a \$75 CARES fee.
 - 1st Marijuana Violation: A DU CARES Individual Meeting and a \$75 CARES fee.
 - 2nd Alcohol or Other Drug Violation: A DU CARES Individual Meeting and compliance with any assignments; a \$150 CARES fee; Disciplinary Probation (1 semester) and Parent/Guardian Notification.
 - 3rd Alcohol or Other Drug Violation: Alcohol and Other Drug Assessment with completion of all recommendations; a \$200 CARES fee, Disciplinary Probation (1 Academic Year) and Parent/Guardian Notification.
 - 4th Alcohol or Other Drug Violation: Review of student conduct history. May result in University suspension or expulsion.
- B. **Bullying:** the use of a written, verbal, or electronic expression, or a physical act or gesture, or a combination, which causes or is likely to cause physical or emotional harm, or which is likely to intimidate or intentionally hurt, control, or diminish another person physically or mentally.
- C. **Breach of Peace:** engaging in excessive noise or behavior that disturbs others or violates quiet hours.
- D. **Coercion:** using force, the threat of force, the use of a threat of immediate or future harm, administration of a drug/intoxicant that impairs the faculties of a person, or the use of physical and/or severe or pervasive emotional intimidation to cause or attempt to cause another person to engage in or submit to certain activities.
- E. **Computer Misuse:** acting in violation of [TAP 26, “Acceptable Use of Computing Resources”](#).
- F. **Conduct System Abuses:** engaging in any of the following:
 - i. Failing to obey the summons of a Hearing/Appeal Panel, or a University Official as it relates to the Student Conduct Process,
 - 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 their 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. **Discrimination and/or Bias Related Conduct:** engaging in harassment, discrimination, and/or bias-related conduct based on race, color, gender, sex (including orientation or stereotypes), pregnancy, age, religion, shared ancestry or ethnic characteristics, national origin, ancestry, marital status, genetic history, Veteran status, disability, and/or any group protected by law or as otherwise described in [TAP 30, “Equal Educational and Employment Opportunity and Human Relations in The Workplace and Classroom,”](#) [TAP 31 “Sexual Misconduct and Gender Discrimination;](#) and [TAP 61 “Interim Policy on Title IX Sexual Harassment.”](#) Discrimination and/or bias-related conduct allegedly conducted by a student is addressed following the Student Conduct Process or the procedures set forth in TAP 31 or 61, as applicable.
- I. **Dishonesty and Misrepresentation:** students are expected to maintain a high standard of integrity and truthfulness in their actions. Any type of dishonesty or misrepresentation is prohibited, and examples include but are not limited to:

- i. **Misrepresenting Personal Information:** Providing false or inaccurate information to university officials.
- ii. **Forgery and unauthorized use:** Engaging in forgery, unauthorized alteration or unauthorized use or possession of any documents, records or identification cards.

Academic Integrity violations are addressed separately consistent with program-specific policies and the University's academic integrity policy found in the [Undergraduate](#) and [Graduate](#) catalogs.

- J. **Disorderly or Disruptive Conduct:** engaging in conduct which unreasonably interferes with University or community 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, meetings or community living.
- K. **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.
- L. **Endangering the Health or Safety of the Campus Community:** engaging in conduct which endangers the health or safety of the campus community. This includes, but is 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 within a residence hall, and/or
 - ix. Obstruction of the free flow of pedestrian or vehicular traffic on University Property or at University sponsored or supervised functions.
- M. **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.
- N. **Failure to Behave in Keeping with the University's Mission:** engaging in behavior that is not consistent with the University's Mission.
- O. **Gambling:** engaging in illegal gambling in any form.
- P. **Hazing:** engaging in hazing as described in Article XII of the Student Handbook.
- Q. **Incivility through Language or Actions:** engaging in disruptive, ill-mannered, disrespectful, or offensive behavior.
- R. **Lewd or Indecent Behavior:** engaging in lewd, indecent, or obscene behavior.
- S. **Misuse of University Keys:** forging, possessing, duplication, or using keys to any University owned property where such forging, possession, duplication, or use is unauthorized.
- T. **Physical Altercation/Fighting:** engaging in an argument or altercation that involves force or physical aggression.
- U. **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 or community.
- V. **Sexual Misconduct:** acting in violation of [TAP 31](#). Violations of TAP 31 will be addressed in accordance with the procedures set forth in TAP 31, "Sexual Misconduct and Gender Discrimination".

