Prepare to succeed.

Transfer Guide 2015-2016

DUQUESNE UNIVERSITY
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Welcome
from the Office of Admissions!

Thank you for your interest in Duquesne University. Each year, more than 300 transfer students make Duquesne their school of choice to earn their degree. Transfer students are welcome in both the fall and spring semesters for most majors.

Our transfer admissions process is streamlined to help you make a smooth transition to Duquesne University. We invite you to visit the campus and get to know us. We’ll show you around and, if you’d like, we can arrange for you to meet with a representative from the program you’re interested in pursuing.
Enroll in a University with High Rankings, Student Satisfaction and Success

Over our more than 135-year history, we’ve developed a national reputation for academic excellence. Duquesne’s programs have won praise for innovation and continued high quality, including accolades as a “best value,” “first-tier university,” “top 100 undergraduate school” and “most popular.”

With 80 undergraduate majors, you can choose the one that will help you get where you want to go in life. And if you change your mind, we’ve got 79 other majors to choose from. Regardless of what major you choose, you’ll be engaged in your field from the moment you step on campus. Whether it’s hands-on research, internships, patient interaction or teaching local students, there are numerous opportunities in our programs.

Prepare to Succeed

Students appreciate that employers and graduate schools know about the caliber of Duquesne students. At Duquesne, you’ll get access to the resources that will help you find career success: develop professional and job search skills, and get connected to internships. Learn more at duq.edu/career-services.

When you graduate, you’ll join an alumni network of more than 90,000 well-connected professionals. Our graduates are succeeding in all walks of life and representing the ideals of Duquesne through their professionalism, high ethical standards and spirit of service.

Our grads go on to work for leading companies, nonprofits and public institutions. A few big names include: Alcoa, American Eagle Outfitters, Bayer Corporation, Children’s Hospital of Pittsburgh, Cleveland Clinic, Dick’s Sporting Goods, Giant Eagle, GNC, Google, H.J. Heinz Company, Pittsburgh Public Schools, PNC Bank, PricewaterhouseCoopers, Teach for America, UPMC, U.S. Steel and Walgreens.

We’ll also prepare you for admission to the country’s best graduate schools. Recent graduates have gone on to study at American, Carnegie Mellon, Florida State, George Washington, Notre Dame and Syracuse, to name a few.

95%
Duquesne was a top choice for more than 95% of our freshmen. Our freshman-to-sophomore retention rate and graduation rates are much higher than the national average for private and public universities.

Learn More
Learn more by visiting duq.edu/transfer where you can find our viewbook and information about financial aid, student life and FAQs and more. We also invite you to visit campus where you can see for yourself why so many students make Duquesne their top choice for education.
Attend a University in a Top-Ranked City for Livability, Affordability, Recreation and More

Students enjoy all the amenities of a safe, self-contained campus in a park-like setting in one of America’s most livable cities. The City of Pittsburgh is an extension of our campus. One where you'll find internships, sporting and cultural events, recreation and fun just minutes away. duq.edu/pittsburgh
Get Ready for Something More

More heart, more spirit, more tradition, more fun, more connections, more opportunity...

More than Teachers
At Duquesne, the one thing you’ll notice right away is the caliber of teaching. That’s because our faculty are world-renowned scholars, researchers and mentors—among the best educators in their fields—and committed to your experience as a student. With a 15-to-1 student-to-faculty ratio and an average class size of 28, your faculty will get to know you by name.

Find Your Crowd, Get Involved!
As a Duquesne student, you’ll learn with students from all cultural, socioeconomic and religious backgrounds from nearly every state and more than 80 countries. There are more than 200 student organizations on campus, so you can get involved in student government, intramural sports or the many free or reduced fee activities available to students. For more information, visit duq.edu/student-involvement.

Military and Veterans
Duquesne University enjoys a proud tradition of serving veterans. We have a team of veteran service providers and we are eager to assist you with questions you might have about joining us as a student. For more information on resources for military service members and veterans, please visit duq.edu/veterans.

A Great School at a Great Price
Duquesne is rated as a best value university by U.S. News, Washington Monthly and Kiplinger’s. These rankings consider key factors such as our quality of teaching, the career success of our graduates, our four-year graduation rate and our students’ lower levels of debt. And we offer special scholarships for transfer students.

