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Mission Statement

The Paralegal Institute’s mission is to prepare students for careers as professional paralegals by providing a well-balanced, fully integrated education including substantive knowledge, practical skills and a perspective of themselves and the community that enable them to perform effectively in a variety of legal settings.

Graduates Will:

- Understand the fundamentals of the legal system, its processes and alternatives
- Be capable of thinking creatively and in a legally sophisticated way about the complex and varying legal issues that they may encounter
- Understand the rules of professional conduct governing lawyers and their application to paralegals in all employment settings
- Develop analytical and judgment abilities and be capable of performing legal and factual research using both traditional and emerging technology tools
- Develop knowledge and understanding of substantive law and legal principles in one or more areas of practice
- Develop sound legal writing and oral communication skills
- Be capable of applying knowledge management and organizational skills in the legal setting

The Paralegal Institute Will:

- Stay abreast of changes in the delivery of legal services in the community and respond to the growing need for well-educated individuals trained to assist lawyers in providing a variety of legal services
• Provide students with an understanding and appreciation of how the legal system works and the role of paralegals
• Provide an education that emphasizes the importance of research, writing, technology literacy, and professional responsibility, including pro bono service
• Evaluate curriculum and services on a regular basis and incorporate changes identified through that process
• Engage instructors with outstanding practical experience and communication skills, and foster their professional development
• Promote an appreciation and respect for others

Paralegal Institute Code of Civility

Adherence to standards of professional responsibility and civility are cornerstones of an effective and enlightened education. Students and faculty must always be mindful of how their conduct appears and affects those around them and each other. The following standards are intended to guide students and faculty in how to conduct themselves in a way that preserves the dignity and honor of the University, the School of Law and the Paralegal Institute.

Student and faculty conduct is to be characterized by professional integrity and personal courtesy to the fullest definition of these terms. As learning is the foundational goal of the Paralegal Institute, uncivil or demeaning conduct undermines and impedes a nurturing education environment. Students and faculty are strongly encouraged to commit to the principles that are designed to encourage students and faculty to meet their obligations toward each other and to the educational opportunities available to students at the Paralegal Institute.

Faculty Duties to Students and the Paralegal Institute

1. Faculty must maintain control of the classroom and ensure that instruction is conducted in a civil manner.

2. Instructors should show respect, courtesy and patience to students by treating every student with civility.
3. Instructors should not use hostile or demeaning words in oral and/or written communications with students.

4. Instructors should address inquiries and resolve students’ issues with their respective courses in a timely and fair manner.

5. Instructors should cooperate with all other instructors to maintain the best interest of students and the Paralegal Institute.

6. Retaliation in any way, shape, or form against a student for using the redress process listed below will not be tolerated.

**Students’ Duties to Faculty and the Paralegal Institute**

1. Students have the responsibility to maintain academic integrity and other standards of academic performance as established by University policies and regulations. Please consult the Duquesne University policy on academic integrity.

2. Students are responsible for acting in a manner that promotes an atmosphere of learning, free expression, and respect for the rights, dignity and worth of every individual in the University community. Civility with his/her fellow students, instructors, and administration is expected at all times of every student. Name-calling, demeaning comments, disparaging personal remarks, acrimonious speech or conduct, disruptive behavior and the like will not be tolerated.

3. Students are to be respectful of instructors’ responsibilities as instructors and considerate of instructors’ time particularly when due dates and deadlines are set and/or require alteration at the instructor’s discretion.

4. The Institute presumes a baseline of academic training in terms of independent study skills, writing mechanics, and research capabilities that are commensurate with possessing a baccalaureate degree from an accredited university or college.

5. The bar of professionalism in the student body is based in the principles of the legal field and the fact that Institute instructors are representatives of the legal community.
6. If an issue or a complaint should arise, students should feel free to seek redress, as the Institute encourages students to articulate their views. The steps for resolving such issues are as follows: a) speak directly with the instructor in private about the issue; after meeting with the instructor, if the issue has not been resolved, the student will b) speak with, meet with or write to the Program Director. Every complaint will be fairly adjudicated in accordance with the guidelines of the University and the philosophical direction of the Institute. The purpose of the internal process is to facilitate the informal resolution of complaints in a timely manner.

