

STUDENT HANDBOOK

2023-2024



KNOW THE CODE

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PRESIDENT'S MESSAGE

Dear Duquesne Students,

Welcome! You've picked a fantastic time to be part of the Duquesne University community. The University has momentum—momentum that's creating numerous opportunities for you. You've chosen this place as your academic home just as we are opening our new College of Medicine, launching new engineering programs, using a transformational gift to strengthen offerings in the Thomas R. Kline School of Law, and attracting historic support from the community of alumni dedicated to your success.

Even if you aren't a law student or an engineering student or a medical student, these enormous gains create opportunities for you. If you're in any of the health fields—pharmacy, health sciences, nursing, or related studies like health communications—the medical school expands what's possible for you. Engineering touches the sciences, law and business in exciting ways. Nearly every School at Duquesne—working in conjunction with our talented Law faculty—can help prepare you for law school, public service, or innumerable careers that serve society. And all of the programs in every School are lifted up thanks to

Duquesne's reputation being on the rise.

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

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

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

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

Keneth G. Gormley

Warm regards,
Ken Gormley
President



SENIOR VICE PRESIDENT FOR STUDENT LIFE'S MESSAGE

Dear Student,

Welcome to Duquesne University.

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

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

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

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

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

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

Article I

Mission Statement

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

Article II

Statement of Non-Discrimination

Motivated by its Catholic identity, Duquesne University values equality of opportunity; human dignity; and racial, cultural and ethnic diversity, both as an educational institution and as an employer. Accordingly, the University prohibits and does not engage in discrimination or harassment on the basis of race, color, religion, national origin, gender, sexual orientation, age, disability, status as a veteran and any other legally protected classes. Further, Duquesne University will support and advance these values consistent with the University's Mission Statement. See [TAP No. 30](#), "Equal Educational and Employment Opportunity and Human Relations in the Workplace and Classroom," incorporated by reference.

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

Article III

Institutional Governance:

Student Participation in University Governance

The University recognizes that students are entitled to participate in the formulation of rules, regulations and policies directly affecting Student Life. Participation shall be provided through the Student Government Association and through student participation on relevant University committees and councils.

The Student Government Association shall have primary responsibility for recognizing student organizations; enforcing Student Government rules, regulations and legislative actions; and budgeting and administering University funds allocated to it.

Article IV Amendments

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

Article V Interpretation and Approval

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

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

Article VI Duquesne University's Campus

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

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

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

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

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

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

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

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

Article VII

Student Life at Duquesne University

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

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

[Athletics – NCAA Division I Athletics Program](#): Duquesne University’s Department of Athletics supports 18 varsity sports programs which compete at the NCAA Division I level in both the Atlantic 10 and Northeast Conferences. Focused on the four pillars of Academics, Competitive Success, Integrity and Programmatic & Community Engagement, Athletics is committed to providing its 470-plus student-athletes with a first-class, Division I experience.

A member of the Atlantic 10, Duquesne competes in 15 of the conference's sports including men's and women's basketball, men's and women's cross country, men's and women's soccer, men's and women's tennis, men's outdoor track and field, women's indoor and outdoor track and field, women's lacrosse, women's rowing, women's swimming and diving and women's volleyball. Duquesne's Division I football team, as well as the women's bowling program, compete in the Northeast Conference. The newly added sport of women’s triathlon will compete independently at the NCAA Division I level during the 2023-24 academic year, its inaugural season at Duquesne. In addition to competitive success, Duquesne student-athletes have earned Academic All-America honors a total of 59 times in 11 sports.

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

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

[Center for Student Involvement](#): Getting involved on campus is one of the best ways to make the most of your college experience. The Center for Student Involvement (CSI) connects students to intentionally designed co-curricular experiences, programs, and services. CSI is home to Commuter Affairs, Freshman Development, Disability Services, Greek Life, Student Organization Services, and

Programs and Leadership, all of which provide opportunities for students to engage with each other and the campus community. Additionally, the First-Generation College Student Success Series, Sophomore Experience program, and the Brother Keating Food Pantry Initiative are all housed in CSI to provide students with additional programs and support for their Duquesne student experience.

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

Counseling Services: The University Counseling Service Center provides services and resources, including virtual support, that enable students to live meaningful lives based on a holistic approach to wellbeing, honoring the fundamental dignity of the human person by valuing the mind, body, and spirit. Located in Room 326 of Gumberg Library, the Center offers free confidential personal psychotherapy to all currently enrolled Duquesne students. Psychiatric referrals are available as needed. Support groups and workshops are available on request for topics of current interest, such as time management, stress management, test anxiety, eating disorders, and cultural diversity. Specific topics can also be requested. An ecumenical meditation room is available for all students, faculty, and staff regardless of faith tradition.

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

Dining: Duquesne Dining Services offers 12 convenient dining locations across campus. Dining locations include three national brands (Starbucks, Chick-fil-A and Freshens), local favorite Moonlit Burgers, a residential all you care to eat dining facility (the Rev. Sean Hogan Dining Center), and 7 retail locations (Cinco Cantina, The Incline, Millies Ice Cream, Connections at the Student Union, Business Leaders Bistro at Rockwell, Fisher Market, and Coffee Tree Roasters at the Law School). More information on campus dining can be found on our website: [Duquesne University Dining Services](#).

Disability Services: Duquesne University is committed to the inclusion of qualified individuals with disabilities into all facets of the educational and employment environment as further described in [TAP #56](#). Students seeking reasonable accommodations must work with the University's Office of Disability Services and engage in the interactive process regarding any accommodation. The Office is located in the Union, Room 309. The interactive process is set forth in TAP No. 56.

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

For information on getting involved or about the programs and services offered, please visit our website or call 412.396.1117.

Fitness, Recreation, and Club Sports: The Power Center is a recreational facility offering a wide array of intramurals, group fitness classes, wellness programs, and cardio and weight equipment. Use of the Power Center is free with your Duquesne ID card. For more information and a calendar of events, visit our website or call 412.396.4812.

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

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

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

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

412.396.6113.

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

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

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

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

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

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

second floor of the Union.

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

Article VIII Residence Life

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

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

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

Article IX Policies, Procedures and Guidelines

1. **Introduction:** Where noted in Article VIII, violation of the Policies or Guidelines below may result in Charges from the Office of Student Conduct.
2. **Definitions:** All capitalized words in Article IX have the same definition as that which is set forth in Section 2 of Article XIII.
3. **Academic Integrity:** The University's policy regarding academic integrity can be found in the Undergraduate and Graduate Catalogs and in applicable program policies. Academic integrity violations are addressed in accordance with the procedure set forth in these policies.
4. **Address & Contact Information:** All students are responsible for maintaining current and accurate addresses, telephone numbers and emergency contact information at all times.

Students must regularly review and update their permanent and local (if applicable) addresses

and phone numbers and must also report having moved temporarily to a location that would not be considered a local, commutable distance from campus nor would it constitute a permanent address change.

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

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

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

Details regarding address updates can be found by viewing the [Personal Information Procedure](#).

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

Students and/or organizations are expected to contact the Department of Public Safety at 412-396-2677 in emergency situations and when medical assistance is needed. The Department of Public Safety will assist the individuals by directing fire and ambulance emergency crews to the scene or by taking other protective measures. When off-campus, students and/or organizations are expected to call 9-1-1. Individuals who call for assistance are expected to remain with the individual(s) in need of assistance until help arrives.

