TABLE OF CONTENTS

**I. MISSION STATEMENT: NON-DISCRIMINATION**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**II. ARTICLES**

- 7.
- 8.
- 9.
- 10.

**III. STUDENTS’ RIGHTS AND Responsibilities**

- A. Short Title
- B. Definitions
- C. Basic Rights
- D. Basic Responsibilities
- E. Classroom Expression
- F. Campus Expression
- G. Publications
- H. Residence Life
- I. Cooperation with Enforcement Agencies
- J. Communication

**IV. UNIVERSITY STANDARDS**

- 1. Jurisdiction of the University
- 2. Racism and Other Forms of Bias
- 3. Title IX: Sexual Harassment and Violence
- 4. Retaliation
- 5. Conduct—Rules and Regulations
- 6. Violation of Law and University Discipline

**V. CONDUCT POLICIES AND PROCEDURES**

- 1. Charges and Hearings
- 2. Organizational Conduct Violations
- 3. Sanctions
- 4. Tuition Credit/Refund
- 5. Interim Living Learning Center or
- 6. University Suspension
- 7. Appeals
- 8. Student Conduct Authority

- I. AMENDMENTS
- VII. INTERPRETATION AND APPROVAL
- VIII. ADDITIONAL CODES

**STUDENT POLICIES**

- 1. Academic Integrity
- 2. Alcohol and Other Drugs
- 3. Good Samaritan Policy
- 4. Hazing
- 5. Health Insurance Policy—Mandatory
- 6. Immunization
- 7. Involuntary Leave of Absence Policy
- 8. Sexual Violence
- 9. Sexual Violence Resources
- 10. Sexual Harassment
- 11. Smoking
- 12. University Residency
- 13. Weapons Policy

**RISK MANAGEMENT POLICY**

FOR GREEK-LETTERED ORGANIZATIONS

- 1. Alcohol and Drugs
- 2. Hazing
- 3. Sexual Violence and Harassment
- 4. Fire, Health and Safety
- 5. Education

**THE ADMINISTRATIVE POLICIES**

CAMPUS CONTACTS

For a complete copy of the Student Handbook, go to: [www.duq.edu/student-handbook](http://www.duq.edu/student-handbook)

*Information contained in this publication may be changed at any time, updated on the web site, and subsequently published in the next printing.*
Welcome Duquesne Students, Duquesne University is proud that you have chosen this as your academic home. Your time at Duquesne will shape your future relationships, your career, and your development as an outstanding person and member of society. During your years here, you will invest much time, effort, and more importantly, yourself in pursuit of your personal and professional goals. This Code summarizes the rules that we are confident will help you each step of the way.

We have assembled for you some of the best faculty in the world. They are teacher-scholars who care about teaching as they contribute to the advancement of their academic disciplines. We also have a group of outstanding Student Life administrators dedicated to you and living out the University’s values for you. Get to know them. You will find them welcoming and genuinely concerned for your development.

Explore the campus when you arrive. There are many amenities available to you that will enrich your living and learning experiences. Participate in a wide range of activities; education occurs outside the classroom, as well. Attend religious services and programs. Serve God by serving others. Our whole University and surrounding community benefits enormously from your talent, energy and leadership.

Duquesne faculty, staff, and administrators believe that the education you receive here is not only for your mind, but for your heart and spirit. We are committed to this as the very foundation of Duquesne University. The University was established and is sponsored by the Congregation of the Holy Spirit who have a deep tradition of service to others. The whole Duquesne family is concerned with your academic, moral, and spiritual growth. Your success as a person is of paramount importance to us.

For six generations, Duquesne University of the Holy Spirit has been changing lives on our Bluff. You are now a critical part of that inspiring and inspired tradition. My best wishes for a wonderful experience as you move forward with your academic pursuits as part of the Duquesne University community.

Kenneth G. Gormley
President
VICE PRESIDENT FOR STUDENT LIFE’S MESSAGE

Dear Student,

Welcome to Duquesne University.

The 2015-2017 Code of Student Rights, Responsibilities and Conduct (The Code) provides information on the expectations for being a member of the Duquesne University community. Please read this document carefully. The Code 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 the Duquesne University, the Code 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!

Douglas K. Frizzell, Ph.D.
Vice President for Student Life
CODE OF STUDENT RIGHTS, RESPONSIBILITIES AND CONDUCT

The purpose of the Code of Student Rights, Responsibilities and Conduct is to enumerate the standards, policies and procedures essential to safeguard student rights and freedom to learn; to provide a clear and concise statement of University expectations concerning student conduct and achievement; and to provide a means of student self-government within the University wherever appropriate.

Duquesne University provides a well-rounded education that will challenge you academically while nourishing your spiritual and ethical development. Duquesne University is the only Spiritan institution of higher education in the United States. This means we share in the Spiritans' values and are deeply committed to:

- Educational excellence
- Moral and spiritual values
- An ecumenical atmosphere open to diversity
- Service to the Church, the community, the nation and the world

In living these values, students are expected to respect themselves, others, the University, and the extended community. The Mission Statement and Expectations of a Duquesne Student serves as the basis for the University’s Code of Student Rights, Responsibilities and Conduct. In addition, the Code is informed by national standards in the field of student conduct administration and conforms to applicable federal, state, and local laws.

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 protected classes. Further, Duquesne University will continue to take affirmative steps to support and advance these values consistent with the University’s mission statement.

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.

Revised: December 2011
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.

EXPECTATIONS

1. Read, understand and accept the values contained in the Mission Statement.
2. Build upon the values you have received from your parents or guardians and strive to meet their expectations.
3. Be diligent and sincere in the pursuit of education, open to learning and change, and strive to achieve academic excellence.
4. Be honest and have integrity in all that you do.
5. Recognize the importance of service to others and the community in which we live.
6. Grow spiritually, preparing for life, not just a career.
7. Appreciate diversity; be open-minded.
8. Respect your body and avoid substances that have a negative effect.
9. Develop a sense of self while defining your ethical and spiritual values.
10. Develop friendships by appreciating yourself and respecting others.
11. Be proud of Duquesne; show school spirit.
12. Be at peace with God and with yourself
ARTICLE I: RIGHTS AND RESPONSIBILITIES OF STUDENTS

A. SHORT TITLE

This Code of Student Rights, Responsibilities and Conduct shall be known as the “Student Code.”

B. DEFINITIONS

1. The term “University” means Duquesne University of the Holy Spirit.

2. The term “student” includes all persons taking courses at the University, or in any University sponsored program regardless of location, both full and part-time, pursuing undergraduate, graduate, or professional studies and those who attend post-secondary education other than Duquesne University. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular semester but have a continuing relationship with the University, are considered students, as are persons who are residing in University Living Learning Centers although not enrolled in the University. A student who has been suspended continues to be considered a student for purposes of University policies and procedures.

3. The term “faculty member” means any person hired by the University to conduct instructional activities.

4. The term “University official” includes any person employed by the University in an administrative or professional capacity who is performing assigned administrative or professional responsibilities.

5. The term “University employee” includes any person employed by the University who is neither a faculty member nor a University official as defined above.

6. The term “member of the University community” includes any person who is a student, faculty member, University official or University employee. A person’s status in a particular situation shall be determined by the Vice President for Student Life.

7. The term “University premises” includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the University (including integral streets and sidewalks).

8. The term “organization” means a number of persons who have complied with the formal requirements for University recognition as provided in Article II.

9. The term “group” means a number of persons acting as an organization who have not complied with the formal requirements for becoming an organization.

10. The term “student publication” means either an organization whose primary purpose is to publish and distribute any publication on campus or a regular publication of an organization.
11. The term “Hearing Body” means any person or persons authorized by the Vice President for Student Life to determine whether a student has committed a violation of the Student Code and to recommend imposition of sanctions.

12. The term “student conduct proceeding” means any action conducted by a Hearing Body.

13. The term “Director of Student Conduct” means a University official authorized by the Vice President for Student Life who is responsible for the establishment and activities of all hearing bodies and for the imposition of sanctions upon students determined to have violated the Student Code. The Vice President for Student Life may authorize the Director of Student Conduct to serve simultaneously as Director of Student Conduct and the sole member or one of the members of a Hearing Body.

14. The term “Student Conduct Officer” means a University official authorized on a case-by-case basis by the Vice President for Student Life to impose sanctions upon student(s) who were found to have violated the Student Code.

15. The term “Appellate Board” means any person or persons authorized by the Vice President for Student Life or by the Director of Student Conduct to consider an appeal from a Hearing Body’s determination that a student has committed a violation of the Student Code or appeal of a determination related to a charge of sexual violence or sexual harassment.

16. The term “shall” is used in the imperative sense.

17. The term “may” is used in the permissive sense.

18. The Vice President for Student Life is that person designated by the University President to be responsible for the administration of the Division of Student Life.

19. The term “policy” means the written regulations of the University as found in, but not limited to, the Student Code, Residence Life Handbook, the graduate and undergraduate catalogs, and the University website.

20. The term “cheating” includes but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

21. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation of the published or unpublished work of another person without full or clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

22. The term “complainant” means any person who submits a charge alleging that a student violated the Student Code.

23. The term “respondent” means any student charged with a violation of the Code.
C. BASIC RIGHTS

All students, as members of the University community, shall have the following rights. This should not be construed to deny any other rights which students enjoy in their capacity as members of the student body or as citizens of the community at large:

1. Freedom of expression and assembly subject to the limitations of the Student Code and other University regulations and policies.

2. Freedom to pursue educational goals.

3. The right to notification by the instructor, during the first week of class and in the form of a written syllabus, of all course requirements. Such notification should include, but not be limited to, course subject matter for each class meeting, all assignments and due dates, types of examinations and examination dates, instructor’s office hours, required texts and procedures for determination of final grades (including the use of plus/minus grades). All students have the right to adequate notice of substantive changes in course content.

4. Freedom from unreasonable search and seizure by University officials subject to Article I, Sections H and I of the Student Code and other University regulations and policies.

5. The right to student conduct procedures as defined in Article V.

6. The right to privacy and confidentiality of student records according to the Family Educational Rights and Privacy Act (FERPA).

7. The right to be evaluated fairly in all academic endeavors and to challenge an academic evaluation in accordance with Academic Due Process. (See Student Handbook, www.duq.edu/Documents/academic-affairs/_pdf/Academic-Due-Process.pdf.)

D. BASIC RESPONSIBILITIES

Students, as members of the University community, shall have the following responsibilities. This should not be construed to exclude other responsibilities which students inherit as members of the student body or as citizens of the community at large:

1. The responsibility for maintaining academic integrity and other standards of academic performance as established by University policies and regulations.

2. The responsibility for acting in such a manner as to insure that other students may enjoy the rights declared under the Student Code.

3. The responsibility to provide a permanent and local address and telephone number to the University as well as emergency contact information.

4. The responsibility for respecting and complying with the Mission Statement of the University and the Expectations of a Duquesne Student, as well as University rules, regulations, and procedures.

5. The responsibility for respecting and complying with provisions of local, state and federal laws.
6. The responsibility for acting in a manner which promotes an atmosphere of learning, free expression and respect for the rights, dignity and worth of every individual in the University community.

E. CLASSROOM EXPRESSION

1. Discussion and expression of all views relevant to the subject matter are permitted in the classroom and subject to the responsibility of the faculty member to maintain order and to adhere to class time limitations.
   a. Students are responsible for learning the content of any course in which they are enrolled.
   b. Students are responsible for all stated course requirements, as found in the syllabus of that course.

2. Academic evaluation of student performance shall be neither prejudicial nor capricious.

3. Information about student views, beliefs and political associations acquired in confidence by faculty members in the course of their teaching, advising and counseling should remain confidential.

F. CAMPUS EXPRESSION

1. Discussion and expression of all views are permitted within the University subject to requirements for the maintenance of order.
   a. Support of any cause by orderly means that does not disrupt the operation of the University or in conflict with the Mission is permitted
   b. 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.

2. Students, groups and organizations may invite persons on campus subject to the requirements for use of University facilities and permission from the Vice President for Student Life. An honest effort shall be made to provide University facilities for speakers and/or programs invited to the campus by a recognized campus organization. Sponsorship of guest speakers and/or programs does not necessarily imply approval or endorsement of the views expressed either by the sponsoring organization(s) or the University.

G. PUBLICATIONS

1. The University recognizes that student publications can be a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration of the campus. They can be a means of bringing student concerns to the attention of the University community and of formulating student opinion. All student publications shall be published in accordance with guidelines established by the University Publications Board. These guidelines shall adapt generally accepted journalistic standards to the University setting.

