Application for Undergraduate Admission

2015-2016 Academic Year

You can complete this application online at
www.duq.edu/apply

All applicants must submit a completed application.
The Admissions Committee will not review incomplete applications.

Admissions Office
600 Forbes Avenue
Pittsburgh, PA 15282-0201
412.396.6222
800.456.0590
Fax: 412.396.5644
Email: admissions@duq.edu
www.duq.edu/admissions

International Admissions
601 Duquesne Union
Pittsburgh, PA 15282-1201 USA
412.396.6113
Fax: 412.396.5178
Email: intladmissions@duq.edu
www.duq.edu/international-admissions
NOVEMBER 1
Early Decision (Fall applicants only)
Students who intend to only apply to Duquesne University may consider the Early Decision option. Accepted applicants must submit a non-refundable deposit by December 31, 2014. Applicants to multiple colleges should NOT apply as Early Decision.

NOVEMBER 15
Duquesne University–Temple University Bachelor/MD Program

DECEMBER 1
Early Action – ONLY for Pharmacy, Physical Therapy, Physician Assistant Studies, Biomedical Engineering or BME/BSN majors

FEBRUARY 1
4+4 Program with Lake Erie College of Osteopathic Medicine

DECEMBER 15
Apply by this date and we will waive the $50 application fee

FEBRUARY 6
Last audition date for music scholarship consideration

FINANCIAL AID
All applicants who wish to be considered for federal, state and institutional need-based financial aid must submit the Free Application for Federal Student Aid (FAFSA) with a priority date of May 1 for PA State Grant consideration. International students are ineligible to receive federal or state financial aid.

APPLICATION REQUIREMENTS

ALL APPLICANTS

✔ Completed, signed and dated Duquesne University Application for Undergraduate Admission

✔ $50 application fee (waived if we receive your application before December 15.)

✔ All official secondary school transcripts and post-secondary school transcripts, if applicable. Transcripts marked “Issued to Student” are not official. High school transcripts should also include senior coursework.

✔ All official SAT and/or ACT scores sent directly from the testing board or as part of the official high school transcript

✔ One recommendation from an academic source. Please see page 8 for recommendation form. No recommendations are required for second degree nursing.

✔ Personal Essay: Please discuss the following:

Tell us something unique about you, why you chose your particular major, and how you expect Duquesne University to help you achieve your academic, personal and professional goals. Please include any examples of your research, shadowing or volunteer experiences.

Essay for Health Science transfer – Please refer to the websites listed under Transfer and Second Degree for your specific essay requirements. No essay is required for second degree nursing.

MUSIC APPLICANTS

An audition consisting of performance, music theory and musicianship is required. Special requirements for the Post-baccalaureate Music Education/ Music Therapy Certification programs apply. For additional information regarding the audition process, please visit the Music School website at www.duq.edu/music or contact the Mary Pappert School of Music directly at 412.396.5064 or email musicadmissions@duq.edu. Auditions occur between the months of October and March. International applicants who cannot audition in person must submit a 15-minute video audition (DVD or Youtube link) demonstrating their performance abilities.

PHYSICAL THERAPY FRESHMAN APPLICANTS

Documentation of volunteer, paid, or shadowing experience in a physical therapy setting is recommended (40 hours to be completed before the start of the freshman year).

TRANSFER APPLICANTS

All transfer students must also complete the Duquesne University Transfer Form at www.duq.edu/admissions

Health Sciences Transfer – Please refer to the John G. Rangos, Jr. School of Health Sciences website – www.duq.edu/health-sciences – or call 412.396.6652 for additional requirements.

Nursing Transfer – Please refer to the School of Nursing website – www.duq.edu/nursing – for additional requirements.

Pharmacy Transfer – Seats to which students may transfer to our Doctor of Pharmacy program are very limited. Please refer to the School of Pharmacy website for information regarding transfer opportunities - www.duq.edu/pharmacy-transfer.

SECOND DEGREE APPLICANTS

Nursing – Please refer to the School of Nursing website – www.duq.edu/nursing – for application requirements.

Pharmacy – If you have, or will earn, an undergraduate degree by the end of the current academic year, you may be interested in our Pharm D weekend program. Learn more at www.duq.edu/pharmacy.