W. **Smoking in Violation of TAP 25:** acting in violation of [TAP 25, “Smoking”](#).

X. **Sporting Activity Restrictions:** engaging in, but not limited to, any of the following:

- i. Riding bicycles on sidewalks, pedestrian walkways (including Academic Walk), in University buildings except as expressly permitted in a recreational facility, and on green spaces,
- ii. Using skateboards, in-line skates, roller skates, water guns, water balloons, and/or water launchers in University buildings and on the University Property except as expressly permitted in a recreational facility,
- iii. Throwing frisbees, balls, and/or other objects in University buildings except as expressly permitted within a recreational facility, and/or
- iv. Storing and/or using hoverboards, self-balancing scooters, and segways on the University Property, with the exception of service-related devices such as mobility scooters when expressly permitted by the Office of Disability Services, and/or
- v. Using drones on University Property.

Y. **Solicitation:** engaging in unauthorized sales or solicitation in any University building.

Z. **Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their 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-based stalking is addressed under [TAP 31](#) or [61](#), as applicable.

AA. **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.

AB. **Title IX Sexual Harassment:** acting in violation of [TAP 61](#). Violations of TAP 61 will be addressed in accordance with the procedures set forth in TAP 61.

AC. **Unauthorized Animals:** violating the Animals on Campus Policy contained in the Student Handbook under Policies, Information, and Guidelines or in violation of [TAP 59, “Animals on Campus”](#).

AD. **Unauthorized Entry:** entering onto or using the University Property where such entry or use is unauthorized.

AE. **Unauthorized Posting:** violating the Posting Policy contained in the Student Handbook under Policies, Information, and Guidelines.

AF. **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.

AG. **Visitation/Guest Policy Violation:** violating Student Housing and Residence Life’s visitation/guest policies and/or allowing a guest to violate University policy and/or federal, state, or local law.

AH. **Weapons in Violation of University’s TAP 48:** acting in violation of the University’s [TAP 48, “Weapons and Violence – Campus and Workplace”](#).

AI. **Violation of Residence Hall Policies:** as listed in Article VIII Student Housing and Residence Life.

4. **SANCTIONS**

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

- A. **Apology:** a written apology to the Complainant(s) identifying the Prohibited Conduct, what the Respondent(s) learned from the Student Conduct Process, and how the Respondent(s) will act differently in the future.
- B. **Disciplinary Probation:** a formal, official disciplinary warning status enacted for a specified duration admonishing a Student if they are 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, without a new hearing.
- C. **Educational Projects/Classes:** includes, but is not limited to, webinars and research/reflection papers.

- D. **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.
- E. **Fees:** payment of the fees for sanctions, including, but not limited to, counseling, assessment, and/or the CARES class.
- F. **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; mediation and/or other activities appropriate to the Prohibited Conduct.
- G. **Loss of Privileges:** denial of specific privileges for a specified period of time. This may include, but is not limited to:
- i. Residence hall visitation suspension (loss of the privilege of visitation for a University residence hall for a specified period of time or until a specific condition or set of conditions are met),
 - ii. Residence hall relocation (loss of the privilege of living in the Student's current residence hall and requiring the Student to move to an alternative residence hall of the University's choosing),
 - iii. Residence hall expulsion (loss of the privilege of living in a University residence hall at any time),
 - iv. Prohibition from being on the University's campus for non-academic related reasons,
 - v. Prohibition from participating in non-academic activities,
 - vi. Loss of privilege to represent the University as a member of an athletic team, and/or
 - vii. Removal from service in a leadership position of a Registered Student Organization.
- H. **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. Although direct and indirect communication is prohibited, the University cannot guarantee total separation and, depending on the specific directives of the No Contact Order, students to which a No Contact Order apply, may from time to time be present at the same location, including classroom location, on campus.
- I. **Restitution:** compensation for loss, damage, or injury. This may take the form of appropriate service, monetary replacement, and/or material replacement.
- J. **Suspension:** removal of a Student from the University for a stated period of time. During the suspension period all of the following applies:
- i. The Student shall not be allowed to take any courses at the University on campus, online, or as part of a study abroad experience,
 - ii. The Student is not permitted on University Property,
 - iii. The Student will not be considered for employment at the University,
 - iv. The Student will not serve as an elected or appointed leader or officer in a Registered Student Organization, and
 - v. The Student will not attend University events except as otherwise specified.