2. Student publications shall be free of censorship and advance approval of copy, and their editors and managers shall be free to develop their own editorial policies and news coverage.
   a. Similar freedom and responsibilities shall apply to the University radio and television stations.
   b. This sense of free expression shall recognize the religious character of the University and shall be sensitive to that character.
c. This editorial freedom entails a corollary obligation to honor those generally accepted journalistic standards as interpreted by the University Publications Board, including but not limited to, the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, techniques of harassment and innuendo, and to follow applicable regulations of the Federal Communications Commission. Editorial policy is to be consistent with the provisions of the Student Code.

3. Editors and managers of student publications shall not be arbitrarily suspended or removed from office because of student, faculty, administrative, alumni or public disapproval of editorial policy or content. Editors and managers shall be subject to sanctions only for proper and stated causes in violation of proscribed conduct in their role as editors or managers, and when the conduct in question pertains to publications as defined in this Code. Such sanctions shall normally be imposed only as a part of established University student conduct procedures for students; provided, however, that nothing herein shall be construed to limit the authority of the University Publications Board in dealing with wrong-doing or breaches of accepted journalistic ethics or standards by any student editor, reporter or publications manager or staff person.

4. All student communications shall explicitly state on the editorial page or in broadcast that the opinions expressed are not necessarily those of the University community.

5. A University student or recognized group or organization may distribute printed material on campus without prior approval providing such distribution does not disrupt the operations of the University and conforms to the Mission of the University and the regulations.

6. Posting or distribution of printed materials in or on University buildings shall be in accordance with the Mission of the University and regulations established for each building.

H. RESIDENCE LIFE

1. The only University officials who are normally allowed to seek access to a student room in the Living Learning Centers are members of the Residence Life staff and/or maintenance staff, according to established procedures. When one of these staff members seeks access to a student room to determine compliance with this Code, applicable laws or regulations, or for improvement or repairs, an attempt will be made to notify the residents in advance.

2. There may be entry, without notice, in emergency situations by a member of the Residence Life staff, the maintenance staff, or the University police. An emergency situation exists when foreseeable danger to life, safety, health or property is feared. In such cases the front desk attendant on duty should be advised of the situation as soon as possible, preferably prior to actual entry. The attendant will immediately notify the Resident Director and/or the Resident Assistant on duty.

Resident Directors and University Police do not need consent to enter a residents room in a non-emergency situations, if there is probable cause. In non-emergency situations a member of the Residence Life staff and/or the University police may conduct a search of a student room in a Living Learning Center without prior notification. Such a search can occur when there is probable cause to believe that a violation of University policy has occurred or is occurring. “Probable cause” exists when a member of the above stated staffs has reasonably trustworthy information which would warrant a person of reasonable caution to believe that an offense has been or is being committed. For routine checks, notification will be posted in lobby area eight hours in advance giving reason for check. A resident of the room need not be present and need not
I. COOPERATION WITH LAW ENFORCEMENT

1. As a matter of policy, the University shall cooperate with the University police or outside law enforcement agencies whenever a legal search warrant is presented. In such situations a member of the Residence Life staff, University Police and the student to whom the search warrant is directed shall be present whenever possible.

2. If a legal search warrant is not presented, the University shall cooperate only if there is likelihood that a crime will be committed.

J. COMMUNICATION (August 2010)

1. Your Duquesne University personal email account is the official method of communication for Duquesne administrative matters. You are required to periodically check your account for time critical notices such as billing notifications, insurance requirements or other important alerts or administrative notices requiring a timely response. Notice will be considered received one day following the date the notice is posted to your email account. Failure to check your email account does not excuse or exempt you from any actions required of you by the University.

ARTICLE II: CAMPUS ORGANIZATIONS

A. INTEREST GROUPS AND SCHOOL CLASSES

1. Groups seeking only Residence Life recognition are not subject to the provisions delineated under “University Recognition” below. Such groups shall contact the Office of Residence Life for the applicable regulations and procedures.

2. School classes, e.g., pharmacy freshmen, education juniors, etc., only recognized by their respective school, are not subject to the provisions delineated under “University Recognition” below. Such groups shall contact their respective school for the applicable regulations and procedures. The College and Schools will submit a list of the groups granted recognition to the Assistant Vice President for Student Life.

B. UNIVERSITY RECOGNITION

Student organizations are recognized in order to support the rights of students to freely form associations compatible with the mission statement and goals and objectives of the University while maintaining the right of the University to choose those student organizations it recognizes; define the relationship between the University and student organizations; insure that the requirements for recognition, the privileges which accompany recognition, and the policies and procedures that govern students are upheld. Withstanding approval by the Student Government Association, the University may deny recognition to any group.

1. Organizations and groups may be established within the University for any legitimate purpose in accord with the stated Mission and Expectations of the University. Affiliation with an external organization shall not, in itself, disqualify the University branch or chapter from University
Recognized organizations must have a minimum Quality Point Average of at least 2.1 for membership and must have a minimum active membership of at least ten students.

a. Interfraternity Council affiliated fraternities, Panhellenic Council affiliated sororities, Professional Greek-Lettered fraternal organizations, Honor and Recognition Greek-Lettered organizations, and Service Greek-Lettered fraternal organizations are administered by the Director of Greek Life.

b. All other organizations are administered by the Assistant Vice President for Student Life.

c. All organizations are required to provide to the relevant administrator: an annual roster of members by September 15 of each year; a list of associates or new members for each semester within one week of bid acceptance; and a revised roster of all members, including newly inducted members, within one week of induction. Relevant documents may be accessed through the following link: https://duq.collegiatelink.net/organization/centerforstudentinvolvement/documentlibrary

2. Groups in formation for a legitimate purpose may be granted temporary use of facilities and services for four (4) months by the Assistant Vice President for Student Life. The Assistant Vice President shall inform the Student Government Association of any such temporary privileges, which include the right to hold meetings and social events on campus, and the opportunity to use University facilities and the counsel and assistance of the faculty, University officials and the Student Government Association.

   a. During the temporary granting of privileges, each new group shall write a constitution in compliance with the established format available in the Center for Student Involvement. Relevant documents may be accessed through the following link: https://duq.collegiatelink.net/organization/centerforstudentinvolvement/documentlibrary

   b. Temporary granting of privileges period may be extended at the discretion of the Assistant Vice President.

   c. Groups which form for a specific short-term purpose, ad hoc, will only be given temporary granting of privileges and will not be required to draft a constitution, as determined by the Assistant Vice President.

3. All groups requesting temporary granting of privileges or permanent recognition must submit a statement of purpose, membership eligibility requirements and present number of members to the Assistant Vice President for Student Life.

4. A group requesting permanent status shall submit its constitution to the Assistant Vice President for Student Life during that group’s temporary-granting-of privileges period. The Assistant Vice President shall either:

   a. Accept the constitution in its entirety and forward it to the Student Government Association Constitution Committee for review;

   b. Approve the constitution in principle and forward it to the Student Government Association Constitution Committee with recommendations; or

   c. Request revisions in the constitution and return it to the group. Once the necessary revisions have been made, the group may resubmit the constitution for approval. If no further revisions are necessary, the Assistant Vice President shall forward it to the Student Government Association Constitution Committee for review.

   d. Reject the constitution if the purpose of the proposed organization is similar to that of an already recognized student organization or if the purpose is not consistent with the University Mission.

5. Where there is external affiliation, the constitution and bylaws of the external affiliate must be filed with the Assistant Vice President as soon as possible after receiving temporary granting of
privileges. Only after all appropriate documents are on file with the Assistant Vice President, shall the constitution of the local chapter be submitted to the Student Government Association.

6. Upon recognition, the Assistant Vice President for Student Life shall be forwarded a copy of the approved constitution by the Student Government Association.

7. Should a group not be granted University recognition, it is encouraged and has the right to seek Student Government Association guidance and support.

8. When an organization is officially recognized it shall have (in addition to the rights given during temporary recognition) the right to schedule events on University calendars and to use the University name in connection with their programs and activities subject to the provisions stated in Section E of this article.

9. For serious cause given, the Vice President for Student Life, the Assistant Vice President for Student Life or the Director of Greek Life may withdraw the recognition of a University recognized organization or group. Upon such withdrawal, all University support for such an organization or group will cease and the organization or group must cease to identify itself as an official organization or group of this University, including any use of the University’s name. For serious cause given to, and approved by, the Vice President for Student Life, the Student Government Association shall have similar authority with regard to those student groups or organizations dependent upon the Student Government Association for recognition.

10. Duquesne University believes auxiliary women’s groups organized by men’s fraternity chapters, commonly known as “little sisters,” are inconsistent with the concept and philosophy of separate and equal women’s fraternities or sororities and are, therefore, prohibited.

11. Duquesne University requires all national and local general and professional fraternal organizations to obtain general liability insurance, as approved by policy administered through the Office of Greek Life. Failure to possess general liability insurance will result in immediate suspension of University recognition.

C. ANNUAL REGISTRATION

1. To remain officially recognized, each organization shall annually file a new registration form and membership roster with the Assistant Vice President for Student Life by September 15 and within three weeks after the election of new officers. Relevant documents may be accessed through the following link: https://duq.colleagiatelink.net/organization/centerforstudentinvolvement/documentlibrary

2. All organizations are required to have a full-time Duquesne faculty or staff member, or official as an advisor. If the advisor resigns, the organization has the responsibility to locate an advisor within thirty (30) calendar days.

3. All changes in officers and advisors, other than by annual elections, must be filed with the Assistant Vice President for Student Life or the Director of Greek Life within one (1) week after they take effect.

4. All changes in and/or amendments to the name, constitution or bylaws of the organization shall be submitted in accordance with the process outlined in Article II, Section B, 4 and 5 of this Code.
5. Failure to comply with any of the above paragraphs will result in probation for the organization. Privileges may be revoked for a period of time equal to the length of time the organization was delinquent in complying with any of these regulations.

D. SOCIAL ACTIVITY REGULATIONS

1. For any event outside of normal classroom activity involving the use of University facilities, applications for space may be obtained from the Center for Student Involvement. Consideration of all applications shall be in accordance with the scheduling policy available in the Center for Student Involvement.

2. To requisition any Living Learning Center or athletic facility, the respective office must be contacted.

3. University facilities may be scheduled and used by registered organizations for regular business meetings, for social programs and for programs open to the public according to the policies outlined in this section.
   a. Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use, and to ensure proper maintenance and order.
   b. Allocation of space shall be based on priority of requests and the demonstrated needs of the organization.
   c. Reasonable charges may be imposed to cover any costs for the use of facilities. Physical abuse of assigned facilities or disregard for specific regulations pertaining to a given facility may result in reasonable limitations on future allocations of space to offending parties as well as restitution for damages.
   d. The organization requesting space must inform the University of the name of an outside speaker and the general purpose of any meeting open to persons other than members.
   e. No speaker sponsored by a registered organization shall be denied appearance on campus for arbitrary or capricious reasons. Reasons for denial include, but are not limited to, probability of disruption of campus activities, endangerment of the University’s tax exempt status, inconsistent with the University’s Mission, and/or reasonable expectation of danger to life or property.

4. The sponsoring organization and its officers are responsible for:
   a. Informing the advisor(s) in advance of all functions sponsored by the organization. All organizational activities must receive the prior approval of the advisor. Advisors must be present for the entire event.
   b. The behavior of persons attending the function including but not limited to Student Code violations, and any illegal acts either engaged in or knowingly permitted by the organization.
   c. Any damage to utilized facilities.
   d. Activities of the organization and for its compliance with the Mission of the University and regulations.

5. The sponsoring organization(s) and/or group(s) may require presentation of valid I.D. cards for admission to an event held on the University campus. Functions may be closed to other than members of the sponsoring organization(s) and/or group(s) and to their invited or accompanied guests.
6. Functions which are held in University facilities may end no later than the established closing hours of the facility concerned unless prior arrangements are made with the appropriate office.

7. Alcoholic beverage policies are based on the Pennsylvania Liquor Code and other relevant statutes. The drinking age in this state is 21 years of age or over. No person under 21 years of age is permitted to consume, transport, possess, be in the presence of, or be supplied with any alcoholic beverage. It is also illegal in Pennsylvania for any individual to facilitate underage drinking of alcohol or to provide an environment in which underage drinking of alcohol takes place.