INTERNATIONAL APPLICANTS

Please see pages 2 and 7 for international application requirements.

EARLY ADMISSION APPLICANTS

Exceptional students who wish to enter college prior to high school graduation may apply for Early Admission. The student’s first year of college is applied toward the completion of their high school diploma with prior agreement from their school. Early Admission applicants must have a cumulative grade point average (GPA) of 3.5+ and a minimum SAT score of 1200 (Critical Reading and Math) or ACT score of 26. An interview with an admissions counselor, a personal essay and written permission from the applicant’s high school principal are also required. For more details, contact the Admissions Office. Apply by July 1 following your junior year in high school.

COLLEGE CREDIT IN HIGH SCHOOL (CCHS) APPLICANTS

High school juniors and seniors who wish to take University courses before they graduate from high school will follow the requirements for all applicants, as stated above. Students enrolled in CCHS receive University credit for courses taken. Courses will be offered at a reduced tuition rate. For more details, contact the Admissions Office.
APPLICATION REQUIREMENTS

In addition to the requirements for all applicants, international applicants must submit original or certified copies of academic records from all secondary (high school) and any post-secondary (college/university/institute) schools attended. Copies must be certified by a school or embassy/government official. Transcripts (grade reports) marked “Issued to Student” are not official. All non-English grade reports and documents must be accompanied by certified English translations. For transfer students, certified translations of course descriptions must also be submitted.

ENGLISH LANGUAGE REQUIREMENTS

Applicants to Undergraduate Degree Programs

Students with a first language other than English may begin a full schedule of academic coursework by meeting one of the following standards:

- Obtain a minimum score of 70 on the Internet-based TOEFL (or 525 on the Paper-based TOEFL) and a score of 5 out of 6 on the Duquesne University Writing Test
- Obtain a minimum score of 6.5 on the IELTS (International English Language Testing Service) and a score of 5 out of 6 on the Duquesne University Writing Test
- Obtain a minimum score of score of 70 on the Michigan EPT (English Placement Test) administered at Duquesne University and a score of 5 out of 6 on the Duquesne University Writing Test
- Compete all ESL course and language testing requirements at Duquesne University with passing grades and satisfactory scores

Students may enroll in partial academic classes and partial ESL classes, as assigned by their ESL advisor, by meeting one of the following standards:

- Obtain a minimum score of 60 on the Internet-based TOEFL (or 500 on the Paper-based TOEFL) and a score of 4 out of 6 on the Duquesne University Writing Test
- Obtain a minimum score of 6 on the IELTS (International English Language Testing Service) and a score of 4 out of 6 on the Duquesne University Writing Test
- Obtain a minimum score of 65 on the Michigan EPT (English Placement Test) administered at Duquesne University and a score of 4 out of 6 on the Duquesne University Writing Test

Students who are accepted into Duquesne University undergraduate programs and do not meet the standards listed above will be enrolled in the ESL program until their language proficiency is sufficient to begin academic work.

FINANCIAL INFORMATION

1. International applicants must complete and submit a notarized or certified Duquesne University Affidavit of Financial Support Form (page 8) as required by United States immigration law for verification of financial resources available to meet their educational expenses.

2. International applicants must also submit documents certifying availability of adequate financial resources. These documents, which are official verification of available funds, may be one of the following: official bank statements with bank official's signature/seal, or official copy of sponsoring agency's guarantee (for agency-sponsored students).

3. Libermann Scholarship Information: International applicants may be considered for partial-tuition scholarships offered through the Office of International Programs. Scholarships are awarded according to academic merit and are applicable to tuition costs only.
McAnulty College of Liberal Arts
BA Art History
BA Classical Civilization
BA Classical Greek
BA Classical Languages
BA Classical Latin
BA Communication Studies
BA or BS Computer Science
BA Corporate Communication
BA Digital Media Arts
BA Economics
BA English (optional concentrations in Literary Studies and Writing)
BA History
BA Integrated Marketing Communication
BA International Relations
BA Liberal Arts Self-Designed Major
BA or BS Mathematics
BA Modern Languages
BA Multiplatform Journalism
BA Philosophy
BA Political Science
BA Psychology
BA Public Relations and Advertising
BA Rhetoric
BA Sociology (optional concentrations in Criminal Justice and Social Justice and Policy)
BA Spanish
BA Theatre Arts
BA Theology
Undecided Liberal Arts