During the suspension period, a student is considered "not in good standing" with the University.

A Student who is suspended from the University during the semester in which they were 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.

- K. **Written Reprimand:** a formal, official notice of censure.

5. REQUEST FOR REMOVAL FROM CONDUCT RECORD

A student who has been found responsible for an Alcohol or Marijuana Level 1 or other low level violations such as ID, Visitation and Breach of Peace, may request to the Executive Director of Student Conduct that record of the violation be removed from the student's disciplinary record after three academic semesters so long as the student has not engaged in any other Prohibited Conduct under

the Student Code of Conduct during that three-semester period. Students who make this request should be aware that certain professional schools may require the student to provide information about past violations, including those that have been removed from the student's record, and that the University will maintain and report information regarding crimes as required by the Clery Act.

6. THE STUDENT CONDUCT PROCESS

A. Overview:

- i. Consistency in the Student Conduct Process – Section 6 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 perfectly comparable or are of the same severity or complexity. Thus, while consistency in similar situations is a factor for consideration, the Student Conduct Process is flexible, and may not be administered 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 Executive Director of Student Conduct or designee.
- iii. Support Person Accompaniment – Students may be accompanied by one (1) Support Person, a full-time faculty or staff member of the University community, who is selected by the Complainant or Respondent to accompany them through some and/or all of the Student Conduct Process.
- iv. Standard of Proof – A Finding with respect to a Student's responsibility for engaging in Prohibited Conduct, and/or the outcome of a Complainant and/or Respondent's Appeal, is made using a preponderance of the evidence standard, meaning more likely than not.
- v. Timelines/Time Frames Listed in the Code – When a time frame is given in the Code of Student Conduct, the days are listed as either business days or calendar days. Days where the University is closed for breaks and/or Holidays do not count as business or calendar days for the purposes of the time frames contained herein.
- vi. Recordings – Any meetings and/or discussions of any nature, including phone calls, with the Executive Director of Student Conduct or designee, 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 or other participant. 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 is an internal educational process and is not akin to a civil or legal trial. Student Conduct Process may be carried out prior to, simultaneously with, or following civil or criminal proceedings. Because the Student Conduct Process is a University process and not a legal process, 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. Voluntary Withdrawal Prior to or During the Student Conduct Process – In the event a Student chooses to withdraw from the University 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, as applicable. 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, they will normally be required to complete the Student Conduct Process.
- ix. Interim Administrative Actions

Prior to the initiation or conclusion of the Student Conduct Process, the University may take immediate action designed to achieve a balance of student success and safety on the campus. The University may take all or some of the following types of Interim Administrative Actions:

Interim Suspension – The Senior Vice President for Student Life, or their designee, may issue an Interim Suspension of a Student from the University and/or any University Property, including residential buildings, before or during the Student Conduct Process. Promptly after issuing an Interim Suspension, the University will provide the student written general notice of the charges. At any point during the Student Conduct Process, The Senior Vice President for Student Life may modify or terminate the Interim Suspension. In addition, the University will provide the student an opportunity to respond to the charges, meaning that the student will be provided 5 business days to submit a written response. There is no hearing, and no legal counsel involved, with Interim Suspensions.