8. No alcoholic beverages may be purchased through student organization funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the student organization.

9. Commercial enterprises of any kind (solicitation, sales, distribution, etc.) by students or organizations are permitted on campus or in University buildings only with permission of the Assistant Vice President for Student Life. Commercial enterprises other than solicitation, sales or distribution by students must have the approval of the Vice President for Management and Business. No credit card application solicitation is permitted on campus. No outside solicitation of any kind is permitted in the Living Learning Centers.

10. Sound trucks or outdoor amplifying systems are not allowed on campus for any purpose without the approval of the Student Government Association and the Assistant Vice President for Student Life.

E. POLITICAL ACTIVITY GUIDELINES FOR STUDENTS AND RECOGNIZED STUDENT ORGANIZATIONS

The Internal Revenue Code Section 501(3) provides that "an educational institution qualifies for tax exemption provided that the institution “does not participate in, or intervene in (including the publishing and distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office.”

In order to protect the tax-exempt status of Duquesne University and to comply with the above section of the Internal Revenue Code, students and student organizations must adhere to the following guidelines:

• Only educational, non-party biased political activities are permitted with consent of the Assistant Vice President for Student Life.
• Sponsorship or participation in any form of partisan campaigning on Duquesne's campus is not permitted.
• Political campaign posters or banners are not permitted on campus.
• Any form of campaigning for a particular candidate or party while walking around campus or directly approaching anyone is not permitted.
• Campaigning for a particular candidate or party via social media by student organizations is not permitted.
• Use of University funds and/or soliciting funds in support of particular candidate or party is not permitted.
• Duquesne University’s name, logo or seal may not be used on stationary, social media sites or other materials used for political purposes.
One of the *Dimensions of a Duquesne University Education* is Global Mindedness, which encourages our students to appreciate the importance of community in local and global contexts and to recognize an individual's potential to effect change in organizations, environments and society at large. Accordingly, students are strongly encouraged to fully participate in the political process in their own name and using their own resources. Initiating voter registration within the Duquesne community supports this effort. Voter registration IS permitted on campus subject to the following rules:

- Voter registration initiatives are to be coordinated only by the Student Government Association.
- Voter registration is permitted only in designated areas approved by the Assistant Vice President for Student Life / SGA Advisor.
- Voter registration tables must be staffed only by Duquesne University students.

**PLEASE NOTE:** Students and recognized student organizations must adhere to the above mentioned guidelines, as well as the policies set forth in Duquesne University's The Administrative Policy - TAP 27. Failure to comply with these guidelines and policies may result in student conduct proceedings and/or loss of student organization privileges and recognition status.

(Revised: June 2013)

**F. USE OF UNIVERSITY NAME**

1. No 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 an organization.

2. 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 Vice President for University Relations.

3. 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.

**G. ORGANIZATIONAL FUNDS**

All organizations and groups which receive University funding or which use 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.

**H. POLICIES**

1. **Facilities Use**

The following procedures maximize the positive use of campus facilities for the university and external communities and minimize unintended liability. All use of Duquesne University facilities must be related to the university’s mission, have a Duquesne University sponsor, or meet necessary approval.

The following provides descriptions of requests for use of university facilities which are permissible. Any uses outside of these categories require the written permission of a Vice President. Note,
however, that any request requires compliance with specific procedural, scheduling and approval steps as further described in appendices.

2. Facilities Use

University Sponsored Events

University Events: These are events organized and sanctioned by the University, and are subject to the following requirements:
- The sponsoring University Department is exclusively responsible for the planning and execution of the event, including compliance with contracts, insurance and minors on campus policies.
- The event contact must be a full time faculty or staff member of a University Department.
- The event contact must be present for the entirety of the event.
- The sponsoring University Department is financially responsible for any costs associated with the event and all costs are paid for through a university budget number.

Student Events: These are events organized and sanctioned by the University, and are subject to the following requirements:
- The sponsoring University Student Organization must be in good standing with the Center for Student Involvement.
- The contact must be a member of the University Student Organization.
- The contact and the University Student Organization Advisor must be present at the entire event.
- The sponsoring University Student Organization is financially responsible for any costs associated with the event and will be paid by the organization.
- The sponsoring University Student Organization is responsible for planning and execution of the event.
- The sponsoring University Student Organization is responsible for the completion of all supplemental paperwork regarding approval from Public Safety, Dining Services, and Duquesne Program Council.

Co-Sponsored University Events: These are events which are jointly planned and executed by any external organization and University department, student organization or office and are subject to the following requirements:
- The event benefits and supports the Mission of Duquesne University and has a direct affiliation to a department or school within the University.
- The University department co-sponsoring the event is actively involved with its planning, including compliance with contracts, insurance and minors on campus policies.
- A representative from the co-sponsoring University department is present for the entirety of the event.
- Duquesne University is prominently displayed on all event literature (external co-sponsor is not permitted to use university logos without explicit permission).
- Duquesne University students receive free admission (if admission is charged).
- The co-sponsoring University department has an opportunity to promote its programs through speaking or display of printed materials.

3. External Organizations: External organizations seeking to use University facilities are subject to strict policies and procedures and must contact the Conference Services or Power Center Ballroom.
Student Event Rules

- Space must be requested with sufficient time to process - No events may be requested less than 24 hours (working hours) notice.
- If the space requested is not available, a comparable space will be assigned.
- No rooms will be assigned for study groups or classes.
- Organizations must be currently recognized and registered through the Center for Student Involvement in order to reserve a room.
- A confirmation will be sent within 2-4 days depending on the request. Confirmation is based on availability, priority, and the discretion of the Student Events Coordinator.
- There are times when overtime is needed for events. Charges will be assessed closer to the event date by Facilities Management. Please refer to the Student Events Coordinator for any questions.
- Supplemental paperwork may be required for the event. If additional approval is required for the event, notification will be forwarded.
- Groups are NOT permitted to use glitter, water, or open flames for any event. Please consult the Center for Student Involvement for decoration plans.
- Set up for the event must be submitted no later than 1 WEEK before the event. Failure to do so will result in the default set up of choice.
- Classrooms are reserved through a third party. Please plan accordingly. Classroom space is only reserved by semester.
- Failure to comply with state, local and federal laws, University Codes and policies, Mission Statement, and/or Center for Student Involvement guidelines will result in refusal of rooms, revoking of funds and/or suspension of organization status.
- IF A LARGE AND/OR OFF CAMPUS ATTENDANCE is anticipated, THE REQUIRED EVENT PLANNING APPROVAL FORM MUST BE COMPLETED.
- The Event Planning Approval Form must be completed no later than 3 weeks prior to the event. All signatures must be obtained before this form is submitted. Failure to complete this form in its entirety WILL result in the cancellation of the event. ALL signatures must be received before the 3 week deadline has expired. NO EXCEPTIONS WILL BE ACCEPTED.

Events may not be scheduled during times when the Union Information Center is closed. The Union Information Center is open the following times during the academic year:

- Monday – Wednesday .............................. 8:30 a.m. – Midnight
- Thursday & Friday .................................... 8:30 a.m. – 1:00 a.m.
- Saturday ................................................ 10:00 a.m. – 1:00 a.m.
- Sunday .................................................. 10:00 a.m. – Midnight

These hours change during breaks and summer.

Student Event Policy:

All requests for student events with large attendances MUST be received at least three weeks prior to the proposed event date in order to be considered.

Duquesne University faculty or staff of the sponsoring department or faculty/staff advisor of sponsoring student organization MUST be present at least one half hour before the event begins and remain until all participants at the event have vacated the event following its conclusion. The Event Planning Approval
Form verifying intent to do this must be signed by the Faculty/Staff member/advisor and submitted to the Center for Student Involvement at least three weeks prior to the event date or the reservation will be cancelled.

If the faculty/staff member/advisor signs the Event Planning Approval Form and fails to be present at the event and does not provide a faculty/staff designee, refusal of room reservations, revoking of funds and/or suspension of organization status will occur.

The above mentioned faculty/staff member/advisor is responsible for ensuring that the following guidelines are implemented. If the group is found to knowingly falsify any information or guidelines stated below will have their status immediately revoked from the Center for Student Involvement and will be placed on immediate suspension.

If guests from outside the Duquesne campus community (students, faculty, staff, parents/families of students, alumni are considered to be part of the campus community) are anticipated, Public Safety officer(s) must be hired by the sponsoring department/student organization to monitor the event. If events are advertised or promoted in ANY way to outside guests (i.e. word of mouth, social media, etc.), the sponsoring department/organization must call Public Safety (412.396.6004) to arrange for Public Safety coverage of event at least three weeks prior to the event.

If guests from outside the Duquesne campus community are not anticipated, it is the responsibility of the sponsoring organization to check for proper Duquesne University identification. The Duquesne University faculty or staff member of the sponsoring department or Faculty/Staff advisor of the sponsoring student organization MUST identify himself/herself to the Public Safety Officers upon arrival and specify any special instructions for the officers. Metal Detectors may be required depending upon anticipated attendance. Public Safety will determine what events require metal detectors and, if metal detectors are required, will provide an officer(s) to attend the metal detector while it is in use. The sponsoring department/student organization will pay the required cost of the necessary Public Safety Officers.

All other policies are subject to change at the discretion of the Center for Student Involvement.

Failure to comply with state, local and federal laws, University Code and policies, Mission Statement and/or Center for Student Involvement guidelines will result in refusal of rooms, revoking of funds and/or suspension of organization status.

**Power Center Event Policy**

1. University Sponsored Event: This event type may be requested 45 days prior to desired date for Thursday - Saturday events / 90 days prior to desired date for Sunday-Wednesday events.

2. Co-Sponsored University Event: This event type may be requested at any time

3. External / Non-University Event: This event type may be requested at any time

4. Non-Approved Events:

   • Events planned by student organizations (exceptions include co-sponsored events and external events; all student events should be coordinated through the Center for Student Involvement).
Events where the audience consists entirely of university students (all student organization events should be coordinated through Center for Student Involvement).

- Classes of any type.
- External / Non-University Events that do not meet the affiliation requirements
- Wedding receptions where the bride, groom or a parent of either is not an alumni, current student or employee of the university.

2. GIFT CARD POLICY

When student organizations receive gift cards as prize giveaways from local restaurants or bars for free parties, bar specials, or anything which may involve alcohol, the Center for Student Involvement must be informed immediately. Prizes which may be used to consume alcohol are not permitted since they involve considerable liability. The Center for Student Involvement will work with the student organization to determine if a substitution may be obtained from the establishment which donated the prize.

When student organizations give gift cards purchased with University funds as prizes, they must advise the Center for Student Involvement and have the gift card prize recipient complete and submit a Taxable Gift Card Authorization Form which is available from the Center for Student Involvement.

3. POSTING

Posting or distribution of printed materials in or on University buildings shall be in accordance with the Mission of the University and regulations established for each building. For further information, contact the administrative offices for each building.

4. SAFE SALE OR SERVING OF FOOD

Duquesne University community has a strong tradition of fellowship which often involves the sale or serving of food. We regularly focus on bringing our community members together through events ranging from philanthropic fundraisers (bake sales) to relationship building activities (potlucks). The University wishes to continue these positive traditions and asks that all students and employees adhere to the following Guidelines when planning such events. These Guidelines will help to keep you and your guests safe; allow the University to observe local and state regulations on safe food handling; and uphold contractual Agreements between the University and approved vendors.

GUIDELINES:

The sale or serving of food and beverages of any kind, at functions, fundraisers, or programs by anyone other than the authorized, exclusive University vendors, Parkhurst Dining and Pepsi Bottling Company is only permitted with written approval from the University's catering department located in Union 318 unless noted below as an exception.

NOTE: Grilling is never an exception and must be approved by Parkhurst Dining. In addition, grilling is not permitted near a building intake and is specifically prohibited during weekdays on Mellon patio and grounds.

EXCEPTIONS:

Food sales or serving of food by Duquesne University departments and registered student organizations is permitted so long as products:
A. Have been prepared by the University food service provider, Parkhurst Dining (Special pricing for registered student organizations can be found in the Student Organization Catering Guide) OR

B. Are not required to be temperature controlled (See Addendum 2: Food Safety Guidelines for Serving Hot and Cold Foods) OR

C. Are not used for any catered function. All events on campus requesting catering must use Parkhurst Dining OR

D. Are pre-packaged for resale OR

E. Are identified on the Approved Food Sale or Serving List (See Addendum 1: Approved Food Sale or Serving List) OR

F. Are part of a Potluck:—Potlucks are gatherings where food prepared at home is provided for small groups of faculty, staff or students on Duquesne University property. Potlucks are permitted as long as groups do not charge admittance, ask for donations or charge for food at these events. The Potluck cannot be advertised to the campus community or to the public. For your safety, the Safety Guidelines for Serving Hot and Cold Foods must be followed when hosting Potlucks.