Bayer School of Natural and Environmental Sciences
BS or BA Biochemistry
BS Biology
BS Chemistry
BS Environmental Chemistry
BS Environmental Science
BS or BA Physics
BA Physics/BS Engineering
(in cooperation with Case Western Reserve University and the University of Pittsburgh)
MS Forensic Science and Law (entry-level master's degree program; includes bachelor's in either biochemistry or biology)
Undecided Science

Dual Degree Programs
BS Biochemistry/MS Biotechnology
BS Biology/MS Biotechnology
BS Chemistry/MS Biotechnology
BS Biology/MS Education
BS Chemistry/MS Education
BS Physics/MS Education
BS Biology/MS Env. Sci. & Mgmt.
BS Chemistry/MS Env. Sci. & Mgmt.
BS Environmental Science/MS Env. Sci. & Mgmt.

Students must apply to the Bayer School of Natural and Environmental Sciences for Dual Degree Programs.

Palumbo-Donahue School of Business
BSBA 3/3 Law
BSBA Accounting
BSBA Economics
BSBA Entrepreneurship
BSBA Finance
BSBA General Business
BSBA Information Systems Management
BSBA International Business
BSBA Legal Studies
BSBA Management
BSBA Marketing
BSBA Sports Marketing
BSBA Supply Chain Management (optional track in Health Care Supply Chain Management)
Undecided Business

School of Nursing
BS Nursing
Second Degree – BSN (for the non-nurse)
RN-BSN (for licensed registered nurses only)

School of Education - Leading Teacher Program
BSED Early Childhood Education (PK – 4)
BSED Middle Level Education (Grades 4 – 8)
BSED Education/Latin (K – 12)
BSED Secondary Education/English (7 – 12)
BSED Secondary Education/Math (7 – 12)
BSED Secondary Education/Social Studies (7 – 12)
Undecided Education

Dual Degree Programs
BA/BSED English
BA/BSED Latin (K - 12)
BA/BSED Mathematics
BS/BSED Mathematics
BA/BSED History/Social Studies

Students must apply to the School of Education for Dual Degree Programs.

John G. Rangos Sr. School of Health Sciences
BS Athletic Training
BS Athletic Training/MSOT Occupational Therapy
BS Health Management Systems (concentrations in Health Administration, Health Information or Pre-Med)
MSOT Occupational Therapy
DPT Physical Therapy*
MPAS Physician Assistant Studies*
MSSLP Speech-Language Pathology

Mary Pappert School of Music
BS Music Education
BM Music Technology (Composition, Performance, Sound Recording)
BM Music Therapy
BM Performance (Classical, Jazz Guitar, Organ)
Undecided Music
Post Baccalaureate/Music Education Certification
Post Baccalaureate/Music Therapy Certification

Mylan School of Pharmacy
Doctor of Pharmacy*
BS Health Care Supply Chain Management

BS Biomedical Engineering*
BS Biomedical Engineering/BS Nursing*

*Please refer to Admission Application Deadlines on page 1.

Activity Interests – For a complete list of student organizations, visit www.duq.edu/student-life

Athletics: Varsity, Intramural
Club Sports Athletics: Men’s Crew, Men’s Ice Hockey, Men’s Indoor Track
Clubs/Student Organizations: Academic Honors Club, Black Student Union, Campus Ministry, Campus or Community Service Group, Dance, Debate, Dramatics/Theatre, International Student Organization, Instrumental Music, Professional Clubs, Publications/Literacy, Student Government, Tamburitzans, Vocal Music
Greek Life: Fraternities or Sororities
ROTC: Air Force, Army, Navy
Squads: Cheerleading, Dance, Pep Band

☐ I’m interested in participating in clubs and activities at Duquesne.
APPLICATION FOR UNDERGRADUATE ADMISSION

Please read the application requirements on page 1. Be sure to type or print clearly in ink. Incomplete applications will not be reviewed.