Interim Supportive Action – In an effort to protect student safety and wellbeing, the University may at any time take interim supportive measures such as requiring temporary or long-term room reassignment(s), no contact orders, etc.

Involuntary Leave - 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.

- x. Multiple Respondents – Where more than one Student is charged with engaging in Prohibited Conduct that arises from the same factual situation, the Executive Director of Student Conduct in their discretion, may permit the Student Conduct Process and the Hearing/Appeal, if applicable, to proceed jointly or separately.
- xi. Time Period to Submit an Incident Report Form – Incident Report Forms 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 an Incident Report Form must be submitted, 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 conduct charge(s) after three (3) months will be made at the discretion of the Executive Director of Student Conduct.

B. Initiation of the Formal Student Conduct Process:

The Formal Student Conduct Process generally begins in one of the following ways:

- i. A Complainant or Reporter completes an Incident Report Form, available on the Office of Student Conduct website and/or via paper copy from the Office of Student Conduct. Following receipt of the Incident Report Form, Student Conduct staff will request to meet with the Reporter and/or the Complainant to gather more information about the reported incident. They will also discuss how the Complainant wishes to participate in the conduct process, including whether the Complainant wishes to initiate a Conduct Charge against the Respondent.
 - a. A Complainant or Reporter may complete an Incident Report Form or report an incident to the Office of Student Conduct and request to keep their identity anonymous. This may however limit the ability for the Executive Director of Student Conduct to effectively respond. Also, in certain circumstances, the Executive Director of Student Conduct may need to share the Complainant or Reporter identity with University officials with a need to know in order to address the report.



- ii. 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 or Student Housing and Residence Life. Following receipt of the Police or Residence Life Report, the Executive Director of Student Conduct or designee will request to meet with the Complainant identified in the Report to gather more information about the reported incident. They will also discuss how the Complainant wishes to participate in the conduct process, including whether the Complainant wishes to initiate a Conduct Charge against the Respondent.
- iii. In some instances, where the Complainant does not want to submit a Conduct Charge against the Respondent, the Executive Director of Student Conduct may determine it is necessary for the University to act as the Complainant and initiate Conduct Charge(s) against the Respondent. Where the University acts as the Complainant, and the matter proceeds to a hearing, the Hearing Panel will receive access to the confidential case file documents from the Executive Director of Student Conduct only; there will not be a University representative present to speak on behalf of the University at the Hearing.

C. Respondent Notification:

- i. After a Conduct Charge is initiated, the Executive Director of Student Conduct or designee will contact the Respondent with sufficient details about the Conduct Charge to enable the Respondent to respond and will request to meet with the Respondent to discuss the Conduct Charge and the Respondent's response.

D. Option to Accept Responsibility:

- i. Typically, during the Executive Director of Student Conduct or designee's meeting with the Respondent, they will describe the Respondent's option to accept responsibility. If the Respondent is interested in pursuing this option, the Executive Director of Student Conduct or designee will share a proposed Letter of Responsibility including sanctions assigned by the Executive Director of Student Conduct or designee. If the Respondent accepts responsibility at this stage, the Respondent must sign and return the Letter of Responsibility not later than 5 business days following receipt.
 - a. If the Respondent does not return the signed Letter of Responsibility by 5 business days, the Executive Director of Student Conduct or designee will assume that the Respondent does not wish to accept responsibility and will forward the matter to the fact gathering stage of the Student Conduct Process. Alternatively, the Respondent may choose to notify the Executive Director of Student Conduct or designee in writing of the Respondent's desire not to accept responsibility. Upon receipt of this notification, the Executive Director of Student Conduct will forward the matter to the fact gathering stage.
- ii. Where the Respondent has accepted responsibility, the Complainant will be notified in writing that the Respondent accepted responsibility. 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.
- iii. The Executive Director of Student Conduct reserves the right to eliminate the option of accepting responsibility and instead opt for a Hearing.
- iv. Where the Respondent is not interested in accepting responsibility and/or chooses not to do so following receipt of the proposed Letter of Responsibility, the next step in the Student Conduct Process is fact gathering.