Minor issues may be discussed with the student representative to the Institute’s advisory board. Matters discussed with the student representative will be kept confidential, to the extent possible.

7. Academic evaluation of student performance shall be neither prejudicial nor capricious. The Program Director is not able to change a student grade, based on University policies. If a student is seeking a grade change or a grading dispute arises between an instructor and a student, the student should first approach the instructor to see if, at the instructor’s discretion, an alternative reasonable accommodation can be made for the student with respect to the final exam or final project.

If a student alleges retaliation or some kind of unfair treatment in grading as a violation of academic integrity, the student should contact the Associate Dean of Legal Programs of the School of Law and should follow procedures for addressing such complaints.

Disciplinary Code

As a Paralegal Institute student, you are part of the Duquesne University community and member of the School of Law family. The Paralegal Institute embraces the missions of the University and the School of Law. To that end, you are expected to abide by the policies with regard to academic integrity and in your interactions with other students, faculty, and administrators. If there are infractions to Institute, School of Law or University academic integrity policies, the disciplinary code of the University will be enforced. The Code can be found at http://law.duq.edu/academics/registrar/policies-procedures/disciplinary-code.
School of Law Mission Statement

Duquesne University School of Law is a Catholic law school that trains students to become excellent lawyers with a high degree of professional skill and a special sensitivity to ethical and moral concerns. As the only Spiritan law school in the world, we serve God by serving students, imparting to them academic, analytical, and practical skills essential to applying legal principals to actual problem-solving for the good of individual clients, for the betterment of society, and in furtherance of justice.

Duquesne University Mission

Duquesne University of the Holy Spirit is a Catholic University, founded by members of the Congregation of the Holy Spirit, the Spiritans, and sustained through a partnership of laity and religious. Duquesne serves God by serving students – through commitment to excellence in liberal and professional education, through profound concern for moral and spiritual values, through the maintenance of an ecumenical atmosphere open to diversity, and through service to the Church, the community, the nation, and the world.

More about the Mission of Duquesne University is online at www.duq.edu/about/mission-and-identity.

REGISTRATION

All new students are encouraged to meet with the Program Director prior to registering for classes. During this advising meeting, students will develop a course plan. Course selection must follow a reasonable sequence. Students may select courses of interest as long as students complete any prerequisites required for particular courses. Students may take one or more courses per term in the evening program.

The full-time summer day program has a set curriculum that follows an established schedule and sequence. Summer day program students are required to meet in person or by telephone with the Program Director prior to the beginning of classes.
Registration for all students in the School of Law Paralegal Institute precedes the commencement of classes for each term. All new students are advised to register for 501 Introduction to the Legal System/Paralegalism.

Beginning with the Fall 2018 term, students can self-register for classes.

If a course has fewer than five registrants, the course will be cancelled. All other course cancellations are at the discretion of the Academic Status Committee (Associate Dean and Program Director).

**International Students**

For admission to the Paralegal Institute, international students must demonstrate English language ability that meets or exceeds a TOEFL examination score of 90, with a score in all subsections of 20 or higher for listening, writing, and reading. International applicants must successfully complete an admissions interview to establish fluency. An IELTS examination score of 7 is acceptable in lieu of the TOEFL examination.

International students who are non-native English speakers will be allowed the use of a common-language (i.e., not legal) translating dictionary from their native language into English during examinations.

International students must also contact the Duquesne University Office of International Programs upon acceptance to the Paralegal Program. You can find the Office of International Programs at [http://duq.edu/admissions-and-aid/international](http://duq.edu/admissions-and-aid/international). The office e-mail address is intladmissions@duq.edu.

**Provisional Students**

The Paralegal Institute admits students who have not earned an undergraduate degree but who have worked in the legal environment for many years and who have performed paralegal/law related tasks. Under no circumstances will the Paralegal Institute admit more than 10% of its new student population in provisional status in any given calendar year.

Upon admission in provisional status, the student will be allowed to take only 501 Introduction to the Legal System/Paralegalism during his/her first term. The provisional student must earn a grade of B or better in this course. Thereafter, the student will be allowed to proceed through the program at his/her own pace.
If the provisional student does not attain a B grade or better, he/she may repeat the course one time only at his/her expense to earn a B or better grade before being admitted in regular status to the Paralegal Institute.