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

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

7. **Animals on Campus:** For information regarding the University’s policy on animals on campus, visit [TAP 59, “Animals on Campus”](#).
8. **Campus Expression:** Discussion and expression are permitted within the University subject to the following requirements:
 - Expression is permitted unless it disrupts the operation of the University, endangers or imminently threatens to endanger the safety of any member of the University community, or is in conflict with the Mission.
 - Public statements and demonstrations by individual members of the University community or organizations shall be clearly identified as representative only of those individuals or organizations and not of the University.
 - Students and student groups and organizations may invite persons on campus subject to the requirements for use of University facilities and permission from the Senior Vice President for Student Life. Sponsoring an event at which a guest speaker is present and/or permission by the University to host the event/speaker does not imply that the student(s), student group/organization, or the University approve or endorse the views expressed by the speaker. Registered student organizations should refer to the [Registered Student Organization Handbook](#) for additional information.
- **Classroom Expression:** Students have the right to engage in free discussion, inquiry, and expression in the classroom, to take reasonable exception to data or views offered in any course of study, and to reserve judgment about matters of opinion. Students have the responsibility to refrain from committing acts that are incompatible with the opportunity for the instructor to teach and for students to learn. This includes obstruction or disruption of the educational process, administrative process, or other campus functions, including those sponsored by the University that occur off campus and includes violation of University policies.
9. **Chosen First Name Policy:** Duquesne University, led by the Holy Spirit and guided by its Catholic, Spiritan values, is committed to fostering and maintaining authentic relationships with every person. In support of this commitment, the University has implemented a process that will enable students, faculty, staff, and alumni who identify by a name other than their given (legal) first name to use a chosen first name for University systems where a legal name is not required ("Chosen First Name"). For specific information, refer to <https://www.duq.edu/chosen-name>.
10. **Clery Act Information:** The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) is a federal law applicable to universities that sets forth certain expectations and requirements for promoting safety on campuses; collecting and reporting data about certain crimes that occur on or within certain defined areas on or nearby the University’s campus, or at locations off-campus used for certain educational activities; issuing timely warnings and emergency notifications; and collecting and reporting fire-related statistics on campus. The University complies with all requirements of the Clery Act. The University’s Public Safety Department produces an annual [Security and Fire Safety Report](#). Additionally, the University’s crime log is available to review during daily business hours.
11. **Communication of Official University Business:** A Duquesne University email account is the official means of communication of official university business. Students must check their email regularly. A student’s failure to check their email account does not excuse or exempt them from any actions required by the University.

12. **Compliance with TAPS:** Duquesne University’s Administrative Policies, collectively called the “TAPs,” are official University directives that impose binding obligations on students, faculty, staff, and visitors. Students are expected to comply with all applicable TAPs.
13. **Cooperation with Searches by External Law Enforcement:** The University shall cooperate with members of outside law enforcement agencies where legally permissible or required.
14. **Event Policy for Registered Student Organizations:** Registered Student Organizations must follow the guidelines set forth in the Registered Student Organization Handbook.
15. **Facilities Use:** Facilities use must follow the guidelines set forth on the University’s Conference and Events Services webpage. Registered Student Organizations must also follow the requirements for Facilities Use included in the Registered Student Organization Handbook.
16. **Food Policy:** Students are expected to comply with TAP 51, “Food and Beverages – Safe Sale or Serving”.
17. **Health Insurance (Mandatory):** Duquesne University is committed to the health and wellbeing of our students and understands the importance of acquiring adequate health insurance. All Duquesne University students are required to have comprehensive medical coverage in the Pittsburgh area. The University is proud to offer the Student Health Insurance Plan through UPMC for any student who wishes to enroll. **Athletes and international students are required to verify that they have appropriate health insurance coverage and will be automatically enrolled in the Student Health Insurance Plan if they do not submit a waiver.*

Students choosing to enroll into the SHIP can visit: www.duq.edu/ship or call Gallagher Student Health at 877-307-6171.

Duquesne has partnered with Gallagher Student Health to administer their Student Health Insurance Plan. Please reach out to Gallagher Student Health with technical questions, questions about enrollment in the student health insurance plan, the waiver/verification process, insurance coverage or service concerns. Click "Help Center" listed in the Resources box, or you can choose the live chat option, or call 1-877-307-6171.

18. **Immunizations:** Vaccine preventable diseases are a major health concern on college campuses. Duquesne University has established an Immunization policy for incoming students. Documentation of the following immunizations **is required**:
 - A. Meningococcal Quadrivalent (Meningitis) vaccine administered on or after the 16th birthday.
 - B. Measles, Mumps, and Rubella (MMR) vaccine-2 doses are required.
 - C. The school of Health Sciences, Nursing and Pharmacy have additional required immunizations due to their clinical and experiential program requirements and should be consulted with directly regarding these additional requirements.

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

- A. Varicella (Chicken Pox) vaccine
- B. Hepatitis A vaccine
- C. Hepatitis B vaccine
- D. Tetanus-Diphtheria-Pertussis (Dtap) vaccine

- E. Human Papillomavirus (HPV) vaccine
- F. Influenza (Flu) vaccine
- G. Polio vaccine
- H. COVID-19 vaccine
- I. Pneumococcal (for certain persons with specific medical conditions considered to be high-risk)

Duquesne University Health Services utilizes electronic medical records. If needed, the Duquesne University Immunization Verification Form (DUIVF) is available online and can be completed/signed by your medical provider. The DUIVF can be uploaded into the Health Services portal through DORI. Incoming students must also complete and submit their electronic Health History form in the Health Services portal through DORI.

A student may be granted an exemption from immunizations by requesting and completing a vaccine exemption form. Students wishing to request an exemption should email Health Services at duhealth@duq.edu or call 412-396-1650.

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

19. **Parental/Guardian Notification:** A parent(s) and/or legal guardian(s) of an enrolled student at the University will be notified of matters involving their child/dependent as set forth in this Handbook, in other applicable University policies, and/or as permitted or required by applicable law, including the Family Educational Rights and Privacy Act.
20. **Parking:** Students parking on campus must have a valid permit to do so and must park in their designated parking area or they may pay the daily rate as advertised in the Forbes Avenue Parking Garage. Current permit holders must display their hangtag in a conspicuous location. Violations will result in fines. Payment of fines may be arranged in person or online via the [Parking Office website](#).
21. **Political Activity:** Students are expected to comply with [TAP 27, “Political Activity”](#), and Registered Student Organizations should also comply with the [Registered Student Organization Handbook](#).
22. **Posting:** Posting or distribution of printed materials in or on University buildings shall be in accordance with the policy and procedures established for each building.
23. **Smoking:** Students are expected to comply with [TAP 25, “Smoking”](#).
24. **Sexual Harassment, Discrimination, and Misconduct:** Duquesne University prohibits sexual harassment, discrimination, and misconduct consistent with Title IX and other applicable laws.

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. For additional resources and relevant policy information, please see duq.edu/titleix.

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

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

- Alicia M. Simpson, 412.396.2560, simpsona8@duq.edu, 339 Duquesne Union

Deputy Title IX and Sexual Misconduct Prevent and Response Coordinators:

- Sherene Brantley (Athletics) 412.396.5243 - Business Hours
- Jefferson Dedrick (Human Resources) 412.396.5103 - Business Hours
- Anne Mullarkey Sawa (Student Conduct) 412.396.6642 - Business Hours
- Kate Deluca (Nursing) 412.396.6551 - Business Hours
- Tiana Brophy (Disability Services) 412.396.6658 - Business Hours
- Quincy Stephenson (The Center for Excellence in Diversity and Student Inclusion) 412.396.1117 - Business Hours

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

25. **Use of ID:** Students are required to have a valid Duquesne University identification card (ID) at all times while on campus. The ID card is non-transferrable. If a University official requests to see a student's ID, the student must comply with that request.
26. **Use of University Funds and Solicitation of Funds Using University Name:** Any student or group of students who receives University funding or which uses the University name in the solicitation of funds or the generation of revenue must keep such funds on deposit with the University and make use of the normal University disbursement process in the expenditure of these funds.
27. **Use of University Name:** No student or student organization shall use the University's name without written authorization of the University. University approval or disapproval of any political or social issue shall not be stated or implied by a student or student organization.