**NOTE:** ALL food sales or serving of food must include a table tent with the following message: "These food items may contain nut products or other allergens."

**CLEAN-UP/STORAGE/RETURN:**

Please contact the appropriate facility scheduler and/or Parkhurst Dining for established policies regarding clean-up/ storage/return of any unused food items or related materials.

For further information regarding TAP 51, please contact Scott Richards, Executive Director of Auxiliary Services at richards@duq.edu.

**APPROVED FOOD SALE OR SERVING LIST EXAMPLES:**

1. Individually sized, commercially prepackaged food (e.g., chips, candy, cookies, etc.)
2. Baked products that do not contain cream or egg fillings that need to be refrigerated
3. Donuts
4. Popcorn
5. Soft pretzels
6. Cotton candy
7. Snow Cones
8. Candied or caramel apples, as long as the apples are not sliced
9. Whole fruits or vegetables, which have not been sliced or cut in any way
10. Bagels, muffins, breads, or other bread products
11. Chips, and tortilla chips with salsa or cheese that do not require refrigeration
12. Commercially canned, bottled and/or pre-mixed packaged non-alcoholic PEPSI brand beverages including bottled water. (Link to Pepsi Products List)
13. Coffee and/or tea served with sweeteners and nondairy creamers
14. Any food purchased from Parkhurst Dining,
15. including Parkhurst Dining Catering, Starbucks,
16. Freshens and Red Ring Restaurant

*Special pricing for registered student organizations can be found in the Student Organization Catering Guide
*ALL food sales or serving of food must include a table tent with the following message: "These food items may contain nut products or other allergens."

For further information regarding the safe sale or serving of food and beverages, please contact dining@duq.edu.

FOOD SAFETY GUIDELINES FOR SERVING HOT AND COLD FOODS

The following food safety information will help prevent a food-borne illness when serving hot/cold foods:

KEEP HOT FOODS HOT!

- Hot foods need to be kept at 140°F or higher. Hot foods should be brought to a potluck event in a crock pot or other heated food container with the food temperature already at 140°F or higher. The heated container should be plugged in immediately (or the flame heater lit) to maintain a temperature of at least 140°F. Any hot foods brought in non-heated containers need to be placed in a heated oven to maintain a food temperature of 140°F or higher.
- A food thermometer (metal stem) should be used to check the temperature of hot foods when they arrive, and every 30 minutes during holding and at the time of cooking if grilling has been approved to take place. Food thermometers and temperature logs are available through Parkhurst Dining.
- Make sure that the hamburger or ground beef in any dishes has been thoroughly cooked - there should not be any visible pink color. If grilling has been approved, ground beef patties need to be heated to an internal temperature of 155°F for 15 seconds to deactivate any pathogenic bacteria (such as E. coli O157H7).
- Hot foods that have cooled to room temperature should not be reheated; throw them away. (Food-borne illness organisms grow best at warm temperatures!)

. . . AND COLD FOODS COLD!

- Readily perishable cold foods (such as pasta salads, cold cut meats and potato salads) need to be kept at a temperature of 40°F or below. It is best to keep cold foods in a refrigerator until just ready to serve. If you do not have access to a refrigerator or there is not enough room in the refrigerator, use an insulated cooler and pour ice on top of sealed food containers.
- Two hours is the maximum time food should be left un-refrigerated.
- A food thermometer (metal stem) should be used to check the temperature of cold foods when they arrive and every 30 minutes to see if the refrigerator or insulated cooler is keeping foods properly chilled.

FOOD HANDLING AND PROTECTION

- Everyone needs to thoroughly wash his or her hands before working with foods.
- Keep beverage ice separate from ice used to chill foods in a cooler; and do not handle ice with bare hands - use a clean cup or scoop.
- Keep food and utensils covered until serving time
• Food should not be exposed to temperatures above 40F and below 140F for more than 4 hours including preparation and transportation time.
• Do not take leftovers home - toss them out. The food has been handled by many people and may be contaminated.

EFFECTIVE: 8-1-15

H. ENFORCEMENT OF REGULATIONS

1. Interpretation and enforcement of this article is within the jurisdiction of the Assistant Vice President for Student Life, the Director of Greek Life, and/or the Director of Student Conduct.

2. Violations of these regulations shall be referred to in Article IV of this Code.

I. LEGAL COMPLIANCE

All organizations and groups shall be in compliance with all applicable federal, state and local laws.

ARTICLE III: INSTITUTIONAL GOVERNANCE

A. STUDENT PARTICIPATION IN UNIVERSITY GOVERNANCE

1. 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 University committees and councils.

2. 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.

B. DEMONSTRATIONS

It is recognized that free speech is essential in a democratic society. Students are permitted to demonstrate in support of or in opposition to University, city, state or national policy consistent with Article II, Section D, and providing that no acts are performed which:

1. Cause damage to personal or University property.

2. Cause physical injury and/or harassment to any individual.

3. Prevent any member of the University community from entering or leaving any University premises, attending classes or attending any special program sponsored or supervised by the University whether or not it takes place on University premises.
4. Prevent administrative officers, faculty, students, employees or invited guests of the University from performing duties they are authorized to perform.

5. Block the normal business of the University.

6. Block the normal flow of pedestrian or vehicular traffic.
   a. The freedom to demonstrate on campus is reserved to the students and staff of Duquesne University. Demonstrators shall be prepared to identify themselves as members of the University community.
   b. Orderly picketing and other forms of peaceful demonstrations are permitted on University premises.
   c. Persons wishing to set up booths or tables for distribution of literature explaining their point of view may do so in areas normally used for such purposes, and with the approval of the appropriate office.
   d. Every student has the right to be interviewed on campus by any legal enterprise desiring to recruit at the University. Any such student group or organization may protest against any such enterprise provided that the protest does not interfere with any other student’s right to have such an interview.
   e. Persons who are not members of the University community are expected to comply with the provisions of this Code while on University property and at properly authorized and scheduled events.
   f. Any individual who conducts him/herself in such a way as to obstruct or disrupt the normal operation of the University or deliberately abridge the rights of others may be subject not only to arrest and prosecution by civil authorities, but also to University disciplinary procedures which may lead to suspension or expulsion from the University.

**ARTICLE IV: UNIVERSITY STANDARDS**

**A. JURISDICTION OF THE UNIVERSITY**

The University standards shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that is a violation of the Code and/or adversely affects the University community and pursuits of its objectives and Mission. Each student shall be responsible for his/her conduct from the time of matriculation through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between semesters or actual enrollment. The Student Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. A student who has been suspended continues to be considered a student for purposes of University policies and procedures.

The University reserves the right to proceed in all cases regardless of a student’s withdrawal. Any student who withdraws or fails to return to the University while disciplinary action is pending or fails to appear for a scheduled hearing will be ineligible for readmission, registration, receipt of a transcript, or diploma until the outstanding matter is resolved. Consideration for readmission would require an appeal in writing to the Vice President for Student Life.
The University reserves the right to formally restrict individual(s) from the Duquesne University grounds while such disciplinary action is pending.

A student who plans to study abroad is advised to notify the Office of International Programs immediately of any pending disciplinary action as such a matter could change a student’s disciplinary status with the University and jeopardize a student’s ability to participate in a study abroad program.

Duquesne’s Code of Student Rights, Responsibilities and Conduct and the procedures through which it is implemented will apply to students studying abroad.

**B. RACISM, SEXUAL HARASSMENT, SEXUAL VIOLENCE AND OTHERS FORMS OF DISCRIMINATION**

Duquesne University seeks to foster a safe environment conducive to learning and the free exchange of ideas. In accordance with the Mission of the University and all policies residing under the Student Code, any offense motivated by discrimination will not be tolerated. An offense motivated by racism, sexual harassment, sexual violence, or others forms of discrimination wherein the accused intentionally selects the alleged victim(s) because of race, color, religion, disability, national origin, sexual orientation, political affiliation, gender, gender identity, age, marital status, or inclusion in any group protected by law is considered an offense motivated by discrimination. Students found responsible for violations of the Student Code based on bias will be subject to stringent sanctions.

**C. TITLE IX: SEXUAL HARASSMENT AND VIOLENCE**

Pursuant to Title IX of the Educational Amendments of 1972 and 34 C.F.R. Part 106, Duquesne University’s Title IX Coordinator is the designated agent of the University responsible for Title IX compliance incidents related to sexual harassment and sexual violence involving students. Duquesne University’s Title IX Coordinator is: Mr. Sean Weaver, weavers2@duq.edu, 412.396.2560.

**D. RETALIATION**

It is unlawful to retaliate against an individual because he or she made a complaint, testified or participated in any manner in an investigation or proceeding. Duquesne University considers this behavior to be a serious violation of University policy and will vigorously enforce any action of retaliation.

**E. CONDUCT—RULES AND REGULATIONS**

The following acts are violations of the University standards and will result in disciplinary actions as stated in Article V.

1. Academic Dishonesty (see Academic Integrity Policy, page 30).
   a. Attempted or actual acts of dishonesty.
   b. Cheating on examinations, tests, and assignments.
   c. Plagiarism.
   d. Giving or offering gifts, services or favors for the purpose of affecting grades or academic standing.
   e. Misrepresenting one’s credentials.
2. Lying, Identification Misuse
   a. Furnishing false information to any University official, faculty member, or office.
   b. Forgery, alteration, or misuse of any document, record or instrument of identification.
   c. Tampering with the election of any University recognized student organization.
   d. Refusing to present identification upon request by any authorized personnel acting within their authority.

3. Attempted or actual theft of property of the University, property of a member of the University community, or other personal or public property.

4. Attempted or actual damage to property of the University or property of a member of the University or other public property, on or off-campus.

5. Attempted or actual abuse.
   a. Physical abuse.
   b. Incivility through language or actions.
   d. Sexual harassment (See Sexual Harassment Policy on pages 49-50).
   e. Sexual misconduct.
   g. Stalking. Defined as repetitive and/or menacing pursuit, following, harassment, and/or interference with the peace and/or safety of a member of the University community; or the safety of any of the immediate family of members of the community.
   h. Harassment.
   i. Coercion. Coercion is the use of force, or the threat of force, the use of a threat of immediate or future harm, or the use of physical or severe and/or pervasive emotional intimidation to cause or attempt to cause another person to engage in or submit to certain activities. Coercion also includes the administration of a drug, intoxicant or similar substance that impairs the faculties of a person.
   j. Conduct which threatens or endangers the health or safety of any person.
   k. Fighting.
   l. Bullying. Defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally.

6. Harassment or discrimination based on race, color, religion, disability, national origin, sexual orientation, political affiliation, gender, age, marital status, or inclusion in any group protected by law.

7. Weapons (see Weapons policy, page 52)
   a. Possession and/or use of weapons, explosives, fireworks, chemicals, or other objects designed and/or used to inflict injury or damage while on University premises, even if the student possesses a valid concealed weapons permit or other lawful permission to carry a weapon.
   b. Possession of weapons or other dangerous items including but not limited to BB guns, pellet guns, paint guns, bows and arrows, brass knuckles, martial arts equipment, and knives with a blade over 3” in length, and/or switchblade knives of any size.
   c. Possession of facsimile of a weapon designed to look like a firearm, explosive, or dangerous weapon is also prohibited by this policy.
d. Failure to report the presence of illegal or unauthorized firearms, explosives, other weapons, or dangerous chemicals or use of any such item to an appropriate University official.

8. Alcohol and Other Controlled Substances (see Alcohol and Drug Policy, page 36)
   a. Use, 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.
   b. In the presence of narcotics or other controlled substances except as expressly permitted by law.
   c. Distribution of narcotics or other controlled substances except as expressly permitted by law.
   d. Possession of paraphernalia related to a controlled substance (i.e., bongs, hookahs, pipes, funnels).
   e. Use, possession, or distribution of alcoholic beverages except as expressly permitted by Pennsylvania law and University regulations.
   f. In the presence of alcoholic beverages except as expressly permitted by Pennsylvania law and University regulations.
   g. Public intoxication.
   h. Driving under the influence of alcohol and/or drugs.
   i. Possession and/or use of any drug classified as a “date rape” drug.