**Tuition and Billing Policies**

Arrangements must be made with the Student Accounts office for payment of tuition and fees. Once students register, Student Accounts will electronically bill students using student university email accounts. Tuition payment options are available through Student Accounts. Duquesne University does not mail out paper bills or statements. You can learn more about tuition requirements, ebills and payment options by going to [www.duq.edu/admissions-and-aid/student-accounts-billing](http://www.duq.edu/admissions-and-aid/student-accounts-billing).

Any student who is in debt to the University at the end of any term will not be eligible to register for the next term until the balance is below acceptable indebtedness as determined by the Student Accounts office. No student may be graduated from the Institute, program completion confirmed to any entity, receive an official transcript or be able to participate in any student or graduation programs or awards until all financial obligations to the University have been satisfied.

Students desiring payment of their tuition and other charges for the term by installments should contact the Student Account Office in the University Administration Building. The Paralegal Institute does not administer loan programs. Students who wish to apply for loans should contact the University Financial Aid Office at faoffice@duq.edu or by phone at 412-396-6607.

**Course Withdrawal**

If a student finds it necessary to withdraw from the Paralegal Institute or an Institute course, the student must notify the Paralegal Institute in writing. By withdrawing from the Institute or from a course, students are subject to the following tuition refund policy:

- 100% - Prior to the beginning of the first week of class
- 80% - Prior to the beginning of the second week of class
- 40% - Prior to the beginning of the third week of class
- 20% - Prior to the beginning of the fourth week of class
- 0 - After the fourth week of class
Students may not withdraw from a course with a “W” on their transcripts after the fourth week of class. Any withdrawal after the fourth week of class will result in a failing grade on the student’s transcript. Medical withdrawals require withdrawal from all classes for the term and require a signed statement from a physician stating that the student is medically unable to attend class(es). Fees are not refundable.

**Course Audit**

Students may audit a course. However, students must register for the course to be audited and indicate on the registration form that the course is being audited. The same rate of tuition and fees apply to courses being audited. Students may not change to audit status after the first class meeting. Likewise, audited courses may not be changed to matriculated units.

Audited courses do not count toward the number of courses required to earn a certificate.

**Academic Standards**

All students must maintain a cumulative quality point average of 2.5 in course work in order to be eligible for graduation. If a student’s cumulative quality index falls below 2.5 at the end of the first or second term, he or she will be placed on academic probation. A student on probation is expected to achieve at least a 2.5 average the following term, or be subject to possible dismissal. Students must complete the certificate in no more than one and a half (1 ½) years. Exceptions and special circumstances can be discussed with the program director.

The grading system at the Paralegal Institute is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>94 - 100</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
<td>90 - 93</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>83 - 86</td>
</tr>
<tr>
<td>B-</td>
<td>2.75</td>
<td>80 - 82</td>
</tr>
<tr>
<td>B+</td>
<td>3.25</td>
<td>87 - 89</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>70 - 74</td>
</tr>
<tr>
<td>C+</td>
<td>2.25</td>
<td>75 - 79</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>60 - 69</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>60 - 69</td>
</tr>
</tbody>
</table>

Courses graded “I” (Incomplete) or “W” (Withdrawal) do not earn CEUs, and if required for program completion, must be repeated and passed.

**“Incomplete” Grade Policy**
Students receiving an incomplete ("I") grade have six weeks (three weeks in the summer day session) from the original due date to complete course requirements. If the requirements are not met within six weeks (three weeks – summer), the “I” grade will be changed to an “F.”

Transfer Policy

Although transfer credits are typically not accepted into the paralegal program, each request will be evaluated on an individual basis. Courses being considered for transfer must have been taken within the past five years from an ABA approved paralegal program. Only course grades of “B” or better will be considered for possible transfer. No more than two courses will be considered for transfer. Under no circumstances will an ethics or professional responsibility course be considered for transfer and must be taken at the Paralegal Institute.

Placement

While the Institute cannot guarantee employment, every effort is made to equip students with the skills needed to find law-related positions. Law firms, businesses and government agencies contact the Institute seeking candidates for vacancies. Current position openings are posted online found on the Paralegal Institute website Job Board and are available to all Paralegal Institute students and alumni. Students and graduates are encouraged to work with the campus Career Services office and off-campus placement firms. A list of placement firms is available at the Paralegal Institute offices.