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

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

page.

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

Article X Alcohol and Other Drugs

Duquesne University prohibits the unlawful use, possession, and/or distribution of drugs and alcohol both on campus on University property, as well as off-campus locations. As members of the Duquesne community, all students are required to observe relevant federal, state and local laws as well as the Student Handbook with regard to issues with alcohol or other drugs. One purpose of this policy is to educate the campus community on the health risks involved with alcohol and drug use and abuse as well as the resources available for treatment. The policy also includes the legal consequences at federal, state, and local levels and possible University sanctions.

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

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

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

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

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

ALCOHOL

The drinking age in Pennsylvania is 21 years or over. No person under 21 years of age is permitted to consume, transport, possess, or be in the presence of any alcoholic beverage or paraphernalia on campus.

It is permissible to have beer or malt beverages in cans, wine, and liquor in individual rooms if the student is 21 years of age or older, all persons in the room are 21 years of age and older, and the alcohol has been properly registered. In no event are kegs, beer balls, bottled beer or malt beverages, boxed wine, bottled wine coolers, premixed alcohol products, or common sources of alcohol permitted in the

living areas of the Living Learning Centers.

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

For those who are 21, all alcoholic beverages must be registered at the residence hall front desk prior to entrance and must be in their original container with clearly marked labels. Failure to register alcoholic beverages will result in disciplinary action. Registered alcohol is intended for a student's personal, individual use in their own private rooms. The amount of alcohol a student of legal age may sign in to the Living Learning Centers on a weekly basis is as follows: 1) one case of beer or malt beverage (24 cans only), or 2) one (0.75 liters) bottle of distilled spirits, i.e. whiskey, bourbon, vodka, etc.; or 3) one bottle of wine (1.5 liter).

Students may not have open containers of any kind in common areas, lounges, hallways, elevators, etc. Residence Life staff members have the right to revoke any drinking privileges at any time at their own discretion. Any alcohol or alcohol-related accessories (taps, kegs, etc.) confiscated by a Residence Life staff member will not be returned. Alcohol-related behavior which is harmful to the person consuming the alcohol or to others or which is disruptive to the community will also be considered a violation of alcohol policy.

All students, regardless of age, are responsible for their actions while drinking alcoholic beverages, including being intoxicated while being in public. Any student may be cited by a University official for public intoxication. It is to the University official's discretion whether or not a student may be considered publicly intoxicated. Public intoxication includes, but is not limited to, endangering the safety of other students or the self. A student's use of alcohol will not be accepted as an excuse for disruptive, harmful or illegal behavior.

DRUG FACILITATED SEXUAL ASSAULT

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

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

It is also important to be aware that incapacitation through alcohol can impact a person's ability to give sexual consent.

Protect yourself against date rape:

- Never accept a drink you did not see being opened or opened yourself

- Never let your drink out of your hand or your sight
- Go to parties and leave parties with your friends

If you believe you have been a date rape victim- seek help immediately by calling Campus Public Safety at 412-396-2677 (COPS), and asking for transport to the closest emergency room.

Protect yourself against date rape:

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

HEALTH EFFECTS

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

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

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

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

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

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

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

PREVENTION AND EDUCATION

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

Prevention programs are offered to all individuals whether or not they have chosen to use illicit drugs or alcohol. Recognizing that most students reach 21 years of age during their college experience, the University’s educational program incorporates material on responsible decision-making that addresses alcohol and other lifestyle choices. Program efforts are directed toward creating a supportive campus environment that reinforces non-use of illicit drugs and the responsible, legal use of alcohol. These program efforts are aimed at reducing the risk that an individual will abuse alcohol or other drugs.

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

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

REVIEW OF SERVICES

A review of the alcohol and other drug programs implemented through DU CARES occurs on an annual basis. This is completed by a contracted outside evaluator, currently using funding via a grant

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

INFORMATION AND ASSISTANCE FOR ALCOHOL OR DRUG ABUSE

Off-Campus Resources

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

Campus Resources

DU CARES	412.396.5834
University Counseling Service Center	412.396.6204
Health Services	412.396.1650

UNIVERSITY SANCTIONS

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

FEDERAL, STATE, AND LOCAL LAW

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

Violation	Imprisonment (1st Offense)	Fine/Sanction (1st Offense)
Underage drinking or possession of alcohol	0 to 90 days	Suspension of driver's license and/or up to \$500
Fake ID's used to obtain alcohol	0 to 90 days	Suspension of driver's license and/or up to \$500
Marijuana possession 30 grams or less (decriminalized in the City of Pittsburgh, January 2016)	0	\$25.00 possession; \$100.00 public use

Marijuana possession over 30 grams	up to 1 year	\$5,000
Manufacturing or selling marijuana and other controlled substances	1 to 10 years	\$5,000 to undefined monetary fine

Commonly Cited City of Pittsburgh and Pennsylvania Law Violations

1. **Public Intoxication:** When an individual appears in any public place under the influence of alcohol or a controlled substance.
2. **Providing Alcohol to Minors:** When an individual purchases or serves alcohol to those under the age of 21.
3. **Underage alcohol possession/consumption:** When an individual, being less than 21 years of age, attempts to purchase, purchases, consumes, possesses, or knowingly and intentionally transports any liquor or malt or brewed beverages.
4. **Open Container of Alcohol:** No persons shall consume, carry or possess an open container of alcoholic beverages in the public right-of-way or on private property without the consent of the landowner or tenant.
5. **Carrying a False ID Card:** An individual, being under 21, possesses an identification card falsely identifying that person as being 21 years of age or older or obtains or attempts to obtain liquor or malt or brewed beverages by using the identification card of another or by using an identification card that has not been lawfully issued to or in the name of that person who possesses the card.
6. **Possession of Marijuana:** When an individual has possession of marijuana, the sentence is dependent on the amount of marijuana in possession, and the location of where one is found in violation. The use or possession of Marijuana is strictly prohibited on the Duquesne University Campus (as well as any school property). In the City of Pittsburgh, Marijuana was decriminalized in January of 2016 and the penalties include (for less than 30 grams) \$25.00 fine for possession and \$100.00 fine for public use. This is in the City of Pittsburgh only. Outlying areas have not ruled it to be decriminalized and therefore it remains a crime with penalties for use and/or possession, and/or distribution. Being found in violation of this law may also impact one's financial aid status.
7. **Sale, Distribution and/or Cultivation of Marijuana:** When an individual is accused of selling or manufacturing of marijuana, the potential sentence depends on the amount of marijuana in question.
8. **Possession/Use of a Date Rape Drug:** Any person who violates this section shall be sentenced to a term of imprisonment of not more than 4 years, a fine of not more than \$30,000, or both; except that if any person commits such a violation after one or more prior convictions of him for violation of this section, or for a felony under any other provision of this subchapter or subchapter II of this chapter or other law of the United States relating to narcotic drugs, marijuana, or depressant or stimulant substances, have become final, such person shall be sentenced to a term of imprisonment of not more than 8 years, a fine of not more than \$60,000, or both (Federal Controlled Substance Act).