Support and Flexibility for Adult Students
The Center for Adult Learners provides admissions counseling, academic advisement and support services for adult students who wish to complete their undergraduate degree. Courses are offered in an accelerated, online format designed for working adult students. Students have access to the online Writing Center and Duquesne’s Gumberg Library. Technical support is readily available to students who are new to the online learning environment. duq.edu/adultlearners
Live, Study and Make Friends for Life
Duquesne’s living learning centers are our version of residence halls—only much more than a place to study, hang out and get some sleep. It’s the epicenter of your personal experience on campus, the place where you’ll grow into your own and find new friends for life. duq.edu/residence-life

Commuters Have a Home Away from Home
Incoming juniors and seniors have the option to live off-campus. The Commuter Center in the Duquesne Union provides a home away from home with study rooms, a computer lab and other resources to support you. duq.edu/commuter-affairs

Study Abroad
Transfer students can choose from more than 35 study abroad locations, including our Italian Campus in Rome and the Duquesne in Dublin program in Ireland. Opportunities include short month-long programs starting in May, spring breakaway trips as well as semester-long programs around the world. duq.edu/study-abroad
Admission Process and Requirements

Applications should be submitted online at **duq.edu/apply**. An application may be submitted at any time during the year up to July 1 for the fall semester or Dec 1 for spring semester—certain programs may have alternate deadlines—please see school pages for specifics. The application procedure is as follows:

1. Complete and submit the online Application for Undergraduate Admission available at duq.edu/apply. Select “transfer.”

2. A $50 non-refundable application fee is waived if the applicant applies by December 15.

3. Submit all official transcripts for the candidate’s complete high school and college academic records. Test scores may be required for some majors. See individual school pages for requirements.

4. Students transferring from a regionally accredited institution must present academic records with a minimum QPA/GPA of 2.5 or higher on a 4.0 quality point system. Only classes with a “C” grade or higher may be considered for transfer.

5. When accepted, the student must provide the Academic Advisor of his/her school with a description of the courses which appear on the college transcript. The student should contact the Advisement Office of his/her school for placement and curriculum planning following a reasonable period for evaluation of the college transcript.

6. An interview is highly recommended for all transfer students and is required for some majors.

7. Print out and submit completed transfer form, available at duq.edu/transfer-form.

Additional documents may be required by a particular school/major. See individual school pages for specific school/major QPA/GPA and other requirements.

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Financing Your Education

Financial aid is comprised of scholarships, grants, loans and part-time employment awarded to help meet the cost of education, which includes tuition, room and board or a living expense, books and allowances for personal and transportation costs.

Awards can be merit- or need-based and come through a variety of sources, including federal and state government, private organizations and the University itself. Duquesne offers academic scholarships for all transfer students.

(Duquesne’s school code is 003258) Since this form also constitutes application for State Grants, special attention should be paid to state grant deadline listed with the FAFSA form. For Pennsylvania, the deadline is May 1.

Apply for any awards by May 1 of each year. When awards are based in whole or part on financial need, you MUST complete a Free Application for Federal Student Aid (FAFSA) each year.

For more information visit duq.edu/financial-aid, email faoffice@duq.edu or call 412.396.6607.
Degree Requirements

All students, regardless of major, must complete a minimum of 120 credits and the University Core Curriculum in order to graduate—with the final 30 credits at Duquesne. Please see school pages for program-specific information.

University Core Curriculum (34 credits)
Critical thinking, problem-solving, leadership, honesty, integrity and services to others... these are the hallmarks of a Duquesne education. They lay the intellectual and ethical foundation students need to succeed and grow as individuals throughout life.

The Core consists of 12 courses or 34 credits from a variety of disciplines. These requirements are:

**English Composition: 6 credits**
Satisfied by: First-year Composition and First-Year Literature

**Mathematics: 3 credits**
Satisfied by: Calculus or Fundamentals of Statistics or Intro to Biostatics or Problem-Solving with Creative Math

**Science: 3 credits**
Satisfied by: Biology or Chemistry or Physics or Earth Science or Astronomy or other approved Science course

**Philosophy: 3 credits**
Satisfied by: Basic Philosophical Questions or Introduction to Philosophy

**Theology: 3 credits**
Satisfied by: Biblical and Historical Perspectives or Theological Views of the Person or Global and Cultural Perspectives of Theology

