

SAFETY



FIRST

ANNUAL SECURITY AND FIRE SAFETY REPORT • 2026



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MESSAGE FROM THE PRESIDENT



Dear Members of the Duquesne University Community,

At Duquesne University, the safety and well-being of our students, faculty, staff and visitors remain among our highest priorities. We are committed to fostering a secure campus environment through the leadership of dedicated professionals who are prepared for anything.

Under the leadership of Chief of Police Eric Holmes, assistant vice president for public safety, our Department of Public Safety continues to strengthen its commitment to service, preparedness and community engagement. Chief Holmes brings more than 25 years of law enforcement experience, including service as a commander and chief of staff with the Pittsburgh Bureau of Police. Chief Holmes is committed to building strong relationships across campus, helping to ensure that public safety remains a shared responsibility throughout our community.

Our highly qualified public safety team includes the Duquesne University Police Department, Emergency Management and Threat Assessment, and Environmental Health and Safety. Together, these professionals provide emergency response, crime prevention, safety education and support services that create a safe and welcoming campus environment.

Duquesne University's Department of Public Safety has earned Premier Agency Accreditation from the Pennsylvania Chiefs of Police Association, reflecting a commitment to professional excellence, ongoing training and the highest standards of service. The department is one of only a few university public safety departments in Pennsylvania to achieve this distinction.

I encourage you to review this annual *Safety First* report, which outlines the policies, procedures and programs designed to promote safety at Duquesne University. By working together and remaining informed, we can each help maintain a campus community where safety, respect and well-being thrive.

Thank you for your partnership in this important effort.

Sincerely,

David Dausey
President

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MESSAGE FROM CHIEF ERIC HOLMES



To the Duquesne University community,

It is an honor and a privilege to serve as your Chief of Police and Assistant Vice President of Public Safety.

On behalf of the men and women of the Department of Public Safety (DUPS), which includes Police, Environmental Health and Safety, Emergency Management and Threat Assessment, and Public Safety Technology we are extremely proud to provide a safe environment in support of the Spiritan mission.

As your Chief my policing philosophy is one of collaboration and partnership building. Relationship-based policing is the foundation of our work here at Duquesne University and relationships are built at the speed of trust.

The Duquesne University Police Department is exceptional due to the amazing staff we have working for this great University. The DUPD maintains and will strive to continue to maintain the highest professional standards. The Duquesne University Police Department has been an accredited agency since 2009, through the

Pennsylvania Chiefs of Police Association.

Our department consists of Act 120 Pennsylvania state-certified police officers, security guards, police communications operators, and civilian employees who work each day to prevent crime, and solve problems here on the Duquesne University campus.

We are dedicated to ensuring a safe campus by promptly responding to and deterring crime, addressing campus community concerns, and maintaining a proactive presence throughout campus.

We're at a critical crossroads for law enforcement, in a time where we, as public safety professionals, need to better understand the campus stakeholders we serve. As your Chief I am eager to hear your thoughts on how we can co-produce public safety at Duquesne University. With that said I will be forming a Chief's Advisory Board (CAB). I invite you to join as safety is a shared responsibility.

I ask that you take a moment to browse the website duq.edu/publicsafety to learn more about the DUPD and the many safety related programs offered.

Please feel free to contact me at holmese5@duq.edu, regarding campus safety issues, to join the Chief's Advisory Board, or share ideas related to ways in which we can improve our service to the members of the Duquesne University community together as a team. It's great to be a Duke!!

Be well and stay safe,

Eric

ANNUAL SECURITY AND FIRE SAFETY REPORT

This annual security and fire safety report is completed by the Duquesne University Department of Public Safety to be in compliance with both Federal and State legal requirements. Each institution of higher education in the Commonwealth of Pennsylvania is required to annually publish specific data relating to the number and per capita rate of certain types of crimes reported to have occurred at the institution and the security measures in place to reduce the risk of criminal victimization for members of the community. Additionally, this report addresses requirements of the Jeanne Clery Disclosure of Campus Security Policy and Crimes Statistics Act.

In compliance with these requirements, Duquesne University is pleased to present the following information to all students, employees and applicants to the University. Requests for a printed copy of the report can be made by contacting the Duquesne University Public Safety Department.

DEPARTMENT OF PUBLIC SAFETY MISSION STATEMENT

The Duquesne University Department of Public Safety exists to serve and protect the University community and the environment that sustains and encourages moral and intellectual growth. We facilitate this goal by anticipating and preventing unsafe conditions and protecting individuals from the imprudent or illegal acts of others.

To do this, we seek out educated and motivated men and women and train them to function as University Police Officers. Our commitment is to improve the quality of life on campus. Conflict resolution is our primary goal, accomplished through mutual cooperation and understanding, or when necessary, through imposition of administrative or legal sanctions. Inherent in the application of these sanctions is that such actions shall be ethical, constitutional and humanistic.

SAFETY: A CAMPUS-WIDE EFFORT

At Duquesne University, safety is a campus-wide effort uniting the work of many departments, including the Department of Public Safety, the Office of Residence Life and the Department of Environmental Health and Safety. Together, these University departments strive to maintain a safe environment for all students, faculty, staff and visitors.

Department of Public Safety: Security and Law Enforcement

The Department of Public Safety is responsible for security and law enforcement on campus. The Department employs sworn police officers, non-sworn security officers, and non-sworn support staff.

University Police Authority & Training

Upon appointment by the Court of Common Pleas of Allegheny County as a Police Officer for the University, and, having taken and properly recorded the oath of office required by the Pennsylvania Constitution, University police officers are vested with all the powers of a police officer in this Commonwealth, in and upon, and in the immediate and adjacent vicinity of Duquesne University. This authority is derived from 22 Pa C.S.A. § 501.

Police officers must successfully complete 919 hours of initial training at an approved police academy. The training curriculum is as mandated by the Pennsylvania Municipal Police Officers Education and Training Commission, and includes topics such as criminal law and procedures, patrol and investigation practices and techniques, firearms, human values and problems, first aid and physical training. An array of in-service training programs is presented to update and enhance the professional skills of the officers.

The use of weapons by University police personnel is governed by state law and by departmental regulation: members shall use their firearms only to protect their lives or the life of another when there is a clear and immediate danger to life, or to prevent grievous injury to themselves or another when a clear and present danger exists.

University non-sworn security personnel are not armed and do not have arrest authority.

Body Worn Cameras

The Duquesne University Department of Public Safety police officers and security guards have been equipped with Axon body worn cameras (BWC) to enhance the safety and professionalism of our interactions with the public.

Relationship with State and Local Agencies

The Department of Public Safety cooperates fully with local and state law enforcement agencies in cases involving both on-campus and off-campus jurisdictions, and when the resources of another agency can be used to facilitate the resolution of an investigation. In addition to these cooperative efforts, criminal incidents are reported to state and local police agencies by the Department of Public Safety at such times and in such forms as required by law. An ongoing dialogue is maintained between the department and local law enforcement agencies to disseminate information of pertinence to current investigations. Students involved in incidents off campus will be assisted as appropriate by the Department of Public Safety, including connecting the student with law enforcement from the proper jurisdiction. There is no written memorandum of understanding between the Duquesne University Police and Municipal or State Police agencies. The University has no

off-campus housing or student organizations that require monitoring by local police agencies.

As Duquesne University's campus is completely encompassed within the City of Pittsburgh, the Pittsburgh Bureau of Police has jurisdiction throughout the campus. The University police will request an investigation to be conducted by the Pittsburgh Bureau of Police for any incident of death or homicide, arson involving death, serious injury or extensive loss of property, the presence of any explosives/bomb making materials, and the sex crimes of Rape and Involuntary Sexual Intercourse. The role of the Duquesne University Department of Public Safety will be to secure the scene and provide whatever assistance the Pittsburgh Police may require during the investigation of these enumerated crimes.

The Duquesne University Department of Public Safety also works cooperatively with the various law enforcement agencies of the seven colleges and universities within the metropolitan area and is an active member of the University Crime Watch Coalition in Pittsburgh. Although we work closely with these other agencies, no written memorandum of understanding exists with these agencies.



The Duquesne University Department of Public Safety has been accredited by the Pennsylvania Chiefs of Police Association since 2009, meeting or exceeding the numerous professional standards set by this organization. In 2024, the Department achieved Premier Agency Status, recognizing a longevity in accreditation and commitment to a philosophy of excellence. For an agency to achieve the Premier Agency Status, the agency must

be re-accredited five times without provisions or an extension. There are approximately 1,117 police agencies in Pennsylvania. Of these agencies, 209 currently hold this accredited status. Only 15 of these agencies are campus police agencies.

Security of and Access to Campus Facilities

Academic Buildings and Campus Facilities

During business hours, Duquesne University is open to students, parents, employees, contractors, guests and invitees.

In keeping with the liberal pursuit of higher education, the campus promotes the freedom of movement within the campus. Being a private institution, however, University officials retain the right to limit or exclude the access of any person.

The hours that academic buildings are open is determined by the Deans and Provost. Non-academic building hours are determined by the various department heads that use the particular building. Facilities will be secured according to schedules developed by the department responsible for the facility.

During non-business hours, access to all University (non-residential) facilities is by card access system monitored by the Department of Public Safety. Card access is only granted to specific individuals by the department chairs or department heads for their authorized building(s). Department of Public Safety personnel have card access to all University buildings.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them by the Public Safety Department's Security Systems Coordinator. These surveys examine security issues such as lock systems, alarms, lighting, landscaping and communications.

Office of Student Housing and Residence Life: Residence Halls

Through a combination of the latest technology, sound policies and highly trained staff, the University ensures the safety of its residents while still supporting their independence. The Office of Student Housing and Residence Life employs seven full-time professional Resident Directors, five full-time desk staff, 85 Resident Assistants, 75 Student Aides, and a Wellness Coordinator on-call and in-housing. These staff members are supported by the Assistant Vice President of Student Housing and Residence Life, the Director of Residence Life, two Assistant Directors of Residence Life, the Associate Director of Student Housing, a Housing Coordinator, four Housing Operations Assistants and the DU Cares Associate Director. Brottier Hall, McGinley Hall and St. Martin Hall front desks are managed by Lumina Communities.

Residence Life Staff – Continuous Training

Resident Assistants undergo an intensive ten day training period prior to the start of each academic year; this training includes a review of all University security policies and procedures related to the Residence Halls. Regular in-service training and staff development programs are conducted throughout the year to consolidate and enhance staff's knowledge. All other personnel are trained by the Resident Director of the building to which they are assigned at the start of their employment, along with an ongoing program of training and supervision.

At the beginning of each academic term and every time deemed necessary, Resident Assistants conduct floor meetings to review security enforcement, policies, and procedures. Resident Assistants also conduct many programs that focus on safety and utilize the resources available from the Public Safety Department and other law enforcement/public safety agencies.

Safety Measures in the Living Learning Centers

• Security Devices

The main entrance to each Residence Hall employs a card access system and is monitored by Residence Life personnel 24 hours per day. The main entrance to each Residence Hall is locked from 1 a.m. until 6 a.m. each day and can be accessed only by residents of that building. All other entrances are locked and alarms are provided. Cameras monitor the public areas of the Residence Halls. The door of each student's room has a standard heavy duty dormitory-function entrance lock set, and the windows of each room have locks.

• Guest Visitation

Guests must be signed in by the resident of the Residence Hall they are visiting and must be escorted by their host at all times while in the building. Guests are required to present proper identification to the Desk Attendant when they are signed in, and may reclaim their identification only when they are signed out at the end of their visit. Guests not associated with Duquesne are subject to the same rules and regulations as Duquesne resident students.

Public Safety Information Technology (IT) Department

The Public Safety IT Office prioritizes a safe and secure environment for all students, faculty, staff, and visitors. Public Safety IT oversees all electronic security components across the Duquesne University campus, maintaining a sophisticated infrastructure to ensure the safety and security of the entire university community. This includes the implementation of access control, CCTV, and other security applications throughout campus buildings and surrounding areas. These systems are rigorously monitored around the clock by the Duquesne University Police and the Duquesne University Police Communication Operators, ensuring a proactive response and effective protection.

Emergency Management and Threat Assessment: Plan, Prepare, Respond, and Recover

Through the Emergency Management and Threat Assessment (EMTA) Office, the University meticulously plans, prepares, and equips itself to respond and recover from threats or hazards that may impact students, faculty, staff, and visitors. The primary objectives encompass the preservation of life, protection of property, and the continuity of the University's academic and business operations. Emphasizing comprehensive planning, rigorous training, and regular exercises aligned with National Incident Management System (NIMS) and the Homeland Security Exercise and Evaluation Program (HSEEP) doctrines, the University ensures a safe and secure campus environment while fostering a resilient culture. Moreover, close collaboration with neighboring colleges and various regional, state, and federal partners ensures a coordinated and effective emergency response, contributing to a safer and more resilient University community.



SAFETY: A CAMPUS-WIDE EFFORT

Emergency Management Team

At Duquesne University, the safety and well-being of our campus community is our top priority. To keep the campus secure, the University relies on a proactive, collaborative network of experts. The Emergency Management Team is a cross-departmental group representing various university offices and divisions. This team meets regularly to identify potential risks and build response plans for a wide range of emergencies. If a major incident occurs, they step in to support the Department of Public Safety and help staff the Emergency Operations Center to coordinate the university's response.

Campus Community Risk Team

The safety and well-being of our community relies on a proactive and deeply collaborative network called the Campus Community Risk Team (CCRT). The CCRT is a specialized, multi-disciplinary group that brings together experts from all corners of campus life. Permanent members include professionals from Academic Affairs, Residence Life, Campus Police, Student Conduct, Campus Ministry, the Center for Student Wellbeing, Human Resources, and Legal Affairs, with additional specialists brought in as needed. By combining these diverse perspectives, the team is uniquely equipped to evaluate potential risks to campus safety and recommend the most effective, compassionate safety measures to protect our community.

The core mission of the CCRT is to address safety concerns before they escalate. When a student, faculty member, or staff member reports that an individual may pose a threat to themselves or others, the team immediately steps in to conduct a thorough, individualized assessment. Rather than using a one-size-fits-all approach, the CCRT carefully evaluates the specific details of the situation to determine the best course of action. From there, they implement tailored solutions to reduce or completely remove the risk—whether on a temporary basis or indefinitely. Keeping the Bluff safe is a community-wide effort, and the CCRT is dedicated to ensuring that every safety concern is met with urgent, expert care.

Duquesne University
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A StormReady University

Duquesne University has been a recognized StormReady University through the National Weather Service since 2024. This designation recognizes Duquesne University's ongoing commitment to severe weather safety and campus resilience. This recognition serves as a testament to the university's proactive stance on emergency preparedness within its organizational framework, underscoring its steadfast dedication to protecting students, faculty, staff, and visitors. By continuously upholding these stringent standards, Duquesne ensures that its campus community remains well-informed, resilient, and prepared to respond effectively to sudden meteorological hazards. Achieving and maintaining this status requires meeting rigorous operational criteria established by federal weather authorities. Among these requirements, Duquesne established a 24-hour warning point and dedicated emergency operations center, implemented redundant systems for receiving real-time severe weather forecasts and alerts, and deployed local weather monitoring tools across campus. Furthermore, the university maintains a comprehensive hazardous weather plan that incorporates trained weather spotters, regular emergency exercises, and community readiness seminars designed to equip campus members with critical safety knowledge.

Office of Environmental Health and Safety: Protection of Life, Property, and the Environment

The Office of Environmental Health and Safety (EHS) is committed to protecting the health and well-being of everyone who learns, works, and visits Duquesne University. Our mission is to support the University's teaching, research, and service mission by fostering a safe, healthy, and environmentally responsible campus.

Throughout the past year, EHS has continued to strengthen its programs through enhanced laboratory inspections, expanded safety training, proactive risk assessments, improved compliance initiatives, and increased collaboration with departments across campus. These efforts reflect our commitment to moving beyond compliance by building a culture where safety is integrated into everyday operations.

From classrooms and laboratories to residence halls and campus facilities, EHS partners with faculty, staff, students, and University leadership to identify hazards, reduce risk, and promote continuous improvement. Together, we are creating a safer campus for everyone.

Environmental Health and Safety Laws

Environmental Health and Safety laws encompass a wide range of regulations and standards designed to protect human health and the environment from hazards associated with various activities. These laws are enforced at the federal, state, and local levels and cover a variety of areas, including air and water quality, hazardous waste management, chemical safety, workplace safety, emergency response, and more. EHS tracks developments in environmental health and safety laws and regulations.

Protecting Our Campus Through Prevention

Environmental health and safety extends far beyond regulatory compliance—it is about preventing incidents before they occur. The Office of Environmental Health and Safety works collaboratively with campus partners to identify potential hazards, implement practical solutions, and support safe teaching, research, and daily operations.

One of EHS’s primary areas of focus is laboratory safety. Teaching and research laboratories present unique chemical, biological, radiological, and physical hazards that require careful planning and oversight. Through annual laboratory inspections, laboratory risk assessments, mandatory safety training, chemical and hazardous waste management, fume hood certifications, emergency preparedness planning, and consultation with researchers, EHS helps ensure that laboratories remain safe, compliant, and prepared for new discoveries.

Beyond the laboratory, EHS supports fire and life safety, hazardous materials management, occupational safety, indoor environmental quality, emergency preparedness, and environmental compliance across campus. By working proactively with departments throughout the University, EHS helps prevent incidents while supporting the University’s mission of teaching, research, and service.

Safety Leadership Through Collaboration

Creating a safe campus requires more than one office—it requires the participation of the entire University community. Duquesne’s safety committees bring together faculty, staff, and campus partners to share expertise, identify opportunities for improvement, and strengthen the University’s culture of safety.

Labor/Management Safety Committee

The Labor/Management Safety Committee promotes workplace safety by bringing together representatives from Facilities Management, Environmental Health and Safety, Human Resources, Public Safety, Residence Life, Risk Management, faculty, and operational departments. The committee reviews workplace safety trends, conducts building hazard inspections, evaluates employee safety concerns, recommends corrective actions, and supports campus-wide safety initiatives that reduce risk and prevent injuries.

Laboratory Safety Committee

The Laboratory Safety Committee provides guidance for teaching and research laboratories across the University. Members represent a broad range of academic and operational departments that oversee research and teaching lab spaces. They work together to review laboratory safety initiatives, discuss emerging research hazards, share best practices, and promote continuous improvement in laboratory operations. The committee also supports annual laboratory inspections, laboratory risk assessments, safety education, and compliance with applicable environmental health and safety requirements.



These committees demonstrate that safety is a shared responsibility. Their collaboration helps create safer workplaces, safer laboratories, and a stronger safety culture throughout the University.

2025 Highlights

23,394 inspections completed	1,902 individuals trained	154 laboratory inspections	146 fume hoods certified	755 AED inspections	6,204 eyewash inspections
8,406 fire extinguisher inspections	7,216 hazardous waste storage inspections	63 evacuation drills conducted	235 biological waste shipments managed	12,384 pounds of hazardous waste disposed safely	

A photograph of a city skyline under a blue sky with white clouds. In the foreground on the right, there's a tall, ornate church spire with a cross on top. Various skyscrapers and buildings are visible in the background.

SAFETY: CAMPUS SERVICES AND PROGRAMS

Campus Security Services

Campus Patrols

Police Officers and security guards regularly patrol campus and adjacent streets by vehicle and on foot. Public Safety has six marked patrol cars.

Safety Escort Service

In order to ensure peace of mind when it is necessary to walk alone, any student, staff or faculty can request a personal safety escort from Public Safety to or from his or her car, residence hall, academic building or office. To request a safety escort, dial 6002 from an on-campus phone or call 412-396-6002 from an off-campus phone or cell phone.

Security Cameras

Public Safety operates a number of 24-hour security cameras throughout campus to assist in crime prevention.

Card Access System

A card access system is currently being used in all academic buildings on campus as well as all of the Residence Halls. It is designed to give access to authorized persons and to document the date and time the card was used as well as the location used.

Code Blue Emergency Service

The Code Blue is a stand-alone interactive voice security station with integrated area lighting and interactive voice technology. The system is designed so that when the single button is pushed, the unit will automatically and immediately contact Campus Police. Simultaneously, this activation will automatically activate the blue light flashing at no less than 60 times per minute. Immediately after establishing the phone connection with the Campus Police, the communications device will send a signal to the Campus Police indicating the location of the activated station. Once the system is activated, it allows you to have hands free communication directly with the Campus Police. Code Blue phones are located at the following areas:

- College of Osteopathic Medicine Parking Lot
- College of Osteopathic Medicine Dock on Watson Street
- Gibbon Street at Magee Street
- McGinley Hall Forbes Avenue at Magee Street
- McGinley Hall rear on Watson Street

- Along 5th Avenue corridor from 718 – 1206 (4 total)
- Shingiss Street at Forbes Avenue near Rockwell Hall
- Fisher Hall Skywalk
- Power Center at Forbes Avenue
- Locust Circle near Gumberg Library
- Locust Street at McAnulty Drive near Rangos
- Academic Walk between Rockwell Skywalk and the Ring
- Trinity Parking area
- Bluff Street near Rooney Field

Panic Alarms

Panic alarm buttons have been installed within the Gumberg Library, the Law School Library, the Student Union, Pappert School of Music, and many of the bathrooms throughout campus. These panic buttons permit a person experiencing an emergency to directly alert the campus police for an immediate response.

South Side Shuttle

The South Side Shuttle offers transportation services from campus to the South Side for students, faculty and staff throughout the fall and spring semesters. A student ID is required. For complete information visit duq.edu/about/our-campus/parking.

Weekend Loop Buses

Duquesne's Student Government Association provides free weekend shuttle service for students to popular area attractions, such as the Waterfront, Southside and the Strip District. Proper student I.D. is required. Visit duq.edu/about/our-campus/parking for a service schedule.

Bicycle Racks

As Duquesne University and our students continue in environmentally friendly 'green' efforts, bicycle racks have been installed throughout the campus. Students are highly encouraged to obtain a high-quality locking device and use the designated racks for the security of their bicycle. Bicycles that are not secured in approved areas, or that are abandoned, may be removed by Public Safety. Pittsburgh has become an increasingly 'bike friendly' city, with many miles of bicycle trails nearby to campus. There is a Bicycle Storage room in Des Places Hall for student use. Students interested in reserving a space should contact the Des Places Office at 412-396-2474.



Visitor & Guest Arrangements

With the exception of certain events which are open to the general public and advertised as such, the University's facilities and programs are generally intended for the use and benefit of the students and employees of the University. Visitors and guests seeking to utilize University facilities are expected to make prior arrangements with the appropriate University office, and their privilege to use these facilities is determined by the University regulations then in effect. Visitors and guests to the University's residential facilities must be registered and escorted by their host while in the residence facilities.

Counseling Center Services

The University Counseling Center provides free and confidential counseling services to Duquesne students. Counseling is confidential, and may be short-term or long-term depending on the person's needs. Please contact the Counseling Center at x6204 or visit duq.edu/life-at-duquesne/health-recreation-wellness/counseling-services for detailed information on their services.

Spiritan Campus Ministry

Spiritan Campus Ministers are trained professionals, lay and ordained men and women, who are available to serve the needs of Duquesne students, faculty and staff, especially concerning faith, relationships and life issues. Please contact the Spiritan Campus Ministry staff at x6020 or visit duq.edu/social-impact/mission-and-spiritan-values/spiritan-campus-ministry. Pastoral counseling is coordinated with the University Counseling Center.

DU Cares

Duquesne University is committed to providing a drug-free environment for its students, faculty, and staff. Duquesne complies with the Drug Free Schools and Communities Act and the Drug Free Workplace Act, including by providing educational awareness and prevention programs to students, faculty, and staff regarding the risks of improper or illegal use of drugs or alcohol, as well as enforcement of all laws regarding drugs and alcohol. More information is located in Tap No. 32: Drug-Free and Alcohol-Free Working and Learning Environment and the University's Student Handbook. Additionally, the Department of Public Safety offers a Drug and Alcohol Abuse Awareness program, while a more intensive program of services is presented by DU Cares. Please call 412-396-5834 or visit duq.edu/life-at-duquesne/student-services/du-cares.php for detailed information about DU Cares. Employees may use the Employee Assistance Program for drug or alcohol concerns; help is available 24 hours a day, every day by calling 1.800.327.7272.



Freshmen Business students dropping off beverages to DUPS

Safety Tips

A number of safety and security measures are listed below:

- NEVER leave your purse, computer, books or other valuables unattended – even for just a moment.
- ALWAYS lock your residence hall door and your car door; never leave valuables in plain sight.
- Don't walk alone at night and avoid short cuts or isolated areas.
- Stay away from isolated ATM locations.
- Have your keys ready as you approach your car or residence.
- If you suspect you are being followed, go to the nearest business and ask someone to call the police.
- Use the buddy system at parties or events. Exercise personal safety with respect to consuming alcohol.
- Always be aware of your surroundings and follow your gut instincts; if your intuition tells you that you are at risk, try to leave the situation quickly.
- Never hesitate to call campus police at 412.396.2677 — we are always here to help you!

Emergency Medical Services

Duquesne University students have access to excellent emergency medical services. All uniformed officers in the Department of Public Safety are CPR, AED and First Aid certified, several being CPR and AED instructors. All police vehicles, residence halls and academic buildings are equipped with AEDs and Stop the Bleed Kits. Duquesne University Health Service is staffed with professional health care personnel to handle routine medical issues. Emergency medical calls are answered by police officers and Pittsburgh Fire Department first responders; if the medical emergency is of a severe nature, the Pittsburgh Emergency Medical Service (EMS) paramedics quickly respond to campus. Emergency medical care is immediately available 24 hours a day, seven days a week on campus. Additionally, Duquesne University is blessed to have a Level 1 Trauma Center and Comprehensive Burn Center (UPMC Mercy Hospital) immediately adjacent to our campus, located at Locust and Stevenson Streets.



Lead Police Communication Operator John Brunick's daughter, Ella. Ella will be graduating with a Bachelor's in Art- English with a Minor in Women and Gender Studies and Bachelor's in Science in Secondary Education in December 2026.



Missing Student Emergency Contact Policy

In keeping with federal law, 20 U.S.C. § 1092j, the Office of Residence Life will initiate the following missing student notification policy. This policy is designated for those students living on campus. In the event of a report of a missing student, Residence Life staff will also work directly with the Duquesne University Police Department. The purpose of having a listed Emergency Contact is to be able to verify cases in which a person may not be missing but has voluntarily left his or her residence. Reports of a missing resident student should be made immediately to either the Office of Residence Life or the Department of Public Safety.

1. Each student residing in the Residence Halls has the opportunity to list an Emergency Contact by completing an Emergency Information Card. Students will be encouraged to notify the Emergency Contact that he or she has been designated as such. This information is maintained by and accessible to the Office of Residence Life staff who will implement this policy.
2. If the student has been determined missing by the Duquesne University Police, the Missing Student Protocol will be implemented. An attempt to notify the listed Emergency Contact will be made if a student is missing for 24 hours and the Duquesne University Police will be notified for all missing person reports.
3. At any point during the student's enrollment, he or she may choose to register or change confidential contact information with the University by notifying the Office of Residence Life. This information is confidential but may be released to the Duquesne University Police and staff as necessary to carry out the purposes of this policy.

Missing Student Protocol

1. Residence Life staff will immediately contact the University Police and the Vice President for Student Life when a student is reported missing.
2. When the Office of Residence Life is notified that a student may be missing, appropriate steps will be taken to locate the student. These steps include, but are not limited to:
 - Attempt to make contact with student via email, cell phone, visit to room.
 - Seek information from Resident Assistant, roommate, floor-mates and friends
 - Verify student DU Card use within last 24 hours.
 - Verify student meal plan use within last 24 hours
 - Contact Academic Advisor to determine class attendance.
 - Contact coaches, Greek or other student activity advisors, etc., as appropriate.
3. Exchange information with University Police regarding our respective investigations.
4. If the student is under the age of 18 and not emancipated The Office of Residence Life will be responsible for notifying the custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying an additional contact person designated by the student. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the Duquesne University Police will inform the appropriate law enforcement agency that has jurisdiction in the area within 24 hours that the student is missing.
5. The University Police will be responsible for notifying the appropriate law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.
6. The Office of Residence Life staff will serve as support personnel when a student is determined missing and make appropriate contacts within the University. Offices to be notified include: Resident Director, Executive Vice President for Student Life, University Police, Dean and/or Academic Advisor, Division of Marketing and Communications and any other offices relevant to the missing student.