E. Fact Gathering:

- i. During the fact gathering stage of the Student Conduct Process, prior to the Hearing, the Executive Director of Student Conduct may request to meet with Witness(es), as applicable, and may request documentary, photographic, and/or physical evidence from the Complainant, Respondent, and Witness(es), as applicable.

F. Hearing Options: The Hearing type will be determined by the Executive Director of Student Conduct in instances where the Respondent does not accept the Letter of Responsibility.

Administrative Hearings are formal proceedings facilitated by a staff member of The Office of Student Conduct to address low-level incidents not resolved with an acceptance of responsibility.

Conduct Panel Hearings are formal proceedings used to resolve cases that involve more serious or complex incidents and those that involve multiple parties.

i. Hearings are normally scheduled within forty-five (45) calendar days following receipt of the Incident Report Form.

ii. For an Administrative Hearing, all of the following apply:

- a. The Executive Director of Student Conduct or designee will compile notes from meetings with the Complainant, Respondent, and Witness(es), as applicable, and all evidence will be coordinated into a file to be shared with the Administrative Hearing Officer.
- b. The Complainant (if participating) and the Respondent will be sent a Hearing Notice Letter from the Executive Director of Student Conduct or designee with hearing details.
- c. The Complainant and the Respondent must notify the Executive Director of Student Conduct or designee in writing, no later than five (5) business days before the appointed hearing, if that party intends to present Witnesses. Witnesses not identified to the Executive Director of Student Conduct in writing in accordance with this deadline will not be permitted to attend the Hearing.
- d. A Support Person, a full-time faculty and/or staff member of Duquesne University may advise the Complainant (if participating) and/or Respondent but are not permitted to speak or participate in the hearing. Hearings will not be delayed or rescheduled to accommodate a Support Person. The Complainant and the Respondent must notify the Executive Director of Student Conduct in writing, no later than five (5) business days before the hearing, the name of the Support Person if they choose to have one.
- e. The Complainant and the Respondent are permitted to submit a written statement or provide supporting documentation related to the incident to the Executive Director of Student Conduct in writing, no later than five (5) business days before the Hearing.
- f. The Complainant and Respondent may schedule an appointment to review the hearing case file prior to the hearing.
- g. The Administrative Hearing will be conducted in private. The only parties present at the Hearing are the Complainant (if participating), the Respondent, their Support Persons as applicable, Witnesses while presenting, and the Executive Director of Student Conduct or designee.
- h. The Hearing will be recorded only by the Executive Director of Student Conduct.
- i. The Executive Director of Student Conduct may, in their discretion, accommodate concerns for the personal safety, wellbeing, and/or fears of confrontation of the Complainant, Respondent, or Witnesses during the hearing by providing alternate means of participation.
- j. The Administrative Hearing will proceed under the direction of the Executive Director of Student Conduct or designee who will guide the conversation, ask clarifying questions, and manage the flow of the Hearing. They may reasonably limit the scope and time devoted to each matter or item of discussion during the hearing.
- k. Following introductions, the Executive Director of Student Conduct or designee will read the Conduct Charge(s) to the Respondent and the Respondent will respond with responsible or not responsible to each Charge.
- l. The Complainant (if participating) and Respondent are responsible for presenting relevant information during the Administrative Hearing. Witnesses, if any, will be called individually, to present their information and answer questions.
- m. Following the Administrative Hearing the Executive Director of Student Conduct or designee will privately deliberate to determine responsibility and sanctions if appropriate.
- n. The Complainant and Respondent will be notified in writing by the Executive Director of Student Conduct via a Hearing Outcome Letter regarding the Hearing Panel's Findings and Sanctions, as applicable, within five (5) business days.

iii. At a Conduct Panel Hearing, all of the following apply:

- a. The Executive Director of Student Conduct will compile notes from meetings with the Complainant, Respondent, and Witness(es), as applicable, and all evidence, into a file to be shared with the Hearing Panel.
- b. The Complainant and the Respondent will be sent a Hearing Notice Letter from the Executive Director of Student Conduct.
- c. The Complainant and the Respondent must notify the Executive Director of Student Conduct in writing, no later than five (5) business days before the hearing, if that party intends to present Witnesses at the Hearing. Witnesses not identified to the Executive Director of Student Conduct in writing in accordance with this deadline will not be permitted to attend the Hearing.