POLICY DISTRIBUTION

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

Article XI

Policy and Procedure for Involuntary Leave

Policy Statement:

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

Persons Affected by this Policy:

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

Procedures:

1. When alerted to actions posing a possible significant threat to the safety and wellbeing of any member of the campus community, the CCRT meets to consider whether involuntary leave or another risk mitigation measure is warranted.
2. When safety is an immediate concern, the CCRT may recommend that the Senior Vice President for Student Life or their designee immediately remove a student temporarily from all or some of the campus pending a final decision on involuntary leave. If this action is deemed necessary, the student will be given notice of this decision in addition to the notice that they are under consideration for involuntary leave as set forth below.
3. If a student is being considered for involuntary leave, the Senior Vice President for Student Life or their designee will provide a written notice to the student, and/or parent or guardian in appropriate cases, that their actions are being reviewed as possibly warranting involuntary leave and provide the reason(s) for considering that leave.
 - a. This notification will explain the implications of, and procedures relating to,

involuntary leaves. A copy of this Policy will be provided to the student.

- b. The notice will inform the student that they may respond to the Senior Vice President for Student Life within five (5) working days with any relevant information that the student would like the CCRT and Senior Vice President for Student Life to consider or, if possible and appropriate, with a request for a voluntary leave of absence.
 - c. Whenever possible and appropriate, the Senior Vice President for Student Life or their designee will encourage the student to take a voluntary leave of absence. In either the case of a voluntary or involuntary leave of absence, the student will be advised in writing of any conditions or procedures for return to campus.
4. In all cases in which a student is considered for involuntary leave, the Campus Community Risk Team (CCRT) will conduct an individualized risk assessment on an expedited basis.
 - a. The CCRT will consider risk factors including, but not limited to, the impact of the student's behavior on the University's academic, residential and extracurricular environment.
 - b. Pertinent materials include observable evidence, all available relevant medical information and any relevant information provided by the student.
 - c. The CCRT will also consider measures that may reasonably be implemented and might mitigate the need for involuntary leave.
5. Following this assessment, the CCRT Chair will provide a written recommendation to the Senior Vice President for Student Life or their designee.
6. The Senior Vice President for Student Life or their designee will review the CCRT recommendation, and then provide a written decision to the student and/or parent or guardian in appropriate cases. If the decision is for involuntary leave, the letter will contain information regarding the length of time of the involuntary leave and clearly articulate the conditions and procedures for return to campus.
7. The student may appeal an involuntary leave decision within five (5) working days of the date of the decision. Appeals must be made to the Provost and Vice President for Academic Affairs or their designee. Their decision will be issued within five (5) working days and is final.
8. The student may seek to return to campus prior to the date provided in the involuntary leave notice to the student. A request for an early return to campus made to the CCRT should include the reason(s) the student is seeking an early return. The CCRT will review the request and provide a written recommendation to the Senior Vice President for Student Life or their designee.
9. In the event that a decision is made not to place the student on involuntary leave, the student may be required to sign and comply with a behavioral plan and/or participate in identified processes or programs based on the CCRT's individualized risk assessment and recommendations.
10. The Senior Vice President for Student Life or their designee will notify the relevant deans and others with a legitimate need to know of student restrictions and the requirement of confidentiality.

Confidentiality:

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

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

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

Article XII Hazing

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

The following definitions are relevant:

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

promotes or facilitates Hazing or Aggravated Hazing.

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

Appropriate penalties may include the following:

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

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

Article XIII

The Code of Student Rights, Responsibilities, and Conduct

1. INTRODUCTION

A. Expectations of Students:

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

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

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

University's property, processes, and community members; and to maintain a safe and healthy learning environment.

- C. **Jurisdiction**: The Code governs Prohibited Conduct on, or as it relates to, University property. Further, it governs Prohibited Conduct at official University functions, and University-sponsored programs conducted away from the Campus. The Code may also govern Prohibited Conduct off-campus in the discretion of the Executive Director of Student Conduct.
- D. **Student Conduct Records**: The University is required to be compliant with the Family Education Rights and Privacy Act (FERPA), and Student records generated by the Office of Student Conduct are maintained and released in accordance with FERPA. A Finding of responsibility and assigned Sanctions, if any, shall not be made a part of the student's permanent academic record but shall become a part of the Student's confidential disciplinary record kept in the Office of Student Conduct. A Student's confidential disciplinary record will be expunged after seven (7) years from the date which a Finding of Responsibility has become a Final Decision. Records related to University Expulsion and Suspension, Hazing, and Title IX are exceptions and will remain on file permanently in the Office of Student Conduct. Student records contained in the Office of Student Conduct may only be released to third parties in accordance with FERPA.
- E. **Parental/Guardian Notification**: The University is committed to developing a partnership with parents/guardians to ensure that Students are successful. Parent(s)/guardian(s) will be notified in writing of the Finding of a proceeding under the Code of Student Conduct when a student, under the age of twenty-one (21), is found responsible for a second (and all subsequent) alcohol and other drug violations (see Article X, Alcohol and Other Drugs). Notification may be sent through email or certified mail.
- F. **Participation in the Student Conduct Process**: With the exception of Reporter(s), as defined below in Section 2.Q, only members of the Duquesne community may participate in the Student Conduct Process.
- G. **Revisions to the Code of Student Conduct**: The University reserves the right to make changes to the Code of Student Conduct in its sole discretion. Students expected to familiarize themselves with, and are required to abide by, the provisions of the current Student Handbook.

2. **KEY CONCEPTS AND DEFINITIONS**

- A. **Appeal**: A request for a review of a Hearing Panel's Finding and Sanction(s), if any, in accordance with Section 5.G.
- B. **Appeal Outcome Letter**: A written notification to a Complainant and a Respondent advising the parties of the outcome of an Appeal.
- C. **Appeal Panel**: A group of three trained faculty, staff and student members convened to consider an Appeal. Members of an Appeal Panel are different than the members of an underlying Hearing Panel.
- D. **Appeal Panel Chair**: The faculty or staff member designated to serve as the Chair of

the Appeal Panel.

- E. **Code of Student Conduct**: That portion of the Student Handbook which contains a description of Prohibited Conduct at the University and the University's Process for addressing alleged Prohibited Conduct.
- F. **Complainant**: Any member of the University community who reports that they are the person harmed by alleged Prohibited Conduct.
- G. **Conduct Charge**: An allegation that a Respondent has engaged in one or more acts of Prohibited Conduct.
- H. **Executive Director of Student Conduct**: The Executive Director of Student Conduct is responsible for administration and oversight of the Student Conduct Process.
- I. **Final Decision**: A Finding that has become final because all Appeals have been exhausted or the deadline for filing an Appeal has passed.
- J. **Finding**: A decision with respect to a Respondent's responsibility for engaging in Prohibited Conduct made by a Hearing Panel and/or a De Novo Hearing Panel, and/or a decision with respect to the outcome of an Appeal made by an Appeal Panel.
- K. **Hearing**: An official meeting, convened before a Hearing Panel, as further described in Section 5.F.
- L. **Hearing Notice Letter**: A written notification to a Complainant and a Respondent that identifies a Hearing date and provides information about the Hearing and what is required/optional prior to a Hearing.
- M. **Hearing Outcome Letter**: A written notification to a Complainant and a Respondent advising the parties of the outcome of a Hearing.
- N. **Hearing Panel**: A group of three trained faculty, staff and student members convened to conduct a Hearing.
- O. **Hearing Panel Chair**: The faculty or staff member designated to serve as the Chair of the Hearing Panel.
- P. **Incident Report Form**: A form, available on the Office of Student Conduct's website or in paper form located in the Office of Student Conduct, which is completed by a Complainant or Reporter to report an incident of alleged Prohibited Conduct by a Respondent.
- Q. **Reporter**: Anyone who provides information about Prohibited Conduct. If a Reporter is not a member of the Duquesne community, the Executive Director of Student Conduct has discretion regarding whether to address the reported conduct.
- R. **Appeal Form**: A form found on the Office of Student Conduct's website that a Complainant or Respondent must complete to Appeal a Hearing Panel's Finding.
- S. **Respondent**: A Student who is charged with violating the Code by allegedly engaging in Prohibited Conduct.