SAFETY AND PREVENTION PROGRAMS

The following are free* program topics offered through Public Safety open to both students and employees. All services are offered at least once per semester. Programs are also available upon request to the Department of Public Safety. Students and employees are encouraged to be responsible for their own security and the security of others:



Cops and Chefs 2025

Sexual Assault Awareness and Prevention

This program is designed to increase awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. This program discusses what constitutes 'consent', and drug and alcohol-facilitated sexual violence. Included is a discussion of potential outcomes of sexual assault, including physical and emotional harm, and the importance of medical treatment and evidence collection. This program also provides information on how a victim of sexual violence may report incidents to campus authorities and law enforcement. Information on resources available to assist a victim in the healing and recovery process is also offered. A component of this program includes bystander intervention as a means of prevention.

First Aid/CPR/AED Classes

The Department of Public Safety has three American Red Cross First Aid/CPR Instructors on staff. These classes meet BLS Requirements.

Stop the Bleed

A national campaign, Stop the Bleed encourages bystanders to become trained, equipped and empowered to help bleeding victims in an emergency before professionals arrive on scene.

Basic Active Shooter/Assailant Survival Skills

This is a basic skills-level course that discusses self-awareness and actions that can be taken during an Active Shooter/Assailant incident.

Safe in the City

This program is designed to make community members aware and more comfortable in their surroundings in a densely populated urban environment. Taught by officers of Duquesne University Police, several safety tips are presented in a discussion session.

Workplace Violence Program

This program features a video and discussion to help prepare staff and faculty on what to expect during a workplace violence incident and what they can do to help our students in such a situation. A similar version is presented for students which includes 'hands-on' demonstrations of options to consider in protecting themselves in such a situation.

Rape Aggression Defense System (RAD) and Self-Defense Awareness and Familiarization Exchange Program (SAFE)

RAD consists of a 12-hour program, while SAFE offers a two-hour condensed program, that teaches awareness, prevention, risk reduction and avoidance while progressing to the basics of a more hands-on defensive training. Certified RAD instructors teach defensive concepts and techniques against various types of assault by utilizing effective and proven self-defense and martial arts tactics. A component of this program includes bystander intervention as a means of prevention.

Relationship Violence Program

This new program will define and discuss three aspects of relationship violence: domestic violence, dating violence and stalking. Recognition of signs of abusive behavior and how to avoid potential violence or abuse, will be presented. Information on Pennsylvania's 'Protection From Abuse' (PFA) Orders, Sexual Violence Protection (SVP) Orders, Protection From Intimidation (PFI) Orders, and student protective orders under the Office of Student Conduct will be discussed, as well as possible criminal or disciplinary sanctions. A component of this program includes bystander intervention as a means of prevention.

Drug and Alcohol Abuse Awareness

This program addresses risks associated with the use of alcohol and other drugs. Lifestyle choices and available resources are discussed. A component of this program includes bystander intervention as a means of prevention.

Child Safety Seat Inspection

Police officers specifically trained in the correct installation and use of infant/child safety seats will conduct inspections and instruct on proper use and application.

* There is a minimal charge for First Aid/CPR/AED Certification.

For complete descriptions of each topic, please visit duq.edu/public-safety. To schedule a program or inquire about a topic not on the list, please contact the Crime Prevention Coordinator, Captain Michael Kiryk, at 412-396-4935.

SAFETY: UNIVERSITY POLICIES AND PROCEDURES

Compliant with the Clery Act, the University must disclose the following policies and practices:

Reporting a Crime

Main Campus

Members of the University community are urged to immediately notify the Department of Public Safety of any criminal activity or other emergency that occurs on campus. Department of Public Safety personnel will respond quickly and initiate whatever action is necessary to resolve the emergency, including the activation of off-campus police, fire or medical agencies when appropriate. A special 24-hour emergency number, 412-396-COPS (2677), has been designated and advertised throughout the campus community, in addition to the city's 911. The University encourages accurate and prompt reporting of all crimes to the Duquesne University Police and the appropriate police agencies, when the victim of a crime elects to or is unable to make such a report.

Crime Reporting

To encourage the prompt reporting of all crimes, it is University policy to honor the requests of witnesses and victims who wish to keep their identity confidential, to the degree permitted by the various laws governing university investigations. The purpose of a report is to take some steps to ensure the future safety of the reporting person and others while protecting her/his identity. The University can use such information to keep accurate records about the number of incidents, look for patterns concerning location or methods of operation, alert the campus community to potential danger, and for the purpose of making timely warning reports and including the incident in the annual crime statistics. If a victim wishes to file a report, they may contact one of the following campus officials that are designated as "Campus Security Authorities": the Vice President of Student Life, Director of Residence Life, Title IX Coordinator and Director of Sexual Misconduct Prevention and Response, professional counselors within the University Counseling Center, Director of Greek Life, Office of Student Conduct Director, Athletic Department Director, Student Health Service Director, and the Deans of the various schools of the University. When requested, confidentiality will be protected to the greatest extent possible in keeping with the obligation to conduct a thorough investigation and providing a safe environment for the entire campus community.

Only Pastoral Counselors and Professional Mental Health Counselors functioning within their role as a counselor are completely confidential Campus Security Authorities. Although there is no written policy, both pastoral and professional counselors may inform those persons being counseled of the procedures to report crimes, either to the police or confidentially.

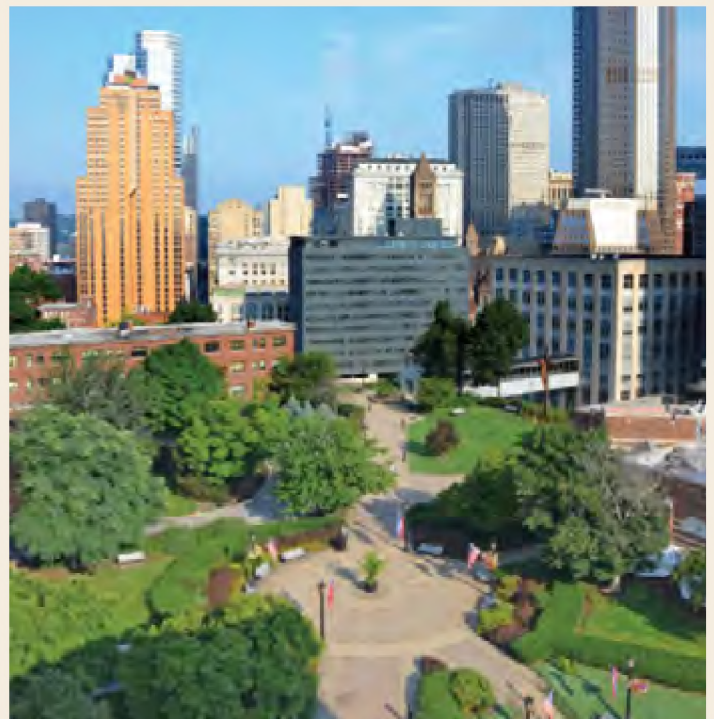
Campus Security Authorities are trained annually in their responsibilities to report statistical crime information to the Department of Public Safety, and to alert Public Safety in circumstances when an Emergency Notification or Timely Warning must be issued. The University will not permit retaliation against anyone who, in good faith, brings a complaint of acts of aggression, harassment or violence or serves as a witness in the investigation of a complaint of campus violence.

Methods of Communicating Emergencies or Criminal Events to the Campus

It is the policy of Duquesne University to provide timely information of emergencies or criminal events to our students and employees. We do so through one or more of three primary methods: emergency notifications, timely warnings or public safety advisories.

Emergency Notifications

The most serious crime or situation that can occur at Duquesne University is one which is an immediate threat to the health and safety of students, employees and visitors to the campus — in the event of an immediate life-threatening emergency having potential to endanger others in the DU Community an Emergency Notification will be issued. Such a life-threatening emergency may manifest itself as a gunman on campus, an explosion in a building, a poisonous gas release in a building, or even a natural threat such as a tornado. It is the duty of the Department of Public Safety to confirm the threat and attempt to reduce this immediate threat to life by giving warning to the campus of such threat as quickly as possible. It will be issued by Duquesne University, without delay, unless issuing such notification will in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.



In such an emergency, the decision to issue a DU Alert is the responsibility of the most senior police officer present on campus during such emergency. Notification will begin as quickly as possible and may use one or all of these methods:

- DU EMERGENCY ALERT
- Outdoor Warning Siren System
- Mass e-mail, DU Daily and the University website
- Campus Hotline: x1700 from campus phone or 412-396-1700. (Recorded message regarding cancellations, delays or emergency issues)
- Local/Regional radio, television
- PA System built into siren control of each police vehicle
- “Bullhorn”: handheld PA devices or by personal communication

DU Emergency Alert

A DU Emergency Alert is a message notification from the DU Department of Public Safety using an automated notification system to advise you of a life-threatening emergency, disaster or major interruption of the campus operations so that you can self-evaluate your safety at your location to enable you to avoid or escape danger. Follow-up information will be provided to update you on the emergency as it becomes available. This system will be utilized in addition to Duquesne’s other emergency mass communication methods. Names of victims and witnesses are kept confidential, and will not be identified in an Emergency Alert.

All students are automatically enrolled in the DU Alert System. Faculty and staff are encouraged to subscribe in order to receive such notifications. If you do not wish to receive DU Alerts, you can opt-out anytime by visiting duq.edu/alert. However, we strongly encourage students to remain enrolled to stay informed about critical safety information on campus. Emergency messages are sent to all subscribed users.

Subscribers to the DU Emergency Alert system will receive an alert via the following methods:

DU Emergency Alert
DU Emergency Alert
DU Emergency Alert

DU Emergency Alert:

Voice and text messages to cell phone

DU Emergency Alert:

Voice message to your land-line phone

Outdoor Warning System

The University has an Outdoor Warning System for immediate notification in the event of an emergency. The Outdoor Warning System emits a tone and a voice message announcing the nature of the emergency. The system is intended to warn people outside campus buildings of a life-threatening emergency or disaster. They may not be heard throughout the entire campus and inside buildings. This system is tested at least once per semester.

Timely Warnings

The Department of Public Safety issues a timely warning when a Clery crime, occurring within Clery geography, poses a serious or ongoing threat to the campus community. A Timely Warning may be made by various methods, including emails and text messages. Issuing a timely warning is a group process involving the Assistant Vice President of Public Safety and the Vice President of Marketing and Communications, and the University’s President. Names of victims and witnesses are kept confidential, and will not be identified in a timely warning. The list of Clery crimes may be found on page 52.

Public Safety Advisories

Special notices may be issued by the Department of Public Safety to alert the campus community, or affected segments of the community, to incidents of or perceived patterns of other criminal offenses not necessarily covered by the Clery requirements, such as thefts or panhandling. Such advisories may be given campus-wide or to only affected areas, such as a particular building or garage.

Daily Crime Log

The Department of Public Safety maintains a log of all criminal incidents reported to the department. The daily crime log includes the date and time the report was received, the date and time the incident occurred, the nature of the offense, the location of the offense and the disposition if available. Victim information will not be identified in the daily crime log. The daily crime log is available for public inspection at the Department of Public Safety.



Lead Police Communication Operator John Brunick’s daughter, Zoe. Zoe will be earning a M.S.Ed. in Educational Administration in December 2026.

Public Record of Sex Offender

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Duquesne University Department of Public Safety is providing a link to the Pennsylvania State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries on a vocation or is a student. In the Commonwealth of Pennsylvania, convicted sex offenders must register with the Pennsylvania State Police Sex Offender Registry. Information provided by the Pennsylvania State Police under Section 1407 (j) of Title 42 U.S. Code, concerning registered sex offenders subject to community notification, may be obtained in the office of the Duquesne University Department of Public Safety or at the Pennsylvania State Police website www.pameganslaw.state.pa.us.

Notice of Disciplinary Outcomes

It is the policy of Duquesne University to disclose to the alleged victim of a crime of violence or a non-forcible sex offense (as defined by the Family Educational Rights and Privacy Act), the report on the results of any disciplinary proceeding against a student (including student conduct proceedings and/or sexual misconduct proceedings) who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of the victim shall be treated as the alleged victim for purposes of this paragraph.

Weapons Policy

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

The only exceptions to this policy are:

- A.** Firearms in the possession of University police officers;
- B.** Firearms in the possession of on-duty law enforcement officers;
- C.** Legal chemical dispensing devices that are sold commercially for personal protection.

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

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

Please refer to TAP 48 Weapons and Violence - Campus and Workplace.

Criminal History

It is the procedure of the University that all new employees must undergo a pre-employment screening process that has certain minimum elements and additional aspects depending on the nature of the duties involved. This procedure applies to all new hires as full-time administration, staff and faculty employed by the University. Students who hold full-time employment at the University must undergo the same prescreening process. The application for admission to Duquesne University does request information concerning any previous criminal conviction. The University recognizes its responsibility to ensure the safety of the campus community and will evaluate enrolled students' status in the event of their criminal conviction in public court.

Alcohol and Drug Policies

Duquesne University is committed to the Drug-Free Schools and Communities Act. All matters relating to alcohol are governed by the Pennsylvania Crimes Code and related statutes. No person under 21 years of age is permitted to purchase, consume, transport or possess an alcoholic beverage. Students 21 years or older may keep or consume alcoholic beverages within their individual residence hall rooms, or at social functions on campus where permission to dispense and consume such beverages is granted by the University. All violations of the University alcohol policy may be subject to criminal prosecution as well as to University disciplinary sanctions. Likewise, the University strictly adheres to the federal and state laws which govern the possession, distribution or consumption of drugs or other controlled substances.

Students and employees illegally possessing, distributing or using such drugs or controlled substances will be subject to criminal prosecution as well as to University disciplinary sanctions.

The Administrative Policies

TAP NO. 32: DRUG-FREE AND ALCOHOL-FREE WORKING AND LEARNING ENVIRONMENT

Scope

This policy applies to all University students, faculty, and staff.

Purpose

The purpose of this policy is to summarize the University's response to unlawful manufacture, distribution, possession, or unlawful use of a controlled substance or alcohol abuse while conducting University business, as well as, to maintain compliance with Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

I. OVERVIEW

Duquesne University, in keeping with the Mission Statement of the University, is committed to the maintenance of a drug and alcohol free working and learning environment in accordance with the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

II. POLICY

A. Expectations of Employees: Employees are expected and required to report to work on time and in an appropriate physical condition for work. It is the intent of the University to provide a healthful, safe, and secure work environment free of drugs and alcohol abuse.

B. Expectations of Students: Students are expected and required to report for classes on time and in an appropriate physical condition to learn. It is the intent of the University to provide a healthful, safe, and secure learning environment free of drugs and alcohol abuse.

C. Infractions: The unlawful manufacture, distribution, possession, or unlawful use of a controlled substance or alcohol on University premises or while conducting University business off University premises is absolutely prohibited.

Any University employee determined to have violated this policy is subject to disciplinary action including, but not limited to a warning, written reprimand, suspension, dismissal, and/or mandatory participation in and successful completion of a drug abuse assistance or rehabilitation program approved by an appropriate health or law enforcement agency.

Likewise, a student found in violation of this policy will be subject to such disciplinary actions as described in the Code of Student Rights and Responsibilities up to and including expulsion.

D. Drug and Alcohol Dependency: The University recognizes drug dependency and alcoholism as illnesses and major health problems. The University also recognizes drug abuse as a potential health, safety, and security problem. Employees or students needing help in dealing with such problems are encouraged to seek assistance through University Health Services and their health insurance plans as appropriate. Conscientious efforts by employees and students to seek help will not affect University status and will be kept in strictest confidence.

E. Reporting of Convictions: Employees are required, as a condition of employment, to abide by this policy and report any conviction under a criminal drug or alcohol statute for violations occurring on or off the University premises while conducting University business. A report of a conviction must be made within 5 working days after the conviction as required by the Drug-Free Work Act of 1988, and by this policy.

Failure to comply with this policy and its notice requirement may jeopardize continued research funding to the University and will be considered grounds for dismissal.

III. PROCEDURES RELATED TO FACULTY AND STAFF

A. The Office of Human Resources will be responsible for advising all new employees during their orientation of the University policy concerning the maintenance of a drug-free work environment. This will apply to students employed by the University through regular employment or through the Student Aide College Work-Study Program. Periodically, the Office will reaffirm the University's commitment through special mailings or notices in University campus publications.



Christmas 2025

B. The Office of Human Resources, in cooperation with University Health Services and the Office of Sponsored Research, will maintain technical compliance with the Act by establishing procedures and programs which will include, but are not limited to:

1. Establishment of a drug-free awareness program for employees to inform them about:
 - A.** The dangers of drug and alcohol abuse in the workplace.
 - B.** The employer's policy of maintaining a drug-free workplace.
 - C.** Any available drug and alcohol counseling, rehabilitation and employee assistance programs.
 - D.** The penalties that may be imposed upon employees for drug and alcohol abuse.
2. Ascertain that all grant recipients and/or employees working under a grant receive a copy of the University's statement concerning drug and alcohol abuse.
3. Notify each employee of a grant that, as a condition of employment on such grant or contract, the employee will (a) abide by the terms of the statement and (b) notify the University of any criminal drug or alcohol statute violation occurring in the workplace no later than five days after such conviction.
4. Take appropriate personnel action up to and including termination, against employees who inform the University of a conviction or require such employees to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program.
5. Develop other appropriate measures as necessary from time to time to ensure compliance with the Act or similar additional legislation or regulations pertaining to a working environment free of drugs and alcohol abuse.
6. The University, in its benefits planning and development, will endeavor to provide enhanced benefit provisions to accommodate the drug counseling, rehabilitation and assistance portions of this policy, thereby assuring greater voluntary participation in these areas by reducing the financial burden on employees.

IV. PROCEDURES RELATED TO STUDENTS

A. The Division of Student Life, in conjunction with University Health Services, will be responsible for advising all students of policies concerning the “Drug-Free Schools and Communities Act Amendments of 1989,” and more specifically will distribute the following:

1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students.
2. A description of the applicable legal sanctions under Local, State, and Federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
4. A description of any drug and alcohol counseling, treatment, or rehabilitation programs that are available to students.
5. A statement that Duquesne will impose sanctions on students (consistent with local, State, and Federal law) and a description of these sanctions, up to and including expulsion.

V. MISCELLANEOUS

Each employee and student is ultimately responsible for the maintenance of a drug and alcohol free working and learning environment through voluntary adherence to this policy.

Questions concerning the interpretation or implementation of this policy should be directed to the appropriate Divisional Vice President or to the Chief Human Resources Officer.

VI. RELATED INFORMATION

VII. VIOLATIONS

Violations of this policy will be reviewed on a case-by-case basis and are subject to formal disciplinary action up to and including termination of employment.

VIII. HISTORY

Date of most recent revision: April 2005.

IX. OWNERSHIP OF POLICY

Office of Human Resources.

The Administrative Policies

TAP NO. 58: MEDICAL MARIJUANA USE

MEDICAL MARIJUANA POLICY APPLIES TO ALL UNIVERSITY STUDENTS, FACULTY, AND STAFF.

Pennsylvania law allows for the controlled use of medical marijuana in the Commonwealth. The University, however, is subject to the federal Controlled Substances Act. Marijuana is classified as a Schedule I drug according to the Controlled Substances Act. Therefore, the purpose of this Policy is to summarize the University's response to the permissible use of medical marijuana in the Commonwealth of Pennsylvania in the context of the University's other legal obligations.

POLICY

A. The use, possession, cultivation, or sale of marijuana violates federal policy. This prohibits the University from allowing any form of marijuana use on campus. Additionally, federal grants are subject to University compliance with the federal Drug Free Schools and Communities Act and the federal Drug Free Workplace Act.



DUPS Business Manager, Jaclyn DeNardo, receiving Unsung Hero Award

- B.** Although students, faculty, and staff who legally obtain a medical marijuana “registration card” are allowed to possess and consume certain quantities of marijuana in the Commonwealth, doing so is not permitted on Duquesne University property or at University-sponsored programs and events (either on or off campus). Students should be aware that a charge or conviction related to a student’s unlawful use of a controlled substance may impact that student’s continuing eligibility for federal financial aid.
- C.** Students in Pre-Professional Programs: Students are reminded that Nursing, Health Science, Pharmacy, and certain other pre-professional programs maintain separate or additional requirements relating to the use of controlled substances and therefore, students in pre-professional programs who are legal medical marijuana users under Pennsylvania law must consult with their respective chairs for additional guidance and requirements.
- D.** Compliance with Related TAPs: Students, faculty, and staff are expected and required to report for classes and work on time and in an appropriate physical condition, free from the influence of drugs and alcohol, and are therefore expected to comply with the University’s TAP No. 32, Drug-Free and Alcohol-Free Working and Learning Environment. Accordingly, an employee’s presence at work in an impaired state, under the influence of medical marijuana, is a violation of TAP No. 32 and this TAP.

VIOLATIONS

Violations of this policy will be reviewed on a case-by-case basis. Employees are subject to formal disciplinary action up to and including termination of employment. Students are subject to the non-exhaustive list of disciplinary sanctions in the Code of Student Rights, Responsibilities, and Conduct for violations of the Code.

Related information can be reviewed at TAP 32, Drug-Free And Alcohol-Free Working and Learning Environment.

The Administrative Policy

TAP NO. 43: HAZING PREVENTION

SCOPE

This policy applies to all students, faculty and staff, as well as any organization at Duquesne University (the “University”).

PURPOSE

The purpose of this policy is to implement Duquesne University’s commitment to preventing hazing. In keeping with the Spiritan tradition of justice, peace, and the integrity of all creation, the University does not condone hazing; or the associated activities which undermine the inherent dignity of members of our community.

I. DEFINITIONS

A. The following definitions are relevant:

- 1.** “Hazing” is defined as intentionally, knowingly, or recklessly, for the purpose of initiating, admitting or affiliating a student, or maintaining membership of a student, into or with an organization, or for the purpose of continuing or enhancing a student’s membership or status in an organization, causing, coercing, or forcing a student to do any of the following:

- A.** Violate federal or state criminal law;
- B.** Consume any food, liquid, alcoholic liquid, drug, or other substance which subjects the student to a risk of emotional or physical harm;
- C.** Endure brutality of a physical nature, including whipping, beating, branding, extreme calisthenics, confinement in a small space, or exposure to the elements;
- D.** Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact, conduct that could result in extreme embarrassment, or activity that places an individual in reasonable fear of bodily harm through threatening words or conduct;
- E.** Endure brutality of a sexual nature, or causing, coercing, or otherwise inducing another person to perform sexual acts; or
- F.** Endure any other activity that creates either a reasonable likelihood of bodily injury to the student, or a risk, above the reasonable risk encountered in the course of participation at Duquesne University or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury.

- 2.** “Organization” is defined as any organization at Duquesne University (such as a club, society, association, varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at Duquesne University, whether or not the organization is established or recognized by Duquesne University.
- 3.** “Aggravated Hazing” is defined as any of the activities described in the definition of Hazing that results in serious bodily injury or death to the student, and the person doing the hazing acts with reckless indifference to the health and safety of the student or the person doing the hazing causes, coerces, or forces the consumption of an alcoholic liquid or drug by the student.
- 4.** “Organizational Hazing” occurs when an organization intentionally, knowingly, or recklessly promotes or facilitates Hazing or Aggravated Hazing.
- 5.** “Institutional Hazing” occurs when an institution intentionally, knowingly, or recklessly promotes or facilitates Hazing or Aggravated Hazing.
- B.** Neither of the following is considered to be a defense to any of the forms of hazing listed herein:
 - 1.** the consent of the student was sought or obtained, or
 - 2.** the conduct was sanctioned or approved by the institution or organization.
- C.** “Hazing” may be committed by an individual or group of individuals, including students, faculty members, staff, coaches, officers, volunteers, sponsors, and internal and external advisors.

D. In Pennsylvania, a person commits the offense of hazing if the person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the following:

1. Violate Federal or State criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

II. REPORTING

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:

- A.** Campus community members can submit a [Campus Incident Report](#);
- B.** Anyone can submit a report, including an anonymous report, via [EthicsPoint - Duquesne University](#). Select the "Other" category; or
- C.** Incidents involving potential sexual misconduct should be reported to the [Title IX Coordinator](#) or through any other avenue set forth in the University's [TAP No. 31 Sexual Misconduct Policy](#).

III. EXAMPLES OF HAZING

Subject to satisfying the definition of "Hazing" in section I above, hazing includes, but is not limited to, the following conduct toward a student:

A. Physical Abuse and Endangerment

1. Forcing or coercing the consumption of alcohol or drugs
2. Forcing or coercing the consumption of any substance (food, liquid, drug, etc.)
3. Imposing dietary restrictions of any kind, unless religious in nature
4. Causing sleep deprivation or permitting less than six consecutive hours of sleep
5. Creating excessive fatigue
6. Requiring extreme calisthenics or physically abusive exercise (extreme sit-ups, push-ups, running)

7. Causing exposure to the elements (nude or clothed)
8. Tattooing or branding
9. Subjecting a student to brutality of a physical nature (paddling, shoving, slapping, whipping, beating, etc.)
10. Causing brutality of a sexual nature or participation in sexual rituals or assaults
11. Preventing an individual from practicing personal hygiene
12. Subjecting a student to any other activity that creates a reasonable likelihood of bodily injury

B. Psychological and Emotional Abuse

1. Subjecting a student to mentally abusive or demeaning behavior
2. Not permitting individuals to speak for extended periods or forcing exclusion from social contact
3. Subjecting a student to conduct that could result in humiliation or extreme embarrassment
4. Making deceptions and/or threats contrived to convince new members they will not be initiated or will be hurt

C. Social Media and Public Humiliation

1. Depicting or referring to a student in photos, videos, posts, or comments on social media of violent, illegal, or embarrassing activities
2. Forcing or coercing a student to disclose passwords for social media profiles or other accounts
3. Requiring a student to publicly wear apparel that is conspicuous and not normally in good taste
4. Requiring students to dress alike, with the intent to embarrass
5. Requiring a student to engage in public stunts and buffoonery, public displays, nudity, or greetings

D. Academic Interference

1. Requiring any activity that interferes with a student's ability to study or complete coursework
2. Conducting activities that do not allow adequate time for study during pre-initiation or initiation periods

E. Forced Labor and Servitude

1. Requiring students to perform onerous work projects that provide no personal benefit
2. Compulsory servitude (food runs, errands, carrying books, cooking, cleaning, academic work, etc.)

F. Unauthorized or Dangerous Activities

1. Requiring participation in unauthorized activities (scavenger hunts, road trips, kidnapping, harassment, etc.)
2. Assigning or endorsing unlawful or disruptive pranks (disrupting class, stealing composites, trophies, mascots, etc.)
3. Requiring a student to engage in theft, defacement, or destruction of private or public property

G. Verbal Harassment and Intimidation

1. Subjecting a student to verbal harassment: yelling, screaming, ridicule, or derogatory or demeaning statements
2. Requiring yelling or screaming upon entering or leaving a facility

H. Rituals and Forced Participation

1. Subjecting a student to kangaroo courts or interrogations not consistent with legitimate organizational purposes
2. Requiring a student to "greet" others with the intent to embarrass
3. Requiring students to escort each other on campus

I. Restrictions and Control

1. Requiring a student to participate in activities between 12:00 midnight and 6:00 am
2. Requiring a student to use a building entrance that is not normally used
3. Requiring a student to carry demeaning miscellaneous items (paddles, bricks, pumpkins, etc.)

J. Legal and Policy Violations

1. Forcing, requiring, or encouraging a student to violate University policy or any local, State, or Federal laws

IV. INVESTIGATION PROCESS

Reports of alleged hazing involving potential sexual misconduct will be processed in accordance with the applicable policies and procedures overseen by the Title IX Coordinator. All other reports of alleged hazing must be shared with the Division of Student Life. Following receipt of a report, the University's Division of Student Life will conduct a preliminary review to assess what University offices should be involved in the response. These offices may include Student Conduct, Public Safety, Center for Student Involvement, Human Resources, Athletics, and/or other appropriate offices. An initial assessment will be conducted to determine whether interim actions are appropriate to protect the health and safety of one or more students. Interim suspension of an individual(s) or organization may be implemented during an investigation and continue until the conclusion of the investigation.

Except in matters where the Title IX Coordinator has jurisdiction, the Division of Student Life shall designate the appropriate offices to conduct any investigation. For example, in a case where an employee was accused of hazing, the Division of Student Life would likely designate the Offices of Human Resources and/or the Provost to investigate. The scope of the investigation will depend on the nature and extent of information provided in the report and the applicable policies and laws that apply.

Typically, when a student and/or student organization is accused of hazing, one or more investigators will be assigned by the Division of Student Life to investigate the report. The investigation will be conducted in a fair and impartial manner. An investigation may include interviews with the reporter, individuals identified by the reporter, and any witnesses or others who may have knowledge of the situation. Additionally, an investigation may involve the collection and review of physical evidence, such as photos, videos, messages,

or any other documentation that may be relevant. A full investigation report is supplied to the appropriate decision maker (e.g. a Student Conduct panel), who is then responsible for making a determination of responsibility and if found responsible, determining appropriate sanctions for the individual or organization involved. Individuals and/or organizations accused of hazing will not be found responsible without first having notice of the allegations and an opportunity to respond to them. Any internal findings of responsibility will be based on the preponderance of evidence standard (a different standard of proof would apply to any criminal proceedings). Recipients of hazing may be provided protective or remedial measures as determined appropriate.