**Ethics: 3 credits**
Satisfied by: Philosophical Ethics or Theological Ethics or Medical Ethics or Health Care Ethics

**Information Literacy: 1 credit**
Satisfied by: Research and Information Skills

Theme Area Courses: 12 credits
Satisfied by taking 3 credits from each of the following Theme Areas:
- Creative Arts
- Faith and Reason (must be taken at Duquesne)
- Global Diversity
- Social Justice

Sample courses often transferable for the Theme Areas include:
- Creative Arts: Art Appreciation, Art History, Creative Writing, Painting, Computer Art, Music Performance, Creative Dramatics

NOTE: One Theme Area must represent a history or art history discipline and one Theme Area must represent the social sciences (Economics, Political Science, Psychology or Sociology)

In addition to the Core Curriculum, each school has degree requirements.
The liberal arts form the heart of a Duquesne education—the intellectual and ethical foundation for a rewarding career and fulfilling life. Prepare for your career or graduate program by choosing from a wide range of majors in the College.

As an undergraduate student in the liberal arts, you’ll learn from faculty who are authors and editors of respected journals and scholarly books, officers in professional organizations, and recipients of national and regional awards for teaching, scholarship, service and ethics. Through their affiliations, the College has a reputation of connecting our graduates with meaningful networking opportunities, internships and careers in their chosen field of study.

**Application Deadline Dates**

Fall Semester: July 1  
Spring Semester: December 1

The College of Liberal Arts awards 60 semester hours of credit to accepted transfer applicants who have an Associate’s Degree in Arts from a regionally accredited two-year institution.

All transfer applicants should at least have a 2.50 QPA based upon a 4.0 scale at their previous school of record.

In addition to meeting the requirements of their major and minor (or second major), all Liberal Arts students must complete the University and College core requirements to earn a B.A. or B.S. degree.

**Majors**

- Classics
- Communications Studies
- Computer Science
- Corporate Communications
- Digital Media Arts
- Economics
- English
- History
- Integrated Marketing Communications
- International Relations
- Journalism – Multiplatform

- Mathematics
- Modern Languages and Literature
- Philosophy
- Political Science
- Psychology
- Public Relations/Advertising
- Rhetoric
- Sociology
- Theater Arts
- Theology

See the Center for Adult Learners page for details about accelerated, online degree options.
The Palumbo-Donahue School of Business offers a strong range of professionally focused majors that provide the flexibility and marketable skills needed to realize your full career potential. Learn from experienced business faculty and develop the leadership, practical and world-ready skills needed to achieve your full potential as an ethical business professional. That’s what we call “business from a higher perspective.”

The Palumbo-Donahue School of Business is accredited by the Association to Advance Collegiate Schools of Business (AACSB). AACSB-accredited schools have the highest quality faculty, relevant and challenging curriculum, and provide educational and career opportunities not found at other business schools. In fact, less than five percent of the world’s 13,000 business programs are AACSB-accredited. And Duquesne has held that endorsement since 1962.

**Application Deadline Dates:**
Fall Semester: July 1
Spring Semester: December 1

All transfer applicants must have earned a minimum of 2.50 QPA based upon a 4.0 scale at their previous school of record.

**Majors**
Accounting
Economics
Entrepreneurial Studies (Entrepreneurship)
Finance
International Business
Information Systems
Management
Legal Studies (Pre-Law)
Marketing
Sports Marketing
Supply Chain Management
The School of Education at Duquesne University has a rich history of preparing leaders for more than 75 years. We believe it is our responsibility to prepare future teachers for success. As a Leading Teacher, you will understand that teaching isn’t just about writing lesson plans and grading papers. You will grow to become a successful educator with a sincere desire to make a positive difference. In addition, you will build skills that foster your understanding of the positive impact that leadership, diversity and technology have on shaping learning environments and the students who are a part of them.

You will have plenty of support from our faculty who are leaders in their fields. You will benefit from their expertise in a broad range of programs including: instruction, leadership, foundations, instructional technology, special education and English as a Second Language.

Application Deadline Dates:
Summer or Fall Semester - April 1
Spring Semester – December 1

All transfer applicants must have earned a minimum of 3.0 QPA based upon a 4.0 scale at their previous school of record.