- T. **Sanction(s)**: A corrective measure assigned to a Student who has been found responsible for violating the Code by engaging in Prohibited Conduct. A Student found responsible for engaging in Prohibited Conduct should expect to receive one or more Sanctions. Sanctions shall be influenced by whether that Student has previously been found responsible for engaging in Prohibited Conduct.
- U. **Student(s)**: An individual who is enrolled and/or who is taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. A person who is temporarily residing in a Living Learning Center, even if not enrolled at the University, is also considered a Student for the purposes of enforcing the Code.
- V. **Support Person**: Any full-time faculty or staff member of the University community who is selected by the Complainant or Respondent to accompany him or her through some or all of the Student Conduct Process. The Support Person shall not perform any function other than advising the party, and may not speak for, or on behalf of, the party. Delays in the Student Conduct Process will not be allowed due to a Support Person's scheduling conflicts. A Support Person shall not also serve as a Witness.
- W. **The Student Conduct Process**: The Student Conduct Process refers to the process contained in the Code for addressing allegations that a Student violated the Code by engaging in Prohibited Conduct. The Student Conduct Process is designed to be educational. Students should understand that the Student Conduct Process is not akin to a legal criminal proceeding, and as such, formal rules of evidence do not apply to the Student Conduct Process. The standard of proof in the Student Conduct Process is preponderance of the evidence, which means more likely than not.
- X. **University Property**: University Property is defined for purposes of this Code as all land, buildings, facilities or other grounds or structures, or any item in possession of or owned, used, maintained or controlled by the University. University Property also includes computers and network systems owned, maintained, or controlled by the University or funded by University budgets.
- Y. **Witness**: An individual with first-hand knowledge of the alleged Prohibited Conduct. Character references are not permissible Witnesses and are not utilized as a part of the Student Conduct process. Upon request, Duquesne student Witnesses are required to meet with the Executive Director of Student Conduct. It is, however, the responsibility of the Complainant and/or Respondent to request the presence of a witness at their Hearing, who may consent or decline.
- Z. The terms "**shall**" and "**will**" are used in the imperative sense.
- AA. The term "**may**" is used in the permissive sense.

3. **PROHIBITED CONDUCT**

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

- A. **Alcohol and Other Drugs**: violation of the University's Alcohol and Other Drugs Policy (Article X of the Student Handbook), and/or violation of [TAP 32, "Drug-free and Alcohol-free Working and Learning Environment"](#) by engaging in any of the

following:

- i. Being in the presence of alcohol, narcotics, or other controlled substances except as expressly permitted by law.
- ii. Use, possession, or distribution of alcoholic beverages except as expressly permitted by law and applicable University rules.
- iii. Use or possession of narcotics or other controlled substances except as expressly permitted by law. Odor of a controlled substance will be considered the same as use. Note that medical marijuana is not permitted on campus. See [TAP 58, "Medical Marijuana."](#)
- iv. Possession of paraphernalia related to a controlled substance such as, but not limited to, bong, pipes, and/or funnels.
- v. Distribution of narcotics or other controlled substances except as expressly permitted by law.
- vi. Being publicly intoxicated, which is defined as being under the influence of alcohol, illegal drugs, and/or another controlled substance/intoxicant and causing a disturbance or harm to self, other persons, or property.
- vii. False Identification: possession or user of false identification (fake ID).

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

- Violation Levels:
 - Level 1 Violation – a Level 1 Violation is a low-level violation of the University’s Alcohol and Other Drugs Policy and/or [TAP 32](#) and considered to be a minor offense. It is typically a first violation where there is no harm to the student, others, or property.
 - Level 2 Violation – a Level 2 Violation is typically a second, third, or fourth violation of the University’s Alcohol and Other Drugs Policy and/or [TAP 32](#), but may be a first violation where there is harm to the student, others, or property.
- Consequences:
 - At a minimum, students are subject to the following consequences for AOD Violations, and further consequences (as described in the “Sanctions” section of below) may apply in the discretion of the Executive Director of Student Conduct and/or a Hearing Panel, as applicable.
 - 1st Violation: CARES Class and/or \$100 fee
 - 2nd Violation: CARES Class, \$150 fee, Disciplinary Probation (1 Semester), and parent/guardian notification
 - 3rd Violation: Alcohol & Other Drug Assessment, \$200 fee, Disciplinary Probation (1 Academic Year), and parent/guardian notification
 - 4th Violation: Review of Student Conduct History, University suspension/expulsion, and parent/guardian notification
- B. Bullying:** the use of a written, verbal, or electronic expression, or a physical act or gesture, or a combination, which causes or is likely to cause physical or emotional harm, or which is likely to intimidate or intentionally hurt, control, or diminish another person physically or mentally.
- C. Breach of Peace:** engaging in excessive noise or behavior that disturbs others or violates quiet hours.

- D. Coercion:** using force, the threat of force, the use of a threat of immediate or future harm, administration of a drug/intoxicant that impairs the faculties of a person, or the use of physical and/or severe or pervasive emotional intimidation to cause or attempt to cause another person to engage in or submit to certain activities.
- E. Computer Misuse:** acting in violation of [TAP 26, “Acceptable Use of Computing Resources”](#).
- F. Conduct System Abuses:** engaging in any of the following:
- i. Failing to obey the summons of a Hearing/Appeal Panel, or a University Official as it relates to the Student Conduct Process,
 - ii. Knowingly falsifying, distorting, or misrepresenting information before a Hearing/Appeal Panel,
 - iii. Disrupting or interfering with the orderly conduct of the Student Conduct Process,
 - iv. Knowingly initiating the Student Conduct Process without cause,
 - v. Attempting to discourage an individual’s proper participation in, or use of, the Student Conduct Process,
 - vi. Attempting to influence the impartiality of a member of a Hearing/Appeal Panel,
 - vii. Retaliating against an individual for their participation in the Student Conduct Process,
 - viii. Influencing or attempting to influence another person to commit a conduct system abuse, and/or
 - ix. Failing to comply with sanctions imposed by a Hearing/Appeal Panel.
- G. Damage to Property:** attempting to, or causing actual damage to property of the University, property of a member of the University community, or other personal or public property.
- H. Discrimination and/or Bias Related Conduct:** engaging in harassment, discrimination, and/or bias-related conduct based on race, color, gender, sex (including orientation or stereotypes), pregnancy, age, religion, national origin, ancestry, marital status, genetic history, Veteran status, disability, and/or any group protected by law or as otherwise described in [TAP 30](#), “Equal Educational and Employment Opportunity and Human Relations in The Workplace and Classroom;” [TAP 31 “Sexual Misconduct and Gender Discrimination;](#) and [TAP 61 “Interim Policy on Title IX Sexual Harassment.”](#) Discrimination and/or bias-related conduct allegedly conducted by a student is addressed following the Student Conduct Process or the procedures set forth in TAP 31 or 61, as applicable.
- I. Dishonesty and Misrepresentation:** students are expected to maintain a high standard of integrity and truthfulness in their actions. Any type of dishonesty or misrepresentation is prohibited, and examples include but are not limited to:
- i. Misrepresenting Personal Information: Providing false or inaccurate information to university officials.
 - ii. Forgery and unauthorized use: Engaging in forgery, unauthorized alteration or unauthorized use or possession of any documents, records or identification cards.