Typically, when an employee (faculty or staff member) is accused of hazing, the same process is followed except that the investigator(s) identified and designated by the Division of Student Life (in collaboration with relevant offices such as Human Resources or the Provost Office) make the determination as to whether there was a policy violation.

Additionally, if an individual or organization is found to be responsible for hazing, the University will assess whether there are improvements or changes to be made to hazing prevention efforts.

V. RETALIATION PROHIBITED

Retaliation is strictly prohibited against anyone who makes a good faith report of hazing or participates in the investigation process. Retaliation should be reported in the same manner as hazing in Section II above and will be subject to the same investigation process as Section IV above.

VI. VIOLATIONS

Violations of this policy will be reviewed on a case-by-case basis and are subject to formal disciplinary action up to and including termination from employment or expulsion.

A. Appropriate consequences for individuals found responsible for hazing or retaliation may include the following:

1. Imposition of disciplinary action, such as probation, suspension, termination from employment, or expulsion;
2. Imposition of fines;
3. Educational Sanctions, and/or
4. Withholding of diplomas or transcripts pending compliance with the investigation and completion of sanctions.

B. Appropriate consequences for organizations found responsible for hazing or retaliation may include the following:

1. Rescission of permission for the organization to operate on campus or school property or to otherwise operate under the sanction or recognition of the University;
2. Legal action, and/or
3. Public notification of the organization's violations.

These penalties are in addition to, not in lieu of, any penalty set forth in other places in the law, any penalty imposed for violating the criminal laws of the Commonwealth, or any penalty imposed for violating any other institutional rule to which the violator may be subject.

VII. PREVENTION AND AWARENESS PROGRAMS

Hazing prevention is everyone's responsibility. Duquesne University provides research-informed campus-wide hazing prevention and awareness programs designed to reach students, staff, and faculty. These programs include coverage of current policies and laws related to hazing, primary prevention strategies intended to stop hazing before it occurs, and the promotion of strategies for building group cohesion without hazing.

These programs include, but are not limited to, online and live educational initiatives designed for various audiences (such as students, employees, athletes, social fraternities/sororities, professional organizations, academic clubs, etc.), media communications, and public health initiatives.

VIII. RELATED INFORMATION

Pennsylvania's "Timothy J. Piazza Anti-Hazing Law" – <https://www.palegis.us/statutes/consolidated/view-statute?txtType=HTM&ttl=18&div=0&chapter=28>

The federal "Stop Campus Hazing Act" – <https://www.congress.gov/118/plaws/publ173/PLAW-118publ173.pdf>

Tap No. 31: Sexual Misconduct Policy (For allegations of Prohibited Conduct occurring on or after 8/3/2026). – <https://www.duq.edu/about/policies-and-initiatives/the-administrative-policies/tap-31.php>

IX. HISTORY

Approved August 2025.

X. OWNERSHIP OF POLICY

Division of Student Life, Office of Student Conduct.

Sexual Assault and Sexual Harassment, Dating and Domestic Violence, and Stalking

DEFINITIONS OF VIOLENCE AGAINST WOMEN'S ACT (VAWA) OFFENSES AND CONSENT

Consistent with the Violence Against Women Act (VAWA), sexual assault, domestic violence, dating violence, and stalking are defined as follows:

a. Sexual assault, meaning any of the following acts:

1. Sexual bodily connection with a person, which means penetration, including the slightest penetration, without consent, including instances where consent cannot be given because of age or because of temporary or permanent mental or physical incapacity, where one or more of the Respondents is the opposite sex as the Complainant.
2. Oral or anal sexual intercourse with another person, without consent, including instances where consent cannot be given because of age or because of temporary or permanent mental or physical incapacity.

3. Use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without consent, including instances where consent cannot be given because of age or because of temporary or permanent mental or physical incapacity.
4. The touching of the private body parts of another person for the purpose of sexual gratification without consent, including instances where consent cannot be given because of age or because of temporary or permanent mental or physical incapacity.
5. Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
6. Nonforcible sexual intercourse with a person who is under the statutory age of consent.

In Pennsylvania, with the exception of rape and involuntary deviate sexual intercourse, a person commits the crime of sexual assault when that person engages in sexual intercourse with a complainant without the complainant's consent.

- b. Dating violence, meaning violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant, where the existence of such relationship is determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Pennsylvania does not have a specific statute for dating violence; those incidents are categorized as simple or aggravated assaults or other applicable offenses.

- c. Domestic violence, meaning felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner; by a person with whom the Complainant shares a child in common; by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner; by a person similarly situated to a spouse of the Complainant under applicable domestic or family violence laws; or by any other person against Complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction

Pennsylvania does not have a specific statute for domestic violence; those incidents are categorized as simple or aggravated assaults or other applicable offenses

- d. Stalking, meaning engaging in a course of conduct directed at a specific person on the basis of sex that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. This can be proven through a course of conduct, which is two or more acts, including but not limited to, acts in which the alleged stalker directly, indirectly, or through third parties by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

In Pennsylvania, a person commits the crime of stalking when the person either: (1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate

either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or (2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

WHAT IS CONSENT?

Duquesne defines consent as a verbal agreement to engage in sexual activity that is knowing, voluntary, active, and present prior to engaging in the agreed upon sexual activity. Consent is required to be ongoing throughout the agreed upon sexual activity and requires active participation from all involved parties. It is the responsibility of the person initiating the specific sexual activity to obtain Consent for that specific activity.

The definition of Consent is subject to the following:

- Consent can only be given if one is of legal age. In Pennsylvania, the legal age of Consent is 16 years old.
- Consent to one form of sexual activity does not constitute Consent to other forms of sexual activity.
- Previous Consent or sexual activity does not constitute ongoing and/or future Consent to sexual activity.
- Consent can be withdrawn at any time. When Consent is withdrawn, the sexual activity for which Consent was initially provided must stop.
- Consent is active, not passive. Silence, or the absence of a verbal “no” cannot be interpreted as Consent. Moreover, a verbal “no” even if it may sound indecisive or insincere, constitutes a lack of Consent.
- Explicit Consent to protected sexual contact does not constitute Consent to unprotected sexual contact. If protection is removed during sexual contact, it is the responsibility of the person removing protection to obtain Consent to the unprotected sexual contact.
- Consent cannot be obtained from: intimidation; physical force; threats; Coercion; or an individual known to be, or who should be known to be Incapacitated, as defined in this Policy.

PROHIBITION OF SEXUAL ASSAULT, SEXUAL HARASSMENT, DATING AND DOMESTIC VIOLENCE, AND STALKING

Duquesne University is committed to fostering an atmosphere free from sexual misconduct and prohibits all forms of sexual misconduct. The University uses “sexual misconduct” as an umbrella term which refers to both sexual harassment (as defined by Title IX of the Civil Rights Act and its implementing regulations and the Clery Act) and sexual harassment outside the coverage of Title IX and its implementing regulations and the Clery Act.

Members of the campus community who report that they have experienced sexual assault, sexual harassment, dating and/or domestic violence, and/or stalking can make a report to the University’s Title IX Coordinator, Deputy Title IX Coordinators, Duquesne Public Safety, Residence Life Staff, and/or any Duquesne Responsible Employee. All reports made to Responsible Employees will be shared with the Title IX Coordinator.

When the University receives a report of sexual assault or sexual harassment, dating and/or domestic violence, and/or stalking, the Title IX Coordinator will document and review the report; respond to the report, which may include meeting with the parties, providing supportive measures and resources; and address the report which may include initiating the Title IX Grievance Process.

These types of incidents may result in law enforcement action if reported to Duquesne Public Safety or the City of Pittsburgh Police and/or University disciplinary action if reported to the Office of Title IX and Sexual Misconduct Prevention and Response. The University will use the processes outlined in its Title IX Sexual Harassment (TAP No. 31) policies to investigate and address reports of sexual assault, sexual harassment, relationship (dating and domestic) violence, and stalking.

Individuals who have reportedly engaged in sexual assault, sexual harassment, dating and/or domestic violence, and/or stalking should know that the initiation of any University proceeding does not preclude the possibility of law enforcement action. Parallel University and criminal proceedings are possible.

The Department of Public Safety will provide written information to victims of their rights as crime victims, and of resources available to assist them. These rights and services are available to the Duquesne Community whether the offense occurred on- or off-campus. Additionally, victims will be provided written information regarding Duquesne University and community resources for counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available.

If the victim of sexual assault, sexual harassment, relationship (dating and domestic) violence, or stalking, elects to pursue criminal or disciplinary action, the investigation (and disciplinary procedure) shall be conducted in a manner to protect the confidentiality of personally identifying information as defined by the VAWA of 1994 Section 40002(a). In certain cases, the University understands that the victim may request confidentiality, but the University may not be able to honor the victim’s request in order to provide a safe, non-discriminatory environment for all community members, including the victim. The University’s ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited when a victim requests and is granted confidentiality.



Director Gerlach hosting an Emergency Preparedness outreach table

Duquesne University will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 or title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

PREVENTION AND AWARENESS PROGRAMS

The University's Office of Title IX and Sexual Misconduct Prevention and Response oversees prevention and risk reduction programs and required training for students, faculty, and staff in an effort to prevent sexual assault and harassment, relationship (dating and domestic) violence, stalking, and all forms of gender-based discrimination and sexual misconduct.

New and Transfer Student Training

Duquesne University has developed a strategy for a primary prevention program aimed specifically at new, incoming students, to address the issues of sexual misconduct, consent, and bystander intervention. New students are required to participate in on-line training and in-person training of the policies, programs, services and sanctions related to sexual misconduct.

New and Ongoing Employee Training

All Duquesne University employees are requested to complete training on the University's policies and procedures related to sexual misconduct upon hire and at least every three years thereafter.

Relationship Violence Awareness Month

The University sponsors a variety of events each fall term for Relationship Violence Awareness Month with the goal of supporting survivors and raising awareness and education for the prevention of dating and domestic violence.

Sexual Assault Awareness Month

The University sponsors a variety of events each spring term for Sexual Assault Awareness Month with the goal of supporting survivors and raising awareness and education for the prevention of sexual misconduct.

Public Safety Prevention Programs

Duquesne's Public Safety offers free prevention programs relating to sexual assault, relationship (dating and domestic) violence, and stalking incidents. More information about these programs can be found on page 9 of this report.

BYSTANDER INTERVENTION

Members of the Duquesne University community are encouraged to act as positive and active bystanders. Bystander intervention is recognizing a potentially harmful situation or interaction and choosing to respond in a way that could positively influence the outcome. It is important to consider how to intervene in a safe and positive manner.

Community members are encouraged to:

- **Pay attention:** Be alert to what is going on around you and to things that make you feel uncomfortable.
- **Decide:** Does someone need help?
- **Make a Plan to Intervene Safely:** If a situation looks concerning, find a safe way to intervene that does not put yourself at risk. Don't wait for someone else to act.
- **Make it happen:** Stay calm and help.

Bystander Intervention techniques include the 5 D's:

- **Direct:** You can choose to approach someone directly and confront the situation head-on, if safe to do so.
- **Distract:** You can do something that takes away attention from a situation. When you do this, you assist in de-escalating a situation that could potentially turn worse for someone.
- **Delegate:** You can get others involved in a situation, such as police, or an authority figure if you believe the situation warrants it. You can also pull in other bystanders to assist a situation in greater numbers.
- **Delay:** If there is something that stops you from addressing something, consider ways that you can approach the situation later. Intervention doesn't always have to be immediate to be effective.
- **Document:** Taking pictures/video, saving written communication and proactively being willing to stand up and speak about what you witnessed.

SEXUAL MISCONDUCT POLICY

In accordance with the University's mission, and as required by Title IX and its implementing regulations, the University does not discriminate on the basis of sex in any of its programs or activities, including admission and employment. Moreover, Duquesne University is committed to fostering an atmosphere free from sexual misconduct and creating an inclusive campus environment for all members of the University community. Sexual Misconduct is destructive to such a climate and is not tolerated. Review the University's TAP No. 31 Sexual Misconduct Policy.



Student move-in day

This Policy, which is consistent with the Higher Education Reauthorization Amendment Act and the Violence Against Women Act, strives to ensure consistent procedures and provide coordination of University and community resources for those impacted by sexual misconduct.

The intention of the University is to increase awareness and prevention of sexual misconduct, and to provide assistance for survivors.

FREQUENTLY ASKED QUESTIONS FOR VICTIMS OF SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, OR STALKING

Q: What should I do if I have experienced dating violence, domestic violence, sexual assault or stalking?

A: A person who has experienced sexual assault, dating violence, domestic violence, or stalking may feel traumatized or blame themselves and be reluctant to seek help or proper medical care, but it is never the victim's fault. If an individual has experienced sexual assault, dating violence, domestic violence, and/or stalking, or think they may have been, there are several options for reporting the incident and for obtaining the information, assistance, and support needed for all aspects of recovery, both emotional and physical.

Immediately After an Incident

Physical Safety: Immediate safety is the top priority. Attempt to get to a safe place as quickly as possible.

- You are encouraged to seek immediate medical attention for your own physical health and to assess for sexually transmitted infections (STIs), injury or pregnancy.
- You can receive treatment at any medical facility; however, certain hospitals have specially trained nurses (SANEs) prepared to assist you with an evidence collection kit.
- You are strongly encouraged to contact Duquesne University's Police Department at 412-396-2677 to report the incident. Duquesne Police can also transport you for medical attention. You can also choose to go directly to the hospital yourself, if preferred.

Preserving Physical Evidence

You are encouraged to preserve evidence. Even if you do not think you want to pursue a criminal or civil proceeding, preserving evidence keeps your options open in case you change your mind. Preserving evidence also can assist you with obtaining a Protection from Abuse or Protection from Sexual Violence and Intimidation order, or with filing a criminal complaint against the perpetrator.

To preserve evidence, do not shower, douche, or change clothes or bedding before you seek medical attention. Also, if oral contact took place, do not brush your teeth, smoke, or eat, as these activities will destroy evidence. Optimally, evidence collection should occur within 72 hours of the assault, but may be retrieved sometimes up to 7 days. There are local medical facilities that can help you:

- **UPMC Magee-Womens Hospital**
Emergency Room, 300 Halket Street, 412-641-4933
- **UPMC Mercy**
Emergency Room, 400 Locust Street, 412-232-8111

Magee-Womens and Mercy are staffed with sexual assault nurse examiners, registered nurses who have completed specialized education and clinical preparation in the medical forensic care of the patient who has experienced sexual assault or abuse. Hospital emergency rooms are best equipped to collect physical evidence of a sexual assault. Your best source of immediate medical help is the nearest hospital emergency room.

All hospitals are required by law to report to the police any injury that is the result of a crime. This does not obligate you to file formal charges. Completing a forensic exam does not require a victim to talk to police or prosecute the offender. Individuals who have experienced sexual assault can get a forensic medical exam at no cost to them. You may choose to have your insurance billed or to have Pennsylvania's Victims Compensation Assistance Program cover the costs [https://www.pccd.pa.gov/Victim-Services/Pages/Victims-Compensation-Assistance-Program-\(VCAP\).aspx](https://www.pccd.pa.gov/Victim-Services/Pages/Victims-Compensation-Assistance-Program-(VCAP).aspx).

In addition to evidence collected from a forensic medical exam, you are encouraged take steps to preserve other forms of evidence, including, but not limited to:

- Save unwashed clothing and/or sheets.
- Take screenshots of social media posts.
- Save text messages, emails and other forms of electronic contact.
- Keep in mind if you decide to change phone numbers, some saved data, such as text messages, may no longer be accessible. Back up any data you may want to access later to another device.
- Ask friends/family to save text messages, emails, call logs, and other forms of electronic contact they received.
- Take photos of bruises and/or other injuries.
- Save and/or take photos of damaged property.
- Save any other evidence that may show a pattern of behavior or course of conduct.

Q: Do I have to get medical attention?

A: Although you are not required to seek medical care, it is highly recommended. Taking care of yourself physically is an important role in the healing process. You may have injuries as a result of the incident that require medical care. Additionally, you may want to be assessed for STIs and/or pregnancy.

Reporting Options

Several reporting options are available for you to report sexual assault, relationship (dating and domestic violence), stalking, or other instances of sexual misconduct.

- You may make a report to the proper law enforcement agency. You can also contact Duquesne University's Police Department 24/7 at 412-396-2677, or call 911 for off-campus emergencies and reporting.
 - o Duquesne's Public Safety and/or the City of Pittsburgh Police can assist with obtaining, serving, and enforcing Protection from Abuse (PFA) or Protection from Sexual Violence and Intimidation (PSVI) orders. All individuals who apply for or obtain a temporary or permanent Protection From Abuse Order or Restraining Order listing any Duquesne University location as a protected area must provide Duquesne University Police Department with a copy of the order. The University Police Department understands the sensitivity of this information and respects the privacy of the reporting person.

- You may make a report to the University's Office of Title IX and Sexual Misconduct Prevention and Response, which investigates and addresses reports of sexual misconduct against members of the University community, including students, faculty, and staff. The Office can assist with reporting to law enforcement, if requested. Individuals may also decline to notify law enforcement, if preferred. You can reach the Office in the following ways:
 - Phone: 412-396-2560
 - Email: simpsona8@duq.edu or titleix@duq.edu
 - In-person: 339 Union
 - Online reporting: duq.edu/report (Anonymous reporting available)
- You may also make a report to any Responsible Employee at Duquesne, who will share that report with the Title IX Office. Responsible Employees include any non-confidential resource, including Deputy Title IX Coordinators, Residence Life staff, Faculty, and Staff. Reports made to the following Confidential Resources, will not be shared with the Title IX Office:
 - Counseling Services
 - Health Services
 - Psychology Clinic
 - Spiritan Campus Ministry

Q: Does contacting the police mean I have to press charges?

A: No. You have the right not to press charges, even if you contact Duquesne Public Safety or the City of Pittsburgh Police. Be aware that in the event of a safety concern to the victim and/or the campus community, Duquesne Public Safety may have an obligation to open an investigation, in order to address any ongoing safety concerns to other members of the University community. In these instances, the University may need to send a DU Alert containing a description of the alleged perpetrator, review surveillance video footage, and/or interview witnesses.

Duquesne Public Safety will share any reported incidents of sexual misconduct with the Office of Title IX and Sexual Misconduct Prevention and Response. The Office of Title IX and Sexual Misconduct Prevention and Response will reach out to you to offer support and explain your on-campus options with respect to filing University charges, but you are not obligated to meet with this Office or file University charges.

Q: If I make a Public Safety report, will my name become public? What happens to the information?

A: The confidentiality of your report is maintained to the extent possible. Your report is not shared publicly except as permitted or required by applicable law. Your report may be shared with University Officials with a need to know, including to provide you with assistance and support. After reviewing the report, Duquesne Public Safety may determine there is a serious or ongoing threat to the community and may determine that it is necessary and required to issue a campus Crime Alert. These alerts will not include any identifying information about the victim. An anonymous record of any on-campus assault among Duquesne's crime statistics will be filed in order to give an accurate representation of crime on campus and to help prevent further crimes of this nature.

COUNSELING, MEDICAL, AND OTHER AVAILABLE SUPPORTS

Counseling

The University's Counseling Services offers services designed to assist students who report that they have experienced incidents of sexual harassment, sexual assault, dating violence, domestic violence, stalking, or other incidents of this nature. Counseling Services is located in 326 Gumberg Library and may be reached Monday – Friday, 8:30 a.m. to 4:30 p.m., by calling 412.396.6204 or emailing counselingservices@duq.edu. All communications are private and confidential*.

Duquesne employees may contact Lytle, the University's Employee Assistance Program (EAP), 24/7, at 1-800-327-7272.

**These counselors may have certain reporting or other obligations under state law.*

Psychology Clinic

The University's Rita M. McGinley Psychology Clinic offers affordable and compassionate services to all members of the Duquesne Community. Services include psychotherapy, psychological assessment, and psychiatric consultation. The Psychology Clinic is located in Rockwell Hall and can be reached Monday – Friday, 8:30 a.m. to 4:30 p.m., by calling 412-396-6562.

Spiritan Campus Ministry

The University's Spiritan Campus Ministry welcomes all Duquesne community members, regardless of denomination or faith tradition. Fr. Bill Christy, the Director of Campus Ministry and University Chaplain, is located in 102 Administration Building and can be reached Monday – Friday, 8:30 a.m. to 4:30 p.m., by calling 412-396-6020.

Off-Campus Confidential Resources

The following off-campus anonymous and confidential* resources are also available 24/7 to all individuals by contacting:

- Pittsburgh Action Against Rape (PAAR) – 1-866-363-7273
- Women's Center & Shelter of Greater Pittsburgh (WC&S) – 412-687-8005
- Center for Victims- 1-866-644-2882
- ReSolve Crisis Service – 1-888-796-8226

**These off-campus counselors and advocates may have certain reporting or other obligations under state law.*



Cpl. Kardos promotional ceremony

Medical Treatment

Duquesne's Student Health Services provides confidential* medical treatment for ongoing physical problems related to an assault. Duquesne's Student Health Services has staff that can confidentially assess for STIs and/or pregnancy, and can assess, treat, and/or offer/provide referrals for other injuries. Student Health Services is located on the 3rd Floor of Gumberg Library, Side Entrance and can be reached Monday to Thursday 8:00 a.m. to 6:00 p.m. or Fridays 8:30 a.m. to 4:00 p.m. by calling 412-396-1650 or emailing duhealth@duq.edu.

**These counselors may have certain reporting or other obligations under state law.*

ADDITIONAL RESOURCES

Residence Life

Duquesne students can contact their resident assistant, resident director, or other residence life staff member for support (available 24 hours a day). Residence Life staff are not confidential resources and have a duty to report disclosures of sexual misconduct (including sexual assault, dating violence, domestic violence, and stalking) to the Office of Title IX and Sexual Misconduct Prevention and Response.

Title IX

Any member of the University community may also contact the Office of Title IX and Sexual Misconduct Prevention and Response by following the procedures outlined below in the "Procedures for Adjudicating Sexual Misconduct Complaints."

If the victim of sexual or relationship violence elects to pursue criminal or disciplinary action, the investigation (and disciplinary procedure) shall be conducted in a manner to protect the confidentiality of personally identifying information as defined by the VAWA of 1994 Section 40002(a).

Procedures for Adjudicating Sexual Misconduct Complaints

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



Light Up Night carriage ride

Title IX Coordinator and Director of Sexual Misconduct Prevention and Response

Alicia Simpson
412-396-2560
simpsona8@duq.edu
 Office: Union #339
 Address: Duquesne University
 Union #339
 600 Forbes Avenue
 Pittsburgh, PA, 15282

Online Reporting Form with Anonymous Option
https://cm.maxient.com/reportingform.php?DuquesneUniv&layout_id=2

Deputy Title IX and Sexual Misconduct Prevention and Response Coordinators

- Sherene Brantley (Athletics) **412-396-5243**
lemoniass@duq.edu
- Kate DeLuca (Nursing) **412-396-6551** deluca899@duq.edu
- Tiana Brophy (Disability Services) **412-396-6658**
brophyt@duq.edu
- Quincy Stephenson (The Center) **412-396-1117**
stephensonq@duq.edu
- Anne Mullarkey Sawa (Student Conduct) **412-396-6642**
mullarke@duq.edu
- Lindsay Seal (Human Resources) **412-396-5103**
seall@duq.edu

NON-DISCRIMINATION AND TITLE IX

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

The Administrative Policies

TAP NO. 31: SEXUAL MISCONDUCT POLICY (FOR ALLEGATIONS OF PROHIBITED CONDUCT OCCURRING ON OR AFTER 8/3/2026)

PURPOSE

Duquesne University is dedicated to providing an educational and work environment that supports our Catholic, Spiritan mission and values. Accordingly, the University does not tolerate Sexual Misconduct in any form. This Policy sets forth the University's approach for preventing and addressing Sexual Misconduct consistent with the specific requirements of federal and state law, including Title IX and the Violence Against Women Reauthorization Act ("VAWA").

This Policy is effective as of 8/3/2026 and supersedes and replaces University policies, TAP No. 31: Sexual Misconduct and Gender Discrimination and TAP No. 61: Interim Policy on Title IX Sexual Harassment, for all allegations of Prohibited Conduct occurring on or after 8/3/2026. For allegations arising from conduct occurring prior to 8/3/2026, the applicable policies are the versions that were in effect at the time of the alleged conduct. Those prior policies, TAP No. 31: Sexual Misconduct and Gender Discrimination and TAP No. 61: Interim Policy on Title IX Sexual Harassment, are included for reference herein as Appendix D and Appendix E, respectively.

I. SCOPE AND JURISDICTION

This Policy applies to allegations of Sexual Misconduct involving: any University community members, including students, faculty, and staff; all individuals doing business with or providing services to the University; and anyone participating in or attempting to participate in the University's Education Program or Activities, including volunteers and third-party visitors on campus. This Policy applies regardless of the sex, sexual orientation, gender identity, national origin, immigration status, or citizenship status of any of the parties.



Chief Holmes and VP Fenneberg shuttle bus with students

This Policy uses "Sexual Misconduct" as an umbrella term which refers to both: 1) sexual harassment as defined by Title IX of the Civil Rights Act and its implementing regulations, and other Title IX misconduct as defined in Section IV (A) below ("Title IX Sexual Misconduct"); and 2) sexual harassment outside the coverage of Title IX and its implementing regulations and other misconduct as defined in Section IV (B) below ("non-Title IX Sexual Misconduct").

Section IV defines these two categories of Sexual Misconduct. In brief, this Policy applies to Sexual Misconduct that occurs:

- On-campus or University property;
- At University-sponsored events or programs that take place off-campus, such as clinical placements and internships;
- Off-campus and outside the context of a University-sponsored event or program, but that the University determines may:
 - have continuing adverse effects on campus, University property, or in a University program or activity;
 - substantially and unreasonably interfere with a community member's employment, education, or environment on campus, University property, or in a University program or activity; or
 - create a hostile environment for community members on campus, University property, or in a University program or activity.

This Policy addresses Sexual Misconduct, which is one form of sex discrimination. Other forms of prohibited sex discrimination, such as the examples provided below, that do not constitute Sexual Misconduct are addressed by the University's [TAP No. 30: Equal Educational and Employment Opportunity and Human Relations in the Workplace and Classroom](#); and the [Student Code of Conduct, Discrimination and/or Bias Related Conduct](#).

Other forms of prohibited sex discrimination against students that do not constitute Sexual Misconduct, include, but are not limited to:

- Treating one person differently from another, on the basis of sex, in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
- Providing different aid, benefits, or services or providing aid, benefits, or services in a different manner, on the basis of sex;
- Denying any person any such aid, benefit, or service on the basis of sex;
- Subjecting any person to separate or different rules of behavior, sanctions, or other treatment on the basis of sex;
- Applying any rule concerning the domicile or residence of a student or applicant, including eligibility for in-state fees and tuition on the basis of sex;
- Aiding or perpetuating discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit, or service to students or employees; and/or
- Otherwise limiting any person, on the basis of sex, in the enjoyment of any right, privilege, advantage, or opportunity.

Other forms of prohibited sex discrimination against employees that do not constitute Sexual Misconduct, include, but are not limited to:

- Providing different assignments, promotions, and/or training opportunities on the basis of sex;
- Basing the hiring, firing, and/or layoff on sex; and/or
- Pay inequity on the basis of sex.

II. STATEMENT OF NONDISCRIMINATION

In accordance with the University's mission, and as required by federal and state law, including Title IX of the Education Amendments of 1972 and its implementing regulations ("Title IX"), the University does not discriminate on the basis of sex in any of its programs or activities, including admission and employment. Moreover, Duquesne University is committed to fostering an educational, employment, and business atmosphere free from all forms of sex discrimination and creating an inclusive campus environment for all members of the University community. Inquiries about Title IX or any form of Sexual Misconduct may be directed to the University's Title IX Coordinator:

Title IX Coordinator and Director of Sexual Misconduct Prevention and Response:

Alicia M. Simpson
 Union 339
 Telephone: 412-396-2560
 Email: simpsona8@duq.edu
 600 Forbes Avenue, Union #339
 Pittsburgh, PA 15282

Inquiries about the application of Title IX to the University may also be directed to the U.S. Department of Education's Office for Civil Rights:

The Office of Civil Rights
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-1100
 Telephone: (800) 421-3481
 Fax: (202) 453-6012 TDD#: (800) 877-8339
 Email: OCR@ed.gov
<http://www.ed.gov/ocr>

III. DEFINITIONS OF KEY TERMS

Defined key terms, which are capitalized throughout the Policy, are listed below:

Advisor – An individual chosen by a party or appointed by the University (relating only to hearings relating to allegations of Title IX Sexual Misconduct) to accompany a party to meetings related to the Resolution Process, to advise the party on that process, and to conduct questioning for the party at the hearing, if any.