Because of the way our program is laid out, all Education degrees are a minimum of four years in length, no matter how many courses transfer into Duquesne. To assist in alleviating some time, we offer a three-week summer session that consists of all first-year Education courses, and after successful completion, students may only have three years left in the program, depending on their chosen degree. This summer session is only offered for the first year courses, and there are no other summer Education courses offered. We cannot accept Education transfer credits.

Majors
Early Level (PreK-4) Education
Middle Level (4-8) Education
Secondary (7-12) Education – English
Secondary (K-12) Education – Latin
Secondary (7-12) Education – Mathematics
Secondary (7-12) Education – Social Studies
Prepare to excel in the rapidly changing profession of nursing. As a School of Nursing student, you will receive the kind of personalized attention found in smaller schools, but in a high-tech learning environment typical of larger institutions. Throughout the university and the School of Nursing, we place the highest value on teaching and providing students with individual assistance when it’s needed. Every member of the faculty helps students succeed, and the School of Nursing even has a staff member whose only job is to provide academic help and career-success coaching for individual students.

While you’re gaining the necessary skills, knowledge and clinical experience to deliver the best patient care possible, you’ll be inspired to develop personal and ethical values that make you not just a care provider, but a health care leader. Duquesne's School of Nursing is fully approved by the Pennsylvania State Board of Nursing and fully accredited by the Commission on Collegiate Nursing Education. The School of Nursing is also recognized by the National League for Nursing as a Center of Excellence.

Application Deadline Dates:

BSN Program:
- Fall semester – April 1
- Spring Semester – October 1

RN-BSN Program:
- Fall Semester – July 15
- Spring Semester – December 1
- Summer Semester – April 1

Please visit duq.edu/nursing for specific admissions criteria for our nursing programs.

If you are a Veteran, contact militarynursing@duq.edu to learn more about our Veteran BSN Program.

Majors

BSN: A traditional 4-year degree for high school and transfer students that leads to the Bachelor of Science in Nursing degree.

RN-BSN: A BSN completion program for RNs with an ADN or a Diploma in Nursing.
An innovative curriculum, contemporary facilities, hands-on training, and nationally recognized research leadership prepares graduates for successful, rewarding careers dedicated to improving the health and well-being of patients and their communities. As a student, you’ll gain invaluable experience in real-world settings such as our academic research centers, hospitals and community settings.

You’ll learn from professors who bring their scholarship directly into the classroom, enhancing how students learn. Our faculty go beyond teaching – they are dedicated mentors who make an indelible impact on their students.

**Application Deadline Dates:**
Fall semester (only) - February 1

A standardized, School of Pharmacy interview along with official scores from the Pharmacy College Admission Test (PCAT) are required.

**Majors**

**Doctor of Pharmacy (Pharm. D.)**
The six-year Doctor of Pharmacy program combines rigorous academics with challenging clinical experience, preparing you for career opportunities in a broad range of professional settings, including community practice, hospitals, pharmaceutical research, academia, government, and professional and trade organizations.

Transfers are accepted to the first professional year of the program (years 3-5). Duquesne’s academic scholarships extend to year six of the program.
Become a well-rounded scientific thinker through challenging classes and applied study in the lab. As a student scientist, you will have the opportunity to make real contributions to research as you prepare for a rewarding career. Students work side-by-side with their professors and graduate students as they participate in nationally funded research projects.

With dedicated faculty mentors, students receive personalized academic and career guidance that helps you succeed here on campus and beyond. Our students say our departments feel like a second home, true communities where learning goes well beyond scheduled class and lab times.

**Application Deadline Dates:**
Fall Semester: July 1
Spring Semester: December 1

All transfer applicants must have earned a minimum of 3.0 QPA based upon a 4.0 scale at their previous school of record.

**Majors**
- Biochemistry – BS/BA
- Chemistry - BS
- Biological Sciences - BS
- Environmental Chemistry - BS
- Environmental Science - BS
- Physics – BS/BA

**Joint Programs Offered**
- Binary Engineering – BA in Physics (plus BS in Engineering from Case Western Reserve or University of Pittsburgh)
- Biotechnology – MS
- Environmental Science and Management – MS
- Forensic Science and Law – MS
- Secondary Education – MS
When you graduate with a health sciences degree from Duquesne University, you will be well-prepared to start making immediate contributions in patients’ lives and in the industry as a whole. Rangos School programs emphasize the scientific and interpersonal aspects of clinical practice. The curriculum typifies the teamwork and collaboration among the various health professionals in the modern American health care environment. Our professors are clinically skilled and nationally known, and they are committed to helping students achieve more.