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

- J. **Disorderly or Disruptive Conduct**: engaging in conduct which unreasonably interferes with University or community activities or with the legitimate activities of any member of the University community, including the attempted or actual disruption or obstruction of teaching, research, administration, meetings or community living.
- K. **Endangering Health or Safety of another Person**: taking or threatening to take action that endangers the safety, physical or mental health, or life of any person, and/or creating a reasonable fear of such action.
- L. **Endangering the Health or Safety of the Campus Community**: engaging in conduct which endangers the health or safety of the campus community. This includes, but is not limited to, any of the following activities:
 - i. Starting a fire,
 - ii. Causing an explosion,
 - iii. False reporting of a fire, bombs, and/or emergencies,
 - iv. Tampering with or misuse of fire safety or security equipment,
 - v. Dropping, throwing, or propelling objects from windows, roofs, and/or balconies,
 - vi. Setting off fireworks,
 - vii. Failure to exit a building during a fire drill or alarm,
 - viii. Possession of a prohibited fire hazard item (full Prohibited Items list in the Residence Life Handbook) within a Living Learning Center, and/or
 - ix. Obstruction of the free flow of pedestrian or vehicular traffic on University Property or at University sponsored or supervised functions.
- M. **Failure to Comply**: failing to comply with requests or directions of University Officials or law enforcement officers acting in performance of their duties, and/or failure to identify oneself as required; providing false information with the intent to deceive.
- N. **Failure to Behave in Keeping with the University's Mission**: engaging in behavior that is not consistent with the University's Mission.
- O. **Gambling**: engaging in illegal gambling in any form.
- P. **Hazing**: engaging in hazing as described in Article XII of the Student Handbook.
- Q. **Incivility through Language or Actions**: engaging in disruptive, ill-mannered, disrespectful, or offensive behavior.
- R. **Lewd or Indecent Behavior**: engaging in lewd, indecent, or obscene behavior.
- S. **Misuse of University Keys**: forging, possessing, duplication, or using keys to any University owned property where such forging, possession, duplication, or use is

unauthorized.

- T. **Physical Altercation/Fighting**: engaging in an argument or altercation that involves force or physical aggression.
- U. **Public Disorder, Group Violence, and/or Mass Disturbance**: participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operation of the University; infringes on the rights of any member of the University community; involves actual or attempted damage to property; involves actual or attempted violence; incites a group towards violent behavior; and/or incites a group to disrupt the scheduled and/or normal activities of the University or community.
- V. **Sexual Misconduct**: acting in violation of TAP 31. Violations of TAP 31 will be addressed in accordance with the procedures set forth [in TAP 31, “Sexual Misconduct and Gender Discrimination”](#).
- W. **Smoking in Violation of TAP 25**: acting in violation of [TAP 25, “Smoking”](#).
- X. **Sporting Activity Restrictions**: engaging in, but not limited to, any of the following:
 - i. Riding bicycles on sidewalks, pedestrian walkways (including Academic Walk), in University buildings except as expressly permitted in a recreational facility, and on green spaces,
 - ii. Using skateboards, in-line skates, roller skates, water guns, water balloons, and/or water launchers in University buildings and on the University Property except as expressly permitted in a recreational facility,
 - iii. Throwing Frisbees, balls, and/or other objects in University buildings except as expressly permitted within a recreational facility, and/or
 - iv. Storing and/or using hoverboards, self-balancing scooters, and segways on the University Property, with the exception of service-related devices such as mobility scooters when expressly permitted by the Office of Disability Services, and/or
 - v. Using drones on University Property.
- Y. **Solicitation**: engaging in unauthorized sales or solicitation in any University building.
- Z. **Stalking**: engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress, and may include repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method. Sex-based stalking is addressed under TAP 31 or 61, as applicable.
- AA. **Theft of Property**: attempting to or engaging in actual theft of property of the University, property of a member of the University community, or other personal or public property.
- BB. **Title IX Sexual Harassment**: acting in violation of [TAP 61](#). Violations of TAP 61 will be addressed in accordance with the procedures set forth in TAP 61.
- CC. **Unauthorized Animals**: violating the Animals on Campus Policy contained in the Student Handbook under Policies, Information, and Guidelines or in violation of [TAP](#)

[59, “Animals on Campus”.](#)

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

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

FF. Violating Laws and/or Policies: violating any published University policy, rule, regulation, guideline, and/or procedure, and/or violation of federal, state, or local laws or ordinances.

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

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

4. **SANCTIONS**

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

- A. Apology: a written apology to the Complainant(s) identifying the Prohibited Conduct, what the Respondent(s) learned from the Student Conduct Process, and how the Respondent(s) will act differently in the future.
- B. Disciplinary Probation: a formal, official disciplinary warning status enacted for a specified duration admonishing a Student that if he or she is found responsible for engaging in Prohibited Conduct during this time period, more severe disciplinary sanctions, up to and including suspension and/or expulsion, will automatically be imposed.
- C. Educational Projects/Classes: includes, but is not limited to, webinars and research/reflection papers.
- D. Expulsion: permanent removal of a Student from the University. Upon being expelled from the University, a Student is not permitted on the University Property for any reason and is not eligible for readmission. A Student who is expelled from the University forfeits all payments for tuition and fees incurred for the semester the Prohibited Conduct occurred.
- E. Fees: payment of the fees for sanctions, including, but not limited to, counseling, assessment, and/or the CARES class.
- F. Intervention: alcohol and/or substance abuse education classes (CARES classes); counseling and/or assessment; educational or informative workshops, events, or reflective papers; research papers; community service; mediation and/or other activities appropriate to the Prohibited Conduct.
- G. Loss of Privileges: denial of specific privileges for a specified period of time. This may include, but is not limited to:

- i. Living Learning Center visitation suspension (loss of the privilege of visitation for a University Living Learning Center for a specified period of time or until a specific condition or set of conditions are met),
 - ii. Living Learning Center relocation (loss of the privilege of living in the Student's current Living Learning Center and requiring the Student to move to an alternative Living Learning Center of the University's choosing),
 - iii. Living Learning Center expulsion (loss of the privilege of living in a University Living Learning Center at any time),
 - iv. Prohibition from being on the University's campus for non-academic related reasons,
 - v. Prohibition from participating in non-academic activities,
 - vi. Loss of privilege to represent the University as a member of an athletic team, and/or
 - vii. Removal from service in a leadership position of a Registered Student Organization.
- H.** No Contact Order: a formal, official order prohibiting the student from contacting a named member of the University community, either in person, through a third party, or using any electronic means. Although direct and indirect communication is prohibited, the University cannot guarantee total separation and, depending on the specific directives of the No Contact Order, students to which a No Contact Order apply may from time to time be present at the same location, including classroom location, on campus.
- I.** Restitution: compensation for loss, damage, or injury. This may take the form of appropriate service, monetary replacement, and/or material replacement.
- J.** Suspension: removal of a Student from the University for a stated period of time. During the suspension period all of the following applies:
- i. The Student shall not be allowed to take any courses at the University on campus, online, or as part of a study abroad experience,
 - ii. The Student is not permitted on University Property,
 - iii. The Student will not be considered for employment at the University,
 - iv. The Student will not serve as an elected or appointed leader or officer in a Registered Student Organization, and
 - v. The Student will not attend University events except as otherwise specified.