Appeal Decision-maker – The individual who reviews and decides an appeal of the decision by the Decision-maker.

Complainant – An individual who is alleged to be the victim of conduct that could constitute a violation of this Policy.

Confidential Resource – An employee who is not a Responsible Employee and is thereby not required to report alleged or actual violations of this Policy to the University.

Consent – Verbal agreement to engage in sexual activity that is knowing, voluntary, active, and present prior to engaging in the agreed upon sexual activity. Consent is required to be ongoing throughout the agreed upon sexual activity and requires active participation from all involved parties. It is the responsibility of the person initiating the specific sexual activity to obtain Consent for that specific activity.

The definition of Consent is subject to the following:

- Consent can only be given if one is of legal age. In Pennsylvania, the legal age of Consent is 16 years old.
- Consent to one form of sexual activity does not constitute Consent to other forms of sexual activity.
- Previous Consent or sexual activity does not constitute ongoing and/or future Consent to sexual activity.
- Consent can be withdrawn at any time. When Consent is withdrawn, the sexual activity for which Consent was initially provided must stop.
- Consent is active, not passive. Silence, or the absence of a verbal "no" cannot be interpreted as Consent. Moreover, a verbal "no" even if it may sound indecisive or insincere, constitutes a lack of Consent.



Sgt. McLoughlin promotional ceremony

- Explicit Consent to protected sexual contact does not constitute Consent to unprotected sexual contact. If protection is removed during sexual contact, it is the responsibility of the person removing protection to obtain Consent to the unprotected sexual contact.
- Consent cannot be obtained from: intimidation; physical force; threats; Coercion; or an individual known to be, or who should be known to be Incapacitated, as defined in this Policy.

Coercion – The use of pressure and/or oppressive behavior, including expressed or implied threats of harm or severe and/or pervasive emotional intimidation, which: 1) places a person in fear of immediate or future harm or physical injury of themselves or another person; or 2) causes a person to engage in unwelcome sexual activity in which they would not otherwise choose to engage.

When someone makes clear that they do not want to engage in a certain sexual activity, that they want to stop engaging in a sexual activity, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be considered to be coercive.

Decision-maker – The person who hears evidence, determines relevance, and makes the Final Determination of whether this Policy has been violated and assigns sanctions, as appropriate.

Deputy Title IX Coordinator – Employees from various departments who function as a Title IX Coordinator, when needed, including receiving reports of alleged prohibited misconduct, discussing with the Complainant and/or Respondent the availability of Supportive Measures, and providing information regarding the University's policies and procedures. Deputy Title IX Coordinators are knowledgeable and trained in federal and state laws that apply to matters of Sexual Misconduct, as well as University policy and procedure. The list of Deputy Title IX Coordinators can be found in Section V.

Disclosure – A Disclosure occurs when a person shares with another individual that they have experienced prohibited conduct under this Policy. Making a Disclosure is not the same as initiating a Resolution Process. (See Section VI for more information on the University's response to a Disclosure).

Education Program or Activity – All operations of the University, including locations, events, or circumstances over which the University exercises/exercised substantial control over both the Respondent and the context in which the Title IX Sexual Misconduct occurs. It also includes any building owned or controlled by an officially recognized student organization.

Final Determination – A conclusion by the standard of proof (a Preponderance of the Evidence that the alleged conduct did or did not violate this Policy).

Finding – A conclusion by the standard of proof (a Preponderance of the Evidence that the conduct or fact at issue did or did not occur as alleged (as in a "finding of fact").

Force – The use or threat of physical violence or intimidation to overcome a person's freedom of will to decide whether to engage in sexual contact.

Formal Complaint – A document or electronic submission filed with the Title IX Coordinator or a Deputy Title IX Coordinator by a Complainant, or signed by the Title IX Coordinator, alleging an occurrence of Title IX Sexual Misconduct in violation of this Policy and requesting that the University investigate the allegation of the Policy violation. A Formal Complaint initiates the Formal Resolution Process outlined in Appendix A.

Incapacitation – A state where an individual cannot make an informed and rational decision to Consent to engage in sexual contact because the individual lacks conscious knowledge of the nature of the act (e.g., to understand the "who, what, where, when, why, or how" of the sexual interaction) and/or is physically or mentally unable to Consent. An individual is also considered incapacitated, and therefore unable to give Consent, when 1) asleep, 2) unconscious, 3) involuntarily physically restrained, 4) incapacitated due to alcohol and/or other drugs, 5) without capacity due to intellectual or other disability or condition reasonably knowable to the other party, or 6) otherwise unaware that sexual contact is occurring.

Regarding incapacitation due to drugs or alcohol, the University will consider whether a Reasonable Person, who was sober, should have known that the other party was incapacitated. The Respondent's own intoxication is not a defense and/or excuse for failure to recognize another person's Incapacitation.

Incapacitation may result from the use of alcohol and/or other drugs; however, consumption of alcohol and/or other drugs, inebriation, or intoxication alone are insufficient to establish Incapacitation. Alcohol and/or other drugs impact individuals differently, and determining whether an individual is incapacitated requires an assessment of the effects and impact of alcohol and/or other drugs on an individual's:

- Decision-making ability;
- Awareness of consequences;
- Ability to make informed judgments; and/or
- Capacity to appreciate the nature or circumstances of the act.

No single factor is determinative of incapacitation. Some common signs that someone may be incapacitated include, but are not limited to, the following:

- Lack of control over physical movements, such as difficulty walking, stumbling, falling down, being able to stand or walk without assistance;
- Slurred speech or inability to communicate clearly;
- Inability to focus or confusion about the circumstances;
- Vomiting;



School of Education Toy Drive

- Combativeness;
- Emotional volatility; and/or
- Unconsciousness or periods of unconsciousness
- Blackouts.

Informal Resolution – A voluntary, informal resolution process, such as mediation, that does not involve a full investigation and adjudication through a Resolution Process.

Investigator – A person authorized by the University to gather facts about an alleged violation of this Policy, assess relevancy and credibility, synthesize the evidence, and compile this information into an Investigative Report.

Mandated Reporter – An individual required by law to report suspected child abuse. This includes: 1) all University employees without exception, including clergy and licensed healthcare providers; 2) students responsible for the welfare of a minor or who have direct contact with minors such as those acting in the capacity of Supervising Adults, and 3) volunteers for University programs for minors. For more information on Mandated Reporters and filing a Report, refer to University [TAP No. 50 – Protection of Minors](#).

Mediation – A form of Informal Resolution process by which a designated individual (“Mediator”) helps the parties discuss and try to resolve the allegations of a Formal Complaint.

Preponderance of the Evidence – A preponderance of the evidence standard of proof means that a Decision-Maker must find that it is more likely than not (e.g., greater than 50% likely) that a Respondent violated this Policy.

Protective Measures – Interim measures that are implemented, on a case by case basis, to provide for the safety of a Complainant and the campus community while the University is investigating a report of Sexual Misconduct.

Reasonable Person – An objective standard that evaluates conduct from the perspective of an individual under similar circumstances as the party. In applying this standard, the ages, abilities, and relative positions of authority of the individuals involved in an incident will be taken into account.

Report – An account of conduct that has allegedly occurred that has been provided to the University by the Complainant, a third party, or an anonymous source, and that if true, would violate this Policy.

Reporter/Reporting Person – An individual reporting that they or another person experienced prohibited conduct as defined in this Policy. This person may also be the Complainant.

Resolution Process – Either the Formal Grievance Process (“Process A”) to address Title IX Sexual Misconduct and which complies with the requirements of Title IX and its regulations; or the Alternative Grievance Process (“Process B”) to address allegations of non-Title IX Sexual Misconduct.

Respondent – An individual who has been reported to be the person responsible for conduct that could constitute a violation of this Policy.

Responsible Employee – All employees (except for Confidential Resources listed in Section V (a)(3)) are required to report any and all incidents of prohibited conduct under this Policy to the Title IX Coordinator or Deputy Title IX Coordinator, meaning they are required to report any and all incidents of prohibited conduct under this Policy to the Title IX Coordinator or a Deputy Title IX Coordinator, regardless of where or when the incident occurred and whether or not the Responsible Employee witnessed the incident or learned of it through the Complainant, Respondent, or a third party.

Sexual Misconduct – An umbrella term meaning all forms of Title IX Sexual Misconduct and non-Title IX Sexual Misconduct, as defined in Section IV of this Policy.

Supportive Measures – Non-disciplinary and non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the initiation of a Resolution Process or where no Resolution Process has been initiated. Such measures are designed to restore or preserve equal access to the University’s programs and/or activities, protect the safety of the educational environment, and deter Sexual Misconduct.

Title IX Coordinator – The individual designated by the University to oversee compliance with Title IX and its implementing regulations and to coordinate the University’s efforts to comply with Title IX. The Title IX Coordinator’s specific role as it relates to the various aspects of this Policy is described where relevant within the Policy. In carrying out these responsibilities, the Title IX Coordinator is empowered to exercise discretion, to the extent consistent with applicable law, in interpreting and applying this Policy and its procedures, based on the facts and circumstances of each individual matter.

Witness – A Witness is anyone with relevant information regarding an alleged Policy violation.

IV. PROHIBITED CONDUCT AND DEFINITIONS

This Policy addresses the forms of prohibited Title IX Sexual Misconduct and non-Title IX Sexual Misconduct as defined below. Attempted acts and/or aiding others in acts of Title IX Sexual Misconduct and non-Title IX Sexual Misconduct also violate this Policy.

A. Title IX Sexual Misconduct

As defined in this policy, Title IX Sexual Misconduct refers to conduct that occurs:

- 1) in the University’s Education Program or Activity;
- 2) against a person in the United States, and
- 3) is on the basis of sex, or that is sexual in nature, and satisfies one or more of the six definitions below.

1. Title IX Quid Pro Quo Sexual Harassment: When a University employee conditions the provision of an aid, benefit, or service of the University on an individual’s participation in unwelcome sexual conduct.

Such unwelcome sexual conduct could include, but is not limited to, sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal, nonverbal, or physical conduct or communication of a sexual nature. This quid pro quo sexual

harassment can occur regardless of whether a person resists and suffers the threatened harm, or regardless of whether the person submits and avoids the threatened harm.

2. Title IX Hostile Environment Sexual Harassment: Unwelcome conduct that is so severe, pervasive, and objectively offensive, as determined by a Reasonable Person, that it effectively denies an individual equal access to the University's Education Program or Activity.

Instances of the following conduct, or other unwelcome conduct on the basis of sex, may constitute Title IX Hostile Environment Sexual Harassment:

- Unwelcome sexual flirtations, attention, advances, or propositions;
- Requests for sexual favors;
- Punishing or threatening to punish a refusal to comply with a sexual-based request;
- Offering a benefit (such as a grade, promotion, or athletic participation) in exchange for sexual favors or other verbal or physical conduct of a sexual nature (e.g., *quid pro quo*);
- Verbal abuse of a sexual nature, obscene language, or slurs of a sexual nature;
- Jokes and comments of a sexual nature;
- Verbal commentary about an individual's body, sexual innuendo, or suggestive commentary about a person's clothing and appearance;
- Displaying sexually suggestive pictures or other objects in an office, in a residence hall, or on a computer monitor;
- Visual sexual conduct such as leering or making sexual gestures;
- Unwelcome kissing;
- Unwelcome touching of a sexual nature such as patting, pinching, or brushing against another's body;
- Gossip about sexual relations; and
- Cyber or electronic harassment of a sexual nature.

The circumstances that may be considered when determining whether conduct was so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's Education Program or Activity include, but are not limited to:

- The frequency of the conduct;
- The nature and severity of the conduct;
- Whether the conduct was physically threatening;
- The effect of the conduct on the Complainant's mental or emotional state;
- Whether the conduct was directed at more than one person; and/or
- Whether the conduct arose in the context of other discriminatory conduct.

3. Title IX Sexual Assault: Any sexual act directed against a Complainant, without their Consent, including instances where the Complainant is incapable of giving Consent. Sexual Assault includes Rape, Sexual Contact, Incest, and Statutory Rape.

- i. **Rape:** The attempted penetration and/or penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without their Consent, including instances where Consent cannot be given because of age or because of temporary or permanent mental or physical incapacity.
- ii. **Sexual Contact:** The intentional touching of the clothed or unclothed body parts of another person, without Consent, for the purpose of sexual degradation, sexual gratification, or sexual humiliation, including instances where Consent cannot be given because of age or because of temporary or permanent mental or physical incapacity. This can include the forced touching by the Complainant of the Respondent's clothed or unclothed body parts, without the consent of the Complainant, for the purposes of sexual degradation, sexual gratification, or sexual humiliation.
- iii. **Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- iv. **Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of Consent.

4. Title IX Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common; by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner; by a person similarly situated to a spouse of the Complainant under applicable domestic or family violence laws; or by any other person against Complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

5. Title IX Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship is determined based on a consideration of the following factors: i) the length of the relationship, ii) the type of relationship, and iii) the frequency of interaction between the persons involved in the relationship.



Security Guard David Hammond receiving Student Life LEARN Award

For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating Violence does not include acts covered under the definition of Domestic Violence.

- 6. Title IX Stalking:** Engaging in a Course of Conduct directed at the Complainant, on the basis of sex, that would cause a Reasonable Person to fear for their safety or the safety of others, or suffer Substantial Emotional Distress.

For purposes of this definition, Course of Conduct means two or more acts, including but not limited to acts in which the Respondent directly; indirectly; or through third parties by any action, method, device, or means, follows, monitors, observes, surveils, threatens, communicates to or about a person, or interferes with a person's property. Substantial Emotional Distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

B. Non-Title IX Sexual Misconduct

As defined in this Policy, Non-Title IX Sexual Misconduct refers to conduct that is on the basis of sex, or that is sexual in nature, and satisfies one or more of the six definitions below, even where the conduct:

- 1) may not meet the definition of Title IX Sexual Misconduct (as defined above),
- 2) did not occur in the University's Education Program or Activity, but may nevertheless cause or threaten to cause an unacceptable adverse impact at the University and/or interfere with a Complainant's right to educational or work environment free from Sexual Misconduct, or
- 3) occurs outside of the United States.

- 1. Non-Title IX Sexual Harassment:** Non-Title IX Sexual Harassment is: 1) Conduct not otherwise within the scope of Title IX Sexual Harassment; 2) based on an individual's sex; 3) that is severe or pervasive; 4) which detrimentally affects an individual; and 5) would detrimentally affect a Reasonable Person.

Non-Title IX Sexual Harassment includes, but is not limited to, conduct of a sexual nature, including sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic, or physical conduct of a sexual nature when:

- a. Submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing, or is used as the basis for employment decisions or for academic evaluation, grades, or advancement. This quid pro quo sexual harassment can occur regardless of whether a person resists and suffers the threatened harm or the person submits and avoids the threatened harm. (i.e., Quid Pro Quo); or
- b. Such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance, or creates an intimidating, hostile or offensive work or academic environment. The environment must also be such that it would detrimentally affect a Reasonable Person. A hostile environment can be created by conduct that is severe



Lt Marr teaching Self Defense Class

or pervasive, or by a single severe episode or event. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment. (i.e., Hostile Environment).

Examples of Non-Title IX Hostile Environment Sexual Harassment may include the same type of conduct listed in the definition for Title IX Hostile Environment Sexual Harassment when such conduct does not occur in the University's Education Program or Activity or occurs outside of the United States.

Alleged inappropriate conduct that does not rise to the level of being severe or pervasive may still violate and be addressed in accordance with other University Policies, including TAP 55: Ethical, Respectful, and Professional Conduct and/or the Student Code of Conduct.

- 2. Gender-Based Harassment:** Physical or verbal conduct based on gender, sexual orientation, gender-stereotyping, perceived gender, and/or gender identity, but not involving conduct of a sexual nature, which also meets the definition of Non-Title IX Sexual Harassment above. Gender-based harassment may include, but is not limited to, verbal or physical attacks, graphic or written statements, threats, or slurs.

Reports of alleged gender-based harassment will be reviewed to determine if they violate this Policy and/or TAP 30 or the Code of Student Rights, Responsibilities, and Community Standards. Isolated bias incidents will likely not rise to the level of Gender-Based Harassment under this policy.

- 3. Non-Title IX Sexual Assault:** Engaging in any nonconsensual sexual contact, including actual or attempted sexual contact or sexual behavior that occurs without a Complainant's Consent and/or by Force, intimidation, Coercion, or manipulation.

Some forms of sexual contact include: rape, forcing a Complainant to perform sexual act(s), nonconsensual penetration, and/or unwanted touching of clothed or unclothed body parts.

Non-Title IX Sexual Assault does not include conduct covered under the definition of Title IX Sexual Misconduct.

- 4. Sexual Exploitation:** Taking sexual advantage of another person for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, without that person's Consent.

Examples of Sexual Exploitation include, but are not limited to:

- Observing, photographing, audiotaping, videotaping, and/or recording an image of a person or persons engaging in sexual act(s), or a person or persons' private body parts, without the knowledge and Consent of all parties involved;
- Creating, distributing, showing, posting, sharing, and/or transmitting video, audio, or an image, whether real (authentic) or fake (synthetic, including AI-generated or "deepfake"), that depicts a person or persons engaging in sexual act(s), or a person's private body parts, without the knowledge and Consent of all parties involved;
- Voyeurism (e.g., viewing and/or allowing someone else to view or hear another person's sexual activity or private body parts, without the knowledge and Consent of all parties involved);
- Distributing and/or disclosing intimate sexual information about another person without that person's Consent or forcing a person to take an action against that person's will by threatening to distribute or disclose intimate sexual information;
- Intentional removal or attempted removal of clothing covering an individual's private body parts or exposing an individual's undergarments, for a sexual purpose, without Consent;
- Indecent exposure (e.g., exposing and/or transmitting images of one's private body parts to others without Consent);
- Engaging in or attempting to engage others in any sexual behavior in exchange for something of value;
- Knowingly exposing another person to a sexually transmitted infection or disease without informing the other person that one has a sexually transmitted infection or disease;
- Forcing a person to participate in sexual act(s) with a third party;
- Forcing a person to expose their private body parts;
- Forcing a person to take an action against their will by threatening to show, post, or share video, audio, or an image that depicts that person's private body parts or depicts that person engaging in sexual act(s);

- Exposing another person to sexually explicit or lewd material without the person's advance knowledge and Consent; or
- Intentionally, knowingly, or surreptitiously providing alcohol or other drugs to a person for the purpose of sexual exploitation.

Sexual exploitation does not include conduct covered under the definition of Title IX Sexual Misconduct.

- 5. Interpersonal Violence:** Interpersonal violence, as defined in this Policy, includes:

a. Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship is determined based on a consideration of the following factors: i) the length of the relationship, ii) the type of relationship, and iii) the frequency of interaction between the persons involved in the relationship.

b. Domestic Violence: Violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common; by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner; by a person similarly situated to a spouse of the Complainant under applicable domestic or family violence laws; or by any other person against Complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Interpersonal violence is not limited to physical and/or sexual abuse. Interpersonal violence may also involve emotional, economic, psychological, or technological actions or threats of actions or other patterns of coercive behavior that influence another person within an intimate partner relationship. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Interpersonal violence does not include conduct covered under the definition of Title IX Sexual Misconduct.

- 6. Non-Title IX Stalking:** Engaging in a course of conduct directed at a specific person, on the basis of sex, that would cause a Reasonable Person to fear for their safety or the safety of others, or to suffer substantial emotional distress.

Stalking may include repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device, or method.

Non-Title IX Stalking does not include conduct covered under the definition of Title IX Sexual Misconduct.

C. Retaliation

Retaliation means to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its regulations, or this Policy. This includes adverse actions taken against an individual for making a report or filing a Formal Complaint; serving as a Witness; and/or



Deputy Chief Ford and Lt. Marr with Smiley

assisting, participating, or refusing to participate in any manner in an investigation, proceeding, or hearing under this Policy. Encouraging or assisting others to engage in retaliation or to interfere with the process is also considered to be Retaliation. The exercise of rights protected by the First Amendment is not retaliation.

Charging an individual with a conduct violation for making a materially false statement in bad faith during the course of a Resolution Process under this Policy does not constitute retaliation. However, a determination regarding responsibility, or lack thereof, alone, is not sufficient for the University to conclude that a party made a materially false statement in bad faith. In order for an individual to be charged with a conduct violation for a false statement, the Decision-maker, in their written final determination, must make an affirmative Finding that the party made a materially false statement in bad faith during the course of the Resolution Process.

Acts that could constitute retaliation may include, but are not limited to:

- Acts or comments that are intended to discourage a person from engaging in activity protected under this Policy or that would discourage a Reasonable Person from engaging in activity protected under this Policy;
- Acts or comments that are intended to influence whether someone participates in the Resolution Process, including a live hearing;
- Adverse changes in employment status or opportunities related to activity protected under this Policy; and/or
- Adverse impact to academic, educational, and extra-curricular opportunities related to activity protected under this Policy.

Retaliation may occur in person, through social media, email, text, and other forms of communication, representatives, or any other person. Retaliation may occur against a person even when the person's allegations of Sexual Misconduct are unsubstantiated.

The University prohibits retaliation and takes all reports of alleged retaliation very seriously. No one, including the University, may engage in retaliation. The Title IX Coordinator shall determine whether allegations of retaliation shall be included in the handling of a Formal Complaint, or whether they shall be referred to the Office of Community Standards and Student Support, Human Resources, or the Office of the Provost for handling in accordance with procedures for addressing violations of University policies.

D. Prohibition of Romantic Relationships in Certain Situations

Because of the potential for sexual harassment or exploitation and perceptions of bias, among other reasons, the University prohibits romantic and/or sexual relationships in the following situations:

- a. No faculty member may engage in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any student currently enrolled at Duquesne University;
- b. No athletic department employee may engage in a romantic and/or sexual relationship or in romantic and/or sexual conduct with a student athlete;
- c. No campus police officer or security officer may engage in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any student currently enrolled at Duquesne University;
- d. No Residence Life staff member may engage in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any student currently enrolled at Duquesne University; and
- e. A supervisor may not engage in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any employee 1) over whom the supervisor has managerial authority or indirect influence regarding conditions of employment, 2) who is in the supervisor's direct or indirect reporting line, and/or 3) who is in the supervisor's department if the supervisor is at any level other than first level supervisor.

All universities hold a special relationship with their students. At Duquesne our actions are guided by our identity and mission as a Catholic university. Therefore, we expect all employees to exercise good judgment and to demonstrate appropriate professional behavior when interacting with students. Parties to a relationship that is not prohibited by this Policy must not use their relationship to disadvantage or harm third parties who are not involved in the relationship.

Reports of prohibited romantic relationships should be made to the Title IX Coordinator. The Title IX Coordinator will review the report and engage in an investigation to determine whether an actual violation of the Policy has occurred. After the investigation is completed, the Title IX Coordinator will make Findings as to whether a violation of the Policy has occurred and recommendations for sanctions, if applicable. Where a violation has occurred, the Title IX Coordinator's Findings and recommendations for sanctions will be shared with Human Resources. Where the matter involves a faculty member, the Title IX Coordinator's Findings and recommendations will also be shared with the Dean or Provost, as appropriate. Violations of this portion of the Policy are not subject to either Resolution Process A or B, and there will not be a hearing. Instead, after the Title IX Coordinator makes Findings and recommendations, Human Resources and/or the Dean or Provost will assign appropriate sanctions.

V. REPORTING AN INCIDENT OF SEXUAL MISCONDUCT

The University is committed to a safe and supportive environment for all community members. The University will respond to all reports of Sexual Misconduct under this Policy in a prompt, thorough, and consistent manner that treats each person with dignity and respect and will take responsible action to end any prohibited conduct, prevent its recurrence, and address its effects.

The University is committed to supporting the rights of the Reporting Person or Complainant to make an informed choice among options and services available both on and off campus. Complainants are welcome to exercise their option to notify law enforcement. Reports may be pursued through the criminal process, through the University Resolution Process, through both, or through neither.

A. Making a Report

Anyone can make a report of Sexual Misconduct that could constitute a violation of this Policy. A report is different from a complaint and does not, on its own, initiate a Resolution Process. See Section VII Initiation of a Resolution Process.

Reports can be made at any time, and there is no deadline by which a report of prohibited conduct must be made. However, individuals are encouraged to report soon after the occurrence of the prohibited conduct to maximize the University's ability to provide resources, investigate, and respond.

1. Amnesty for Parties and Witnesses

The University considers the reporting of incidents of Sexual Misconduct and participation in the Resolution Process by Complainants and Witnesses to be of great importance to our campus community. The University recognizes that at times, Complainants and Witnesses may be hesitant to make a report or participate due to fear of potential consequences for their own conduct.

To encourage reporting and participation in the Sexual Misconduct process, an individual who experiences Sexual Misconduct or a Witness will be granted amnesty from minor policy violations, such as the use of alcohol and/or other drugs, related to the reported incident. In those instances, however, the University may initiate a non-disciplinary response, such as an educational discussion with the individual about the use of alcohol or other drugs, and/or require the individual to attend an approved alcohol or drug education program.

Amnesty from violations of University policy does not preclude or prevent action by police or other legal authorities pursuant to relevant state or federal criminal law.

2. Reporting to the University: Non-Confidential

Reports may be made using any of the following options:

- Report to the Title IX Coordinator (at any time, including non-business hours), by using the telephone number, email address, or office mailing address listed for the Title IX Coordinator below:

Alicia M. Simpson
Title IX Coordinator and Director of Sexual Misconduct Prevention and Response
600 Forbes Avenue
Union #339
Pittsburgh, PA 15282
412-396-2560
simpsona8@duq.edu or titleix@duq.edu
- Report to the Title IX Coordinator or member of the Title IX Office Staff, in person, during University business hours, Monday – Friday, 8:30 a.m. - 4:30 p.m. at the following location:

Union Rooms #339 and/or #340
- Report to a Deputy Title IX Coordinator* using the following telephone numbers or email addresses listed below:
 - Sherene Brantley, (412) 396-5243, lemoniass@duq.edu
 - Lindsay Seal, (412) 396-5103, seall@duq.edu
 - Kate DeLuca, (412) 396-6551, deluca899@duq.edu
 - Quincy Stephenson, (412) 396-1117, stephensonq@duq.edu
 - Tiana Brophy, (412) 396-6658, brophyt@duq.edu
 - Dr. Anne Mullarkey Sawa, (412) 396-6642, mullarke@duq.edu

* Deputy Title IX Coordinators may change. A current list can be found on the Title IX [website](#).
- Report to Public Safety, at any time by calling (412) 396-2677, or local law enforcement by calling “911,” especially in situations involving danger to persons or property.

3. Reporting to a Confidential Resource

Any community member who is not a Responsible Employee may seek advice and guidance confidentially, including about prohibited conduct defined in this Policy, by speaking to these University employees who are designated as Confidential Resources:

On-campus Confidential Resources:

- Campus Ministers (412-396-6020);
- University Counseling (412-396-6204);
- University Psychology Clinic (412-396-6562);
- Health Services (412-396-1650); and
- University Wellness Coordinator (412-396-1375)

Only the University employees listed above may speak confidentially with a community member. All other University employees are Responsible Employees and required to share knowledge of alleged incidents of prohibited conduct with the Title IX Coordinator.

The below off-campus Confidential Resources are also available to community members, free of charge, and 24 hours a day, 7 days per week:

- Pittsburgh Action Against Rape (1-866-363-7273);
- Women's Center & Shelter of Greater Pittsburgh (412-687-8005);
- Center for Victims (1-866-644-2882); and
- Resolve Crisis Network (1-888-796-8226)

Confidential Resources may have reporting requirements and/or other obligations under state or federal law, including reporting requirements under the Clery Act, which mandates reporting of certain crimes, but does not require the report to include any personally identifiable information.

Making a report to a Confidential Resource does not give the University actual knowledge of alleged Sexual Misconduct and therefore does not trigger outreach to the Complainant and/or Reporter by the Title IX Coordinator.

4. Reporting to Law Enforcement

To initiate a criminal report through law enforcement, the location and nature of the incident will determine which police department has jurisdiction.

Members of the Duquesne community are encouraged to contact the University's Department of Public Safety to make a report of prohibited conduct under this Policy. The Department of Public Safety will assist with connecting the individual to the appropriate police department, if necessary.

A Complainant is not required to agree to a criminal investigation in order to initiate a Resolution Process with the University's Title IX Office.

In most cases, the decision to involve law enforcement belongs to a Complainant. If an individual wishes to pursue a criminal report, the Title IX Office can assist with contacting Duquesne

University's Department of Public Safety or local law enforcement and can coordinate processes so that both may proceed as appropriate.