Check One: ❏ U.S. Citizen ❏ Permanent Resident/Greencard #:_____________ ❏ International Applicant/Country of Citizenship*:__________

A. PERSONAL INFORMATION

Legal Name __________________________________________________________________________________________ ❏ Male ❏ Female

Permanent Home Address__________________________________________ City __________________________ State/Province ____________

Zip/Postal Code _____________ County ______________________________ Country _______________________________

Preferred Contact Number (_____)______________________ Date of Birth ____________________________________________________________________________

E-mail__________________________________ U.S. Social Security Number _________-______-_________ (If available for international students.)

Are you related to an alumnus of Duquesne University? _____ Yes _____ No If yes, please complete the following:

What is your ethnicity?
 ❏ Hispanic or Latino ❏ Not Hispanic or Latino

Select one or more races to indicate what you consider yourself to be.
 ❏ American Indian or Alaska Native ❏ Asian ❏ Black or African American
 ❏ Native Hawaiian or other Pacific Islander ❏ White

Religious Denomination or Rite __________________________________________

B. ENROLLMENT STATUS

When do you plan to enroll? ___ Fall (August) ___ Spring (January) ___Summer (May) Year: 20________

I am applying as (Choose one only):
 ❏ Regular Decision ❏ Transfer (will you have a Baccalaureate Degree before you enroll? ❏ Yes ❏ No) ❏ College Credit while in High School (CCHS)
 ❏ Early Decision Freshman (Apply by Nov. 1) ❏ International First Year
 ❏ Early Admission Freshman ❏ International Transfer

Do you plan to live on campus? ❏ Yes ❏ No

I am applying to the following major: (See Academic Majors, page 3) __________________________________________

In addition to my selected major, I also want to be considered for one of the following special programs:
 ❏ Pre-Law
 ❏ Pre-Medical Studies and Pre-Health - Open to interested students with a minimum 1170 SAT (Math and Critical Reading) or 26 ACT and a minimum 3.5 Cumulative GPA. (Students already admitted to a professional program (e.g. Nursing, Pharmacy, etc.) should NOT check this box unless they plan to apply to a Medical or other professional school after graduating from Duquesne.

If you are interested in Pre-Medical and Pre-Health, and wish to apply to one of our Early Acceptance linkage programs, please check only one. These are not required to be in Pre-Med and Pre-Health.

 ❏ Bachelor/MD with Temple University School of Medicine - Competitive Admission process; Minimum 3.5 Cumulative GPA; Minimum 1350 on the Math and Critical Reading sections of the SAT, with no section less than 600 or a 31 ACT. For additional information go to www.duq.edu/pmhpp. Apply by November 15.

 ❏ Lake Erie College of Osteopathic Medicine 4 + 4 Program Linkage Program – Competitive Admission process: 3.5 Cumulative GPA; Minimum 1170 on the Math and Critical Reading sections of the SAT or a 26 ACT. For additional information go to www.lecom.edu. Apply by February 1.

For Nursing, Pharmacy and Health Science Applicants:
 ❏ I have reviewed and understand the Technical Standards (www.duq.edu/technical-standards) required for this program.

For Liberal Arts majors only:
 ❏ I would like to be considered as "Test Optional."

If you do not have SAT or ACT scores, or believe your scores do not reflect your academic achievement and ability to be successful in our College of Liberal Arts, you may choose to apply as a Test Optional candidate. You must have a minimum cumulative high school GPA of 3.0, college preparatory curriculum and extracurricular involvement, and you must submit our standard essay.

*See page 2 for additional requirements for international students.
C. EDUCATIONAL BACKGROUND
Secondary school from which you will graduate or have graduated:

School Name ___________________________ CEEB Code _______________ School Phone Number (____) _______________

School Address ___________________________ City ____________________
State/Province _______________ Zip/Postal Code _______________ Country ____________________

Counselor’s Name ___________________________ Counselor’s E-mail Address ___________________________

Graduation Date ___________________________ Did you earn college credit while in high school? ☐ Yes ☐ No

List any other secondary or post secondary educational institutions attended. (List any additional schools on a separate sheet of paper.)