Internships

Students are encouraged to pursue an internship to enhance their paralegal studies. Opportunities are available with law firms, government agencies, health care agencies, social service agencies and corporations. Students must successfully complete sixteen (16) hours per week for ten (10) weeks, and create a project portfolio, to earn elective units toward a certificate. Internships are available during each term. For more information, please contact the program director at 412-396-1643.
LEX Honor Society

The Paralegal Institute maintains a chapter in the National Honor Society for Paralegal Studies, Lambda Epsilon Chi (LEX). Students who have completed seven (7) courses at the Institute and who have a minimum 3.5 QPA become eligible for membership.

ACADEMIC POLICIES

The Paralegal Institute reserves the right, at any time, to change its academic policies, requirements, schedules, class locations, or course offerings, and to terminate the enrollment of any student whose academic performance is not in accord with the program policies.

Paralegal Institute School Calendar

The Paralegal Institute has a separate calendar from that of the University. Individual copies of the Paralegal Institute calendar may be obtained from the Institute office in Libermann Hall – Mezzanine Level. The Institute reserves the right to change or alter its calendar or courses at any time. The fall (September – December), winter (January – March) and spring (March – June) terms each consist of 11 weeks of study. New students may begin the program at the beginning of one of these terms. The summer day program classes typically run from early-June through the end of August.

Official Student Email Policy

Your Duquesne University personal email account is the official method of communication for Duquesne administrative matters. You are required to check your account for time-critical notices such as billing notifications, important alerts or administrative notices requiring a timely response. You may adjust your email account to forward to your non-Duquesne email account. Please contact the CTS Help Desk if you need assistance.

Notice will be considered received one day following the date the notice is posted to your Duquesne email account. Failure to check your email account does not excuse or exempt you from any actions required of you by the University.

Other Announcements
Announcements concerning Paralegal Institute closings due to inclement weather or other special circumstances are available at 412-396-1700 and online at www.duq.edu. If the University is open, the Paralegal Institute is open.

**Academic Advice**

Students experiencing academic difficulties in any course are strongly encouraged to schedule an appointment with their instructor(s) as soon as possible. Once students have met with their instructor(s) and determine added assistance is necessary, students should contact the program director to assist, if necessary, with resources available at the University.

Regarding matters of course selection and sequencing, students should make an appointment and meet with the program director for advisement.

**Class Attendance**

**Regular and punctual attendance at all classes is mandatory,** and the following policy shall apply to all courses at the Paralegal Institute. Faculty members are not required to announce attendance rules at the start of the term in which the course begins, unless implementing a stricter attendance standard than that set forth below. A student who misses more than 20% (2 three-hour class sessions) of scheduled classes for a course in any term without good cause, as determined by the faculty member, will receive a grade of “F” in that course and receive no credit, regardless of whether the course grade is based on one or more quizzes, exams, papers, or projects. In the discretion of the instructor, student’s late arrival or lack of preparation for class may be counted by the instructor as an absence.

Students who are notified that they will fail an elective course due to excessive absences may petition the Academic Status Committee (the Associate Dean of Legal Programs and the Program Director) for relief; however, the sole relief that may be granted, in the discretion of the Committee, is to convert the “F” to a withdrawal from the course. This relief will be granted only if good cause is provided by the student to the Committee in advance of its consideration of the student’s petition, and only if the course instructor acquiesces.

**Any absences for an extended period of time, due to illness or other exigent circumstances, must be reported to the Program Director.**
If a class is cancelled for any reason, the class session must be made-up. If an instructor is late for the scheduled start time of the class, students are expected to wait for 15 minutes before leaving unless prior notification by the instructor or Institute administration is provided to the class.

**Special Needs and Religious Observance Accommodations**

Any student with special needs who desires accommodations for examinations or other class-related needs must contact the Duquesne University Office of Special Services at 412-396-6657 to begin the process of documenting the condition that warrants accommodations. Students are encouraged to begin this process as soon as possible. Once a condition is formally documented, the Office of Special Student Services will determine the accommodations that are appropriate for the student, and will notify the Paralegal Institute’s Program Director. Students must complete this process in order to be afforded accommodations at the Paralegal Institute. Duquesne University’s policy with regard to accommodations for disabled students is available online at: [www.duq.edu/special-students](http://www.duq.edu/special-students).