In cases involving both criminal and University investigations, information can be shared between investigators, consistent with federal and state law. Concurrent law enforcement activity may result in a temporary delay of the Resolution Process but does not relieve the University of its obligation to respond to alleged violations of this Policy. A Complainant may always choose to participate or withdraw their participation from either investigative process at any time.

Please note that confidentiality is respected to the extent permitted by law, but the Title IX Office cannot guarantee absolute confidentiality. In limited circumstances, the University may independently notify law enforcement. These may include situations involving minors, mandatory reporting obligations under state or federal law, or circumstances presenting an immediate threat to the safety of the campus or individuals. When possible, individuals are informed before such reports are made.

Except in instances where there is a threat to the health and safety of the Complainant and/or others; where a request to contact law enforcement is provided by a Complainant; or where a notification to law enforcement is otherwise required by applicable law, reports made to the Title IX Coordinator will not be shared with law enforcement.

Supportive Measures are available regardless of whether a Resolution Process or police report is pursued.

Reports to law enforcement may be made using the contact information below:

- Off-campus incidents - 911
- Duquesne Public Safety - 412-396-2677

5. Anonymous Reporting

Although the University encourages a Reporter to talk with someone directly, the University provides an anonymous online reporting option, duq.edu/report. All reports of conduct that may violate this Policy that are submitted by an anonymous report will be referred to the Title IX Coordinator and will prompt an initial investigation. The University's ability to respond, however, may be limited by whether the report discloses sufficient information to enable the University to conduct a meaningful investigation. The individual making the report is encouraged to provide as much detailed information as possible to better enable the University to investigate the report and respond as appropriate.

6. Duty to Report – Responsible Employees

All employees (except for Confidential Resources) are Responsible Employees, meaning they are required to report any and all incidents of prohibited conduct under this Policy to the Title IX Coordinator or a Deputy Title IX Coordinator, regardless of where or when the incident occurred and whether or not the Responsible Employee witnessed the incident or learned of it through the Complainant, Respondent, or a third party.

A Responsible Employee who learns of conduct that may violate this Policy must contact the Title IX Coordinator or appropriate Deputy Title IX Coordinator promptly and must share all known relevant details about the alleged or actual violation of this Policy, including the name of the Complainant, the name of the Respondent, other individuals involved, nature of the prohibited conduct, and other relevant facts including the date, time, and location of the alleged incident.

Employees who fail to fulfill their Responsible Employee responsibilities under this Policy may be subject to disciplinary action.

7. Mandated Reporting of Child Abuse

If a University employee learns of prohibited conduct that may violate this Policy involving a minor, in addition to any reporting requirements to the Title IX Coordinator as a Responsible Employee, the employee is required to immediately make a mandatory report in accordance with the procedures set forth in [TAP No. 50 – Protection of Minors](#), Section IV. Duty to Report.

All University employees are Mandated Reporters of suspected or reported child abuse. Unlike Responsible Employees, there are no exceptions for Mandated Reporters; clergy and licensed healthcare providers are also considered Mandated Reporters. Students responsible for the welfare of a Minor or who have direct contact with Minors such as those acting in the capacity of Supervising Adults are also Mandatory Reporters of suspected or reported child abuse. Volunteers for Programs with Minors are also Mandatory Reporters of suspected or reported child abuse. Additionally, it is consistent with the University's mission to encourage all other non-Mandated Reporters to report instances or suspected instances of child abuse.

VI. UNIVERSITY RESPONSE TO A DISCLOSURE OR REPORT

A. Preliminary Inquiry and Intake Meeting

Upon receipt of a report, the Title IX Coordinator or designee will conduct a preliminary inquiry to determine, based on the allegations shared at the time, the appropriate University policy and process under which to address the matter.

As part of the preliminary inquiry, the Title IX Coordinator or designee will promptly and confidentially contact the Complainant to schedule an intake meeting. During the intake meeting, the Title IX Coordinator or designee will gather supplemental information, inform the Complainant of the availability of Supportive Measures with or without the initiation of a Resolution Process, consider the Complainant's wishes with respect to Supportive Measures, including providing information about on and off-campus resources, and explain to the Complainant the process for initiating the appropriate Resolution Process (e.g., Resolution Process A for Title IX Sexual Misconduct or Resolution Process B for Non-Title IX Sexual Misconduct).

At the conclusion of the preliminary inquiry, the following resolution options are possible:

- No further action under this Policy – which may involve referring the matter to the appropriate office for review under another University policy;
- Supportive Measures only – regardless of whether a Resolution Process is initiated;
- Formal Resolution – following the signing of a Formal Complaint or initiation of Resolution Process B by a Complainant or the Title IX Coordinator;
- Informal Resolution – following the signing of a Formal Complaint for Title IX Sexual Misconduct or upon Consent of both parties for non-Title IX Sexual Misconduct; and
- Other resolution as deemed appropriate by the Title IX Coordinator and consistent with all applicable law and this Policy – without the initiation of Resolution Process A or B.

The University will consider a Complainant's wishes in making the determination regarding how to proceed, in consultation with the factors outlined in Appendix A, Section II (B).

B. Coordination of Supportive and Protective Measures

The University offers a wide range of resources for students and employees, whether as Complainants or Respondents, to provide support and guidance throughout the initiation, investigation, and resolution of a report of prohibited conduct under this Policy.

1. Supportive Measures

Supportive Measures are non-disciplinary and non-punitive individualized services that are designed to restore or preserve equal access to the University's Education Program and/or Activity, protect the safety of the educational environment, and deter Sexual Misconduct.

Upon receiving a report of a potential violation of this Policy, the Title IX Coordinator will promptly contact the Complainant to discuss the availability of Supportive Measures, consider the Complainant's wishes with respect to Supportive Measures, and inform the Complainant of the availability of Supportive Measures with or without the initiation of a Resolution Process.

It is not possible for the University to provide Supportive Measures to an anonymous Complainant. At least one school official (the Title IX Coordinator) will need to know the Complainant's identity, but Supportive Measures will be kept confidential to the extent possible, and a Complainant may obtain Supportive Measures without identifying themselves to the Respondent (to the extent possible while implementing the Supportive Measures), or to anyone other than the Title IX Coordinator and anyone else who has a need to know in order to implement the Supportive Measures.

Supportive Measures are available to Complainants and Respondents. Supportive Measures that unreasonably burden the other Party will not be offered.

Supportive Measures are offered as appropriate, as reasonably available, and without fee or charge, and can include, but are not limited to:

- Establishing a mutual no-contact directive prohibiting the parties involved from communicating with one another;
- Changes to on-campus housing and/or campus employment locations;
- Changes to class or campus employment schedules;
- Providing academic supports or assistance with academic issues (e.g., extensions of deadlines, course-related adjustments);
- Safety planning services, including safety escorts;
- Referrals to counseling and medical services;
- Assistance in identifying and connecting with off-campus and community resources for advocacy, support, and services;
- Assistance in connecting with law enforcement, if desired;
- Making available information about court orders of protection and providing referrals to obtaining and enforcing such orders; and
- Assistance with medical withdrawals, leaves of absence, and/or Incomplete grades.

Supportive Measures may be offered at any time following a report and throughout a Resolution Process.

Supportive Measures are offered and may be implemented regardless of whether a Complainant has initiated a Resolution Process.

Supportive Measures will be maintained as confidential except to the extent that maintaining confidentiality would impair the University's ability to provide the Supportive Measures.

The Title IX Coordinator is the point of contact for coordinating the implementation of Supportive Measures. The Title IX Coordinator fulfills this duty based on a review of all available information and a meaningful dialogue with the party for whom the Supportive Measures will be provided. The determination of appropriate Supportive Measures in a given situation will be based on the facts and circumstances of that situation.

2. Protective Measures

In certain instances, the University may determine it necessary to take action to protect the safety and access of a Complainant and/or the University community prior to the initiation of or during a Resolution Process while the University is investigating the report of Sexual Misconduct. In these instances, the Title IX Coordinator will review the situation to determine whether Protective Measures are needed. Protective Measures involve a restrictive action against a Respondent. Protective Measures are temporary and implemented on an interim basis pending the completion of the Resolution Process. Protective Measures are not automatic in every situation, but are determined based on the facts and circumstances of that situation.

The Title IX Coordinator, consistent with the law, has the discretion to impose and/or modify Protective Measures relating to allegations of Sexual Misconduct, based on all available information, and is available to meet with a Complainant or Respondent to address any concerns about the provision of protective measures.

Protective Measures may include, but are not limited to:

- Changes in Respondent's class and/or campus work schedule;
- Changes in the Respondent's job assignment;
- Changes in the Respondent's campus housing;
- Exclusion from all or part of University housing or specified activities or areas of campus;
- Prohibition from participating in student activities or representing the University in any capacity; and/or
- Emergency removal from University property and/or Involuntary Leave subject to the process outlined below.

Emergency Removal for student Respondents: A student Respondent may be removed from the University's Education Program or Activity on an emergency basis prior to the conclusion of a Formal Process or where no Formal Process is pending. Student Respondents will be removed following a determination that the student Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Misconduct. The University will undertake an individualized safety and risk analysis following the Involuntary Leave Procedures administered by the University's Campus Community Risk Team (CCRT), before removing a student Respondent on an emergency basis. The Involuntary Leave Procedures provide student Respondents with an immediate post-removal opportunity to challenge the removal.

Administrative Leave for non-student Employee Respondents: A non-student employee Respondent may be placed on administrative leave, with or without pay, during the pendency of the Formal Process, consistent with the law and other University policies.

C. Educational Meeting with a Respondent

The Title IX Coordinator or designee, may, in their discretion and consistent with all applicable law and this Policy, address Reports of prohibited conduct under this Policy by meeting with a Respondent about the Report and providing information and education on the University's policies, without the filing of a Formal Complaint. The Title IX Coordinator or designee may require a Respondent to attend such a meeting. Failure to attend a required meeting could result in a referral to the Office of Community Standards and Student Support or Human Resources for a violation of University policy.

VII. INITIATION OF A RESOLUTION PROCESS

After the determination of the applicable Resolution Process by the Title IX Coordinator, the applicable Resolution Process generally begins in one of the following ways:

A. Formal Resolution

1. Title IX Sexual Misconduct – Process A

i. Complainant Initiated: A Complainant, or a parent or guardian with a legal right to act on Complainant's behalf, signs and submits a Formal Complaint to the Title IX Coordinator.

Following receipt of the Formal Complaint, Resolution Process A will proceed as outlined in Appendix A. Information on how to submit a Formal Complaint can be found in Section II (A) of Appendix A.

ii. Title IX Coordinator Initiated: The Title IX Coordinator determines an investigation is required and signs a Formal Complaint on behalf of a Complainant, initiating Resolution Process A. More information about a Title IX Coordinator-initiated Formal Complaint can be found in Section II (B) of Appendix A.

To initiate Resolution Process A, a signed Formal Complaint must be submitted.

2. Non-Title IX Sexual Misconduct – Process B

i. Complainant Initiated: A Complainant, or a parent or guardian with a legal right to act on Complainant's behalf, indicates to the Title IX Coordinator that they wish to take formal action against a Respondent and initiate Resolution Process B as outlined in Appendix B.

ii. Title IX Coordinator Initiated: The Title IX Coordinator determines that it is necessary for the University to take formal action against a Respondent and initiate Resolution Process B as outlined in Appendix B. More information about a Title IX Coordinator-initiated Resolution Process can be found in Section II (A) of Appendix B.

A Formal Complaint is not required to initiate Resolution Process B.

B. Informal Resolution

The Informal Resolution process is a voluntary, structured process involving the Complainant and Respondent (and their Advisors, as applicable) to resolve allegations of prohibited conduct under this Policy.

The parties are not required to attempt Informal Resolution, and Informal Resolution is not appropriate for all matters and/or all types of alleged prohibited conduct. Informal Resolution is not permitted to resolve allegations made by a student Complainant against a University employee Respondent. In all matters, the Title IX Coordinator has discretion to determine whether the matter is appropriate for Informal Resolution. Factors that the Title IX Coordinator may consider when determining the appropriateness of Informal Resolution include, but are not limited to:

- The seriousness of the alleged prohibited conduct;
- Whether there has been a pattern of alleged prohibited conduct by the same Respondent;
- Whether the Respondent allegedly threatened further prohibited conduct or other violence against the Complainant or others;

- Whether the prohibited conduct allegations involved violence, use of weapons, or similar factors;
- Whether the Title IX Coordinator signed the Formal Complaint and/or whether the Complainant is participating in the Resolution Process; and
- Whether there is an ongoing threat of harm or safety to the University community.

The determination regarding whether a matter is eligible for Informal Resolution is not subject to appeal.

Parties may be accompanied by Advisors during all meetings relating to the Informal Resolution process. Advisors are expected to comply with the University's Rules for Advisors outlined in Appendix C.

Informal Resolution is available for resolution of allegations of Title IX Sexual Misconduct and/or non-Title IX Sexual Misconduct. However, Informal Resolution is only available for allegations of Title IX Sexual Misconduct after the filing of a Formal Complaint and initiation of Resolution Process A.

Additional information on Informal Resolution can be found in Appendix A, Section IV for Title IX Sexual Misconduct and Appendix B, Section III for non-Title IX Sexual Misconduct.

VIII. IMPORTANT CONCEPTS

A. Rights and Responsibilities of Parties

A Complainant and a Respondent both have the right to an accessible, prompt, equitable, and impartial investigation and Resolution Process relating to allegations of Sexual Misconduct.

The rights of a Complainant and a Respondent vary depending on whether the alleged Sexual Misconduct falls under the definition of Title IX Sexual Misconduct or the definition of non-Title IX Sexual Misconduct under this Policy. The University's Process A for addressing Title IX Sexual Misconduct, as outlined in Appendix A, and the University's Process B for addressing Non-Title IX Sexual Misconduct, as outlined in Appendix B, set forth the applicable rights and responsibilities of the Complainant and the Respondent under each Resolution Process.

B. Evidence, Credibility, Policy Presumptions, and Conflicts of Interest or Bias

The Title IX Coordinator, Investigator(s), Decision-maker(s), and anyone who facilitates Informal Resolution (the "Title IX Response Team") must review evidence objectively and may not have a conflict of interest or bias for or against Complainants or Respondents generally, or an individual Complainant or Respondent.

Credibility determinations will not be made based on a party's status as a Complainant or Respondent and the University will not prejudice any facts at issue. Until a determination of responsibility has been made at the conclusion of the Resolution Process, a Respondent is presumed not to be responsible for prohibited conduct under this Policy. However, this presumption of non-responsibility is not a presumption about the Respondent's credibility, believability, or truthfulness. Additionally, this presumption of non-responsibility does not assume that a Complainant is untruthful.



Traffic Education Pop-Up Event

C. Privileged Information

The Resolution Processes do not require, allow, rely upon, or otherwise use questions or evidence that constitutes or seeks disclosure of information protected under legally recognized privilege unless the person holding privilege has voluntarily waived it in writing. Accordingly, during the Resolution Processes described in Appendix A and Appendix B, the Investigators will not access, consider, disclose, or otherwise use a Party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the Investigators obtain that Party's voluntary written Consent.

D. Standard of Proof

The University uses the Preponderance of the Evidence as the standard of proof when determining whether a Policy violation has occurred. This means that the Decision-maker will decide whether it is more likely than not, based upon the available information at the time of the decision, that the Respondent committed a violation of this Policy.

E. Requests for Accommodations and/or Interpretive Services Under this Policy

Nothing in this Policy may be construed to modify any rights that may be available to parties under the Americans with Disabilities Act and/or TAP No. 56: Americans with Disabilities (ADA) and Requests for Accommodations. The University will not affirmatively provide disability accommodations that have not been specifically requested by a party in connection with proceedings under this Policy, even where that party may be receiving accommodations in other institutional programs and activities. A party wishing to receive accommodations and/or interpretive services under this Policy should notify the Title IX Coordinator or designee in advance, or as soon as such a need is identified, to allow sufficient time to review, identify,

and implement any reasonable accommodations to the Resolution Process. The Title IX Coordinator or designee will coordinate such requests with the Office of Disability Services.

IX. CONFIDENTIALITY AND PRIVACY CONSIDERATIONS

The University is committed to preserving the privacy of reported violations of this Policy. Except as necessary to carry out the purposes of this Policy, including the conducting of any investigation, hearing, or Resolution Process, and as required under law, including the Family Educational Rights and Privacy Act (FERPA), the University will not share the identity of any individual who has made a Report or filed a Formal Complaint of Sexual Misconduct, including: any Complainant; the identity of any Respondent who has been reported to have engaged in or found responsible for Sexual Misconduct; and the identity of any Witness. The University will also maintain the confidentiality of its various records generated in response to Reports and Formal Complaints.

While the University will maintain confidentiality specified in this Section, the University will not limit the ability of the parties to discuss the allegations at issue in a particular case. Parties are advised, however, that the manner in which they communicate about or discuss a particular case may constitute a violation of this Policy, such as Retaliation, in certain circumstances and be subject to the processes specified in this Policy.

Additionally, except as otherwise permitted under Title IX or other applicable law, parties and Advisors are not permitted to copy, disclose, or disseminate the evidence and documentation they review and inspect, outside of the Resolution Process.

Certain types of prohibited conduct are considered crimes for which the University must disclose crime statistics in its Annual Security Report that is provided to the campus community and available to the public. These disclosures will be made without including personally identifying information.

The University reserves the right to designate which University officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to FERPA.

X. RECORDKEEPING AND LIMITS ON RECORDINGS

The University will create and maintain records, including documentation and recordings of hearings, in accordance with the University's records retention policy. These records are the property of the University. No party or participant may make any recordings of any meetings, interviews, and/or hearings other than the Title IX Coordinator or designee for the purpose of recording the hearing.

XI. RELATIONSHIP WITH OTHER UNIVERSITY POLICIES

The University recognizes that the contents of Reports made under this Policy may also implicate other University policies. Accordingly, information may be shared with other University departments, as deemed appropriate, to provide uniform, consistent, efficient, and effective responses to alleged Sexual Misconduct or other forms of alleged misconduct.

XII. TRAINING FOR UNIVERSITY EMPLOYEES

All University employees are required to complete training on this Policy within their first thirty (30) days of employment and to re-train on this Policy at least every three (3) years. Full-time employees who do not timely comply with this requirement are not eligible to participate in the annual salary increase pool, if any, and will not be considered for a raise; eligibility will be reviewed annually.

The Title IX Coordinator and Deputy Title IX Coordinators will receive regular training regarding Title IX, VAWA, and this Policy. All Hearing and Appeal Decision-makers must have received training in accordance with Title IX and its implementing regulations, must review this Policy, and must refer any questions about this Policy to the Title IX Coordinator.

Related Information

[TAP No. 30: Equal Educational Employment Opportunity and Human Relations in the Workplace and Classroom](#)

[TAP No. 50: Protection of Minors](#)

[TAP No. 55: Ethical, Respectful and Professional Conduct](#)

[Title IX Website](#)

[Student Handbook](#)

[Faculty Handbook](#)

Violations

Violations of this policy are subject to the sanctions and remedies set forth in Appendices A and B.

History

Date of most recent revision: 8/3/2026

Ownership of Policy

Title IX Coordinator and Director of Sexual Misconduct Prevention and Response

XIII. Appendices

Appendix A: Resolution Process for Alleged Title IX Sexual Misconduct ("Process A")

Appendix B: Resolution Process for Alleged non-Title IX Sexual Misconduct ("Process B")

Appendix C: Rules for Advisors

Appendix D: TAP No. 31: Sexual Misconduct and Gender Discrimination (For allegations of non-Title IX Prohibited Conduct occurring prior to 8/3/2026)

Appendix E: TAP No. 61: Interim Policy on Title IX Sexual Harassment (For allegations of Title IX Prohibited Conduct occurring between 8/15/2020 – 8/2/2026)

APPENDIX A – Resolution Process for Title IX Sexual Misconduct (“Process A”)

I. OVERVIEW

The University will use the procedures outlined below to investigate and resolve, in a prompt and equitable process, only Formal Complaints of qualifying allegations of Title IX Sexual Misconduct, as defined in this Policy filed with or brought by the Title IX Coordinator.

Appendix A sets forth the Resolution Process (“Process A”) the University will follow in response to the submission of a Formal Complaint alleging Title IX Sexual Misconduct. Process A cannot be initiated without the submission of a Formal Complaint.

II. FORMAL COMPLAINTS FOR TITLE IX SEXUAL MISCONDUCT

A. How to File a Formal Complaint

Making a Report is different from filing a Formal Complaint. A Formal Complaint is needed in order for the University to investigate an allegation of Title IX Sexual Misconduct. A Formal Complaint is a document or electronic submission Complainant that contains the Complainant’s physical or digital signature or otherwise indicates that the Complainant is the person filing the Formal Complaint. While it is preferable that a Complainant file a Formal Complaint by completing the Formal Complaint form provided by the University, a Complainant may also file a Formal Complaint by other means, such as by sending an email from the Complainant’s University email account to the Title IX Coordinator, by mail, or in person. A Formal Complaint must include a written description of the facts alleged, and the Complainant’s signature (a digital signature is permitted). The Title IX Coordinator or designee can provide assistance in initiating and submitting a Formal Complaint. As outlined below, in certain circumstances where a Complainant does not wish to or is unable to file a Formal Complaint, one may be filed by the Title IX Coordinator to address the safety of the broader campus community.

1. Deadline for Filing a Formal Complaint – There is no time limit or deadline to file a Formal Complaint. However, individuals are encouraged to report soon after the occurrence of the prohibited conduct to maximize the University’s ability to provide resources, investigate, and respond.

2. Who Can File a Formal Complaint – Formal Complaints can be filed by a Complainant, a Title IX Coordinator, or a parent or guardian who has the legal right to act on Complainant’s behalf. In instances where the Title IX Coordinator or a third party files a Formal Complaint, the Title IX Coordinator and/or the parent or guardian are not considered to be the Complainant but rather acting on behalf of the Complainant. If a parent or guardian of a student has a legal right to act on behalf of a student, the parent or guardian may do so throughout the Resolution Process.

In response to a Formal Complaint, an investigation will begin, and the parties will be provided with options of informal and formal resolution.

B. If a Complainant Chooses Not to File a Formal Complaint

If a Complainant chooses not to file a Formal Complaint, Supportive Measures will remain available to the Complainant. In such cases, the University’s ability to meaningfully respond to and address the incident may be limited. The University will consider the Complainant’s choice not to file a Formal Complaint; however, the University must weigh the Complainant’s choice against the University’s obligation to provide a safe, non-discriminatory environment for all community members, including the Complainant.

Based on the information gathered, the University may determine that it has a responsibility to move forward with Process A, (even without the participation of the Complainant). In such cases, the Title IX Coordinator will sign a Formal Complaint on behalf of the Complainant. The Title IX Coordinator does not become a Complainant, or otherwise a party, and retains the responsibilities otherwise associated with the Title IX Coordinator under this Policy.

In deciding whether to sign a Formal Complaint, the Title IX Coordinator will evaluate whether an investigation is required, even where a Complainant does not wish to file a Formal Complaint, and will consider such factors, including, but not limited to:

- The seriousness of the alleged prohibited conduct;
- The nature of the Complainant and the Respondent’s affiliation with the University;
- Whether there has been a pattern of alleged prohibited conduct by a Respondent;



- Whether the Respondent allegedly threatened further prohibited conduct or other violence against the Complainant or others;
- Whether there is a risk and/or likelihood of ongoing harm to the Complainant if the University does not address the alleged prohibited conduct through a Resolution Process;
- Whether the alleged prohibited conduct was committed by Respondents;
- Whether the alleged prohibited conduct was perpetrated with a weapon or involved violence; and/or
- The extent of any threat to the University community.

The University will also consider a Complainant's wishes regarding the University's response to a Report, including requests for confidentiality and/or non-action. However, there may be times when, in order to provide a safe, non-discriminatory environment for all campus community members, the University may not be able to honor a Complainant's wishes not to proceed with an investigation. The presence of one or more of the factors above could obligate the University to move forward with Process A (even without the participation of the Complainant). In such cases, the University will inform the Complainant and will share the University's reasoning for proceeding with a Formal Complaint. The Complainant may still decide whether and how much they want to be involved with Process A.

In instances where the University moves forward with Process A without the participation of the Complainant, the Complainant will have the same rights as provided to a Complainant under this Policy, even if the individual did not sign the Formal Complaint.

C. Consolidation of Formal Complaints

The University may consolidate Formal Complaints alleging prohibited conduct under this Policy against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of prohibited conduct arise out of the same facts or circumstances.

If a Formal Complaint includes both an allegation of Title IX Sexual Misconduct and an allegation of non-Title IX Sexual Misconduct that does not meet the definition of Title IX Sexual Misconduct, the University may, in its discretion, consolidate the allegations into the same complaint in the Resolution Process (Process A), or to separate the allegations into separate complaint Resolution Processes.

D. Dismissal of Formal Complaints

1. **Mandatory Dismissals:** In cases involving allegations in a Formal Complaint of Title IX Sexual Misconduct, the Title IX Coordinator must dismiss a Formal Complaint brought under this Policy or any specific allegation(s) raised within that Formal Complaint, at any time during the investigation or hearing if the conduct alleged: (1), even if proved, would not meet this Policy's definition of Title IX Sexual Misconduct; (2) did not occur within the University's Education Program or Activity; or (3) did not occur against a person in the United States.

2. **Permissive Dismissals:** The Title IX Coordinator may dismiss a Formal Complaint brought under this Policy or any specific allegation(s) raised within that Formal Complaint, if at any time during the investigation or hearing: 1) the Complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint or any allegations raised in the Formal Complaint; 2) the Respondent is no longer enrolled at or employed by the University; or 3) specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

When a Formal Complaint is dismissed in whole or in part, the University will promptly and simultaneously notify both parties in writing and will include the reason(s) for the dismissal. Either party may appeal the dismissal on one or more of the grounds identified in the Appeals section in Appendix A – Resolution Process A for Title IX Sexual Misconduct. Appeals regarding dismissals of Formal Complaints or allegations therein will follow the Appeal process outlined in Appendix A – Resolution Process A for Title IX Sexual Misconduct.

Dismissal of some or all of the conduct alleged in a Formal Complaint does not prohibit the University from addressing the alleged prohibited conduct through another process. For example, alleged prohibited conduct that does not meet this Policy's definition of Title IX Sexual Misconduct may still constitute non-Title IX Sexual Misconduct under this Policy or a violation of other University policies, in which case, the University may proceed under those applicable policies and procedures, including the process outlined in Appendix B – Resolution Process B for Sexual Misconduct (Process B).

E. Timeframe for Resolution

After the filing of a Formal Complaint, Process A will be completed in a reasonably prompt manner. Where a timeframe is given in a number of days, the length of the timeframe is calculated in business days. Days where the University is closed for breaks and/or holidays do not count as business days for the purposes of the timeframes contained in this Policy. Additionally, while the University remains open during summer months (between the end of the Spring Term and prior to the start of the Fall Term), the timeframe of a Resolution Process may be impacted due to the availability of the parties and/or Witnesses.

Following the filing of a Formal Complaint, the goal is for a Hearing to occur within 60-90 days. However, the University will not compromise a thorough and fair process to meet the 60-90 day completion goal. This timeframe may be extended if the Parties elect to participate in Informal Resolution, which will typically extend the process by an additional 30 days. Additionally, these timeframes for completion may be subject to limited extension or temporary delay for good cause as determined by the Title IX Coordinator in consultation with appropriate University administrators. Good cause may include, but is not limited to: considerations such as the absence of a party, a party's Advisor, or a Witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

In addition to a Formal Complaint, a Complainant may have the option to pursue legal action through civil litigation or by pressing criminal charges. A concurrent criminal legal matter may result in a temporary delay of the Resolution Process.

Parties will receive ongoing written communication regarding the progress of the Resolution Process, including written notice of any delay or extension and the reason for the action.

F. Official Method of Communication

For all process participants who are a part of the University community, their University email account is the official method of communication for communications related to the Resolution Process. Parties and University-affiliated Witnesses and Advisors should regularly check their University email account for time critical notices or administrative notices requiring a timely response. Failure to check a University email account does not excuse or exempt a party or participant from any actions required by the University, including meeting deadlines. Party and participant communications regarding the Resolution Process should be generated from their Duquesne University email account and not their personal accounts.

III. Response to a Formal Complaint of Title IX Sexual Misconduct

When the University receives a Formal Complaint of alleged Title IX Sexual Misconduct, the University will provide the following written notice and information to both the Complainant and the Respondent, if their identities are known:

- Notice of the University's Resolution Process A;
- Notice of the allegations of Title IX Sexual Misconduct, including sufficient details known at the time, and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved, if known; the conduct allegedly constituting Title IX Sexual Misconduct; and the date and location of the alleged Title IX Sexual Misconduct, if known;
- Information about the Informal Resolution process;
- Information about Policy Presumptions as outlined in Section VIII (B) of the Policy;
- Notice that parties may have an Advisor of their choice who may be, but is not required to be, an attorney;
- Notice that parties may inspect and review evidence as applicable under this Policy; and
- Notice that parties are prohibited from knowingly making materially false statements in bad faith and that such action is prohibited by the Student Code of Conduct and TAP No. 55: Ethical, Respectful, and Professional Conduct.