**Application Deadline Dates:**

**Athletic Training, Health Management Systems, Occupational Therapy and Speech Language Pathology**
- Fall Semester – July 1
- Spring Semester – December 15

**Physical Therapy**
- Fall Semester - May 1
- Spring Semester – December 15

All transfer applicants must have earned a minimum QPA based upon a 4.0 scale at their previous school of record as outlined below.

- Athletic Training and Health Management Systems: 2.75
- Occupational Therapy, Physical Therapy and Speech Language Pathology: 3.0

Visit [duq.edu/health-sciences/transfer](http://duq.edu/health-sciences/transfer) for additional information and program-specific requirements.

**Majors**

- Athletic Training, B.S.
- Health Management Systems, B.S./M.H.M.S.
- Occupational Therapy, MS – 5 years
- Occupational Therapy, OTD – 6 years
- Physical Therapy, DPT – 6 years
- Speech Language Pathology, M.S. – 5 years

*Physician Assistant Studies – Due to capacity constraints, we are unable to accept transfer or second degree applications at this time.*
As a music student at Duquesne, you’ll learn from professors who are dedicated instructors as well as internationally renowned performers, composers, arrangers, recording artists and master teachers. And with a 4:1 student-to-faculty-ratio, you’ll have direct access to top faculty while you build a strong foundation in music.

You’ll have a personally designed academic experience along with access to state-of-the-art facilities that will help you meet your full potential in the field of music. Join distinguished faculty and other talented students who perform more than 200 concerts on campus and in the city every year, with numerous tours, broadcasts and recordings that reach a worldwide audience. Duquesne student ensembles are among the finest university-level performance experiences.

**Application Deadline Dates:**

Fall Semester – July 1
Spring Semester – December 1

*NOTE:* Please contact the School of Music for audition options.

All transfer applicants must have earned a minimum of 2.50 QPA based upon a 4.0 scale at their previous school of record.

*In order for a music scholarship to be discussed and/or awarded to a potential transfer student, it is necessary for the applicant and his or her current institution to complete the Music School Transfer Release Form. This is in addition to the university required admissions transfer form.*

**Majors**

- Music, B.A.
- Music in Performance, B.M.
- Music in Music Technology, B.M.
- Music with Elective Studies in Business, B.M.
- Music Education, B.S.
- Music Therapy, B.S.
The Center for Adult Learners provides admissions counseling, academic advisement and support services for adult students who wish to complete their undergraduate degree. Courses are offered in an accelerated, online format designed for working adult students. The online format allows students to participate in discussions and classwork when and where it fits their schedules. These online courses are taught by faculty members that understand adult students and the life experience they bring to class discussions. Our Bachelor of Science (BS) and Bachelor of Arts (BA) degree majors, offered through the McAnulty College of Liberal Arts, will provide students with the skills they need for their current job and position and for future career advancement.

Format
The academic year is structured in an eight-week term format, with five terms per year. Students who are starting with no prior college credits can complete their degree in about four years. Students who have earned either an associate’s degree or 60 transfer credits from a regionally accredited college or university can expect to complete the program in about two years.

Academic Support
- Advisors guide students through the entire process from registration to graduation.
- Students have access to the online Writing Center and Duquesne’s Gumberg Library.
- Technical support is readily available to students who are new to the online learning environment.

Admissions
The Center for Adult Learners has a rolling admission with five start dates per academic year.

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<th>Fall:</th>
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<th>Summer:</th>
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<td>Term 1 – August</td>
<td>Term 3 - January</td>
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<td>Term 2 – October</td>
<td>Term 4 - March</td>
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To apply:
- Complete the online application for admission at: [duq.edu/admissions-and-aid/adult-learners/apply](duq.edu/admissions-and-aid/adult-learners/apply)
- Submit official high school transcript
- Submit official transcripts from all colleges/universities previously attended

Majors
- Behavioral Science (BS)
- Computer Systems Technology (BS)
- Organizational Leadership (BS)
- Professional Communication (BA)

Office for Military and Veteran Students
The Center for Adult Learners understands the unique challenges experienced by those transitioning from soldier to student. The Office for Military and Veteran Students serves as a single point of contact for veterans, active military, reservists, and military family members pursing higher education.