Students whose religious practices preclude them from taking exams on certain days of the week are strongly encouraged to check with their instructors as early as possible during each term and to contact the Paralegal Institute Program Director to request an individual re-scheduling of the course examination, if needed.

**Examinations**

Failure to take an examination or to submit any papers or projects on the time and date required for the course could constitute a failure of the course. Final examinations, papers or project schedules will not be altered except for compelling reasons such as serious illness or serious family emergencies. Make-up examinations, papers or projects requests will not be granted based on personal schedule conflicts or a conflict with personal commitments such as weddings and vacations except at the discretion of the instructor. In such instances, the student is responsible for scheduling any proctored make-up work with the instructor. Students may also contact the Program Director to schedule a make-up exam at the Paralegal Institute Office. The student must speak with and confirm with their instructor the day and time that the make-up exam will be taken at the Paralegal Institute office.

Instructors will proctor examinations and will establish the rules for their courses with regard to examinations.
Grading Class Performance

A student’s classroom performance may be incorporated into a course grade only in the following quantifiable ways, fairly applied to all students in a course:

1. An instructor may reduce students’ grades based upon class absences, no matter the reason for the absence, so long as the reduction is based upon policies announced at the start of a course and applied in a consistent manner to all students in the class during the term.

2. An instructor may grade students on the quality of their performance on assigned tasks, such as presentations, exercises, and being “on call” for class discussion, so long as all students in the class are assigned the same or comparable tasks during the term.

3. An instructor may reduce students’ grades based upon their lack of preparation for classroom discussion, so long as all students are required in the same manner to be prepared to contribute to classroom discussion and a record is maintained of all the students’ contributions during the semester.

In courses in which grades are not based on anonymous examinations, the instructor shall make available to each student all the information above that was used to calculate a final grade.

Notification of Final Grades

Students can view all final grades in Self Service Banner using a Multipass account number. Students are responsible for changing and maintaining their Multipass, current local address, telephone, and other contact information in DORI. Accordingly, students should review their contact information each term for accuracy. If you need to make changes to your permanent address, please contact Ginny Zaccari or Amy Weston at 412-396-1643. The Paralegal Institute will not provide students with information about grades, quality point averages and related matters over the telephone.

Review of Graded Examinations/Assignments
Any student wishing to review a graded examination must contact the course instructor and arrange a time and place to review the student’s examination.

Grade Correction Procedure

A student who wishes to challenge a final grade must discuss the grade with the course instructor no later than thirty (30) days after the grade was posted. The instructor must inform the student of his/her decision regarding the grade challenge no later than twenty (20) days after the discussion with the student.

An instructor who believes a grade correction is warranted must submit a grade correction request to the Program Director.

A student may appeal an instructor’s refusal to change a grade by petitioning the Academic Status Committee no later than sixty (60) days after notice to the student of the instructor’s decision. An affirmation of the instructor’s decision by the Committee will be final.

Leave of Absence/Stop Out from School

If a student is unable to complete a term’s work, or is unable to return the next regular term, the student may take a leave of absence/stop out, until such time as the student is able to return to the Paralegal Institute. If the leave of absence/stop out is for longer than one (1) year, the student must request readmission to the Institute and resume the program under the requirements in effect at the time of readmission. Students who stop out for longer than one year may be required to retake certain courses in subjects in which substantial changes normally occur, such as advances in online research tools or any other substantial changes to a practice area.

Students are encouraged to return to the Institute and discuss their individual situations and options available with the Program Director.

TUITION FUNDING

Funding can take many forms.

The School of Law Paralegal Institute suggests several options to students for funding the program. The School does not provide funding but encourages students and
prospective students to explore all options. Non-credit certificate programs and courses are not eligible for federal financial aid. However, there are other sources for funding that should be considered.