- d. A Support Person, a full-time faculty and/or staff member of Duquesne University may advise the Complainant and/or Respondent but are not permitted to speak or participate in the hearing. Hearings will not be delayed or rescheduled to accommodate a Support Person. The Complainant and the Respondent must notify the Executive Director of Student Conduct in writing, no later than five (5) business days before the hearing, the name of the Support Person if they choose to have one.
- e. The Complainant and the Respondent are permitted to submit a written statement or provide supporting documentation related to the incident to the Executive Director of Student Conduct in writing, no later than five (5) business days before the Hearing.
- f. The Complainant and Respondent may schedule an appointment to review the hearing case file prior to the hearing.
- g. The Hearing will be conducted in private. The only parties present at the Hearing are the Complainant, the Respondent, the Complainant and Respondent's Support Persons as applicable, Witnesses while presenting, the Hearing Panel, and the Executive Director of Student Conduct. All process questions are subject to final decision by the Executive Director of Student Conduct.
- h. The Hearing will be recorded only by the Executive Director of Student Conduct.
- i. The Executive Director of Student Conduct may, in their discretion, accommodate concerns for the personal safety, wellbeing, and/or fears of confrontation of the Complainant, Respondent, or Witnesses during the hearing by providing alternate means of participation.
- j. 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.
- k. 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 Conduct Charge(s) to the Respondent and the Respondent will respond with responsible or not responsible to each Charge.
- l. The Complainant will then present their opening statement to the Hearing Panel. 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.
- m. The Respondent will then present their 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.
- n. Witnesses for the Complainant and Respondent, if any, will be called individually, following their parties opening statement to present their information and answer questions by the Hearing Panel. The Complainant and Respondent will have an opportunity to suggest written 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.
- o. The Hearing Panel will have a second opportunity to ask questions of the Complainant. The Complainant will then present a closing statement.
- p. The Hearing Panel will have a second opportunity to ask questions of the Respondent. The Respondent will then present a closing statement.
- q. 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 Executive Director of Student Conduct.
- r. The Complainant and Respondent will be notified in writing by the Executive Director of Student Conduct via a Hearing Outcome Letter regarding the Hearing Panel's Findings and Sanctions, as applicable, within five (5) business days.

G. **Appeal:** Both the Complainant and the Respondent have the right to appeal an Administrative Hearing or Hearing Panel's decision.

All of the following apply:

- i. An Appeal must be submitted to the Executive 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 Administrator or 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 their information to the Administrator or 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 website.
 - b. A written statement explaining the basis for the Appeal based only on one of the Appeal grounds listed above.
 - c. Copies of any documents that will substantiate or clarify the Appeal.
- vi. When an Appeal is filed, the Executive Director of Student Conduct will notify the other party of the Appeal.
- vii. An Appeal is limited to a review of the record and the Appeal documents. Parties and witnesses, if any, will not be interviewed by the Appeal Panel.
- viii. Following a review of the record, the Appeal Panel may either deny the Appeal, or, if the Appeal is granted, determine the appropriate remedy, which may include revising the finding and sanctions, if any, or sending the matter back to the Executive Director of Student Conduct with directions for resolving the Appeal.
- ix. The Parties will be notified of the Appeal Panel's decision in an Appeal Outcome letter which will be provided simultaneously to both parties.
- x. Appeal Panel proceedings are not recorded.
- xi. The decision of the panel is final. Only in the event a Respondent is sanctioned with suspension or expulsion from the University, the Respondent may submit a request for a review by the Senior Vice President for Student Life. The request must be in writing and submitted to the Senior Vice President for Student Life within five (5) business days following receipt of the Appeal Outcome Letter. The Senior Vice President for Student life has the option to uphold, vacate, modify, or remand for a De Novo Hearing in their sole discretion and the decision is then final.
- xii. 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.