Name of Institution ___________________________ CEEB Code: _______________ School Phone Number: (____) _______________
From (Mo./Yr.) ___________________________ to (Mo./Yr.) ___________________________

Name of Institution ___________________________ CEEB Code: _______________
From (Mo./Yr.) ___________________________ to (Mo./Yr.) ___________________________

D. PERSONAL INFORMATION
1. Have you ever been convicted, pled guilty or no contest (nolo contendere) to a crime other than a summary traffic offense? ☐ Yes ☐ No (If yes, attach a separate sheet and describe in full detail.)

2. Are there any criminal charges presently pending against you other than a summary traffic offense? ☐ Yes ☐ No
(If yes, attach a separate sheet and describe in full detail.)

3. Are you eligible to participate in any tuition assistance programs such as SAGE, TAP, Tuition Exchange, etc.? ☐ Yes ☐ No
If yes, please list program: ___________________________
If SAGE, what is the amount of your tuition reward? ____________

4. List all dates you have taken or plan to take the SAT/ACT (Mo./Yr.): ___________     ___________     ___________     ___________

5. Are you a seminarian? ☐ Yes ☐ No

6. Are you a Duquesne employee or the son or daughter of a full-time Duquesne employee? ☐ Yes ☐ No
If yes, list employee’s name and department: ___________________________

7. Are you a sister, brother, niece or nephew of a Spiritan Father or Brother? ☐ Yes ☐ No
If yes, list relative’s name and relationship: ___________________________

8. Are you a veteran? ☐ Yes ☐ No
If yes, have you served at least 90 days on active duty after September 10, 2001? ☐ Yes ☐ No

9. Are you the spouse of a veteran? ☐ Yes ☐ No
If no, are you the dependent (daughter or son) of a veteran? ☐ Yes ☐ No

E. FAMILY INFORMATION
Father/Guardian/Spouse ___________________________ Mother/Guardian/Spouse ___________________________
Address ___________________________ City ____________________ Address ___________________________ City ____________________
State/Province _______________ Zip/Postal Code _______________ State/Province _______________ Zip/Postal Code _______________
County ____________________ Country ____________________ County ____________________ Country ____________________
Home Phone (____) _______________ Work Phone (____) _______________ Home Phone (____) _______________ Work Phone (____) _______________
E-mail Address ___________________________ E-mail Address ___________________________ 
Occupation ___________________________ Occupation ___________________________
List any degrees ___________________________ List any degrees ___________________________
ALL APPLICANTS: Sign and date this application below and submit a non-refundable application fee of $50 (US) payable to Duquesne University. I understand that my continuance at the University, the receipt of academic credits, graduation, and the conferring of any degree or the granting of any certificate are strictly subject to the disciplinary authority of the University, which is vested in the President, and subject to his reserved powers, in the dean of each faculty. Your signature below indicates that you have read this application carefully and that the information you have provided is correct and complete.

Signature ___________________________________________ Date ________________________________

EARLY DECISION APPLICANTS ONLY: I hereby affirm that I have made application to Duquesne University as my first college choice. I understand that I will receive a decision from the Committee on Admissions by December 15. Upon admission, I agree to withdraw applications from all other colleges and to make a non-refundable deposit of $500 by December 31. If my application is deferred to Regular Decision, I am automatically released from the terms of this agreement.

Date ________________________________

Signature of Applicant ___________________________ Signature of Guardian/Guidance Counselor ______________

G. APPLICATION FEE

- Check Enclosed
- Money Order/Cashier's Check Enclosed
- Credit Card — Visa MasterCard Discover

Account Number__________________________________________ Expiration Date________

Cardholder Signature________________________________________ Cardholder name (please print)________________________

______________________________________________________________

Cardholder Address______________________________________________________________________________________________
INSTRUCTIONS: Please PRINT or TYPE. This form has two initial parts — one for privately supported students and one for agency-supported students. Privately supported students receive financial support from their own resources, their parents, or a relative/friend. Agency-supported students receive support from a government or other agency. You need to complete only one of the first two parts (private or agency), unless you will receive support from both of these sources. All applicants, including scholarship candidates, must complete part 3.

This form must be accompanied by evidence of available finances in the form of original notarized or certified official BANK STATEMENTS, EMPLOYER’S GUARANTEE/STATEMENTS, or AGENCY FINANCIAL GUARANTEE. No uncertified photocopies can be accepted. Certified/notarized documents are those that have been stamped with a seal of authentication by an authorized official.