Options:

- Private Education Loans
- Veterans Benefits/ GI Bill – potential funding for Military/veterans and dependents
- Employer Education Assistance/Training Budgets
- WIOA (formerly Workforce Investment Act)
- TAA (Trade Adjustment Act)
- Register for Courses over Multiple Terms (one or two courses per term)

**Private Education Loans (Alternative Education Loans)**

Students may choose to finance the program through the Pennsylvania Private Loan Marketplace. Information is available through the University’s Financial Aid website: [www.duq.edu/admissions-and-aid/financial-aid/loans](http://www.duq.edu/admissions-and-aid/financial-aid/loans). To use this option, students should contact lenders directly to verify they make available loans for non-credit professional certificate programs. The University recommends that students apply with co-signers to secure the best possible interest rates. Students can find private loan information using the Private Student Loan Marketplace (Alternative Education Loans) at pennsylvania.privateloanmarketplace.com.

**Veterans Benefits/GI Bill**

The Department of Veterans Affairs has various programs available. Please go to the Veterans website for more information and instructions. Once the Department of Veterans Affairs approves benefits, please contact the University Registrar’s Office at 412-396-6211.

**Employee Education Assistance/Training Budgets**

Some employers offer tuition assistance for employee training and education. Information about creating a tuition reimbursement account with an employer is available through the University’s Student Accounts Office, 412-396-6585. Students
should explore with employers the availability of funds through employee training budgets for professional development.

**Workforce Innovation Opportunity Act (WIOA) and Trade Adjustment Act (TAA) Funding**

The Paralegal Institute has been approved as an education provider for programs administered through Pennsylvania Career Link programs. These programs serve individuals who have experienced reductions in workforce events, or other events that adversely affected employment, and who are seeking training to enter a new career field. Funds are administered through local PA Career Link offices. Some offices have specifically trained career counselors who work with eligible individuals. The offices below handle WIOA and TAA funding.

The offices for Allegheny County are:

- **PA Careerlink® DOWNTOWN Pittsburgh**
  - Mon. - Wed. Fri: 8:30 – 4:15, Thurs: 9:00 – 4:15
  - 304 Wood Street
  - Pittsburgh, PA 15222
  - 412-552-7100

- **PA Careerlink® ALLEGHENY EAST**
  - Mon. - Wed. Fri: 8:30 – 4:15, Thurs: 9:00 – 4:15
  - 2040 Ardmore Blvd
  - Pittsburgh, PA 15221
  - 412-436-2225

Serving Armstrong, Butler, and Indiana Counties:

- **Tri-County Workforce Investment Board**
  - 112 Hollywood Drive, Suite 201
  - Butler, PA 16001
  - 724-282-9331

Other outlying counties administer Career Link funds through local offices.

Under qualifying circumstances, students may receive funding through Occupational Vocational Rehabilitation (OVR). Please contact the appropriate agency to determine eligibility and how to apply for these funds.
Registering for Courses Over Multiple Terms

Generally, students may take more than a year to complete the program. This allows students to spread the tuition costs over time. Most evening students take an average of two courses per eleven-week term. The number of courses a student takes is an individual choice.

Duquesne University Office of Financial Aid

Ground Floor Administration Building
Pittsburgh, PA 15282
412-396-6607

email: faoffice@duq.edu
www.duq.edu/financialaid
Office hours: Monday - Friday (except holidays) 8:30 a.m.-4:30 p.m.

Instructor Evaluations (SES)

Teaching and learning are at the heart of Duquesne University. To assure quality and provide regular feedback to instructors, one method of teaching evaluation is by student evaluations. The Paralegal Student Evaluation Survey is the instructor evaluation instrument used by the Institute. Each term, the SES is made available to students in an effort to identify areas where instructors can improve in their teaching and student interaction. Please make sure your Multipass is current. The Paralegal Institute takes the SESs very seriously, and asks that all students complete the SESs. The feedback provided is invaluable to the Institute and its pursuit of continuous improvement.

Two weeks prior to the end of the term, the SES becomes available to students. The SES is confidential and anonymous. Instructors are not able to see tabulated results, or the summary of the student comments, until well after the course completions and grades have been made official by the Institute.