Informal Resolution

Some members of the campus community may prefer an alternative to the formal conduct resolution process outlined above and may choose to instead participate in informal resolution. The focus of informal resolution is on learning about the present conflict and the needs of all involved parties to achieve resolution.

Parties can choose to participate in informal resolution where there is an allegation of interpersonal conflict misconduct between the parties (e.g. allegations of bullying or incivility). Participation in an informal resolution option is voluntary and is not required.

In order to proceed with informal resolution, all parties must agree in writing to proceed in this manner. The Office of Student Conduct may, in its discretion, determine that some alleged misconduct (e.g. serious or physical interpersonal conduct) is inappropriate for informal resolution. Additionally, the Office of Student Conduct can determine at any time that informal resolution is not an appropriate method to resolve the reported misconduct and may instead refer the matter back to the formal conduct process.

A Party can request informal resolution at any time during the student conduct process, and either/all parties can decide at any time to halt an informal process and pursue the formal conduct resolution process. To request informal resolution when an Incident Report is completed, students have the option to select "I request a meeting for informal resolution options" where the form asks how the student wishes to participate in addressing the matter. Students can also contact the Office of Student Conduct directly at the beginning of the student conduct process or at any time prior to a hearing. The student requesting informal resolution will then meet with a Student Conduct staff member to discuss informal resolution options.

- i. Informal Resolution Options
 - a. Conflict Coaching: Students may request a meeting with Student Conduct staff to discuss an interpersonal conflict and be provided with tips and tools to empower them to privately address their concerns with other parties.

- b. Mutual No Contact Agreement: If as a result of a conflict, a student wishes to have no further contact with another student, they may request a Mutual No Contact Agreement. If both/all parties agree, they will sign and accept the parameters of the agreement. If at any time a party has reportedly violated the mutual agreement, the other party has the option to either seek to redefine the agreement or to pursue the formal conduct process.
- c. Mediation: Various forms of mediation options are available. The reporting student will meet with Student Conduct staff to determine the most appropriate option to resolve the interpersonal conflict. They may include a facilitated conversation among parties to discuss needs and resolution, or a shuttle diplomacy facilitated by Student Conduct Staff where the parties do not meet directly but needs and goals for the future are communicated to one another by staff. There are additional rules and considerations related to mediation available to students by contacting The Office of Student Conduct.
- d. Educational Exploration: In circumstances where neither a campus community member nor the Office of Student Conduct intends to apply formal conduct charges, any/all students involved may be given the option to complete restorative educational assignments to better understand the offending or harmful behavior in question. If successfully completed, this incident will not be formally documented or included in a student's conduct history. The incident will remain on file in the Office of Student Conduct.

H. 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](#) or [TAP 61](#), the process for addressing alleged violations is guided by the Organization's Constitution and administered by the Associate Vice President for Student Life. The Associate Vice President for Student Life and/or The Office of Student Conduct 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 [Registered 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](#) or [TAP 61](#).
- iii. Request to Return From Student Organizational Suspension Policy
Student organizations, including fraternities, sororities, and all other recognized groups that have been suspended due to misconduct and seek to return to active status at Duquesne University must adhere to the procedures established by the Division of Student Life. The reactivation of any suspended organization is neither automatic nor guaranteed and is contingent upon the successful completion of the formal Request for Return process.



Eligibility to Submit a Request for Return

An organization may submit a Request for Return Application no earlier than two months prior to the suspension end date. The organization must be in good standing with respect to any other outstanding University requirements, including but not limited to the completion of sanctions, trainings, or the resolution of financial obligations. Fraternities and sororities will need to follow the outlined expansion/extension process found in the Registered Student Organization Handbook.