9. Gambling. Illegal gambling at any time, in any form, is prohibited.

10. Smoking in non-designated areas (see Smoking Policy, page 50).

11. Disorderly conduct.

12. Lewd or indecent behavior.

13. Attempted or actual hazing (see Hazing Policy, page 41).

14. Attempted or actual disruption or obstruction of teaching, research, administration, meetings, and/or disciplinary proceedings.

15. Failure 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.

16. Conduct which is a breach of peace.
   a. Excessive noise or behavior that disturbs others.
   b. Violation of quiet hours in Living Learning Centers (see Office of Residence Life Handbook at www.duq.edu/residence-life).

17. Visitation/Guest Policy
   a. Allowing a guest to violate University policy and/or federal, state or local law.
   b. Violating the visitation/guest policies within the Living Learning Centers (see Office of Residence Life Handbook at www.duq.edu/residence-life).

18. Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operation of the University and/or infringes on the rights of other members of the University community; leading or inciting others to disrupt the scheduled and/or normal activities within any campus building or area.
19. Unauthorized sales or solicitation in any University building.

20. Unauthorized possession, duplication, or use of keys to any University premises.

21. Unauthorized entry or use of University premises.

22. Unauthorized posting on University premises.

23. Violation of published University policies, rules, regulations, and/or procedures published in hard copy or available electronically on the University website.

24. Violation of federal, state or local laws or ordinances.

   a. Starting fires and/or causing explosions.
   b. False reporting of a fire, bombs, and/or emergencies.
   c. Tampering with fire safety or security equipment.
   d. Misuse of fire safety equipment (i.e., spraying extinguishers inappropriately).
   e. Dropping, throwing, or propelling objects from windows, roofs, and/or balconies.
   f. Fireworks.
   g. Failure to exit the building during a fire drill or fire alarm.
   h. Possession of prohibited fire safety items within the Living Learning Centers (a complete listing can be found in the Office of Residence Life Handbook: www.duq.edu/residence-life).
   i. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
   j. Unauthorized animals in a University building. Guide dogs accompanying blind or deaf individuals are exceptions to this rule. Pets brought on University grounds must be leashed.

25. Violation of sporting activity restrictions. Due to safety and facility concerns, the following is not allowed:
   a. Riding bicycles on sidewalks, pedestrian walkways (including Academic Walk), and on green spaces is prohibited (excluding police officers).
   b. Skateboards, use of in-line skates, roller skates, the use of water guns, water balloons, and water launchers are prohibited in University buildings and on University property, unless as expressly permitted within a recreational facility.
   c. Bicycles, throwing of Frisbees, balls and other objects are prohibited in buildings, unless as expressly permitted within a recreational facility.

26. Computer Misuse. Attempted or actual theft or other abuse of computer time, computing facilities access, and/or electronic mail accounts, to include but not limited to:
   a. Unauthorized entry, transfer, or altering files.
   b. Unauthorized use of another individual’s identification and/or password.
   c. Use of computing technology to interfere with work of another student, faculty, or University official as well as the normal operation of the University infrastructure in accordance with the Mission of the University.
   d. Use of computing resources and facilities to send obscene, harassing, or abusive messages.
e. Use of computing resources and facilities for fraudulent acquisition of goods or services, conducting activity for private profit, or in violation of any published University regulations.

f. Use of computing facilities and resources in violation of copyright law.

27. Unauthorized or inappropriate use of technology and social media.

28. Failure to report illegal activity and/or violation of the Code of Student Rights, Responsibilities and Conduct.

29. Social conduct that does not reflect the Mission and Expectations of the University whether on or off-campus.

30. Abuse of the Student Conduct System. This includes, but is not limited to, the following:
   a. Failure to obey the summons of a Hearing Body or University official.
   b. Falsification, distortion or misrepresentation of information before a Hearing Body.
   c. Disruption or interference with the orderly conduct of a student conduct proceeding.
   d. Initiation of a student conduct proceeding knowingly without cause.
   e. Attempt to discourage an individual’s proper participation in, or use of, the student conduct system.
   f. Attempt to influence the impartiality of a member of a Hearing Body prior to, or during the course of, a student conduct proceeding.
   g. Retaliation, harassment, and/or intimidation of a member of a Hearing Body or complainant or other person alleging misconduct, prior to, during, or after the student conduct proceeding.
   h. Failure to comply with the sanction(s) imposed under the Student Code.
   i. Influencing or attempting to influence another person to commit an abuse of the student conduct system.

E. VIOLATION OF LAW AND STUDENT CONDUCT PROCEEDINGS

1. In a situation where a student is charged with an off-campus violation of federal, state or local laws, student conduct action may be taken and sanctions imposed for conduct, which demonstrates disregard for the University community, and/or pursuit of its objectives and Mission.

2. University student conduct proceedings may be instituted against a student charged with conduct that potentially violated both the criminal law and Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Determinations made or sanctions imposed under the Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violations of student conduct rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

3. When a student is charged by federal, state, or local authorities with a violation of law, the University, at its sole discretion, may request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the University may inform off-campus authorities of the existence of the University’s standards and how such matters are typically handled within the University community. The University may cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the
rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

ARTICLE V: CONDUCT POLICIES AND PROCEDURES

A. CHARGES AND HEARINGS

1. Any member of the University community may file charges against any student for alleged violations of the Student Code. A charge shall be prepared in writing and sent to the Director of Student Conduct who is responsible for the administration of the Student Conduct system. Absent extraordinary circumstances, the written complaint must be filed within one year.

2. All charges shall be presented to the accused student(s) in written form. Students are required to respond to the letter and schedule an appointment within 48 hours of receipt. A time shall be set for an initial hearing, not less than three nor more than thirty calendar days after the student has been notified. Accused student(s) will be notified of a possible violation via email to their Duquesne University account. Your Duquesne University personal email account is the official method of communication for Duquesne administrative matters (see Article I, J. Communications, p. 10). Notice may also be sent to the permanent address via the United States Postal Service and will be considered received one day following the date the notice is posted. Failure to collect one’s mail or failure to receive or sign for a mailing does not void the fact that the notice was delivered. Maximum time limits for scheduling of hearings may be extended at the discretion of the Director of Student Conduct and/or Student Conduct Officer.

3. At this initial meeting, the accused student(s) shall be presented with a description of hearing types. There are five hearing types: Responsible Plea, Administrative Hearing (with Resident Director, Student Conduct Officer or Director of Student Conduct), University Conduct, Sexual Violence Administrative Hearing, Sexual Violence Board Hearing Board. The accused student may request, or the Director of Student Conduct and/or Resident Director/Student Conduct Officer may require, that the allegation be resolved through an Administrative Hearing or through a University Conduct Board. The Director of Student Conduct and/or Resident Director/Student Conduct Officer shall consider the preference of the accused student, the nature of the allegations, and student conduct board members availability. In all hearings, the respondent and complainant retain all rights contained in 4a through 4j.

   a. Responsible Plea: The student accepts responsibility for his/her actions and agrees to the sanction given by the Director of Student Conduct or Resident Director/Student Conduct Officer. There is no appeal with this option. For incidents resulting in Suspension or Expulsion, a review may be requested with the Vice President for Student Life.

   b. Administrative Hearing: An Administrative Hearing is held either with the Director of Student Conduct or Resident Director/Student Conduct Officer. Information is provided by a complainant, accused student, and any witnesses.

   c. University Conduct Board: A University Conduct Board shall normally be convened no more than thirty days from the initial meeting with the Director of Student Conduct. The University Conduct Board may be composed of one at-large student and two faculty
and/or administrative staff members. The Director of Student Conduct shall act as a convener for such a Hearing Body, but shall have no vote in the Board’s determination. A majority vote is necessary to find a student in violation of any charge, and each charge must be voted upon separately.

d. Sexual Violence Administrative Hearing: A Sexual Violence Administrative Hearing is with the Director of Student Conduct, or their designee. Information is provided by a complainant, accused student, and witnesses.

e. Sexual Violence Conduct Board: A Sexual Violence Conduct Board shall normally be convened no more than thirty days from the initial meeting with the Director of Student Conduct. The Sexual Violence Conduct Board may be composed of three faculty and/or administrative staff members. The Director of Student Conduct shall act as a convener for such a Hearing Body, but shall have no vote in the Board’s determination. A majority vote is necessary to find a student in violation of any charge, and each charge must be voted upon separately. Time limits may be extended at the discretion of the Director of Student Conduct and/or Student Conduct Officer.

4. Hearing guidelines:
   a. Hearings shall be conducted in private.
   b. The complainant, accused student(s), and their advisors, if any, shall be allowed to attend the entire portion of the hearing at which information is received (excluding deliberations). No other individuals are allowed admission due to the confidentiality rights of students. Witnesses are present only when providing information to the hearing officer/board.
   c. In hearings involving more than one accused student, the Director of Student Conduct and/or Student Conduct Officer, in his or her discretion, may permit the hearings concerning each student to be conducted either separately or jointly.
   d. The complainant and the accused student have the right to be assisted by an advisor. The complainant will have the same rights as the respondent. The advisor must be a current member of the Duquesne University community and may not function as an attorney. The complainant and/or the accused student is responsible for presenting his or her own information and, therefore, an advisor is not permitted to speak or to participate directly in any hearing. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the hearing because delays will not normally be allowed due to scheduling conflicts of the advisor. For violations involving of sexual violence and harassment, the respondent and complainant may be accompanied by an attorney. Individuals who intend to be accompanied by an attorney must notify the Student Conduct Officer in writing two (2) working days prior to the hearing.
   e. The complainant, the accused student, and/or Hearing Body shall have the privilege of presenting witnesses subject to the right of questioning by the Hearing Body. The Student Conduct Officer must be notified, in writing, by the respondent and complainant not less than one day prior to the hearing of those persons intending to provide testimony. Only those who have witnesses the actual violation or events leading up to or directly following the incident are permitted to participate in the hearing.
   f. Character witnesses are not permitted as part of the hearing but letters of character may be submitted to the board for review during deliberation.
   g. Pertinent records, exhibits, and oral and written statements may be accepted as evidence for consideration at the discretion of the Hearing Body.
   h. The Student Conduct Officer/board chair may reasonably limit the scope and time devoted to each matter or item of discussion during the hearings, as well as the number of persons providing information.
i. The Student Conduct Officer/board chair will decide the order of witnesses and when the witnesses will be in the hearing room.

j. The Student Conduct Officer/board chair and/or members of the Hearing Body may ask questions of any charged students, victim, or witness during the hearing.

k. All procedural questions are subject to final decision by the Student Conduct Officer/board chair and/or voting members of the Student Conduct Board. The Hearing Body may choose to suspend the hearing to consider such questions.

l. The board’s determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.

m. Formal legal rules of process, procedure, and/or technical rules of evidence, such as those applied in criminal or civil court, are not used in University student conduct hearing.

n. Questioning of witnesses are conducted by the Hearing Body.

5. Hearings held by a Student Conduct Hearing Officer or Board may be recorded. The recording is the property of and will be maintained by the Office of Student. In cases involving University Expulsion, recordings may be maintained permanently. This official recording is the only recording (audio or video) permitted in the hearing room. Deliberations shall not be recorded.

6. If an accused student, with notice, does not appear at a Conduct Hearing, the information in support of the charges shall be presented and considered even if the accused student is not present.

The University Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or witness during the hearing by providing alternative means of testimony, where and as determined in the sole judgment of the Director of Student Conduct to be appropriate.

7. In general, cases arising in the Living Learning Centers, a Resident Director serves as the Student Conduct Officer.

8. Proceedings under the Student Code are not criminal proceedings and shall not be construed as such. Duquesne University adopts, for the purpose of this Student Code, the following due process procedures for students: notice of charges, opportunity for a hearing and right to appeal.

9. Upon conclusion of the student conduct proceedings, notification of a decision and sanctions will be sent to the respondent (and victims of crimes of violence, including sexual harassment and sexual violence) no later than two weeks. Time limits may be extended at the discretion of the Director of Student Conduct and/or Student Conduct Officer.