The following Directory of important Duquesne University Campus Addresses and Telephone Numbers is provided for your convenience

Duquesne University
600 Forbes Avenue
Pittsburgh, PA 15282
Telephone: 412 396 6000

School of Law Paralegal Institute
Libermann Hall - Mezzanine
Pittsburgh, PA 15282
Telephone: 412-396-1643
**Spiritan Campus Ministry**  
Administration Building First Floor  
Telephone: 412 396 6020

**Student Accounts**  
Administration Building  
Telephone: 412-396-6585

**School of Law/Center for Legal Information**  
Dr. Frank Liu  
Associate Dean for Legal Programs  
Director, Center for Legal Information  
Duquesne University School of Law  
600 Forbes Ave., Pittsburgh, PA 15282  
412-396-5018

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### ACADEMIC CALENDAR 2020 - 2021

**FALL TERM**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 14, 2020</td>
<td>Monday</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>November 16 – 27, 2020</td>
<td>Monday – Thursday</td>
<td>SESs for All Courses</td>
</tr>
<tr>
<td>December 3, 2020</td>
<td>Thursday</td>
<td>Fall Term Ends</td>
</tr>
</tbody>
</table>

**WINTER TERM**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>January 4, 2021</td>
<td>Monday</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>January 18, 2021</td>
<td>Monday</td>
<td>Martin Luther King Day - <strong>Classes Held</strong>, Office Closed</td>
</tr>
<tr>
<td>March 1 – 12, 2021</td>
<td>Monday – Thursday</td>
<td>SESs for All Classes</td>
</tr>
<tr>
<td>March 18, 2021</td>
<td>Thursday</td>
<td>Winter Term Ends</td>
</tr>
</tbody>
</table>
### SPRING TERM

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>March 22, 2021</td>
<td>Monday</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>April 1, 2021</td>
<td>Thursday</td>
<td>Holy Thursday - Classes Held, Offices Closed</td>
</tr>
<tr>
<td>April 2, 2021</td>
<td>Friday</td>
<td>Good Friday - Offices Closed</td>
</tr>
<tr>
<td>May 17 - 28, 2021</td>
<td>Monday – Thursday</td>
<td>SESs for All Courses</td>
</tr>
<tr>
<td>May 31, 2021</td>
<td>Monday</td>
<td>Memorial Day - No Classes, Offices Closed</td>
</tr>
<tr>
<td>June 7, 2021</td>
<td>Monday</td>
<td>Spring Term Ends</td>
</tr>
</tbody>
</table>

### SUMMER TERM

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>June 7, 2021</td>
<td>Monday</td>
<td>Summer Day Program Begins</td>
</tr>
<tr>
<td>June 7, 2021</td>
<td>Monday</td>
<td>Summer Evening Classes Begin</td>
</tr>
<tr>
<td>August 27 - 13, 2021</td>
<td>Monday – Friday</td>
<td>SES for All Courses</td>
</tr>
<tr>
<td>August 20, 2021</td>
<td>Friday</td>
<td>Summer Day Program Ends</td>
</tr>
<tr>
<td>August 20, 2021</td>
<td>Friday</td>
<td>Summer Evening Program Ends</td>
</tr>
</tbody>
</table>
APPENDIX

School of Law Philosophy and Objectives

1. The Law School community will display the utmost respect for students in all aspects of its work.

2. The Law School community will demonstrate the utmost respect for faculty, staff, alumni, and all other members of the Law School and University communities.

3. The Law School will distinguish itself, consistent with its Catholic identity, by preparing students for public service either as a full-time career or as an element of their professional contributions in their careers. As part of this commitment to public service, the Law School will continue to strengthen and advance the McGinley Public Service Law Fellowship Program, the Public Interest Law Fellowship Program, the Billock Loan Repayment Assistance Program, and other similar initiatives designed to provide a wide range of public service opportunities for our students.
4. The Law School will distinguish itself by preparing students thoroughly and conscientiously for the actual practice of law. It will therefore excel, among other things, with respect to:

   a) Legal Research and Writing;
   b) Law Clinic offerings and skills training;
   c) Trial and appellate advocacy training;
   d) Opportunities for student scholarly writing and publications;
   e) Bar examination preparation, through rigorous substantive courses and intensive review relating to bar-examination material.