Required Steps for Consideration

1. Submission of Request for Return Application

The organization must complete and submit a Request for Return Application to the Dean of Students in the Center for Student Involvement. The application must include:

- A formal letter of intent expressing the organization's desire to return.
- A detailed action plan outlining how the organization will align with University values and community standards moving forward.
- Documentation of any corrective or developmental measures to be taken upon return to recognition. Should occur in the semester upon approved return.

2. Meeting with the Dean of Students

Following receipt of the application, the organization must schedule and attend a meeting with the Dean of Students. This meeting will serve to assess the organization's readiness to re-engage with the University community, review submitted materials, and determine appropriate next steps.

3. Assessment and Decision

The Dean of Students, in consultation with relevant University departments, will evaluate the Request for Return and determine whether the organization may resume active status. Additional conditions for return may be imposed at the University's discretion.

4. Notification of Outcome

The organization will receive written notification of the outcome. If approved, reinstatement may be conditional and subject to ongoing oversight. If denied, the organization may be advised of the earliest date on which a new request may be considered.



Considerations for Return

When reviewing a Request for Return, the University will take into account:

- The nature and severity of the misconduct that led to the suspension.
- The organization's responsiveness to prior conduct concerns.
- Evidence of meaningful reflection, growth, and corrective action.
- The organization's capacity to contribute positively to the campus community in alignment with Duquesne University's Mission and Core Values.

Failure to follow the Request for Return process in its entirety may result in a continued suspension or permanent loss of University recognition.

- iv. Prohibited Conduct Alleged to Have Occurred in Residence Halls– In general, where Prohibited Conduct is alleged to have occurred in a Residence Hall, a Resident Director or designee shall have the authority to act in place of the Executive Director of Student Conduct in the Student Conduct Process up to and including the Respondent's acceptance of responsibility. However, if the Respondent does not accept responsibility and the matter will proceed to a Hearing, the Executive Director of Student Conduct will take over and administer the remainder of the Student Conduct Process.

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

- i. A Complainant has the right to file a Conduct 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 is not addressed by Student Conduct. Students are subject to the academic integrity policies of their program and to the University's Academic Integrity policy found in the University's Undergraduate and Graduate Catalog.
2. Final Grade Appeal Policy: Final Grade Appeals are governed by the academic colleges and schools. 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.
5. This Handbook applies to all University students. Certain academic programs have their own program handbooks which will also apply to students within those programs in addition to this Handbook. Any conflicts or inconsistency between this University Student Handbook and a program handbook will be resolved by the University in its discretion.

ARTICLE XV

CAMPUS CONTACTS

THE CENTER

105 Duquesne Union
(412) 396-1117

CENTER FOR STUDENT INVOLVEMENT

305 Duquesne Union
(412) 396-5853

COMMUTER AFFAIRS

115 Duquesne Union
(412) 396-6660

COUNSELING SERVICES

636 Fisher Hall
(412) 396-6204

DUQUESNE CARES

Ground Floor Assumption Hall
(412) 396-5834

DUQUESNE OPERATOR

(412) 396-6000

FINANCIAL AID

Ground Floor Administration Building
(412) 396-6607

HEALTH SERVICES

Gumberg Library, Third Floor
(412) 396-1650

PARKING OFFICE

210 Duquesne Union
(412) 396-5267

PUBLIC SAFETY

(412) 396-6002

REGISTRAR

Ground Floor Administration Building
(412) 396-6212

SPIRITAN CAMPUS MINISTRY

102 Administration Building
(412) 396-6020

STUDENT ACCOUNTS

208 Administration Building
(412) 396-6585

STUDENT CONDUCT

115 Duquesne Union
(412) 396-6642

STUDENT GOVERNMENT ASSOCIATION

302 Duquesne Union
(412) 396-6617

STUDENT HOUSING AND RESIDENCE LIFE

Assumption Hall
(412) 396-6655

TITLE IX OFFICE

339 Duquesne Union
(412) 396-2560