B. ORGANIZATIONAL CONDUCT VIOLATIONS

Greek organizations, student organizations, clubs, or similarly organized groups in, or recognized by the University, are subject to the same standards as individuals in the community. The committing of any offense by such groups or the failure of any organized group to exercise preventative measures relative to violations of the Student Code by their members shall constitute an organizational offense. Both an individual and an organization can be held accountable for misconduct originating from one event or activity. A Student Conduct Hearing for an organizational offense will be conducted in a manner similar to the procedures outlined in Article V: Student Conduct Policies, A. Charges and Hearings. The sanctions which may be imposed upon an organization are outlined below.
The Student Conduct System and Code of Student Rights, Responsibilities and Conduct apply to all recognized organizations on campus. Student organizations are required to adhere to the rules and regulations set forth by the Center for Student Involvement and the Office of Greek Life.

While an investigation and the student conduct process is being conducted, an Interim Suspension may be initiated. In cases where the investigation does not warrant conduct charges, the organization will receive notice that the Interim Suspension has been lifted but the organization may be required to engage in corrective action by the Center for Student Involvement and/or Greek Life.

When accused of possible violations of the Code of Conduct, the Office of Student Conduct will notify the president of the organization. It is the responsibility of the president to communicate the notice to the membership and to their adviser(s). It is recommended that the president forward the original notice to the members and adviser(s) or print it for distribution so that all members are aware of the issue.

For the preliminary meeting with the Director of Student Conduct, the organization may send an additional member with the president. If desired, the organization may invite an adviser (faculty/staff or national) to attend. During the initial meeting, the Director will explain the options for adjudicating the case (see Code of Student Rights, Responsibilities and Conduct, Article V: Conduct Policies and Procedures).

All members of the organization are required to respond to and attend any meeting concerning an investigation. Failure to do so may result in individual disciplinary action. Members are expected to be honest and forthright with the University. Members are not to be instructed to communicate a “group response” when spoken to but are required to speak from their own experience in their own words. In cases where the staff believes members to have been coached or to have instructed a student to provide false information the organization may be placed on an interim suspension pending the resolution of the case and the evidence/information concerning such instruction will be included in the content of the case.

In cases where an organizations requests a hearing, the members are permitted to send two participating representatives to the hearing. As with any conduct case before the organization can have one support person sit with them during the hearing. It is suggested that the organization choose one of their advisors to serve in this role.

Organizations found to be responsible for violating the Code of Student Rights, Responsibilities and Conduct will no longer be in good standing with the University. The University is permitted to alter the organization’s status for all cases resulting in a finding of responsibility. Action in the Student Conduct system may affect an organization’s receipt of recognition, funding, awards, and other privileges available to organizations considered in good standing. If an organization should receive a disciplinary notice, any cases resulting in a finding of ‘responsible’ will become officially part of the student organization’s file however, for the purposes of any future case the board will only consider the most recent five years of the organizations disciplinary history.

Records that include incidents of a violent nature may be considered beyond the five year mark as determined by the Vice President of Student Life. Consequences are specific restrictions and/or requirements that a student organization must adhere to or complete. They may include but are not limited to: loss of organizational recognition, loss of privileges/rights, community service, restitution, monetary fines, community education (presentations), loss of social activities, loss of special interest housing, apology letters, loss of funding, loss of the privilege to recruit new members, warning, disciplinary probation, suspension, or expulsion.
Organizational Disciplinary Probation: an official notice that any further/future violation(s) and/or behavior will likely result in the organization’s suspension and loss of recognition. Probation will be accompanied by a variety of disciplinary consequences/sanctions and may include loss of recruiting new members, loss of privileges from varying programs/events, loss of use/application for special interest housing, and loss of usage of facilities on campus.

Organizational Suspension: The student organization is no longer recognized by the University and must completely cease all organizational activities for a specific period of time and/or until specific conditions are met. All students residing in an organizational special interest floor may be moved from the facility and the floor will no longer be deemed as a special interest floor for that organization. The organization will also lose all privileges from the Center for Student Involvement and/or Greek Life. If it is determined that the organization is operating in an underground/unofficial fashion, the organization will be subject to an extension of the suspension term.

Organizational Expulsion: The student organization is no longer recognized by the University and must completely cease all organizational activities on a permanent basis. This means that no request or petition to re-instate this organization at the University will be accepted in the future.

Note: Groups that are not recognized organizations with the University are not afforded the process described in this book and may be automatically disbanded. Additionally, individuals within those groups may be charged for violations associated with the behavior of the group where deemed appropriate by the Vice President for Student Life.

C. SANCTIONS

1. The following sanctions may be imposed upon any student, organization, or group found in violation of the Student Code:
   a. Warning – a notice in writing which states that violation of policy has occurred.
   b. Disciplinary Probation – a written reprimand for a violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student, group or organization is found in violation of any institutional regulation(s) during the probationary period. Students, organizations or groups on probation may not be allowed to participate in University activities.
   c. Loss of Privileges – denial of specified privileges for a designated period of time.
   d. Fines – an assessment of a proportionate monetary penalty.
   e. Restitution – compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
   f. Intervention – Alcohol and drug classes, counseling and/or assessment; educational or informative workshops, events, reflective or research papers, meetings, counseling sessions, or activities related to the violation.
   g. Living Learning Center suspension – separation of the student from the Living Learning Centers for a definite period of time after which he/she is eligible to return. During the period of suspension all visitation rights are revoked. Conditions for readmission may be specified.
   h. Living Learning Center expulsion – permanent separation of the student from the Living Learning Centers. All visitation rights are permanently revoked.
   i. University suspension – separation from the University for a definite period of time. During the period of suspension all visitation rights are revoked. Conditions for readmission may be specified.
   j. University expulsion – permanent separation of the student from the University and includes no trespassing on any University property.
k. Revocation of admission and/or degree – admission to the University or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violations of University standards in obtaining a degree, or for other serious violations committed by a student prior to graduation.

l. Withholding degree – the University may withhold awarding a degree otherwise earned until completion of the process set forth in the Student Code, including the completion of sanctions imposed.

m. More than one of the above types of sanctions may be imposed for any single violation.

2. Other than revocation of a degree, disciplinary sanctions shall not be made part of the student’s permanent academic record but shall become a part of the student’s confidential record. A student’s confidential disciplinary record will be expunged of disciplinary actions after seven years from the date of the incident. University expulsion and suspension; Residence Life expulsion; and Title IX Sexual Violence are exceptions and will remain on file permanently in the Office of Student Conduct.

3. After conducting an investigation and hearing, the Director of Greek Life and/or the Assistant Vice President for Student Life, as appropriate, can recommend sanctions against groups or organizations. In all cases, the sanctions will be determined and imposed by the Director of Student Conduct. Such sanctions shall include:
   a. Those sanctions listed in Section C.1.
   b. Deactivation – loss of all privileges, including University recognition, for a specified period of time.

4. In each case in which a Hearing Body determines that a student and/or group or organization is in violation of the Student Code, the sanction(s) shall be determined and imposed by the Director of Student Conduct. In cases in which persons other than, or in addition to, the Director of Student Conduct have been authorized to serve as the Hearing Body, the recommendation of all members of the Student Conduct Board shall be considered by the Director of Student Conduct in determining and imposing sanctions. In all cases, the determination of which sanction(s) to impose shall be made by the Director of Student Conduct, and the Director of Student Conduct is not limited to sanctions recommended by members of the Student Conduct Board. Following the hearing, the Director of Student Conduct shall advise the accused student(s) in writing of the determination and of the sanction(s) imposed, if any.

D. TUITION CREDIT/REFUND FOR A DISCIPLINARY SUSPENSION OR EXPULSION

1. A student who is suspended from the University during the semester in which the incident occurred 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 incident occurred 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 incident that resulted in the suspension. Tuition credit not utilized in the semester immediately following the period of suspension is forfeited.

2. A student who is expelled from the University forfeits all payments for tuition and fees incurred for the semester the incident occurred.
3. Housing charges will not be reimbursed to any student found responsible of a Student Code of Conduct violation resulting in suspension or expulsion from the University. Appeals may be directed to the Vice President for Student Life.

4. The University may, in its sole discretion, place a hold on the student's academic records at the time of the incident, which will limit access to transcripts and other educational records until the disciplinary process is complete.

E. INTERIM LIVING LEARNING CENTER OR UNIVERSITY SUSPENSION

In extraordinary circumstances, the Vice President for Student Life, or his/her designee, may consider a University or Living Learning Center suspension prior to a hearing through the student conduct process.

1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student’s own physical or emotional safety and well-being; c) if the student poses a definite and/or ongoing threat of disruption or interference to the normal conduct of operations of the University; and/or d) if the student’s behavior is in direct conflict with the moral and spiritual values of the University.

2. During the period of interim suspension, the student shall be denied access to the Living Learning Centers and/or denied access to the University (including being barred from classes) and/or all other University activities or privileges for which he/she might otherwise be eligible, as the Vice President for Student Life or his/her designee may determine to be appropriate.

3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a University Student Conduct Board hearing, if required.

F. APPEALS

1. An appeal of a decision reached or sanctions imposed by a Hearing Body may be made by a respondent within five (5) calendar days from the date of hearing outcome letter. For cases involving Sexual Violence or Sexual Harassment, the complainant (if the complainant is the victim of the violation) may also file an appeal within the seven school day timeframe. Such appeals shall be in writing and shall be delivered to the Director of Student Conduct.

2. Responsible plea waivers have no appeal option. For incidents resulting in Suspension or Expulsion, a review may be requested with the Vice President for Student Life.

4. An accused student may appeal a decision reached and sanction imposed by the Resident Director to the Director of Student Conduct.

5. An accused student may appeal a decision reached and sanction imposed by the Director of Student Conduct or the University Student Conduct Board to an appellate body.

6. An accused student and victim may appeal a decision reached or sanction imposed by the Sexual Violence Conduct Board to an appellate body.
7. An appeal shall be limited to a review of the record of the initial hearing and supporting documents for one or more of the following purposes, except as required to explain the basis of new evidence.
   a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the accused student (and complainant, if the victim of a violation involving sexual violence and/or sexual harassment) a reasonable opportunity to prepare and to present his/her information.
   b. To determine whether the sanction(s) imposed was appropriate to the violation.
   c. To consider new evidence, sufficient to alter a decision, or other relevant facts not available at the original hearing because it was not known to the person appealing at the time of the original hearing. An Appellate Body shall determine the propriety and admissibility of any new evidence.

8. The sole basis of an appeal is the written statement of appeal. The written statement should be as complete as possible in setting forth the basis for appeal as described above.

9. Following an Appellate Board decision, the Vice President for Student Life may review the case. The student must request a review from the Vice President for Student Life in writing within forty-eight hours upon receipt of the Appellate Board decision.

G. STUDENT CONDUCT AUTHORITY

1. The Director of Student Conduct shall have the responsibility of determining the composition and authority of Student Conduct and Appellate Boards.

2. The Director of Student Conduct is charged with development of policies for the administration of the student conduct program and procedural rules for the conduct of hearings which are not inconsistent with provisions of the Student Code.

3. Decisions made by a Hearing Body and/or Director of Student Conduct shall be final pending the normal appeal process.

4. The Hearing Bodies may give advisory opinions, at their sole discretion, on issues not before any Hearing Body and where no violation of institutional regulations has taken place. Such opinions shall not be binding nor may they automatically be used as precedent.

5. A Hearing Body may be designated as arbiter of disputes within the student community. All parties must agree to arbitration and agree to be bound by the decision with no right of appeal.

ARTICLE VI: AMENDMENTS

Any member of the University community may recommend a change in the Student Code to the Vice President for Student Life. If endorsed by the Vice President for Student Life, the proposal and any appropriate recommendations shall be forwarded to the President for final approval.

Amendments may be adopted at any time and will be effective upon promulgation through a University publication.
ARTICLE VII: INTERPRETATION AND APPROVAL

Any question of interpretation regarding the Student Code shall be referred to the Vice President for Student Life or his/her designee for final determination.

The Student Code shall be adopted upon final approval by the President.

The Student Code shall be reviewed for possible revision on an on-going basis under the direction of the Director of Student Conduct.

ARTICLE VIII: ADDITIONAL CODES OF RESPONSIBILITY

A school may propose to the Vice President for Academic Affairs a disciplinary code to apply to academic, professional and interpersonal matters arising solely within the province of that school. If approved, such disciplinary code, in addition to the Student Code, shall apply to all students registered in that school.

In cases where an act charged would be a violation of both the Student Code and a school code, the general rule shall be that academic, professional and interpersonal matters will be deferred to the school code for resolution; matters covered only by one code shall be resolved under that code.