5. The Law School will provide students with the tools for success and professional excellence by:

   a) Making legal education accessible and affordable, including for those students who otherwise might not have the opportunity to pursue a high-quality professional education;
   b) Making high-quality course offerings and skills training available to students through concentrations, rigorous core and elective offerings, exposure to international experiences, and other opportunities;
   c) Ensuring that administrators, faculty members, and staff are engaged, accessible, and fully participatory in student events, Law School events, and in the daily life of the Law School;
   d) Ensuring that faculty members and instructors consistently stay abreast of developments in the law and changes in legal education, the profession, teaching methodology, and technology;
   e) Ensuring that the Law School’s Career Services and placement opportunities are robust, continuously enhanced, and respond to the needs of our students and the changing legal marketplace.

6. The Law School will strive to provide faculty with a working environment conducive to teaching, research, scholarship, and service comparable to peer schools, through:

   a) Effective self-governance by the faculty as a whole through a robust and transparent faculty committee structure and an orderly decision-making process;
   b) A regular plan for updating and maintaining state-of-the-art classrooms and conference room equipment and technology;
c) Provision of high quality administrative, secretarial, and technical support;  
d) Offering systematic training for the faculty and staff to adapt to new technology;  
e) Supporting, within reasonable budgetary constraints, faculty attendance at  
academic and professional meetings and conferences and hosting academic  
symposia and conferences at the Law School;  
f) Implementing a well-organized and systematic mentoring program for junior  
faculty members;  
g) Conducting activities that foster collegial interaction among all members of the  
faculty, administration, staff, students, and other members of the Law School  
community.

7. The Center for Legal Information will continue to provide systematic  
informational resources and services to conduct research and assist in scholarly  
activities by:
   
a) Maintaining and developing a collection of authoritative legal information  
resources in the desired format in a cost effective manner;  
b) Developing training to improve research skills when using legal information  
resources;  
c) Enhancing the personal interaction between law librarians, faculty, and  
students;  
d) Integrating legal research competencies into the course concentrations;  
e) Maintaining an outstanding professional and support staff to provide excellent  
services in an effective and efficient organizational framework;  
f) Utilizing the most current technology in the Center’s operations and services.

8. The Law School faculty will provide leadership through:
   
a) Adapting to changes in legal education, the legal profession, legal research,  
pedagogy, and technology;  
b) Providing high-quality teaching and mentoring to students in the classroom, as  
concentration advisors, as student organization advisors, and in other  
capacities;  
c) Consistently evaluating its work through systematic outcomes assessment,  
including meaningful teaching evaluations, peer evaluations, self-evaluations,  
and a regular re-assessment of the academic program;  
d) Publishing high-quality written scholarship on a consistent basis, making  
substantial contributions to law reform, and engaging with other scholars in the  
Law School, the University, and in the national community of scholars;
e) Becoming part of the national community of scholars by attending regional and national meetings in areas of academic specialty, speaking at conferences and colloquia, and co-authoring books, treatises, and texts useful to courts, lawyers, or students;

f) Engaging in meaningful service to the Law School and the University by committee work and other forms of involvement; to the bench and the bar by offering Continuing Legal Education programs; and to the community by volunteering for pro bono projects and representing indigent clients.

9. The Law School will maintain a leadership position in the legal community and the region, by maintaining a close working relationship with the bench, the bar, law firms, organized bar associations, the Law School Alumni Association, and the community at large. In furtherance of these efforts, the Law School will:

a) Encourage participation by faculty and staff in the legal community, bar associations, the Law Alumni Association, and other relevant groups;

b) The Law School will endeavor to sponsor major programs, speakers, and events of importance to the legal community and the region.

10. The Law School will recognize and celebrate its unique Catholic, Spiritan tradition by actively involving the Spiritan priests and Spiritan community in its educational endeavors.

11. The Law School will strive to improve diversity with respect to recruitment and retention of students (including recruitment and retention of students in its LL.M. for Foreign Lawyers program), as well as in the recruitment and retention of faculty and staff.

12. The Law School will be a leader within the Duquesne University community, and will strive to work cooperatively, collegially, and creatively with other departments, schools, and administrators, for the good of the entire Duquesne University community, our students, and the future of the institution.

Implementing the Mission and Vision

The Law School will remain committed to the above Goals and Objectives through conscientious long-range planning, periodic faculty retreats, and a consistent dedication to its Mission and Vision Statements for the good of the institution, our students, the
University, and society, thus carrying out our primary mission of serving God by serving students.