Be sure to sign this form after completing Part 1 OR Part 2 AND Part 3. (No immigration documents can be issued until all financial resource certifications have been received by Duquesne University.) Part 3 must be completed and notarized to make this document official.

Name of Applicant

Country of Citizenship      Date of Birth

PART 1 — PRIVATELY SUPPORTED STUDENTS

As the financial sponsor of the applicant whose name appears above, I attest to my ability to furnish financial support for expenses of the above applicant’s study at Duquesne University and am providing evidence of available funds for the academic year specified for the program indicated in this application.

Name of Sponsor

Relationship to Sponsored Student

Signature of Sponsor

Date     Signature and Seal of Notary

PART 2 — AGENCY-SUPPORTED STUDENTS

As the financial sponsor of the applicant whose name appears above, our organization will financially support the applicant’s study at Duquesne University.

Name of Agency

Student’s Agency Identification Number (if known)    Date

Name and Title of Agency Authorizing Official

PART 3 — FINANCIAL RESOURCES AVAILABLE: SUMMARY STATEMENT

NOTE: Institutional compliance with U.S. law and immigration regulations requires that all international applicants provide evidence of sufficient financial resources to support their education. The total funds available to you from all sources (whether single or combined) must meet the total of estimated academic year costs for your degree program at Duquesne University. Duquesne will not issue immigration documents without this documentation as defined above. The amounts below must match the amounts indicated on the bank statements/financial guarantees provided.

1) Personal Funds Available...........................$                         Bank Certification   □ enclosed
2) Agency Funds Available.............................$                         Financial Guarantee □ enclosed
3) Total (1 and/or 2).........................................$

I certify that the information provided in this Affidavit of Financial Support Form is correct and complete. All privately supported students must have this form notarized with appropriate signature and seal before submission.

Signature of Applicant      Date
Please have this form completed by an academic source at your school and return to Office of Admissions, Duquesne University, 600 Forbes Ave., Pittsburgh PA, 15282, fax to 412.396.5644, or e-mail to recommendations@duq.edu.

Note: Health Sciences, Pharmacy, Forensic Science, Natural and Environmental Sciences and Nursing applicants should request a recommendation from either a science or math teacher.

Applicant’s Name _____________________________________________________________

High School Name, City and State ______________________________________________________

Please check one column in each line to critique the applicant’s character and abilities.

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<th>Character and Personality</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>No Basis</th>
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<td>Integrity and Values</td>
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<td>Leadership</td>
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<td>Extracurricular Involvement</td>
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<td>Contributions to the School/Community</td>
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<th>Intellectual Ability and Achievement</th>
<th>Excellent</th>
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<th>Below Average</th>
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<td>Communication Skills</td>
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Overall Evaluation and Comments:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

How long have you known the applicant? ________________________________

What is your relationship to the applicant? ________________________________

My judgment on this individual regarding admission to Duquesne University is to: (check one)

❏ Recommend       ❏ Do not recommend       ❏ Recommend with hesitation

Your Name: _____________________________________________________________ Occupation/Title: _____________________________________________________________

Phone: ________________________________ E-mail: ________________________________

Address:_________________________________________________________________________________________________________

___________________________________________________________________________________________________________________

Signature ___________________________________________ Date ____________________________

Do you authorize the Disclosure/Release of this recommendation to the applicant? ❏ Yes ❏ No
Notice of Nondiscrimination Policy
It is the policy of Duquesne University to admit those applicants who are best qualified to profit from the opportunities it offers for intellectual, spiritual and social growth. It does not discriminate on the basis of religious preference, sex, race, color, national or ethnic origin, non-performance-related handicap or veteran’s status in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletics or other University-sponsored programs.

Security Statistics, Policies and Procedures
Pursuant to the requirements of the PA College and University Security Information Act and the Clery Campus Crime Statistics Act, the annual Campus Security Report can be found on the University website at www.duq.edu or a copy can be requested from the University Public Safety Department at 412.396.6002. The Report contains three years of on/off campus crime statistics, the University’s policy statement, a description of relevant campus programs and the procedures for reporting crimes. Daily crime logs are available for review in the Department of Public Safety by calling 412.396.6007 from 8:30 a.m. to 4:30 p.m., Monday through Friday.