In any event, all of the following types of offenses shall be handled under the Student Code:

- any incident involving fire, and all violations alleged under Article IV
- any incident concerning Living Learning Centers
- any incident in which not all persons are registered in the same school
- any incident not promptly handled under a school code

All other disputes as to whether a matter shall be handled under the Student Code or under a school code shall be resolved according to the sound discretion of the Vice President for Student Life and the Vice President for Academic Affairs or their designee. Sanctions previously imposed under one code may be considered in subsequent proceedings under another code. In no case, however, shall a sanction imposed under a school code be considered to grant immunity as to any sanction imposed under the Student Code.
STUDENT POLICIES: ACADEMIC INTEGRITY

I. Introduction

An essential element of Duquesne University’s mission to educate the mind, the heart, and the spirit is the University’s commitment to maintaining and promoting an atmosphere where knowledge and inquiry are respected and encouraged. At Duquesne, as at other American institutions of higher education, our individual and collective search for truth and understanding is founded on the core principle of academic integrity. For Duquesne students and professors alike, academic integrity is essential to our efforts to master existing knowledge, to discover or create new knowledge, and to demonstrate or transmit our knowledge or understanding through academic endeavors like test-taking, writing, and teaching.

Academic integrity at Duquesne can be summarized briefly. In its simplest terms, academic integrity is the pursuit of knowledge and understanding in an honest and forthright manner. This is because intellectual endeavors—on site or online; in the library or the laboratory; in a classroom, a Living-Learning Center, or any off-campus learning environment—can only be conducted in an atmosphere of respect for the truth, commitment to the unfettered spirit of inquiry, and acknowledgment of the different contributions and perspectives of others.

- Academic integrity means pursuing truth with true passion while maintaining the humility to recognize and accept that our own understanding may be incomplete or contingent.
- Academic integrity means acknowledging the contributions of others, specifically and completely, using the conventions for acknowledging sources that are appropriate to particular intellectual traditions or disciplines.
- Academic integrity means representing others’ work accurately and distinguishing clearly our own ideas and insights, and our language, from the work (and wording) of others.
- Academic integrity means seeking or receiving credit (including grades and other measures of accomplishment) only insofar as we have earned it as a result of our own intellectual efforts; it means not taking credit for work that is not our own.
- Academic integrity means representing ideas and opinions with which we may disagree in a clear and fair manner, according the same respect to material we may criticize that we would wish for our own work.
- Academic integrity means taking examinations and completing assessments honestly, and according to directions, so that results are a true measure of our own attainments.
- Academic integrity means treating the work of others—in laboratories, collaborative projects, or any learning endeavors—with the respect we would wish for our own work.
Academic integrity means, in short, that we at Duquesne are dedicated to pursuing our academic and intellectual endeavors with honesty and honor.

The Policy and Procedures set forth here govern the administration of academic integrity throughout Duquesne University and cover the specific roles and responsibilities of individual schools and programs. All student appeals related to academic integrity are to be governed exclusively by the University (and College/School) Academic Integrity Policy and Procedures. The University Policy and Procedures will be promulgated on the Duquesne University web site, in the Student Handbook, and through other means so they may be easily accessed by all members of the Duquesne community.

All members of the Duquesne University community—including faculty, students, administration, and staff—are responsible for upholding academic integrity and maintaining a culture in which academic integrity can flourish.

Faculty responsibilities include maintaining integrity in their own work and professional lives. Faculty are also responsible for teaching students about academic integrity, particularly in accordance with the specific expectations and conventions of their disciplines, and structuring assignments and examinations in ways that will help students maintain academic integrity. If faculty believe or suspect that academic integrity may have been violated, they must also play a central role in investigating and judging violations and administering sanctions.

Student responsibilities include maintaining academic integrity in all class assignments, examinations, research and/or writing projects, and any other academic endeavors related to their courses of study.

II. Definitions and Standards: Violations of Academic Integrity

Academic integrity can be compromised in any number of ways. Individuals who seek or receive credit for intellectual work that is not their own violate academic integrity, as do individuals who falsify or ignore data or who destroy or contaminate data or intellectual property. Violations of academic integrity may include, but are not limited to, the following:

- **Cheating.** Cheating on quizzes, tests, examinations, or projects may include giving, receiving, or using unauthorized assistance or material. (Unauthorized material may include, but is not limited to, notes or other written documents as well as wireless communication or computing devices, calculators, formulas, computers, computer programs, software, data, or text.) In other contexts (e.g., group projects, labs), cheating may include forms of deception intended to affect grades or other outcomes. Cheating may also include, but is not limited to, student use of sources beyond those authorized by the instructor in fulfilling assignments such as writing papers, preparing reports, developing course projects, or solving problems. Cheating may also include student possession without permission of tests or other academic material belonging to a member of the University faculty or staff.

- **Plagiarism.** Plagiarism in papers or other written, electronic, or oral work (including essays, research papers, theses, dissertations, presentations, class projects, or work for publication) may include, but is not limited to, the use—whether by summary, paraphrase, copying, direct quotation, or a combination of such methods—of the published or unpublished work or the specific ideas of another person or source without full, clear, and specific acknowledgment.
(including the use of quotation marks or other conventions to indicate the source’s language). Plagiarism may include the submission of material from sources accessed through the Internet or by other means, or from other individuals, without proper attribution. Also, plagiarism may include the submission of a paper prepared in whole or in part by another person or persons or an agency or entity engaged in providing or selling term papers or other academic materials. Plagiarism may also include the submission, without the instructor’s approval, of work submitted for credit in another course.

- **Deceit in academic matters.** Deceit may include, but is not limited to, deliberately furnishing false information to or withholding relevant information from any University instructor, official, or office.

- **Misuse of documents.** Misuse may include, but is not limited to, forgery, alteration, or improper use of any University document, record, or instrument of identification (written or computerized). It may also include misappropriation, mutilation, or destruction of tangible assets such as books, journals, electronic data, and related resources available in libraries and offices.

- **Assistance in the violation of academic integrity.** Assistance may include, but is not limited to, any knowing facilitation of intellectual dishonesty by another person or persons.

**III. Academic Sanctions**

Violations of academic integrity—whether or not they are the result of a deliberate intent to deceive—are subject to academic sanctions, including (but not limited to) lowered grade or failure on an assignment; lowered course grade; course failure; suspension or dismissal from a course; suspension or dismissal from the College or School or from the University; and/or revocation of a degree. If a student is accused of an academic integrity violation before the published course withdrawal deadline, he or she may not withdraw to avoid a course grade sanction. If a student is guilty of violating academic integrity, information regarding the violation and sanction will be maintained by the Office of the Provost.

**Academic Integrity Procedures**

All schools of the University will have academic integrity policies and procedures that are consistent with the University Policy and Procedures. As a rule, School procedures will specify standards and expectations appropriate to that School and its mission; students enrolled in courses offered by that School will be governed by its procedures. Provisions in the policies and procedures of a School may deviate from and supersede the University Policy and Procedures only when they represent accepted practice for the discipline concerned as this is reflected in publications of the relevant professional association or accrediting body. Each such provision must be approved by the Provost and Vice President for Academic Affairs and clearly noted as an exception to the University Policy and Procedures wherever the School’s policy and procedures are published. In all cases, School procedures will specify mechanisms for insuring that students accused of academic integrity violations are afforded the protections of due process, including the availability of School-level appeals processes.

While individual faculty members will generally have responsibility for course-level sanctions (that is, sanctions up to and including a reduced or failing course grade), schools will follow the
procedures outlined for handling more serious situations involving students enrolled in their programs or taking their courses—that is, situations that could potentially lead to more severe sanctions than failure in a course (for example, repeated or particularly egregious violations that might lead to suspension or dismissal from the School or University). The College and individual schools are responsible for

- promulgating School policies and procedures to their students and faculty alike and providing ready access to their policies and procedures (e.g., on School web sites);
- educating students about School expectations regarding academic integrity and specific methods and conventions for maintaining it;
- overseeing academic integrity in their courses and programs; and
- maintaining School records of academic integrity violations.

In courses that are not offered by a specific School (e.g., University Core courses), the policy and procedures of the department or faculty member offering the course will apply. In areas of the University that do not have their own policy and procedures (e.g., the Honors College), the policy and procedures of the McAnulty College and Graduate School of Liberal Arts will apply by default.

ALL academic integrity cases that result in sanctions including, or more serious than, a failing grade for an assignment must be reported to the appropriate offices, including the Office of the Dean of the School in which the student is enrolled (see below) and the Office of the Provost, which maintains records of violations of academic integrity. Each School (College) should develop guidelines for contacting the Office of the Provost with inquiries about whether a particular student has committed a prior academic integrity violation and evaluating any information it receives.

I. Roles and Responsibilities within the College and the Schools

Course instructors are responsible for upholding academic integrity in regard to work under their supervision performed both in and outside of class. They have primary responsibility for evaluating evidence of violations and imposing appropriate sanctions. All cases that result in sanctions including, or greater than, a failing grade for the assignment on which the violation allegedly occurred must be discussed with the instructor’s department chair or program director within 5 university days. If the student is majoring in a different area from the one where the violation occurred, the relevant department chair and Dean should also be notified. If the instructor determines that the sanction to be applied is equivalent to or greater than a failing grade for the assignment, the instructor should inform the student of the sanction in writing or via email, generally within 10 university days. At that time, the instructor should also inform the student that it is his or her right to appeal the instructor’s finding of a violation and/or imposition of a sanction to the School (College) Academic Integrity Appeals Committee or its equivalent. The student should initiate any appeal within 10 university days after the instructor has communicated with her or him regarding a violation or sanction.

The recommendation of the School (College) Academic Integrity Appeals Committee will be communicated in writing or via email to the Dean, and, if the student is not enrolled in that School, the Dean of the student’s School. The Dean of the student’s primary School/College may impose the
sanction as recommended or impose a lesser sanction. For especially serious sanctions (e.g., suspension or dismissal from the University), the Dean will forward a recommendation to the Provost and Vice President for Academic Affairs for implementation.

Each School’s (College’s) Academic Integrity/Standing Committee should have oversight of matters related to academic integrity in that School (College).

**II. Role and Responsibilities of Provost and Vice President for Academic Affairs**

In the most serious cases, defined as those that might lead to suspension or dismissal from the University, the Dean’s recommendation is transmitted to the Provost and Vice President for Academic Affairs for action within 10 university days of its receipt. If the student requests a University-level review (see below) or if the Provost has any concerns about the evidence or the fairness of the School’s proceedings, the Provost may refer the case to the University Academic Integrity Appeals Committee.

The Provost will determine the student’s ability to attend classes, clinicals or internships during the appeal process, based on the severity and context of the academic integrity violation. If the student’s appeal is granted, the student will be provided with an accommodation to address any class or clinical time missed during the appeal process.

**III. Role and Responsibilities of the University Academic Integrity Appeals Committee**

A student has the right to a University-level review of his or her case. Often this will be conducted informally by the Provost (or his or her designee), who will review the written record of the case. The Provost may refer the case to the University Academic Integrity Appeals Committee for review if the student presents compelling evidence that the proceedings in the School or College were inadequate. The Committee, at its discretion, may wish to go beyond an examination of the written record and hold a hearing at which the student and other witnesses may appear. The Committee must forward its recommendations regarding the case to the Provost within 15 university days of receiving the referral.

The University Academic Integrity Appeals Committee hearing an academic integrity case shall consist of three faculty members (chosen by lot from a pool of eleven elected to represent all of the schools in the University plus the Gumberg Library) and two students (chosen by lot from a pool of ten elected students representing all schools in the University). The faculty members and students chosen to serve on any academic integrity case may not be members of the department in which the alleged infraction occurred. Undergraduate representatives will participate in cases dealing with undergraduate students and graduate representatives in cases dealing with graduate students.

**IV. Role and Responsibilities of the University Academic Integrity Committee**

Oversight of matters related to academic integrity is vested in the University Academic Integrity Committee, which is advisory to the Provost and Vice President for Academic Affairs. This committee will include representatives from the schools and the College, Gumberg Library, the Graduate and Professional Students Association, and the Student Government Association. Among its responsibilities are monitoring University and School (College) policies and procedures pertaining to academic integrity and advising the Provost on academic integrity issues. In concert with the staff of the Center for Teaching Excellence and/or Gumberg Library, the committee will identify and
share resources and best practices for maintaining academic integrity.