To the extent the University investigates additional allegations of Title IX Sexual Misconduct not included in the initial notice to the parties, the University will provide written notice of the additional allegations to the parties whose identities are known.

IV. Informal Resolution

A. Eligibility of Informal Resolution

For Formal Complaints alleging violations of Title IX Sexual Misconduct, Informal Resolution is only available after the filing of a Formal Complaint and at any time prior to reaching a determination regarding responsibility. Whether a matter is eligible for Informal Resolution is subject to the process and limitations outlined in Section VII (B) of the Policy.

B. Type of Informal Resolution

Mediation is the Informal Resolution process offered by the University, as an alternative to a full investigation and adjudication of the Formal Complaint of Title IX Sexual Misconduct. Mediation is facilitated by a Deputy Title IX Coordinator or other trained designee by the University, who is not involved in the Resolution Process (the "Mediator").

Mediation is a process by which a Mediator helps the parties discuss and try to resolve the Formal Complaint. Each party will separately meet with the Mediator to share information and their perspective on the matter; discuss their understanding of the facts in dispute; describe their desired outcome; and explore mutually acceptable ideas for the resolution of the Formal Complaint. The Mediator will not be an advocate for either the Complainant or the Respondent, but rather aid in the resolution of a Formal Complaint in a non-adversarial manner.

C. Requesting Informal Resolution

To request Informal Resolution, either the Complainant or Respondent may provide a written request to participate in Informal Resolution to the Title IX Coordinator in lieu of the formal resolution of allegations of Title IX Sexual Misconduct.

D. Requirements of Participating in Informal Resolution

Mediation will proceed only upon the voluntary, informed, and written Consent of both the Complainant and the Respondent.



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E. Notice and Consent to Proceed with Informal Resolution

If one or both parties indicates to the Title IX Coordinator a desire to resolve the Formal Complaint through Mediation, the Title IX Coordinator will provide both parties with a written notice disclosing: the allegations; the requirements and consequences of participating in Mediation; a reminder that both parties have the right to withdraw from Mediation at any time prior to agreeing to a resolution and resume Process A; and information regarding confidentiality and records retention.

After receipt of this notice, the parties will be given five (5) days to review the information, after which a signed Consent to Proceed with Mediation form is required to be returned to the Title IX Coordinator.

If the Title IX Coordinator receives a signed Consent to Proceed with Mediation form from both parties by the date that it is due to be returned, the Title IX Coordinator will refer the matter to a Mediator.

If one or both parties do not sign the Consent to Proceed with Mediation form, Mediation will not proceed, and the matter will be returned to the Formal Grievance Process. Both parties will be notified in writing. At the discretion of the Title IX Coordinator, a party may submit a subsequent request for Mediation, where a prior request for mediation was not agreed to or responded to by the other party.

F. Informal Resolution (Mediation) Process

The Mediator will schedule individual meetings with the parties or schedule a specific date and time to hold the Mediation. In either scenario, parties will not be present in the same virtual or physical space, at the same time. Mediation does not involve any Witnesses, and the Mediator will only conduct such fact-gathering as is useful to resolve the Formal Complaint, and as is necessary to protect the interests of the parties, the University, and the University community. The Mediator may find it necessary to consult with one or more University officials during the course of Mediation to ensure possible resolutions are feasible.

G. Timeframes for Informal Resolution

The timeframe for Mediation is generally 30 days. This timeframe may be extended by the Mediator with notice to the Title IX Coordinator and both parties.

H. Resolving a Matter through Informal Resolution

Mediation will resolve as follows: after sufficient discussion(s) with each party as determined by the Mediator, the Mediator will develop a draft Mediation Agreement. The draft will be shared with both parties. If the terms are agreeable, both parties will sign the agreement. Once signed, the Mediation Agreement becomes binding on its terms and both parties are obligated to comply with the terms of the Mediation Agreement. The signed Mediation Agreement will be shared with the Title IX Coordinator who oversees compliance with the agreement.

I. Right to Withdraw/Failure of Informal Resolution

Either party can withdraw from mediation at any time prior to signing the Mediation Agreement by notifying the Title IX Coordinator.

Neither party is obligated to sign the Mediation Agreement.

At any point during Mediation, the Mediator may determine that the Formal Complaint is unlikely to be resolved through Mediation.

If one or both parties withdraw from Mediation; if the Mediation Agreement is not signed by one or both parties; or if the Mediator refers the matter back to the Resolution Process because it is unlikely to resolve through Mediation, Mediation will have failed. The Mediator will notify both parties and the Title IX Coordinator of the failure of Mediation, which will refer the matter back to the Resolution Process. Notice of a failure of Mediation will simply note that Mediation failed.

J. Informal Resolution Records Retention and Confidentiality

Mediation is confidential, and the Mediator will not disclose what the parties say during Mediation. There are a few exceptions that include: 1) when disclosure is required by law, 2) when a party shares threats or thoughts of self-harm or harm to others, and/or 3) when a party discloses serious criminal conduct.

The Mediator may take notes or make draft Mediation Agreements throughout the Mediation. Such notes and drafts are not retained after the parties sign the Mediation Agreement or Mediation fails.

The only records maintained related to Mediation are 1) the Consent to Proceed with Mediation form and 2) the Mediation Agreement or the written notice that Mediation has failed. Such records are maintained by the Title IX Coordinator. To the extent one is created, the Mediation Agreement will be maintained for the purposes of ensuring compliance with its terms and may be shared with University officials who have a need to know.

If Mediation fails, the Mediator cannot be called as a Witness during the Resolution Process. Because Mediator notes and draft Mediation Agreements, as applicable, are not maintained, such items cannot be used as evidence during the Resolution Process.

Future reports of conduct that would violate this Policy will be independently addressed, regardless of prior Mediation Agreements. However, the Title IX Coordinator may consider the fact that a Formal Complaint was filed, even if it resolves through mediation, as evidence of a Respondent's pattern of behavior in the event there are future reports or complaints made about the Respondent.

K. Consequences and Possible Outcomes of Informal Resolution

Mediation may result in many possible outcomes, as long as such outcomes are mutually agreeable to both parties. In some cases, mutual no contact directives and/or mutual confidentiality agreements may be a piece of the Mediation Agreement. Additionally, although a Mediation Agreement may be reached without a Respondent admitting responsibility, sanctions or other adverse consequences may still be assigned as part of the resolution.

Parties are obligated to comply with the terms of the Mediation Agreement. Failure to comply may subject a party to sanctions up to and including expulsion or termination of employment without the right to a Resolution Process. Violations of a Mediation Agreement should be reported to the Title IX Coordinator to determine the appropriate University policy to address the alleged violation.

V. Investigations

A. General Information

A Formal Complaint, that has not been dismissed, will be investigated by the Title IX Coordinator and typically one or more Deputy Title IX Coordinator(s) (an “Investigator” or collectively, the “Investigators”). The Investigators, not the parties, are responsible for gathering evidence sufficient to reach a determination of whether a policy violation occurred.

B. During the Investigation

1. The Investigators will request to meet with the Complainant, the Respondent, and Witnesses discovered during the investigation or suggested by the parties, if relevant as determined by the Investigators.
2. The Investigators may request follow-up meetings with the parties and/or any Witnesses.
3. Both parties have equal opportunity to present Witnesses and submit evidence as part of the process.
4. The parties, and the Investigators, do not have the right to question other parties or Witnesses or to require parties or Witnesses to participate in Process A.
5. The Investigators will take meeting notes and will endeavor to gather evidence directly related to the allegations raised in the Formal Complaint from the Complainant, Respondent, and any Witnesses, including, but not limited to: texts, phone call logs, voicemails, screenshots, photographs, taxi/Uber/Lyft receipts, and social media posts.
6. The Investigators may also gather other available evidence related to the allegations raised in the Formal Complaint, such as: Residence Hall guest sign-in logs, University ID card swipe logs, video surveillance footage, and publicly available information.
7. Any party whose participation is invited or expected as part of the investigation shall be provided with written notice of the date, time, location, participants, and purpose of all meetings or investigative interviews, with sufficient time given to prepare to participate.
8. Near the end of the investigation, the parties will be informed of a deadline to share evidence. The parties are required to submit any and all evidence they would like considered as part of the investigation by such deadline. After the deadline, the parties will not be permitted to submit new or additional evidence that existed prior to the deadline, without approval from the Investigator(s).
9. The Investigators will create an Investigative Report at the conclusion of the Investigation.

C. Evidence Subject to Inspection and Review and Written Response

1. Prior to the conclusion of the Investigation and the completion of the Investigative Report, both parties have an equal opportunity to inspect, review, and respond to all evidence obtained as part of the Investigation that is directly related to the allegation(s) raised in the Formal Complaint. Each party and their Advisor, if any, will be sent such evidence, and the parties will have ten (10) days to submit a written response (“Evidence Response”), which the Investigator(s) will consider prior to completion of the Investigative Report.



Deputy Chief Ford and Director Hudzinski

- a. Evidence subject to inspection and review includes evidence whether obtained from a party or from another source. At the inspection and review stage of Process A, the Investigator(s) will not screen out irrelevant evidence. Determinations regarding relevance will be made when finalizing the Investigative Report.
 - b. The University is not obligated to share a copy of any evidence that was illegally or unlawfully obtained or evidence that is protected by a legally recognized privilege or prohibited by law.
2. The written Evidence Response by a party may include additional comments or feedback on the facts as gathered, clarify information previously shared, suggest additional Witnesses, provide corrections or appropriate context, point out any evidence that appears to be missing, and/or submit additional evidence. Any such additional evidence that is or could have been submitted will not qualify as “new evidence” for purpose of an Appeal.
 3. Each party’s Evidence Response will be shared with the other party.
 - a. Parties may use their own or the other party’s Evidence Response to help them prepare for the Hearing.
 - b. All evidence subject to the parties’ inspection and review will be available at the Hearing. Participants may refer to such evidence during the Hearing.

D. Investigative Report and Written Response

1. The Investigator(s) will consider the parties’ Evidence Responses following the inspection and review period and take additional investigative steps, as needed; close the investigation; determine what evidence is relevant; and fairly (by objective evaluation free of bias) summarize the relevant evidence in an Investigative Report.
2. Where Process A involves multiple Complainants, multiple Respondents, or both, the Investigator(s) may issue a single Investigative Report.

3. The Investigative Report will be sent to each party and the party's Advisor, if any, at least fifteen (15) days prior to the Hearing.
4. Parties will have five (5) days to review the Investigative Report and prepare any written response ("Investigative Report Response") to the Investigative Report. The written Investigative Report Response must be submitted to the Title IX Coordinator by the provided deadline.
 - a. If a party disagrees with an Investigator's determination regarding relevance, the party may, in addition to making the argument in their Investigative Report Response, express their disagreement to the Decision-maker at the Hearing.
5. Parties are expected to submit any evidence they would like the Investigators to consider prior to finalization of the Investigative Report. However, a party may provide additional evidence as part of their response to the Investigative Report. To the extent a party provides or could have provided additional evidence in response to the Investigative Report, such evidence will not qualify as "new evidence" for the purpose of an Appeal.
6. Each party's Investigative Report Response, including additional evidence as applicable, will be shared with the other party.
7. A party has the opportunity to respond only to any additional evidence submitted by the other party, no fewer than 5 business days prior to the hearing.
8. The Investigators will summarize any relevant, additional evidence as an addendum to the Investigative Report, and parties and their Advisors will receive copies of this Addendum no fewer than 3 business days prior to the Hearing.
9. Any Investigative Report Responses received from the parties will be provided with the final Investigative Report to the Decision-maker.

VI. Hearing Process

Once the Investigative Report is finalized, a Hearing will occur to make a determination of whether there was a policy violation.

A. Hearing Decision-maker Rights and Responsibilities

Hearings will be administered by a Decision-maker who is a different person than the Title IX Coordinator/Investigator(s).

Prior to the Hearing, the Decision-maker will receive the Investigative Report. At the Hearing, the Decision-maker has the right to ask relevant questions and elicit relevant testimony from parties and Witnesses. Following the Hearing, the Decision-maker will objectively evaluate relevant evidence and will independently reach a determination regarding responsibility.

B. Location of Hearing

A Hearing may be conducted with all parties present in the same geographic location or, alternatively, some or all parties, Witnesses, and other participants may appear at the Hearing virtually but in different geographic locations, by using videoconferencing, or similar technology that allows the parties to simultaneously see and hear each other.

At the request of either party and/or in the University's discretion, the University will provide for the Hearing to occur with the parties located in separate rooms with technology enabling the Decision-maker and each party to see and hear the other party or the Witness who is speaking and/or answering questions.

C. Pre-Hearing Procedures

Prior to the Hearing date, the Decision-maker will schedule individual pre-hearing meetings with each of the parties and their respective Advisors and the Title IX Coordinator or Deputy Title IX Coordinator. At the meeting, the Decision-maker will review the Hearing procedures and answer questions the parties may have about the Hearing process.

D. Attendance at Hearing

If the Complainant or the Respondent fails to appear at the scheduled Hearing, the Decision-maker, through consultation with the Title IX Coordinator, may determine whether to postpone the Hearing or to direct that the Hearing proceed as scheduled, provided that the absent party was properly notified of the scheduled Hearing date.

A Complainant, Respondent, and/or Witness may decline to participate in the Resolution Process, including the Hearing.

E. Hearing Participants

At least three (3) business days prior to the Hearing, each party must provide notice to the Title IX Coordinator of the identity of any Witnesses who will participate and also the identity of their Advisor for the Hearing. If a party has indicated that they will not have an Advisor present for the Hearing, the University will provide an Advisor, chosen by the University, without fee or charge, for the purpose of asking the other party and Witnesses questions during the Hearing.

If a party anticipates that they will not have an Advisor for the Hearing, they are strongly encouraged to notify the Title IX Coordinator as soon as possible to avoid the potential need to delay the Hearing to ensure the University can identify and provide an Advisor.

F. Conduct of Hearing

The Decision-maker will administer the Hearing and make relevancy determinations with respect to each question asked during the Hearing, and other such decisions they deem necessary for the orderly conduct of the Hearing. No one other than the Decision-maker, the Complainant, the Respondent, their respective Advisors, Witnesses (when called), the Title IX Coordinator and other necessary University personnel may be present during the Hearing.

G. Questioning During the Hearing

Before a Complainant, Respondent, or witness answers any question at the Hearing, the Decision-maker will first determine whether the question is relevant and provide an explanation for any decision to exclude a question on the grounds that it is not relevant. The Decision-maker may deem a question irrelevant because the question asks about a detail that is not probative of any material fact concerning the allegations. Additionally, where evidence or questions are duplicative, the Decision-maker may deem the evidence or question to be irrelevant.

Neither party nor their Advisor has the right to challenge a Decision-maker's determination of relevance during the hearing.

The Decision-maker is permitted to ask questions of any party or Witness participating in the Hearing. A party's Advisor is permitted to ask relevant questions of the other party and any Witnesses, but not their own party that they are advising. The Decision-maker may disallow or reframe any questions that are redundant, irrelevant, abusive, disrespectful, or unduly harassing.

During a Hearing, an Advisor may not otherwise speak for or on behalf of a party, including, but not limited to, by presenting opening or closing statements and/or by objecting to questions asked by the Decision-maker or the other party's Advisor, and Advisors and all parties will be expected to follow all Hearing rules established by the University.

Neither party may ask questions of the other party or any Witness during the Hearing. Only the party's Advisor may ask questions of the other party or Witnesses. The Advisor's questions must be asked directly, orally, and in real time, and must be relevant.

Both parties shall have the right not to answer questions during the Hearing; however, the exercise of that right shall not preclude the Decision-maker from proceeding and evaluating the Formal Complaint on the basis of the final Investigative Report and other relevant evidence submitted during the Hearing, subject to the following:

- The Decision-maker has the discretion to decide how much weight to give to statements made or information provided by any party or Witness who did not submit to questioning at the Hearing. The Decision-maker can consider the reliability of the statements or information, the reason the individual did not participate in questioning, and any other factors the Decision-maker considers relevant.
- The University may still proceed with a Hearing in the absence of a party and may reach a determination of responsibility in their absence.
- The Decision-maker is not permitted to draw an inference about responsibility for a policy violation based solely on a party's or Witness's absence from the Hearing or refusal to answer questions during the Hearing.

H. Evidence Considered at Hearing

The concept of relevance will guide the Decision-maker in determining what evidence to consider, and the Decision-maker has discretion regarding the weight or credibility to assign to any particular piece of relevant evidence.

The Decision-maker will not consider the following types of evidence:

- Prior sexual behavior or sexual predisposition of the Complainant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove Consent.

- Either party's medical, psychological, counseling, and other similar records without the written Consent of the party whose records are being offered.
- Any information protected under a legally recognized privilege, unless the person holding that privilege has waived the privilege.

In the event that relevant evidence was destroyed by a party, the Decision-maker can take that into account when assessing the credibility of parties, and the weight of evidence in the matter.

I. Recording

The University will create an audio recording of the Hearing that may also include video. Parties have the right to inspect and review the recording. Parties and their Advisors are not permitted to make their own recordings.

VII. Determination of Policy Violation

Within a reasonably prompt timeframe following the Hearing, the Decision-maker will issue a final written determination regarding the Respondent's responsibility for the alleged Title IX Sexual Misconduct Policy violation applying the preponderance of the evidence standard.

The final written determination will include:

- Identification of the allegations potentially constituting Title IX Sexual Misconduct;
- Description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and Witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of this Policy to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions to be imposed on the Respondent, and whether remedies designed to restore or preserve equal access to the University's Education Program or Activity will be provided to the Complainant; and



- The procedures and permissible bases for the Complainant and Respondent to appeal.

The final written determination will be provided to both parties simultaneously. The determination regarding responsibility becomes final either on the date that the parties are provided with the final written determination of the result of any appeal, or if an appeal is not timely filed, the date on which an appeal would no longer be considered timely.

A. Remedies and Sanctions

Where the determination shows Respondent to be responsible for violating this Policy, the Complainant will be provided with remedies as noted in the Decision-maker's determination of responsibility. Remedies will be designed to restore or preserve equal access to the University's Education Program and Activities. Such remedies may include the same individualized services described as Supportive Measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of any remedies. Thus, where a final written determination states that remedies will be provided, the Complainant should contact the Title IX Coordinator to discuss the nature and implementation of such remedies.

Similarly, after a determination of responsibility for a policy violation has been made, the Respondent will be subject to the sanctions set forth in the Decision-maker's determination of responsibility. Previous conduct violations by a Respondent may be considered when assigning sanctions. The Decision-maker may consult with the Office of Human Resources for an employee Respondent and/or the Office of Student Conduct and the Title IX Coordinator for a student Respondent regarding the Respondent's prior disciplinary record. The Respondent's prior disciplinary record will be shared with the Respondent in advance, prior to it being shared with the Decision-maker.

Sanctions will be assigned which are adequate to protect the safety of the campus community, which are reflective of the seriousness of the Title IX Sexual Misconduct and/or other prohibitions contained within this Policy, and which consider the surrounding circumstances of the Title IX Sexual Misconduct.

- Range of Potential Sanctions against Students: Students are subject to the non-exhaustive list of disciplinary sanctions as defined in the Code of Student Rights, Responsibilities, and Conduct for violations of the Code. These may include one or more of the following measures: a written apology, disciplinary probation, educational projects/classes, fees, intervention, loss of privileges, no-contact order, restitution, written reprimand, suspension, and/or expulsion. As set forth in the Code of Student Rights, Responsibilities, and Conduct, the University reserves the right to impose other sanctions in response to the specific circumstances of a violation of this Policy.
- Range of Potential Sanctions against Employees: Disciplinary sanctions for employee violations of this Policy may range from a disciplinary warning to termination from the University. Disciplinary sanctions may include one or more of the following measures: termination from the University, unpaid suspension, change in working facility, mandated enrollment in an Employee

Assistance Program, written reprimand in personnel file, demotion, and/or withholding of salary increase. The University reserves the right to impose other sanctions in addition to those listed above in response to the specific circumstances of a violation of this Policy.

VIII. Appeals

Within five (5) days of receipt of the final written determination, both parties have an equal right to submit an appeal to the Title IX Coordinator on the following three (3) bases:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome; and/or
- The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

Dissatisfaction with the hearing outcome and/or disagreement with the severity of a sanction are not grounds for appeal.

Once the appeal deadline has passed without an appeal made by either party, the Decision-maker's written determination and sanctions, if any, are final.

When an appeal is filed, the Title IX Coordinator will notify the other party of the appeal in writing. Both parties will be given an equal opportunity to submit a written statement in support of, or challenging, the outcome. Parties will be provided with information regarding the timelines for submission of such statements.

- Appeals will be administered by an Appeal Decision-maker, who is not the same person as the Hearing Decision-maker that reached the determination regarding responsibility, the Investigator(s), or the Title IX Coordinator.
- Appeals will generally proceed on written materials only; parties and Witnesses will not be interviewed by the Appeal Decision-maker. The Appeal file will include the written determination, the Investigative Report, the recording of the underlying hearing, new evidence as applicable, and any written statement submitted by the parties in connection with the Appeal. In rare instances, and only as necessary to reach a determination, an Appeal Decision-maker may require additional information, outside of the written materials, to reach a decision. One such example may include where an Appeal Decision-maker needs additional information to determine whether a conflict of interest existed.
- Following review of the file, the Appeal Decision-maker will issue a written decision describing the result of the appeal and the rationale for the result. The Appeal Decision-maker may: 1) deny the appeal; or 2) grant the appeal and determine the appropriate remedy, which may include revising the original determination and sanctions, if any; or 3) remanding the matter back to the Title IX Coordinator or original Decision-maker with directions on resolving the appeal.
- The written Appeal decision will include the rationale for the decision and will be provided simultaneously to both parties.

APPENDIX B – Resolution Process for Non-Title IX Sexual Misconduct (“Process B”)

I. OVERVIEW

The University will use the procedures outlined below to investigate and resolve, in a prompt and equitable process, qualifying allegations of Non-Title IX Sexual Misconduct, as defined in this Policy, initiated by or through the Title IX Coordinator.

Appendix B sets forth the Resolution Process (“Process B”) the University will follow in response to the initiation of formal action for an alleged incident of non-Title IX Sexual Misconduct.

II. FORMAL RESOLUTION OF NON-TITLE IX SEXUAL MISCONDUCT

A. Initiation of Formal Resolution

Process B may be initiated at any time after a Report of non-Title IX Sexual Misconduct is made when: 1) a Complainant, or parent or guardian who has the legal right to act on Complainant’s behalf, indicates in writing to the Title IX Coordinator that they wish to take formal action against a Respondent for an allegation of non-Title IX Sexual Misconduct prohibited by this Policy; or 2) the Title IX Coordinator determines it necessary for the University to take formal action against a Respondent and initiate Process B.

In instances where a Complainant does not request formal resolution, the Title IX Coordinator has an obligation to consider all known information to determine whether it is necessary for the University to move forward with formal resolution. In addition to all known information, the Title IX Coordinator will also consider such factors, including, but not limited to:

- The seriousness of the alleged prohibited conduct;
- The nature of the Complainant and the Respondent’s affiliation with the University;
- Whether there has been a pattern of alleged prohibited conduct by a Respondent;
- Whether the Respondent allegedly threatened further prohibited conduct or other violence against the Complainant or others;
- Whether there is a risk and/or likelihood of ongoing harm to the Complainant if the University does not address the alleged prohibited conduct through a Resolution Process;
- Whether the alleged prohibited conduct was committed by Respondents;
- Whether the alleged prohibited conduct was perpetrated with a weapon or involved violence; and/or
- The extent of any threat to the University community.

The University will also consider a Complainant’s wishes regarding the University’s response to a Report, including requests for confidentiality and/or non-action. However, there may be times when, in order to provide a safe, non-discriminatory environment for all campus community members, the University may not be able to honor a Complainant’s wishes not to proceed with formal resolution. The presence of one or more of the factors above could obligate the University to move forward with Process B (even without the

participation of the Complainant). In such cases, the University will inform the Complainant and will share the University’s reasoning for proceeding with formal resolution. The Complainant may still decide whether and how much they want to be involved in Process B.

B. University Response to Initiation of Formal Resolution

When the University receives a request for formal resolution or the Title IX Coordinator initiates formal resolution on behalf of the University, the Title IX Coordinator will work with the Complainant to obtain details of the alleged conduct that are necessary to provide notice of the alleged violation of non-Title IX Sexual Misconduct to the Respondent. Notice to the Respondent will include sufficient information to allow the Respondent a meaningful opportunity to respond to the alleged violation. It will also include information on the Resolution Process, outlined here as Process B.

C. Acceptance of Responsibility

After receiving notice of the alleged violation, the Respondent may accept responsibility for the alleged non-Title IX Sexual Misconduct. If the Respondent accepts responsibility at this stage, the Title IX Coordinator will determine and assign appropriate sanctions. The Complainant will be notified in writing that the Respondent accepted responsibility and will be notified of sanctions which the Title IX Coordinator determines directly relate to the Complainant. If the Respondent accepts responsibility at this stage, there is no appeal option.

If a Respondent does not accept responsibility, the Resolution Process will proceed to an Investigation.

D. Timeframe for Resolution

Process B will be completed in a reasonably prompt manner. Where a timeframe is given in a number of days, the length of the timeframe is calculated in business days. Days where the University is closed for breaks and/or holidays do not count as business days for the purposes of the timeframes contained in this Policy. Additionally, while the University remains open during summer months (between the end of the Spring Term and prior to the start of the Fall Term), the timeframe of a Resolution Process may be impacted due to the availability of the parties and/or Witnesses.

The goal is for a Hearing or outcome to occur within 60-90 days. However, the University will not compromise a thorough and fair process to meet the 60-90 day completion goal. This timeframe may be extended if the Parties elect to participate in Informal Resolution, which will typically extend the process by an additional 30 days. Additionally, these timeframes for completion may be subject to limited extension or temporary delay for good cause as determined by the Title IX Coordinator in consultation with appropriate University administrators. Good cause may include but is not limited to: considerations such as the absence of a party, a party’s Advisor, or a Witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

In addition to formal resolution, a Complainant may have the option to pursue legal action through civil litigation or by pressing criminal charges. A concurrent criminal legal matter may result in a temporary delay of the Resolution Process.

Parties will receive ongoing written communication regarding the progress of the Resolution Process, including written notice of any delay or extension and the reason for the action.

E. Official Method of Communication

For all process participants who are a party of the University community, their University email account is the official method of communication for communications related to the Resolution Process. Parties and University-affiliated Witnesses and Advisors should regularly check their University email account for time critical notices or administrative notices requiring a timely response. Failure to check a University email account does not excuse or exempt a party or participant from any actions required by the University, including meeting deadlines. Party and participant communications regarding the Resolution Process should be generated from their Duquesne University email account and not their personal accounts.

III. INFORMAL RESOLUTION

A. Eligibility of Informal Resolution

For alleged violations of non-Title IX Sexual Misconduct, Informal Resolution is available prior to the initiation of Process B and at any time prior to a determination regarding responsibility being made. Whether a matter is eligible for Informal Resolution is subject to the process and limitations outlined in Section VII (B) of the Policy.

B. Type of Informal Resolution

Mediation is the Informal Resolution process offered by the University, as an alternative to a full investigation and adjudication of the allegation of non-Title IX Sexual Misconduct. Mediation is facilitated by a Deputy Title IX Coordinator or other trained designee of the University, who is not involved in the Resolution Process (the "Mediator").

Mediation is a process by which a Mediator helps the parties discuss and try to resolve the matter. Each party will separately meet with the Mediator to share information and their perspective on the matter; discuss their understanding of the facts in dispute; describe their desired outcome; and explore mutually acceptable ideas for the resolution of the matter. The Mediator will not be an advocate for either the Complainant or the Respondent but rather aid in the resolution of a matter in a non-adversarial manner.

C. Requesting Informal Resolution

To participate in Informal Resolution, either the Complainant or Respondent may make a request to the Title IX Coordinator.

D. Requirements of Participating in Informal Resolution

Mediation will proceed only upon the voluntary, informed, and written Consent of both the Complainant and the Respondent.

E. Informal Resolution (Mediation) Process

The Mediator will schedule individual meetings with the parties or schedule a specific date and time to hold the Mediation. In either scenario, parties will not be present in the same virtual or physical space, at the same time. Mediation does not involve any Witnesses, and the Mediator will only conduct such fact-gathering as is useful to resolve the matter, and as is necessary to protect the interest of the parties, the University, and the University community. The Mediator may find it necessary to consult with one or more University officials during the course of Mediation to ensure possible resolutions are feasible.