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

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

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

5. **REQUEST FOR REMOVAL**

A student who has been found responsible for an AOD Level 1 or other low level violations such as ID, Visitation and Breach of Peace, may request to the Executive Director of Student Conduct that record of the violation be removed from the student's disciplinary record after three academic semesters so long as the student has not engaged in any other Prohibited Conduct under the Student Code of Conduct during that three-semester period. Students who make this request should be aware that certain professional schools may require the student to provide information about past violations, including those that have been removed from the student's record, and that the University will maintain and report information regarding crimes as required by the Clery Act.

6. **THE STUDENT CONDUCT PROCESS**

A. **Overview:**

- i. Consistency in the Student Conduct Process – Section 6 is intended to provide Students with a general idea of how the Student Conduct Process proceeds, but Students should be aware that not all situations are of the same severity or complexity. Thus, while consistency in similar situations is a priority, the Student Conduct Process is flexible, and may not be exactly the same in every situation.
- ii. Official Method of Communication - Under the Student Conduct Process, a Student's email account is the University's official method of communication. Complainants and Respondents should check their email regularly. Failure to check email is not a justification for missing any information, communication, and/or requests from the Executive Director of Student Conduct.
- iii. Support Person Accompaniment – Students may be accompanied by one (1) Support Person at all stages of the Student Conduct Process.
- iv. Standard of Proof – A Finding with respect to a Student's responsibility for engaging in Prohibited Conduct, and/or the outcome of a Complainant and/or Respondent's Appeal, is made using a preponderance of the evidence standard, meaning more likely than not.
- v. Timelines/Time Frames Listed in the Code – when a time frame is given in the Code of Student Conduct, the days are listed as either business days or calendar days. Days where the University is closed for breaks and/or Holidays do not count as business or calendar days for the purposes of the time frames contained herein.
- vi. Recordings – any meetings and/or discussions of any nature, including phone calls, with the Executive Director of Student Conduct, shall not be recorded by the Student or the University. The Hearing is the only instance during the Student Conduct Process where a recording will be made, and this recording will be made by the University and not a/any Student. The recording of the Hearing will remain the property of the University until such time as it is destroyed.

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

B. Initiating the Student Conduct Process:

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

- i. A Complainant or Reporter completes an Incident Report Form, available on the [Office of Student Conduct website](#) and/or via paper copy from the Office of Student Conduct. Following receipt of the Incident Report Form, the Executive Director of Student Conduct will request to meet with the Reporter and the Complainant to gather more information about the reported incident. The Executive Director of Student Conduct will also discuss how the Complainant wishes to participate in the conduct process, including whether the Complainant wishes to initiate a Conduct Charge against the Respondent.
 - a. A Complainant or Reporter may complete an Incident Report Form anonymously. The Executive Director of Student Conduct's ability to respond to the report, however, may be limited without knowing the Complainant or Reporter's name.
- ii. The Office of Student Conduct receives a Police Report or Residence Life Report about alleged Prohibited Conduct from the University's Department of Public Safety or Residence Life. Following receipt of the Police or Residence Life Report, the Executive Director of Student Conduct will request to meet with the Complainant identified in the Report to gather more information about the reported incident. The Executive Director of Student Conduct will also discuss how the Complainant wishes to participate in the conduct process, including whether the Complainant wishes to initiate a Conduct Charge against the Respondent.
- iii. In some instances, where the Complainant does not want to submit a Conduct Charge against the Respondent, the Executive Director of Student Conduct may determine it is necessary for the University to act as the Complainant and initiate Conduct Charge(s) against the Respondent. Where the University acts as the Complainant, and the matter proceeds to a hearing, the Hearing Panel will receive the written file from the Executive Director of Student Conduct only (see Section 5(F)(i)(a)); there will not be a University representative present to speak on behalf of the University at the Hearing.

C. Respondent Notification:

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

D. Option to Accept Responsibility:

- i. Typically, during the Executive Director of Student Conduct's meeting with the Respondent, the Executive Director of Student Conduct will describe the Respondent's option to accept responsibility. If the Respondent is interested in pursuing this option, the Executive Director of Student Conduct will share a proposed Letter of Responsibility including sanctions assigned by the Executive Director of Student Conduct. If the Respondent accepts responsibility at this stage, the Respondent must sign and return the Letter of Responsibility not later than 5 business days following receipt.
 - a. If the Respondent does not return the signed Letter of Responsibility

by 5 business days, the Executive Director of Student Conduct will assume that the Respondent does not wish to accept responsibility and will forward the matter to the fact gathering stage of the Student Conduct Process. Alternatively, the Respondent may choose to notify the Executive Director of Student Conduct in writing of the Respondent's desire not to accept responsibility. Upon receipt of this notification, the Executive Director of Student Conduct will forward the matter to the fact gathering stage.

- ii. Where the Respondent has accepted responsibility, the Complainant will be notified in writing that the Respondent accepted responsibility. The acceptance of responsibility is final and cannot be revoked. Further, there is no option for an Appeal if a Respondent accepts responsibility at this stage in the Student Conduct Process.
- iii. The Executive Director of Student Conduct reserves the right to eliminate the option of accepting responsibility and instead opt for a Hearing.
- iv. Where the Respondent is not interested in accepting responsibility and/or chooses not to do so following receipt of the proposed Letter of Responsibility, the next step in the Student Conduct Process is fact gathering.

E. Fact Gathering:

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

F. Hearing:

- i. Hearings are normally scheduled within sixty (60) calendar days following receipt of the Incident Report Form.
- ii. Prior to the Hearing, all of the following apply:
 - a. The Executive Director of Student Conduct will compile notes from meetings with the Complainant, Respondent, and Witness(es), as applicable, and all evidence, into a file to be shared with the Hearing Panel.
 - b. The Complainant and the Respondent will be sent a Hearing Notice Letter from the Executive Director of Student Conduct.
 - c. The Complainant and the Respondent must notify the Executive Director of Student Conduct in writing, no later than five (5) business days before the hearing, if that party intends to present Witnesses at the Hearing. Witnesses not identified to the Executive Director of Student Conduct in writing in accordance with this deadline will not be permitted to attend the Hearing.
 - d. The Complainant and the Respondent must notify the Executive Director of Student Conduct in writing, no later than five (5) business days before the hearing, the name of the Support Person he

or she will bring to the Hearing.

- iii. At the Hearings, all of the following apply:
 - a. The Hearing will be conducted in private. The only parties present at the Hearing are the Complainant, the Respondent, the Complainant's Support Person as applicable, the Respondent's Support Person as applicable, Witnesses while presenting, the Hearing Panel, and the Executive Director of Student Conduct. All Process questions are subject to final decision by the Executive Director of Student Conduct. The Executive Director of Student Conduct may suspend the Hearing while procedural questions are considered.
 - b. The Hearing will be audio recorded by the Executive Director of Student Conduct.
 - c. The Executive Director of Student Conduct may, in their discretion, accommodate concerns for the personal safety, wellbeing, and/or fears of confrontation of the Complainant, Respondent, or Witnesses during the hearing by providing alternate means of participation.
 - d. The Hearing will proceed under the direction of the Hearing Panel Chair. The Hearing Panel Chair may reasonably limit the scope and time devoted to each matter or item of discussion during the hearing.
- iv. The Hearing will generally proceed as follows:
 - a. At the beginning of the hearing, the Hearing Panel Chair will have all parties present introduce themselves. The Hearing Panel Chair will then read the Conduct Charge(s) to the Respondent and the Respondent will respond with responsible or not responsible to each Charge.
 - b. The Complainant will then present their opening statement to the Hearing Panel. The Hearing Panel will ask questions of the Complainant. The Respondent will have an opportunity to suggest questions for the Complainant to the Hearing Panel, who may ask some, none, or all of the questions in their discretion. Questions may or may not be phrased by the Hearing Panel exactly as written by the Respondent.
 - c. The Respondent will then present their opening statement to the Hearing Panel. The Hearing Panel will ask questions of the Respondent. The Complainant will have an opportunity to suggest questions for the Respondent to the Hearing Panel, who may ask some, none, or all of the questions in their discretion. Questions may or may not be phrased by the Hearing Panel exactly as written by the Complainant.
 - d. Witnesses for the Complainant and Respondent, if any, will be called individually, following their parties opening statement to present their information and answer questions by the Hearing Panel. The Complainant and Respondent will have an opportunity to