F. Timeframes for Informal Resolution

The timeframe for Mediation is generally thirty (30) days. This timeframe may be extended by the Mediator with notice to the Title IX Coordinator and both parties.

G. Resolving a Matter through Informal Resolution

Mediation will resolve as follows: after sufficient discussion(s) with each party, as determined by the Mediator, the Mediator will develop a draft Mediation Agreement. The draft will be shared with both parties. If the terms are agreeable, both parties will sign the agreement. Once signed, the Mediation Agreement becomes binding on its terms and both parties are obligated to comply with the terms of the Mediation Agreement. The signed Mediation Agreement will be shared with the Title IX Coordinator who oversees compliance with the agreement.

H. Right to Withdraw/Failure of Informal Resolution

Either party can withdraw from mediation at any time prior to signing the Mediation Agreement by notifying the Title IX Coordinator.

Neither party is obligated to sign the Mediation Agreement.

At any point during mediation, the Mediator may determine that the matter is unlikely to be resolved through mediation.

If one or both parties withdraw from mediation; if the Mediation Agreement is not signed by one or both parties; or if the Mediator refers the matter back to the Resolution Process because it is unlikely to resolve through Mediation, Mediation will have failed. The Mediator will notify both parties and the Title IX Coordinator of the failure of mediation, which will refer the matter back to the Resolution Process. Notice of a failure of mediation will simply note that mediation failed.

I. Informal Resolution Records Retention and Confidentiality

Mediation is confidential, and the Mediator will not disclose what the parties say during Mediation. There are a few exceptions that include: 1) when disclosure is required by law, 2) when a party shares threats or thoughts of self-harm or harm to others, and/or 3) when a party discloses serious criminal conduct.

The Mediator may take notes or make draft Mediation Agreements throughout the Mediation. Such notes and drafts are not retained after the parties sign the Mediation Agreement or Mediation fails.

The only records maintained related to mediation are 1) any written communications regarding requests and/or Consent to participate in Mediation and 2) the Mediation Agreement or the written notice that Mediation has failed. Such records are maintained by the Title IX Coordinator. To the extent one is created, the Mediation Agreement will be maintained for the purposes of ensuring compliance with its terms and may be shared with University officials who have a need to know.

If Mediation fails, the Mediator cannot be called as a Witness during the Resolution Process. Because Mediator notes and draft Mediation Agreements, as applicable, are not maintained, such items cannot be used as evidence during the Resolution Process.

Future reports of conduct that would violate this Policy will be independently addressed, regardless of prior Mediation Agreements. However, the Title IX Coordinator may consider the fact that a policy violation was alleged, even if it resolves through mediation, as evidence of a Respondent's pattern of behavior in the event there are future reports made about the Respondent.

J. Informal Resolution Consequences and Possible Outcomes

Mediation may result in many possible outcomes, as long as such outcomes are mutually agreeable to both parties. In some cases, mutual no contact directives and/or mutual confidentiality agreements may be a piece of the Mediation Agreement. Additionally, although a Mediation Agreement may be reached without a Respondent admitting responsibility, sanctions or other adverse consequences may still be assigned as part of the resolution.

Parties are obligated to comply with the terms of the Mediation Agreement. Failure to comply may subject a party to sanctions up to and including expulsion or termination of employment without the right to a Resolution Process. Violations of a Mediation Agreement should be reported to the Title IX Coordinator to determine the appropriate University policy to address the alleged violation.

IV. INVESTIGATIONS

A. General Information

Alleged incidents of non-Title IX Sexual Misconduct will be investigated by the Title IX Coordinator and typically one or more Deputy Title IX Coordinator(s) (an “Investigator” or collectively, the “Investigators”). The Investigators are responsible for gathering evidence sufficient to reach a determination regarding responsibility; the burden is not on the parties.

B. During the Investigation

1. The Investigators will request to meet with the Complainant, the Respondent, and Witnesses discovered during the investigation or suggested by the parties, if relevant as determined by the Investigators.
2. The Investigators may request follow-up meetings with the parties and/or any Witnesses.
3. Both parties have equal opportunity to present Witnesses and submit evidence as part of the process.
4. The Investigators will take meeting notes and will endeavor to gather evidence directly related to the allegations of non-Title IX Sexual Misconduct from the Complainant, Respondent, and any Witnesses, including, but not limited to: texts, phone call logs, voicemails, screenshots, photographs, taxi/Uber/Lyft receipts, and social media posts.
5. The Investigators may also gather other available evidence related to the allegations of non-Title IX Sexual Misconduct, such as: Residence Hall guest sign-in logs, University ID card swipe logs, video surveillance footage, and publicly available information.
6. Near the end of the investigation, the parties will be informed of a deadline to share evidence. The parties are required to submit any and all evidence they would like considered as part of the investigation by such deadline. After the deadline, the parties will not be permitted to submit additional evidence that existed prior to the deadline, without approval from the Investigator(s).
7. The Investigators will create a Hearing File containing:
 - i. Interview Notes;
 - ii. A Summary of the Allegations of Non-Title IX Sexual Misconduct;
 - iii. Remedy requested by the Complainant, if any;
 - iv. Relevant policy/rules/provisions;
 - v. Timeline of events (created by the Investigators);

- vi. Witness List (created by the Investigators);
- vii. Document List (created by the Investigators); and
- viii. All relevant evidence gathered during the Investigation.

V. RESOLUTION PROCESS FOR NON-TITLE IX SEXUAL MISCONDUCT

A. Student Respondents

Where a University student is a Respondent, the Investigation portion of the Resolution Process will occur as set forth herein. At the conclusion of the Investigation, a hearing will occur.

1. Pre-Hearing Procedures

After the completion of the Investigation, a Hearing will be scheduled to make a determination as to whether there was a policy violation of non-Title IX Sexual Misconduct.

The Complainant and the Respondent will be sent a Hearing Notice, containing:

- Written notice of the Hearing date;
- Information about scheduling a time to review the Hearing File;
- Timeline for submitting new and/or rebuttal evidence;
- Timeline for notifying the Title IX Coordinator of the party's potential Witnesses; and
- Timeline for notifying the Title IX Coordinator of the party's Advisor of choice.

Timelines in this Hearing Notice are generally final and may only be modified for good cause, as determined by the Title IX Coordinator. The exclusion of evidence from the hearing file that is submitted by a party after the provided deadlines shall not be considered a material procedural error on the part of the University in the event of an appeal.

a. Review of Hearing File

The Complainant and the Respondent will be provided electronic access to the Hearing File at the time of the sending of the Hearing Notice. Parties' review of the Hearing File is subject to the following rules:

- Each Party and their Advisor may take handwritten notes during their review of the Hearing File and may not photograph, screenshot, record, and/or copy the Hearing File in any other way. The taking of typed notes on a computer, iPad, cell phone, or any other electronic device is prohibited.

Violating this rule may result in disciplinary action through the Office of Student Conduct. The Hearing File will be available during the Hearing to the Parties to refer to throughout the hearing.

b. Submission of New or Rebuttal Evidence

After a review of the Hearing File, both parties will be given one (1) opportunity to submit new or rebuttal evidence no later than three (3) days before the hearing. This opportunity is intended to be permitted in rare instances to allow for the inclusion of information that was not available during the fact gathering or that could not have been reasonably anticipated to be relevant to rebut an issue that came to light upon a party's review of the Hearing File.

New evidence is evidence that was not available at the time the Hearing Notice was sent, could not have been available based on reasonable and diligent inquiry, and is relevant to the matter.

Rebuttal evidence is evidence presented to contradict other evidence in the Hearing File, and which could not have been reasonably anticipated by a party to be relevant information at the time of the fact gathering.

Decisions with respect to whether to admit new/rebuttal evidence after the parties have reviewed the Hearing File will be made by the Title IX Coordinator.

If new and/or rebuttal evidence is admitted, the other party will be notified and given the opportunity to review it before the Hearing.

No new and/or rebuttal evidence will be accepted at the Hearing.

If there is no new or rebuttal evidence, the hearing will proceed on the Hearing File, the Witnesses identified by the parties, and the availability of testimony of fact Witnesses interviewed by the Title IX Coordinator during the fact gathering process. If new or rebuttal evidence is accepted, it will be added to the Hearing File.

c. Hearing Participants

The parties must identify Witnesses they intend to bring to the hearing no later than three (3) days prior to the Hearing. In order to appear as a Witness at a hearing, the Witness must have first-hand knowledge relevant to the alleged violation of non-Title IX Sexual Misconduct. Prior to the hearing, the Title IX Coordinator will notify both parties in writing of the Witnesses who will be permitted to participate in the hearing.

Each party must also identify the Advisor they intend to bring to the hearing no later than three (3) days before a hearing.

d. Hearing Decision-maker Rights and Responsibilities

Hearings will be administered by a Decision-maker who is a different person than the Title IX Coordinator/Investigator(s).

Prior to the Hearing, the Decision-maker will receive the Hearing File. At the Hearing, the Decision-maker has the right to ask relevant questions and elicit relevant testimony from parties and Witnesses. Following the Hearing, the Decision-maker will objectively evaluate relevant evidence and will independently reach a determination regarding responsibility.

2. Hearing Procedures

a. Location of Hearing

A Hearing may be conducted with all parties present in the same geographic location or, alternatively, some or all parties, Witnesses, and other participants may appear at the Hearing virtually but in different geographic locations, by using videoconferencing, or similar technology that allows the parties to simultaneously see and hear each other.

At the request of either party and/or in the University's discretion, the University will provide for the Hearing to occur with the parties located in separate rooms with technology enabling the Decision-Maker and each party to see and hear the other party or the Witness who is speaking and/or answering questions.

b. Attendance at Hearing

If the Complainant or the Respondent fails to appear at the scheduled Hearing, the Decision-maker, through consultation with the Title IX Coordinator, may determine whether to postpone the Hearing or to direct that the Hearing proceed as scheduled, provided that the absent party was properly notified of the scheduled Hearing date.

c. Conduct of Hearing

The Decision-maker will administer the Hearing, make relevancy determinations, and other such decisions they deem necessary for the orderly conduct of the Hearing. No one other than the Decision-maker, the Complainant, the Respondent, their respective Advisors, Witnesses (when called), and the Title IX Coordinator and other necessary University personnel may be present during the Hearing.

d. Questioning During the Hearing

Only the Decision-maker is permitted to ask questions of a party or Witness participating in the Hearing. Neither party, nor their Advisor, may directly ask questions of the other party or any Witness during the Hearing. Instead, a party may recommend questions to the Decision-maker for the other party or Witnesses by submitting questions in written form on notecards (for in-person hearings), or in typed form (for virtual hearings) to the Decision-maker. The Decision-maker will ask the other party or Witnesses the submitted questions but may disallow or reframe any questions that are redundant, irrelevant, abusive, disrespectful, or unduly harassing.

During a Hearing, an Advisor may not otherwise speak for or on behalf of a party, including, but not limited to, by presenting opening or closing statements and/or by objecting to questions asked by the Decision-maker or the other party's Advisor, and Advisors and all parties will be expected to follow all Hearing rules established by the University.

e. Evidence Considered at Hearing

The concept of relevance will guide the Decision-maker in determining what evidence to consider, and the Decision-maker has discretion regarding the weight or credibility to assign to any particular piece of relevant evidence.

The Decision-maker will not consider the following types of evidence:

- Prior sexual behavior or sexual predisposition of the Complainant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove Consent.
- Either party's medical, psychological, counseling, and other similar records without the written Consent of the party whose records are being offered.
- Any information protected under a legally recognized privilege, unless the person holding that privilege has waived the privilege.

In the event that relevant evidence was destroyed by a party, the Decision-maker can take that into account when assessing the credibility of parties, and the weight of evidence in the matter.

f. Recording

The University will create a recording of the Hearing that will contain audio and may also, but is not required to, include video and an auto-generated written transcript. Parties have the right to inspect and review the recording. Parties and their Advisors may not make their own recordings.

3. Hearing Outcome - Written Determination

Within a reasonably prompt timeframe following the Hearing, the Decision-maker will issue a written Finding regarding the Respondent's responsibility for the alleged Sexual Misconduct violation applying the Preponderance of the Evidence standard. In addition to the Hearing File contents, the Decision-maker may consider the hearing recording and hearing notes before making a Finding with respect to responsibility and sanctions, if appropriate.

The Complainant and Respondent will be notified in writing of the Decision-maker's Findings and sanctions, if any. The Complainant will be notified of any sanctions that the University is permitted to share pursuant to state or federal law.

The written Finding becomes final either on the date that the parties are provided with the final result of any Appeal, or if an Appeal is not timely filed, the date on which an Appeal would no longer be considered timely.

4. Sanctions

Where a determination of responsibility for a policy violation has been made, student Respondents will be subject to the sanctions set forth in the Decision-maker's written Finding. Sanctions will be assigned which are adequate to protect the safety of the campus community, which are reflective of the seriousness of the Sexual Misconduct and/or other prohibitions contained within this Policy, and which consider the surrounding circumstances of the Sexual Misconduct. Previous conduct violations by a Respondent may be considered when assigning sanctions.

- Range of Potential Sanctions against Students: Students are subject to the non-exhaustive list of disciplinary sanctions as defined in the Code of Student Rights, Responsibilities, and Conduct for violations of the Code. These may include one or more of the following measures: a written apology, disciplinary probation, educational projects/classes, fees, intervention, loss of privileges, no-contact order, restitution, written reprimand, suspension, and/or expulsion. As set forth in the Code of Student Rights, Responsibilities, and Conduct, the University reserves the right to impose other sanctions in response to the specific circumstances of a violation of this Policy. The Decision-maker may consult with the Office of Student Conduct and/or the Title IX Coordinator regarding the Respondent's prior disciplinary record. Information regarding the Respondent's prior disciplinary record will be shared with the Respondent in advance, prior to it being shared with the Decision-maker.

When a student Respondent is assigned a sanction of suspension or expulsion, the sanction will be automatically forwarded to the Senior Vice President for Student Life for review and approval. The sanction will not be finalized or implemented until it has been

approved by the Senior Vice President for Student Life. The Senior Vice President for Student Life's decision will be final.

5. Appeals

Within five (5) days of receipt of the final written determination, both parties have an equal right to submit a written appeal to the Title IX Coordinator on the following (2) bases:

- Substantial procedural error that materially affected the outcome, and/or
- Material, new evidence not reasonably available at the time of the hearing.

Dissatisfaction with the hearing outcome and/or disagreement with the severity of a sanction are not grounds for appeal.

The Appeal must contain a written statement containing the basis for the Appeal based only on one or both of the Appeal grounds listed above and any documentation and/or evidence to substantiate or clarify the Appeal.

When an appeal is filed, the Title IX Coordinator will notify the other party of the appeal.

Appeals will be administered by an Appeal Decision-maker who is not the same person as the Hearing Decision-maker that reached the determination regarding responsibility, the Investigator(s), or the Title IX Coordinator.

Appeals will generally proceed on written materials only; parties and Witnesses will not be interviewed by the Appeal Decision-maker. The Appeal file will include the written Finding, the Hearing File, the recording of the underlying hearing, new evidence as applicable, and any written Appeal documents submitted by the appealing party. In rare instances, and only as necessary to reach a determination, an Appeal Decision-maker may require additional information, outside of the written materials, to reach a decision. One such example may include where an Appeal Decision-maker needs additional information to determine whether a conflict of interest existed.

Following review of the file, the Appeal Decision-maker will issue a written determination describing the result of the appeal and the rationale for the result. The Appeal Decision-maker may: 1) deny the Appeal, or, 2) grant the appeal and determine the appropriate remedy, which may include revising the original determination and sanctions, if any, or 3) remanding the matter back to the Title IX Coordinator or original Decision-maker with directions for resolving the Appeal.

The Parties will be notified in writing of the Appeal Decision-maker's decision simultaneously.

The decision of the Appeal Decision-maker is final. However, when a student Respondent is assigned a sanction of suspension or expulsion, the sanction will be automatically forwarded to the Senior Vice President for Student Life for review and approval. The sanction will not be finalized or implemented until it has been approved by the Senior Vice President for Student Life. The Senior Vice President for Student Life's decision will be final.

B. Employee Respondents

Where a Respondent is a University employee, the Investigation portion of the Resolution Process will occur as set forth herein.

1. Staff Respondents

Where a University staff employee is a Respondent, at the conclusion of the Investigation, the Title IX Coordinator will summarize the relevant evidence that was gathered in an Investigative Report containing findings and recommendations for sanctions and remedies. The Investigative Report will be provided to Human Resources. Human Resources may share the Investigative Report with other University officials, such as the Respondent's Supervisor, as deemed necessary. There will not be a hearing, and Human Resources, in consultation with the Respondent's Supervisor, will assign sanctions based on the recommendations of the Title IX Coordinator.

Disciplinary sanctions for employee violations of this Policy may range from a disciplinary warning to termination from the University. Disciplinary sanctions may include one or more of the following measures: termination from the University, unpaid suspension, change in working facility, mandated enrollment in an Employee Assistance Program, written reprimand in personnel file, demotion, and/or withholding of salary increase. The University reserves the right to impose other sanctions in addition to those listed above in response to the specific circumstances of a violation of this Policy.

2. Faculty Respondents

Where a University faculty member is a Respondent, at the conclusion of the Investigation, the Title IX Coordinator will summarize the relevant evidence that was gathered in an Investigative Report containing Findings and recommendations for sanctions and remedies. The Investigative Report will be provided to the Provost, Dean of the relevant school, and Human Resources. No hearing will be held. Based on the findings and recommendations of the Title IX Coordinator, the Provost and/or Dean, in consultation with Human Resources, will determine appropriate sanctions. If the recommended sanction is revocation of tenure or termination from the University, the matter will be referred to the Provost or President, as only the Provost or President has authority to impose those sanctions.

Disciplinary sanctions for faculty violations of this Policy may range from a disciplinary warning to termination from the University. Disciplinary sanctions may include one or more of the following measures: termination from the University, revocation of tenure, unpaid suspension, change in working facility, mandated enrollment in an Employee Assistance Program, written reprimand in personnel file, demotion, and/or withholding of salary increase. The University reserves the right to impose other sanctions in addition to those listed above in response to the specific circumstances of a violation of this Policy.

C. Volunteer and Visitor Respondents

In certain circumstances where the individual who allegedly violated this Policy is not a student, faculty, or staff member, but is participating in the University's educational programs and activities in another capacity, such as a volunteer or visiting student, the Title IX Coordinator may, in their discretion, resolve violations informally or outside of the scope of Process B outlined in this Policy.

Educational Programming

The University sponsors a variety of educational programs that seek to raise awareness of sexual misconduct issues and maximize the possibility of prevention. Programs are offered by Health Service and the University Counseling Center upon request. Self-defense classes

including RAD (Rape Aggressive Defense) and SAFE (Self-Defense Awareness and Familiarization Exchange Program). Educational/Awareness classes including 'Rape Awareness and Prevention' and 'Relationship Violence Awareness and Prevention' are also offered by the Department of Public Safety. These programs include information on Bystander Intervention as a means of crime prevention.

Campus Initiatives

The following are a list of past, present and ongoing campus initiatives that promote sexual misconduct awareness or bystander awareness for members of Duquesne University. If you see any programs that interest you or if you would like to develop a similar initiative, please contact the Office of Title IX and Sexual Misconduct Prevention and Response at 412.396.2560. We welcome any new participants to help with and continue these and additional initiatives.

- New Student Orientation: Sexual Misconduct and Bystander Training
- Resident Assistant Sexual Misconduct and Bystander Training
- Alcohol Awareness and Sexual Misconduct
- Sexploitation Workshop
- SAFE Program (self-defense class)
- Expert Panel: Sexual Misconduct
- Commuter Assistant Training
- Sexual Misconduct and Bystander Training
- Objectification and Sexual Misconduct Workshop
- Greek 101: Sexual Misconduct and Bystander Panel
- Crisis Center/Domestic Violence Program
- Red Flag Campaign
- Employee Training: Sexual Misconduct and Awareness
- Student Athlete Training: Sexual Misconduct and Awareness
- Clothesline Project: Sexual Misconduct Awareness
- Respect Campaign: University's Mission and Sexual Misconduct
- Bystander Education Resource Table
- Healthy Relationships: Sexual Misconduct Awareness
- Prevention Education: Domestic Violence and Awareness Tabling
- It's On Us Campaign
- Clothing Drive Campaign for Pittsburgh Action Against Rape
- Take Back the Night
- Not Your Average Sexual Assault Panel: A Student Led Discussion
- Sports Team Awareness Night: Teal T-shirts
- Denim Day for Sexual Assault Awareness
- Snowflakes in the Cemetery: Sexual Assault Awareness through Dance
- Book Reading Group: Missoula
- Movie Viewing and Discussion: The Hunting Grounds
- Theater Performance and post show Discussion: How I Learned to Drive
- Dramatic Reading and Performance and post show Discussion: Steubenville
- Something of Value Mock Trial
- Sexual Assault Awareness: Artist Talk
- Get to Know Your Title IX Coordinator
- Safe & Healthy Relationships: First Responders and Peer Advocates
- The Red Flags of Relationships: A Conversation
- Duquesne University hosts-The Student Summit: Become Agents of Change
- Cover the Cruiser

Annual Disclosure of Crime Statistics

Inquiries regarding these statistics may be directed to the Public Safety Department at 412.396.5745.

Duquesne University Main Campus-Pittsburgh, Pa.

The Annual Security Report, and the crime statistics included therein, are compiled by the Department of Public Safety. Crime statistics are obtained from criminal incidents reported to the Department of Public Safety and those designated as Campus Security Authorities to whom incidents may be reported. Statistics are also received from the City of Pittsburgh Police Department for inclusion in the “public property” section of the Clery Act reporting form. The statistics gathered from the aforementioned sources are then recorded by the Department of Public Safety on the Federal Bureau of Investigation Uniform Crime Reporting Form and on the Clery Act Reporting Form. (Note that there are different mandates under the Clery Act and the Uniform Crime Reporting Act for the classification and statistical counting of crimes, which may result in differences in the way statistics are counted in the following charts.) The Annual Security and Fire Safety Report containing the crime/ fire statistics and policy statements is posted on the Duquesne University website and printed copies are available at the Department of Public Safety. The Human Resources Department directs any prospective employee that inquires about the University’s crime statistics and policies to the Public Safety Department’s Annual Security Report website. Each year an email notification is sent to all enrolled students, faculty and staff which provides the exact website link to access the Annual Security and Fire Safety Report, which contains the crime/fire statistics for the previous three years.

DUQUESNE UNIVERSITY

MAIN CAMPUS, PITTSBURGH, PA CLERY ACT STATISTICS

Key to Hate Crimes Notations
Type of Bias or Prejudice

Race = ra Gender = g Religion = re National Origin = no
Sexual Orientation = s Ethnicity = e Disability = d Gender Identity= gi

	ON CAMPUS PROPERTY						NON CAMPUS PROPERTY*						PUBLIC PROPERTY						RESIDENTIAL FACILITIES					
Categories of Crime	2023	2023 Unfounded	2024	2024 Unfounded	2025	2025 Unfounded	2023	2023 Unfounded	2024	2024 Unfounded	2025	2025 Unfounded	2023	2023 Unfounded	2024	2024 Unfounded	2025	2025 Unfounded	2023	2023 Unfounded	2024	2024 Unfounded	2025	2025 Unfounded
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses																								
- Rape	6	0	2	0	1	0	0	0	0	0	1	0	0	0	1	0	0	0	3	0	2	0	1	0
- Forcible Fondling	2	0	2	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	2	0	0	0
- Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	2	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0
Burglary	1	0	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	4	0	4	0	3	0	0	0	0	0	0	0	1	0	0	0	0	0	3	0	4	0	1	0
Liquor Law Violations Referred for Disciplinary Action	113	0	214	0	179	0	0	0	0	0	0	0	1	0	2	0	0	0	108	0	209	0	161	0
Drug Law Arrests	6	0	1	0	0	0	0	0	0	0	0	0	3	0	2	0	0	0	4	0	1	0	0	0
Drug Law Violations Referred for Disciplinary Action	38	0	63	0	37	0	0	0	0	0	0	0	3	0	0	0	0	0	35	0	63	0	37	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	2	0	0	0	1	0	0	0	1	0	0	0	0	0	1	0	0	0	2	0	0	0	1	0
Dating Violence	5	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0	0	0	3	0
Stalking	10	0	1	0	6	0	0	0	0	0	0	0	0	0	0	0	0	0	5	0	0	0	3	0
Hazing	NA	NA	NA	NA	2	0	NA	NA	NA	NA	0	0	NA	NA	NA	NA	1	0	NA	NA	NA	NA	1	0

Crimes reported in the residential facilities columns are included in the on campus category.

Crimes reported in the “unfounded” column were initially reported as crimes, but through investigation were determined to have not been a criminal act.

Clery statistics are derived from crimes that have been reported to Duquesne University police, the Pittsburgh police, and from campus security authorities. They may differ from the statistics in the FBI PAUCRS which only include crimes directly reported to the Duquesne University police department.

The Clery Act was updated to begin tracking hazing statistics in the calendar year 2025; therefore, hazing statistics are not included in 2023 or 2024.

DUQUESNE UNIVERSITY

MAIN CAMPUS, PITTSBURGH, PA

CLERY ACT STATISTICS - HATE CRIMES

Key to Hate Crimes Notations

Type of Bias or Prejudice

Race = ra

Gender = g

Religion = re

National Origin = no

Sexual Orientation = s

Ethnicity = e

Disability = d

Gender Identity = gi

	ON CAMPUS PROPERTY						NON CAMPUS PROPERTY*						PUBLIC PROPERTY						RESIDENTIAL FACILITIES					
Categories of Crime	2023	2023 Unfounded	2024	2024 Unfounded	2025	2025 Unfounded	2023	2023 Unfounded	2024	2024 Unfounded	2025	2025 Unfounded	2023	2023 Unfounded	2024	2024 Unfounded	2025	2025 Unfounded	2023	2023 Unfounded	2024	2024 Unfounded	2025	2025 Unfounded
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses																								
- Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Forcible Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



CRIMINAL OFFENSES – FBI/PA UNIFORM CRIME REPORTS (UCR)

NOTE: The FBI/PA UCR crime statistics may differ from the Clery Act crime statistics due to the difference in locations, categories and report formats.

Full Time Equiv. Students	2023	7,942	2024	8,063	2025	8,117
Full Time Equiv. Employees		1,719		1,769		1,769
Total		9,661		9,832		9,886

CATEGORIES OF CRIME	2023	Crime Rate	2024	Crime Rate	2025	Crime Rate
Part One Offenses						
Criminal Homicide	0	0.00	0	0.00	0	0.00
a. Murder and Nonnegligent Manslaughter	0	0.00	0	0.00	0	0.00
b. Manslaughter by Negligence	0	0.00	0	0.00	0	0.00
Forcible Rape (02)	1	10.35	0	0.00	0	0.00
Robbery	0	0.00	0	0.00	0	0.00
Aggravated Assault	2	20.70	1	10.17	0	0.00
Burglary	1	10.35	2	20.34	1	10.12
Larceny - Theft	38	393.33	19	193.25	34	343.92
Motor Vehicle Theft	0	0.00	1	10.17	0	0.00
Arson	0	0.00	0	0.00	0	0.00
Other Assaults-Not Aggravated	5	51.75	6	61.03	3	30.35
Total - Part One Offenses	47	486.49	29	294.96	38	384.38

Part Two Offenses						
Forgery & Counterfeiting	3	31.05	18	183.08	5	50.58
Fraud	4	41.40	4	40.68	5	50.58
Embezzlement	0	0.00	0	0.00	0	0.00
Stolen Prop., Rec., Possess., Buying	0	0.00	0	0.00	1	10.12
Vandalism	6	62.11	4	40.68	4	40.46
Weapons, Carrying, Possess., etc.	0	0.00	0	0.00	0	0.00
Prostitution and Commercialized Vice (160)	0	0.00	0	0.00	0	0.00
Sex Offenses (except 02 and 160)	4	41.40	0	0.00	0	0.00
Drug Abuse Violations	24	248.42	13	132.22	10	101.15
Gambling	0	0.00	0	0.00	0	0.00
Offenses against Family and Children	0	0.00	0	0.00	0	0.00
Driving under the influence	1	10.35	0	0.00	0	0.00
Liquor Laws	26	269.12	26	264.44	18	182.08
Drunkenness	0	0.00	1	10.17	3	30.35
Disorderly Conduct	11	113.86	20	203.42	15	151.73
Vagrancy	0	0.00	0	0.00	0	0.00
All Other Offenses (except traffic)	10	103.51	6	61.03	8	80.92
Total - Part Two Offenses	89	921.23	92	935.72	69	697.96
Total	136	1407.72	121	1230.68	107	1082.34

*The Crime Rate is based on incidents reported per 100,000 FTEs. The statistics were derived using guidelines and rate formula mandated by Pennsylvania Act 1988-73, the College and University Security Act.

**UCR statistics are derived from crimes that have been reported to the Duquesne University Police.

Annual Fire Safety Report

Duquesne University is committed to fire safety and assigns this responsibility to the personnel of the Environmental Health and Safety Office and Facilities Management. As a result of the dedication of these professionals, Duquesne University was named to the Princeton Review's Fire Safety Honor Roll for 2016. From a review of 1,178 colleges and universities, only 23 have received this accolade. The Higher Education Opportunity Act became law in August 2008 and requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards and all fire related on-campus statistics. The following public disclosure report details all information required by this law as it relates to Duquesne University for the year 2025.

General Statement of Duquesne University Living Learning Centers

The Residence Halls at Duquesne University (Assumption Hall, St. Ann Hall, St. Martin Hall, Duquesne Towers, Vickroy Hall, Brottier Hall, McGinley Hall and Des Places) are covered with integrated fire sprinkler systems and redundant fire alarm monitoring systems which are monitored 24 hours per day, seven days per week by the Duquesne University Department of Public Safety

Living Learning Center	Year Fire System Installed	Fire Alarm Monitoring Done On Site (Redundant)	Full Sprinkler System	Building Fire Detection (Smoke, Heat, Ion)	Fire Doors Present	Fire Extinguishers Present	Evacuation Plans	Bedroom Smoke Detectors	Audible Alarm and Strobes	Number of Evacuation Drills (2024)
Assumption Hall	2007	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2
Brottier Hall	2005	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2
Des Places Hall	2012	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2
McGinley Hall	2024	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2
St. Ann Hall	2005	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2
St. Martin Hall	2005	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2
Towers	*	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2
Vickroy Hall	1995	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2

*Towers Fire System is upgraded with renovations each year.

Fire Safety Improvements and Upgrades

Duquesne University Facilities Management reviews the fire systems in the Residence Halls throughout the year and implements upgrades, repairs or revisions whenever issues are identified

Fire Drills

Fire drills are held for each center once per Fall and Spring Semester and are mandatory supervised evacuations for fire. The evacuation drills are conducted by Environmental Health and Safety in conjunction with Public Safety, Facilities Management and the Office of Residence Life.

Evacuation route maps are posted at strategic locations throughout the centers to identify the closest egress route. Students who fail to leave the center during a fire drill are disciplined in accordance with the policies described in the Residence Life Handbook.

Fire Safety Policies

The Office of Residence Life permits students to use UL approved hot pots, popcorn makers, coffeemakers or microwave ovens. Items not permitted include, but are not limited to, electric frying pans, toasters, toaster ovens, sandwich makers, grills, hot plates, immersion coils or any other non-UL approved appliances.

Smoking is not permitted in any Residence Hall or within 25 feet of any entrance or air intake. No open flames are permitted, including burning of incense, candles or potpourri.

The fire alarm systems are internally tested on a weekly basis and a complete inspection of the fire alarm system is conducted annually by a professional outside contractor. All fire extinguishers on campus are inspected on a monthly basis.

Reporting a Fire

In the event of a fire, students should pull the nearest fire alarm and evacuate the building. As soon as it is safe to do so, students should contact the Department of Public Safety at 412-396-2677 (campus phone x2677). If the fire event is no longer a danger, the Resident Director or the Resident Assistant should be contacted as soon as possible and the fire event reported to the Department of Public Safety.

Fire Evacuation Procedures

The policy on building evacuation from Residence Halls is located in the Residence Life Handbook and is discussed with students when they move into the center. In the case of fire, students are instructed to sound the nearest fire alarm and then evacuate the building. The evacuation procedures are:

- Remain calm
- Turn off equipment and appliances
- Check if your door is hot or has smoke around it. If so, stay in your room and wait for firefighters to evacuate you
- Close, but do not lock, doors and windows
- Proceed to the nearest exit. Use the stairs only, DO NOT use the elevators
- EXIT THE BUILDING QUICKLY AND IN AN ORDERLY FASHION
- Report to your gathering point and check in with your Floor Marshal/Supervisor
- DO NOT REENTER the building until after Public Safety officers have authorized reentry

Fire Safety Education and Training

Residence Life staff and floor marshals are trained on fire safety by Residence Life Management under the supervision of Environmental Health and Safety and Public Safety at the beginning of the Fall semester and as required in the Spring and Summer semesters. Environmental Health and Safety sponsors a campaign every September, “Fire Safety Week” offering fire safety education and hands-on fire extinguisher training with a live fire; this campaign is offered to every member of the campus community; online fire safety training is also available upon request.

Fire Fighting Services

The City of Pittsburgh Bureau of Fire provides professional firefighting service to Duquesne University. We are fortunate to have District Fire Station #4 immediately adjacent to our campus, located at Forbes Avenue and Stevenson Street. This fire station provides coverage 24 hours a day, seven days a week, and is equipped with Engine #4 and Ladder Truck #4, under the direction of a Battalion Chief.



Fire Log

The Duquesne University Department of Public Safety maintains a fire log that records any fire that occurred in an on-campus student housing facility and includes information such as the nature, date, time and general location of each fire. Any entry to the log is required to be made within two business days of the receipt of the information. The fire log for the most recent 60 day period remains open for public inspection during normal business hours. Any portion of the log older than 60 days will be available within two business days after receipt of a request for public inspection.

Emergency Phone Numbers

Duquesne University Department of Public Safety: 412-396-COPS (2677)

Pittsburgh Bureau of Police and Fire Emergency: 911

Fire Statistics

Duquesne University Department of Public Safety collects fire statistics of any fire that occurred in an on-campus Residence Hall. The statistics are also published in the Annual Security and Fire Safety Report.

LIVING/LEARNING CENTERS	TOTAL FIRES			CAUSE OF THE FIRE			NUMBER OF INJURIES THAT REQUIRE TREATMENT AT A MEDICAL CENTER			NUMBER OF DEATHS RELATED TO THE FIRE			VALUE OF PROPERTY DAMAGED BY FIRE		
	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025
Assumption Hall 1347 Bluff St.	0	0	0	NA	NA	NA	0	0	0	0	0	0	\$0	\$0	\$0
St. Ann Hall 1325 Vickroy St.	0	0	0	NA	NA	NA	0	0	0	0	0	0	\$0	\$0	\$0
St. Martin Hall 1315 Bluff St.	0	0	0	NA	NA	NA	0	0	0	0	0	0	\$0	\$0	\$0
Duquesne Towers 1345 Vickroy St.	0	1	0	NA	Unintentional- other	NA	0	0	0	0	0	0	\$0	\$1,500	\$0
Vickroy Hall 1324 Vickroy St.	0	0	0	NA	NA	NA	0	0	0	0	0	0	\$0	\$0	\$0
Brottier Hall 700 Forbes Ave.	1	0	0	Unintentional- other	NA	NA	0	0	0	0	0	0	\$50,000	\$0	\$0
Des Places Hall 1330 Locust St.	0	0	0	NA	NA	NA	0	0	0	0	0	0	\$0	\$0	\$0
McGinley Hall 1045 Forbes Ave	NA	0	0	NA	NA	NA	NA	0	0	NA	0	0	NA	\$0	\$0

McGinley Hall opened in August 2024

Emergency Response and Evacuation Procedures

University Statement:

In the event of an emergency, Duquesne University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of the responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Emergency Operations on Campus

Duquesne University places the highest emphasis on protecting the health, safety and well-being of its students, faculty, staff and visitors.

The University's Emergency Management Team (EMT) includes representation from key areas across the University. EMT meets regularly to identify and prepare for a variety of possible emergency incidents with the following key goals in mind: preservation of life, protection of property and continuity of University academic and business operations.

Emergency operations are guided by the National Incident Management System (NIMS), as established by the Federal Emergency Management Agency (FEMA). Consistent with NIMS, the University's emergency operations are modeled after the basic structure of the NIMS Incident Command System (ICS), while making adjustments as necessary to meet the unique structure or needs of the University.

Emergency Management Team:

Emergency preparedness, response, and recovery at Duquesne University is a shared responsibility. Personnel from numerous departments and offices across the University play a critical role in ensuring the safety, security, and resilience of our campus community.

- Public Safety
- Academic Affairs
- Athletics
- Auxiliary Services
- Center for Global Engagement
- Computer and Technology Services
- Conference and Event Services
- Facilities Management
- Health Services
- Legal Affairs
- Marketing and Communications
- Residence Life
- Spiritan Campus Ministry



Reporting an Emergency

There are multiple ways to contact Public Safety to report an emergency.

- Use any campus telephone to DIAL X2677 or any other telephone to DIAL 412-396-2677.
- Use the call button on any BLUE LIGHT EMERGENCY pole on campus.
- Use a RED "RING DOWN" PHONE in one of the following locations:
 - Fisher Skywalk;
 - Power Center;
 - the front desk of each Residence Hall.
- USE a "DURESS" BUTTON. Locations include: Gumberg Library, the Residence Halls, the Power Center and the Union.
- If located in Mellon Hall, Fisher Hall, Libermann Hall or Genesis Theater, use any YELLOW "CALL BOX."

Tell the dispatcher the location of the emergency, the type of emergency, if there are victims, and the caller's name, location and phone number. If conditions permit, stay on the call until the dispatcher ends the call.

Emergency Protective Actions

When an emergency condition exists, the emergency message may contain specific incident details or instructions including:

- **EVACUATE:** Leave the building or area immediately in an orderly manner.
- **LOCKDOWN:** Lock and secure yourself in a safe location to avoid contact with a threat.
- **SECURE:** Secure the building to limit access from external threats.
- **SHELTER:** Remain indoors to minimize exposure to outdoor hazards.
- **CARD ACCESS ONLY:** doors have been locked to exclude anyone without an authorized University ID
- **BUILDING CLOSED/NO ENTRY:** doors have been locked to exclude everyone

During an emergency, messages will be updated as the situation warrants, and a final message will be delivered when the emergency has been resolved.

Emergency Tips

- Always know two evacuation routes from your area.
- Know the location of fire alarms and safety equipment such as fire extinguishers, AED's and first aid kits.
- Program your phone with emergency numbers.
- Participate in evacuation drills.

Emergency Communication Methods:

Duquesne University has multiple ways of communicating the existence of an emergency to the Duquesne community. The methods described below may be used independently or collectively depending on the nature of the emergency event. Division of Marketing and Communications and/or Public Safety have responsibility for implementation of the emergency communication methods outlined on the next page.

Procedures for Disseminating Emergency Information to the Larger Community:

The Division of Marketing and Communications bears primary responsibility for maintaining and safeguarding the University's public image by preventing misinformation and the miscommunication of important information. All media inquiries during a crisis shall be directed to the Division of Marketing and Communications to ensure consistency and accuracy in communications. The designee of the President, generally the Vice President for the Division of Marketing and Communications, will serve as spokesperson or designate an appropriate spokesperson and adhere to these policies:

- To be an authoritative, reliable source of accurate information for news agencies and the public
- To determine the content of the message
- To issue the University's first statement/news release as soon as possible after being notified of the emergency and provide periodic updates to news agencies
- To coordinate and manage media briefings and interviews
- To coordinate with relevant departments to distribute all information to students, staff and faculty at the same time it is released to the public
- To coordinate with appropriate external public relations counterparts in other agencies
- To designate and coach additional spokespeople as the situation evolves.

When determined necessary by the Emergency Management Team and/or the University administration, parents or guardians will be contacted by the Division of Student Life staff, in consultation with Division of Marketing and Communications to explain any existing emergency and Duquesne's response.

Declaration of Emergency:

Only the following University personnel have authority to declare an emergency, determine its level of significance and activate the University Emergency Operations Plan:

- University President
- Senior Vice-President for Student Life
- Assistant Vice President for Public Safety
- Director of Emergency Management and Threat Assessment
- OR, their designees

Emergencies have various levels of significance and impact. They include, but are not limited to, terrorist attacks, minor or major fire, domestic water contamination, extended power outage, minor or major chemical spill, severe storms, bomb threats, hate crimes, assaults and contagious disease outbreak. Below is the description of procedures the University will use to confirm an emergency and to initiate notification.

- The Assistant Vice President of Public Safety shall consult with University administration regarding the incident and the possible need for a declaration of a Campus State of Emergency.
- The Authority to declare the significance and scope of a Campus Emergency rests with the University President or designee.
- The declaration of an escalated emergency level automatically triggers the implementation of the Emergency Operations Plan. The Department of Public Safety will contact all Emergency Management Team members and inform them that a significant emergency has been declared by the President or designee.
- The Emergency Operations Center (EOC) will be established as soon as possible.
- All Emergency Management Team members must report to the identified Emergency Operations Center.
- If an emergency of significance is declared, it may become necessary to restrict access to specific areas on campus to authorized individuals. Only those authorized individuals who have been assigned emergency response duties will be allowed to enter the area or building affected by the incident.

Test of Procedures:

The University tests evacuation procedures twice a year. Documentation of these tests, including dates, times, description of the exercises are filed in the office of Environmental Health and Safety. Emergency response procedures are tested once each semester through announced tests of the DU Alert System and Outdoor Warning System. Emergency response procedures will be included with the test announcement.

A functionality test of the DU Alert System is conducted randomly throughout the year and a functionality test of the Outdoor Warning System is conducted daily. The tests may either be announced or unannounced.





DUQUESNE IN ROME PROGRAM

Duquesne University students have the opportunity to study for one semester in Rome at the Duquesne in Rome Program. An impressive group of largely Rome-based faculty, as well as an occasional visiting professor from the home campus, teach regular or summer session Duquesne University courses at the site so students can experience the richness of this environment while making normal progress toward their degree. This program is managed by Duquesne University's Center for Global Engagement.

The Program Grounds

The Duquesne program is housed with the Sisters of the Holy Family of Nazareth on a beautiful and safe property west of downtown Rome and just beyond Vatican City and St. Peter's.

- The program is within a secure, walled property enclosing beautiful gardens and walkways. The program is gated, requiring the use of an issued student access code to gain entry. This same access code is also required to gain entry to the residence hall. The program also has a limited number of security cameras.
- Duquesne University leases one multi-story building which contains the residence hall, kitchen and dining facility, classrooms, and business offices. Some classes are held 'on-site' throughout the historic, cultural and religious sites of Rome.
- The staff includes a full-time Director and an Assistant Director, as well as a live-in Residence Life staff who assists with student needs, conduct, and emergencies in the program. The Residence Life team reports to the Director and Assistant Director.

Italian Campus Annual Security Report

Crimes are reported to the Director of European Programs. Police services are provided by the Questura di Roma "Aurelio" Police Department, Via Aurelia, 660, Rome, Italy.

All policies and procedures (fire safety, student conduct, drug, alcohol, weapons, sexual violence, relationship violence, missing student, etc.) of the Main program of Duquesne University apply to the Duquesne in Rome, and students of both programs are held to the same high standards of conduct and expectations.

The Director of European Programs is responsible for maintaining the Duquesne in Rome daily crime log and fire log. The Clery crime statistics from the Duquesne in Rome program are obtained from criminal incidents reported to the Director of the European Programs



and forwarded to Duquesne's Department of Public Safety for inclusion in the Annual Security Report. Police services at the Duquesne in Rome program are provided by the Questura di Roma "Aurelio" Police Department, Via Aurelia, 660, Rome, Italy. Duquesne in Rome employs an overnight security guard on the premises. All emergencies, including medical, crimes and fires are to be reported to the Director of European Programs who shall immediately assist the student with contacting the appropriate Italian emergency officials; this will ensure that potential language barriers do not prevent the student from obtaining the proper help. Italy has an emergency three-digit telephone system like the American '911.' The General Emergency number is 112.

The criteria for an immediate emergency notification are the same for both the main Duquesne University program and the Duquesne in Rome program. The Director of the European Programs in consultation with the Executive Director of the Center for Global Engagement is responsible for issuing emergency notifications and timely warnings at the Duquesne in Rome Program. Emergency notification is made by mass text messaging to every student and faculty member in Rome; all members of the Duquesne in Rome Program are required to have a cell phone available at all times while attending the program.

Italian Program-Rome, Italy

For further information, please see duq.edu/academics/study-abroad.

DUQUESNE UNIVERSITY

Key to Hate Crimes Notations

Type of Bias or Prejudice

Race = ra

Gender = g

Religion = re

Sexual Orientation = s

Ethnicity = e

Disability = d

ITALIAN PROGRAM, ROME, ITALY CLERY ACT STATISTICS	ON PROGRAM PROPERTY			NON PROGRAM PROPERTY			PUBLIC PROPERTY			**RESIDENTIAL FACILITIES		
	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025
CATEGORIES OF CRIME												
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0
LIQUOR LAW ARRESTS	0	0	0	0	0	0	0	0	0	0	0	0
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	8	0	0	0	0	0	0	0	0	0
DRUG LAW ARRESTS	0	0	0	0	0	0	0	0	0	0	0	0
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION ARRESTS	0	0	0	0	0	0	0	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0
REFERRED FOR DISCIPLINARY ACTION												
HATE CRIMES	0	0	0	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0	0	0	0
STALKING	0	0	0	0	0	0	0	0	0	0	0	0
Note: No crimes have been classified as "Unfounded" during the years 2022 through 2024. **CRIMES REPORTED IN THE RESIDENTIAL FACILITIES COLUMNS ARE INCLUDED IN THE PROGRAM CATEGORY.												

Italian Program Fire Safety Report

The Duquesne in Rome program meets or exceeds all of the requirements of the Fire Code for Rome, Italy. The facility is equipped with fire hoses and fire extinguishers on every floor, as well as smoke detectors in every room. Heat detectors are present in the kitchen area and a redundant fire alarm system is used in the building. There have been no fires reported at the Duquesne in Rome program for the previous three calendar years. Fire and emergency evacuation procedures are reviewed with the students and faculty by the Duquesne in Rome program staff upon the students' arrival at the program. A fire drill is conducted each semester. To report a fire in Rome, dial '115.'

Important Phone Numbers

Center for Global Engagement

Dr. Joe DeCrosta, Executive Director
decrosta@duq.edu
601 Student Union, Duquesne Campus
412.396.6113

Director of European Programs

Michael Wright
wrightm@duq.edu
Duquesne in Rome Daytime phone number –
011-39.06-6152-2811

For off-hour emergency contact with the Duquesne in Rome, please contact the In Case of Emergency phone number, which is answered by the Residence Life staff on duty: (+39) 342.573.7312.

OR Department of Public Safety at 412.396.2677.

Important Phone Numbers while in Rome

- Questura di Roma "Aurelio" Police – dial 112 in Emergency
- Department, Via Aurelia, 660, Rome, Italy
- City Police Rome Tel: (+39) 06-67691
- Central Police Station (Rome) Tel: (+39) 06-4686
- Italian Red Cross (Ambulance Emergency) Tel: (+39) 06-5510

U.S. Embassy ROME

- Mailing address: via Vittorio Veneto 121 – 00187 Roma
- Website: italy.usembassy.gov
- Telephone (switchboard): (+39) 06-46741



DUQUESNE IN DUBLIN

Students also have the opportunity to study for a semester in Dublin, Ireland, where Duquesne University has partnered with the University College Dublin to offer an exceptional learning experience. Our students are provided housing accommodations on UCD's campus. At the Duquesne in Dublin program, students will take one course offered by Duquesne University and up to five courses at the nearby University College Dublin (UCD) alongside fellow Irish students.

Security

All policies and procedures (fire safety, student conduct, drug, alcohol, weapons, sexual violence, relationship violence, missing student, etc.) of the Main campus of Duquesne University apply to the Duquesne in Dublin program and students of both campuses are held to the same high standards of conduct and expectations.

Duquesne partners with the International Learning Academy (ILA) in Dublin, which is responsible for maintaining the Dublin daily crime log and fire log. The Clery crime statistics from the Duquesne in Dublin program are obtained from criminal incidents reported to the International Learning Academy and forwarded to Duquesne's Department of Public Safety for inclusion in the Annual Security Report. All emergencies, including medical, crimes and fires are to be reported to the International Learning Academy who shall immediately assist the student with contacting the appropriate Dublin emergency officials. Ireland has an emergency three-digit telephone system like the American '911.' The three digit emergency telephone number in Dublin, Ireland is 999 for Police, Fire, Ambulance and General Emergency.



St. Michael's House

The criteria for an immediate emergency notification are the same for both the main Duquesne University program and the Duquesne in Dublin program. The Director of European Programs in consultation with the Executive Director of Global Engagement is responsible for issuing emergency notifications and timely warnings at the Duquesne in Dublin program. Emergency notification is made by mass text messaging to every student and faculty member in Dublin; all members of the Duquesne in Dublin program are required to have a cell phone available at all times while attending the program.



Irish Program-Dublin, Ireland

The Clery statistics from the Duquesne in Dublin program are obtained from criminal incidents reported to the International Learning Academy and from the Irish national police, the “Garda”; they are forwarded for inclusion in the Annual Security Report. Police services are provided by Donnybrook Garda Station, 43 Donnybrook Road, Dublin 4, Ireland. Any criminal incident should be immediately reported to both the International Learning Academy and the local ‘Garda.’

The Duquesne in Dublin program, by definition, is classified as “Non-Program Property” by the Clery Act.

DUQUESNE UNIVERSITY

IRISH PROGRAM, DUBLIN, IRELAND CLERY ACT STATISTICS	NON PROGRAM PROPERTY		
	2023	2024	2025
CATEGORIES OF CRIME			
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
MOTOR VEHICLE THEFT	0	0	0
ARSON	0	0	0
BURGLARY	0	0	0
SEX OFFENSES, FORCIBLE	0	0	0
SEX OFFENSES, NON-FORCIBLE	0	0	0
LIQUOR LAW ARRESTS	0	0	0
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0
DRUG LAW ARRESTS	0	0	0
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0
ILLEGAL WEAPONS POSSESSION ARRESTS	0	0	0
ILLEGAL WEAPONS POSSESSION VIOLATIONS	0	0	0
REFERRED FOR DISCIPLINARY ACTION			
HATE CRIMES	0	0	0
DOMESTIC VIOLENCE	0	0	0
DATING VIOLENCE	0	0	0
STALKING	0	0	0
NOTE: No crimes have been classified as “Unfounded” during 2023 through 2025			

Key to Hate Crimes Notations
Type of Bias or Prejudice

Race = ra Gender = g Religion = re
Sexual Orientation = s Ethnicity = e Disability = d

Important Phone Numbers

Center for Global Engagement
601 Student Union, Duquesne Main Campus
412.396.6113

Important Phone Numbers while in Dublin:
Garda Station (Police) – dial 999 or 112 in an emergency
Telephone: +353 (0)1 666-8000
4-6 Store St.
Dublin 1, Ireland

U.S. Embassy Dublin
42 Elgin Road
Ballsbridge, Dublin 4, Ireland
Telephone: +353 (0)1 668-8777
(During Business Hours)

ILA Dublin
Francis Kelly
francis@iladublin.com
+353 8624876741

Colin Hogan
colin@iladublin.com
+353 860284411

ILA Dublin
39 Parnell Square West
Dublin 1, Ireland

For more information, please see
duq.edu/academics/study-abroad.



Notes

IMPORTANT NUMBERS

EMERGENCY

On Campus

Duquesne University Police
412-396-COPS (2677)

Off Campus

911

MEDICAL TREATMENT

Student Health Service,
Duquesne Union Atrium, 2nd Floor
412.396.1650

*Hours: Mon.-Thurs. 7:30 a.m. – 6 p.m.,
Fri. 7:30 a.m. – 4 p.m.*

UPMC Mercy Hospital
Emergency Room Services 412-232-8222

OFFICE OF TITLE IX AND SEXUAL MISCONDUCT

Title IX Coordinator and Director of Sexual
Misconduct Prevention and Response
Union, Room 339
412-396-2560

OFFICE OF INTERNATIONAL PROGRAMS

601 Student Union
Duquesne Campus
412-396-6113

POLICE (Non-Emergency)

Duquesne University Police
non-emergency 412-396-6002
Pittsburgh Police
non-emergency 412-255-2827

EMOTIONAL SUPPORT

University Counseling and
Wellbeing Center
412-396-6204

Spiritan Campus Ministry 412-396-6020
Pittsburgh Action Against Rape (PAAR)
1-866-363-7273

Center for Victims of Violent Crimes
412-392-8582

RESIDENCE LIFE MAIN OFFICE

Office of Residence Life 412-396-6655

RESIDENT DIRECTORS

Assumption 412-396-5047

Brottier 412-396-1442

Des Places 412-396-2474

McGinley Hall 412-396-5111

St. Ann's 412-396-5083

St. Martin's 412-396-5095

Towers 412-396-5089

Vickroy 412-396-4211

STUDENT CONDUCT

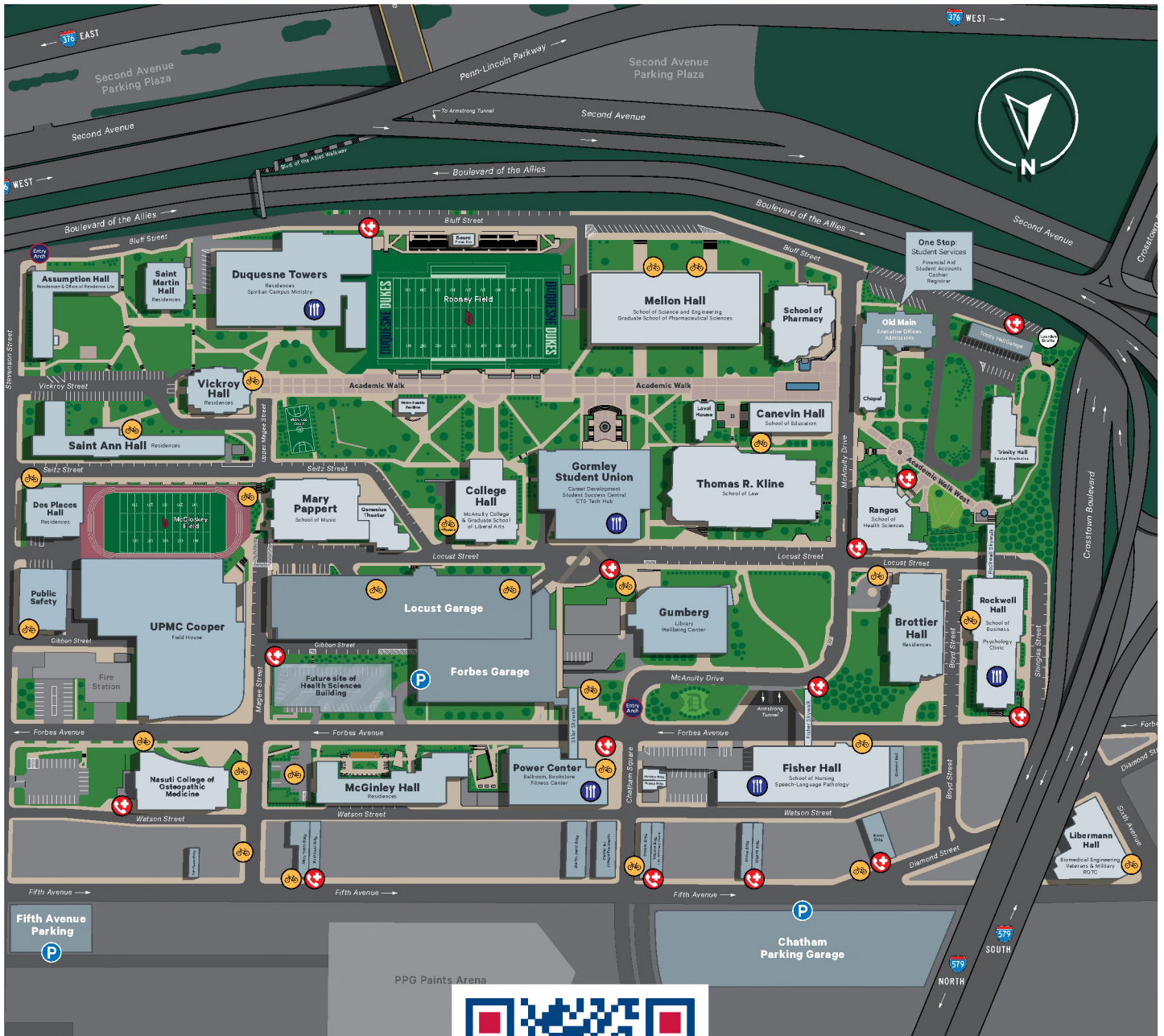
Director: 412-396-6642

CAMPUS COMMUNITY RISK TEAM (CCRT)

Department of Public Safety
412-396-2677



Campus Map



SCAN HERE FOR
MOBILE MAP