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

- e. The Hearing Panel will have a second opportunity to ask questions of the Complainant. The Complainant will then present a closing statement.
- f. The Hearing Panel will have a second opportunity to ask questions of the Respondent. The Respondent will then present a closing statement.
- g. Following the Hearing, the Hearing Panel will deliberate prior to making a Finding of responsibility. No individuals other than the Hearing Panel members will be present during the Hearing Panel's deliberations, including the Executive Director of Student Conduct. The Complainant and Respondent will be notified in writing by the Executive Director of Student Conduct via a Hearing Outcome Letter regarding the Hearing Panel's Findings and Sanctions, as applicable, within five (5) business days.

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

- i. An Appeal must be submitted to the Executive Director of Student Conduct within five (5) business days after receipt of the Hearing Outcome Letter. Failure to submit an Appeal within five (5) business days waives the right to an Appeal and the Hearing Panel's Finding and Sanction(s), if any, becomes a Final Decision.
- ii. An Appeal is not a re-hearing, and a Complainant or Respondent may not submit an Appeal on the basis of a disagreement with the Hearing Panel's Finding or with the Sanction(s) assigned.
- iii. The Complainant and Respondent will not appear before the Appeal Panel and no witnesses will be called.
- iv. The following are the only acceptable grounds for an Appeal:
 - a. There were material procedural defects in the Student Conduct Process that substantially prevented the appealing party from a full and fair ability to prepare and present their information to the Hearing Panel.
 - b. There exists new evidence sufficient to alter the Finding that was not known and could not reasonably have been known at the time of the Hearing.
- v. The Appeal must contain the following information in writing:
 - a. A completed [Request for Appeal Form](#), found on the [Office of Student Conduct website](#).
 - b. A written statement explaining the basis for the Appeal based only on one

- of the Appeal grounds listed above.
- c. Copies of any documents that will substantiate or clarify the Appeal.
 - vi. When an Appeal is filed, the Executive Director of Student Conduct will notify the other party of the Appeal.
 - vii. An Appeal is limited to a review of the record and the Appeal documents. Parties and witnesses, if any, will not be interviewed by the Appeal Panel.
 - viii. Following a review of the record, the Appeal Panel may either deny the Appeal, or, if the Appeal is granted, determine the appropriate remedy, which may include sending the matter back to the Executive Director of Student Conduct with directions for resolving the Appeal.
 - ix. The Parties will be notified of the Appeal Panel's decision in an Appeal Outcome letter which will be provided simultaneously to both parties.
 - x. Appeal Panel proceedings are not recorded.
 - xi. Only in the event a Respondent is sanctioned with suspension or expulsion, the Respondent may submit a request for a review by the Senior Vice President for Student Life. The request must be in writing, and submitted to the Senior Vice President for Student Life within two (2) business days following receipt of the Appeal Outcome Letter. The Senior Vice President for Student life has the option to uphold, vacate, modify, or remand for a De Novo Hearing in their sole discretion and the decision is then final.
 - xii. The underlying Hearing Panel's Finding and Sanction(s), if any, are held in abeyance pending the completion of the Appeal or the passing of the deadline for submitting an Appeal.

H. Exceptions:

- i. Registered Student Organizations – The Code applies to all Registered Student Organizations. However, where a Registered Student Organization is alleged to have violated the Code by engaging in Prohibited Conduct, with the exception of alleged sexual misconduct and/or other forms of sex/gender-based discrimination prohibited by TAP 31 or TAP 61, the process for addressing alleged violations is guided by the Organization's Constitution and administered by the Associate Vice President for Student Life. The Associate Vice President for Student Life has the authority to Sanction a Registered Student Organization with a Loss of Recognition. A Loss of Recognition is the removal of recognition of that Registered Student Organization for a designated period of time or indefinitely. Upon loss of recognition, such Registered Student Organization will not receive any benefits of recognition. Additional information and resources for Registered Student Organizations may be found in the Student Organization Handbook.
- ii. Greek Lettered Organizations – Greek Lettered Organizations should be aware that their national Chapters may also require a certain process or Sanctions in addition to the Student Conduct Process and/or the process for addressing alleged sexual misconduct and/or other forms of sex/gender-based discrimination under TAP 31 or TAP 61.

- iii. Prohibited Conduct Alleged to Have Occurred in Living Learning Centers – In general, where Prohibited Conduct is alleged to have occurred in a Living Learning Center, a Resident Director shall have the authority to act in place of the Executive Director of Student Conduct in the Student Conduct Process up to and including the Respondent’s acceptance of responsibility. However, if the Respondent does not accept responsibility and the matter will proceed to a Hearing, the Executive Director of Student Conduct will take over and administer the remainder of the Student Conduct Process.

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

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

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

1. **Academic Integrity:** Academic integrity is an important aspect of being a student at Duquesne. Academic Integrity is not addressed by Student Conduct. Students are subject to the academic integrity policies of their program and to the University’s Academic Integrity policy found in the University’s Undergraduate and Graduate Catalog.
2. **Final Grade Appeal Policy:** Final Grade Appeals are not addressed through Student Conduct. Final Grade Appeal Policy is set forth in full in the Undergraduate and Graduate Student Catalogs.
3. **Conduct Records may be shared with Academic Programs, Clinical Placements, and/or State Licensure Agencies:** Some academic programs, particularly those in the professional schools, are required to maintain a record of certain student conduct violations and, in some cases, to provide that information to state licensure agencies. Those schools currently include: Nursing, Pharmacy, Music, Law, Education, and Health Sciences.
4. **School Codes of Conduct:** In matters where alleged Prohibited Conduct is a violation of both the Student Code of Conduct and a Program Handbook, the general rule shall be that academic and professional matters will be deferred to the Program Handbook’s process for resolution.

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

Article XV – Campus Contacts

CENTER FOR EXCELLENCE IN DIVERSITY & STUDENT INCLUSION

105 Duquesne Union
412.396.1117

CENTER FOR STUDENT INVOLVEMENT

305 Duquesne Union
412.396.5853

COMMUTER AFFAIRS

115 Duquesne Union
412.396.6660

DUQUESNE CARES

Ground Floor Assumption Hall
412.396.5834

DUQUESNE OPERATOR

412.396.6000

FINANCIAL AID

Ground Floor Administration Building
412.396.6607

HEALTH SERVICE

Duquesne Union, Second Floor
412.396.1650

PARKING OFFICE

210 Duquesne Union
412.396.5267

PUBLIC SAFETY

412.396.6002

REGISTRAR

Ground Floor Administration Building
412.396.6212

RESIDENCE LIFE

Assumption Hall
412.396.5028

SPIRITAN CAMPUS MINISTRY

102 Administration Building
412.396.6020

STUDENT ACCOUNTS

208 Administration Building
412.396.6585

STUDENT CONDUCT

117 Duquesne Union
412.396.6642

STUDENT GOVERNMENT ASSOCIATION

302 Duquesne Union
412.396.6617

TITLE IX OFFICE

339 Duquesne Union
412.396.2560

UNIVERSITY COUNSELING SERVICE CENTER

636 Fisher Hall
412.396.6204