Originally approved by Academic Council on May 2, 2005; revised and reviewed by Academic Council on March 6, 2006; revised and reviewed by Academic Council on March 26, 2012; revised and reviewed by Academic Council on August 19, 2014.
**STUDENT POLICIES: ALCOHOL AND OTHER DRUGS**

Duquesne University prohibits the unlawful use, possession, and/or distribution of drugs and alcohol both on campus in University buildings and on University property as well as off campus. As members of the Duquesne community, all students are required to observe relevant federal, state and local laws as well as the Student Code. Neither the name nor funding may be used to assist students to consume alcohol.

Duquesne University supports the Drug Free Schools and Community Act Amendments of 1989. This legislation promotes the adoption and implementation of a program to prevent the abuse of alcohol and illicit use of alcohol and other drugs by employees and students (see TAP 32). This program directs Duquesne University to compile and distribute educational material annually to each employee and student affiliated with the university.

One purpose of this material 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.

The drinking age in this state 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.

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 the 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 insure that students are successful. As a result of a student being found responsible through the conduct system for a second (and all subsequent) alcohol violation and a first (and all subsequent) drug violations, parents/guardians will be notified in writing of the incident and sanctions.

**RESIDENCE LIFE POLICIES FOR ALCOHOL AND OTHER DRUGS**

All matters relating to alcohol are governed by the Pennsylvania Liquor Code and related state statutes. As members of the general public of the Commonwealth, students are expected to have a full knowledge of these laws. As members of the resident body, students are required to observe Pennsylvania laws.

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.

Alcoholic beverages are not permitted in St. Ann or St. Martin halls at any time. Students under the age of 21 are also 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.
In Assumption Hall, Duquesne Towers, Des Places, Vickroy Hall and Brottier all alcoholic beverages must be registered at the front desk of the hall prior to entrance and must be in its 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: One case of beer or malt beverage (24 cans only); or

• One (0.75 liters) bottle of distilled spirits, i.e. whiskey, bourbon, vodka, etc.; or
• One bottle of wine (1.5 liters)

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.

All alcohol policy violations will result in disciplinary action including educational programming by Duquesne CARES.

The University strictly adheres to federal and state laws, which prohibit the distribution or use of controlled substances. Students illegally possessing illicit drugs or paraphernalia, distributing or using a controlled substance will be subject to disciplinary action and possible criminal prosecution. In specific cases involving marijuana, the enforcement policy has been clarified to state that the detection of the odor of marijuana can constitute a violation.

DATE RAPE DRUGS

Date Rape occurs when someone is forced to have sexual contact with a person he or she knows, and the consequences can be physically and emotionally traumatic. Date Rape can occur without drugs, but is often associated with “date rape” drugs. The purpose of a date rape drug is to render the victim physically, or mentally incapable of preventing an assault.

It is important to remember that the number one date rape drug is alcohol, but those identified below are common drugs used in date rapes and you should be familiar with the names and risks associated with them.

Possession of any drug classified as a “date rape” drug is prohibited. Any student found to be in violation of this prohibition will be subject to disciplinary action, up to, and including expulsion.

Generally date rape drugs are liquid, colorless and odorless. They are powerful sedatives that can cause intense, long-lasting physical impairment, partial amnesia, and even death.

The most common date rape drugs – also called "club drugs" – are:

• 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 (http://www.drugfree.org/drug-guide/rohypnol/).

- Ketamine, also called Special K: It 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; and at higher doses, delirium and amnesia (http://www.drugfree.org/drug-guide/ketamine/).

- Alcohol: Most common rape drug available. It is a depressant that can cause you to lose your inhibition and control of yourself and your actions. Alcohol hinders one's ability to give sexual consent and is the most common drug associated with rape.

**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 made 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 phenylcyclidine (PCP), LSD, Ecstasy can produce a range of effects that include 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, impairment of vision and 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. “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 often times may increase problems in existing dysfunctional family/social systems or may give rise to the development of dysfunctional family/social systems impacting on 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 to note that while we as individuals may not be personally affected by the behaviors and consequences noted above, each of us at one time during our lives will probably have to deal with a friend, family member, or co-worker who is struggling with his or her use/abuse of alcohol and/or other drugs. It is therefore important for all of us to know how we can access available resources in our community.

Respecting your body and avoiding addictions is one of the Expectations of a Duquesne University student. Duquesne University encourages individual members to reach their full potential as persons and citizens, unencumbered by destructive or counterproductive patterns of behavior.

For additional information on the impact of drug use and abuse, see http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs/health-effects

**PREVENTION AND EDUCATION**

Duquesne University offices, including DU CARES (412.396.5834), University Counseling and Well-Being Center (412.396.6204), and Health Service (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. Ideally, these program efforts prevent individuals from ever abusing alcohol or other drugs.

Specific targeted programs are offered annually during Orientation and Alcohol Awareness Week to the general student population, and to specified identified “high risk” 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**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcoholics Anonymous</td>
<td>412.471.7472</td>
</tr>
<tr>
<td>Gateway Rehab</td>
<td>1. 800.472.1177</td>
</tr>
<tr>
<td>Greenbrier Rehab</td>
<td>1.800.637-HOPE</td>
</tr>
<tr>
<td>Narcotics Anonymous</td>
<td>412.391.5247</td>
</tr>
<tr>
<td>Onala Recovery</td>
<td>412.566.9220</td>
</tr>
</tbody>
</table>

**POSSIBLE SANCTIONS**

University Sanctions
University sanctions for violation of this policy range from attendance at a CARES class, CARES Individual Counseling, 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.

Local and State Alcohol and Drug Penalties

<table>
<thead>
<tr>
<th>Violation</th>
<th>Imprisonment (1st offense)</th>
<th>Fine/Sanction (1st Offense)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Underage drinking or possession of alcohol</td>
<td>0 to 90 days</td>
<td>Suspension of driver’s license and/or up to $500</td>
</tr>
<tr>
<td>Fake ID’s used to obtain alcohol</td>
<td>0 to 90 days</td>
<td>Suspension of driver’s license and/or up to $500</td>
</tr>
<tr>
<td>Marijuana possession</td>
<td>30 days</td>
<td>$500</td>
</tr>
<tr>
<td>30 grams or less</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marijuana possession</td>
<td>up to 1 year</td>
<td>$5,000</td>
</tr>
<tr>
<td>over 30 grams</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manufacturing or selling</td>
<td>1 to 10 years</td>
<td>$5,000 to undefined monetary fine</td>
</tr>
<tr>
<td>marijuana and other controlled substances</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Commonly Cited City of Pittsburgh and Pennsylvania Law Violations

Public Intoxication: When an individual appears in any public place under the influence of alcohol or a controlled substance.

Providing Alcohol to Minors: When an individual purchases or serves alcohol to those under the age of 21.

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.

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.

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.

Possession of Marijuana: When an individual has possession of marijuana, the sentence is dependent on the amount of marijuana in possession.
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.

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, marihuana, 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, http://www.fda.gov/RegulatoryInformation/Legislation/ucm148726.htm#cntlsbd).

THE HIGHER EDUCATION AND OPPORTUNITY ACT

PLEASE NOTE: The Higher Education Opportunity Act (HEOA) laws state that a student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving the possession of a controlled substance, the ineligibility period is:
- First offense .......................... 1 year
- Second offense ......................... 2 years
- Third offense ............................ Indefinite

If convicted of an offense involving the sale of a controlled substance, the ineligibility period is:
- First offense .......................... 2 years
- Second offense ........................ Indefinite

A student whose eligibility has been suspended may resume eligibility before the end of the stated ineligibility period if: a) the student satisfactorily completes a drug rehabilitation program and passes two unannounced drug tests; or b) the conviction is reversed, set aside, or otherwise rendered nugatory.

Effective July 1, 2010, a student whose eligibility has been suspended due to a drug conviction may resume eligibility if the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program.

Additional information, definitions, and specific requirements are available on the Department of Education’s website www.ed.gov/policy/highered/leg/hea08/index.html.

POLICY DISTRIBUTION

Students should be aware of the rules and regulations outlined in the Duquesne University Code of Student Rights, Responsibilities and Conduct regarding alcohol and drugs. All matriculating students are notified annually of the address for the on-line Code through the distribution of bookmarks and through email at the beginning of each semester. Additionally, we will notify students of the need to review the Code of Student Rights and Responsibilities, and Conduct Code, including Alcohol and Other Drug Policies via email with their room assignment notification letters in the summer prior to starting school.
STUDENT POLICIES: GOOD SAMARITAN POLICY

Student health and safety are primary concerns of Duquesne University. A student and/or organizations may be reluctant to seek medical help because of potential disciplinary consequences for themselves or the person in need of assistance. Since these emergencies are potentially life threatening, the Good Samaritan Policy ensures the health and safety of all community members.

Students are expected to contact the Office of Public Safety 412-396-COPS (2677) when they believe that medical assistance is needed for an individual. 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, call 9-1-1.

Students and/or organizations that seek assistance from these sources, the individual assisted, and others involved will not be subject to University disciplinary action with respect to the alcohol or drug policy. This policy does not preclude disciplinary action regarding other violations of University standards, such as causing or threatening physical harm, sexual violence, damage to property, harassment, hazing, etc. Students should also be aware that this University protocol does not prevent action by local and state authorities. In order for this policy to apply, the intoxicated student(s) must agree to timely completion of recommended alcohol/drug education activities, assessment, and/or treatment depending on the level of concern for student health and safety. Serious or repeated incidents will prompt a higher degree of medical concern. Failure to complete recommended follow-up will normally result in disciplinary action. Likewise, organizations involved in an incident must agree to take recommended steps to address concerns.

STUDENT POLICIES: HAZING

Duquesne University adheres to all state, local and federal laws and guidelines in all matters. Thus, the anti-hazing policy is consistent with the Commonwealth of Pennsylvania’s prohibitions on hazing activities.

No organization, group, chapter, colony, student or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as:

Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization or acceptance by other
members of the organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; it is a violation of the Student Code.

**STUDENT POLICIES: HEALTH INSURANCE POLICY – MANDATORY**

Duquesne University is concerned about the health and well-being of our students and understands the importance of acquiring adequate health insurance. Therefore, the University has a Hard Waiver Policy for student health insurance. This means that all international students, all full-time undergraduate and graduate students are required to have medical insurance and provide verifiable proof of coverage.

All full time students who do not provide the required information will automatically be enrolled in the Student Health Insurance plan. One half of the premium will be billed to your Student Account in the fall; and the remaining balance will be billed in the spring. You can provide proof of coverage or register for the University’s Student Health Insurance plans quickly and easily:

1. Log onto: [https://www.gallaghrkoster.com](https://www.gallaghrkoster.com) click on College and University Students, and select Duquesne University Domestic or Duquesne University International from the drop down menu.

2. Click on ‘Student Waive/Enroll Forms’. You will be required to log in to submit a waiver or enrollment form. Your User ID and Password are…

   **User ID** – Duquesne University Email Address  
   **Password** – Student’s Banner number which appears on your Student Account on-line bill (Ex. D00000006)

You can call 1.877.344.9795 for information. You can also email questions to: info@gallaghrkoster.com.

**STUDENT POLICIES: IMMUNIZATION**

Vaccine preventable diseases are a major health concern on college campuses. Since immunization is widely regarded as one of the world’s most effective tools for protecting public health, Duquesne University has established a Pre-Entrance Health Immunization Policy for all incoming students (freshmen, transfer students and fellows). Documentation of the following immunizations is required prior to registration for classes:

1. Meningococcal Meningitis vaccine is required for students living on campus as mandated by Pennsylvania law (A waiver is available).
2. Measles, Mumps and Rubella (MMR) (two doses). The Schools of Health Sciences, Nursing and Pharmacy have specific immunization requirements, as a result of their clinical and internship program requirements, and these requirements will not be waived.

Although not required, the following vaccines are strongly recommended:

1. Varicella Vaccine (for those students not protected against chicken pox).
2. Hepatitis B Vaccine (three doses).
3. Tetanus, Diphtheria, Pertussis (DTP) - within 10 years of last injection.
4. Polio Vaccine

A Medical Health History form and a completed Immunization Record must be returned to Health Service prior to registration.

A student may be granted a medical exemption from immunization based upon written certification from a licensed physician, stating that the immunization may be detrimental to the health of the student and is not recommended by the physician. The written certification must contain the physician’s signature and medical license number.

A religious exemption from immunization may be granted based upon a student’s written and notarized statement setting forth her/his specific objection to the required vaccination based upon religious grounds. The University will evaluate each student’s individual request for exemption on a case-by-case basis, and determine at its sole discretion whether or not a waiver should be granted.

If an outbreak of Measles, Mumps or Rubella occurs, any student who has not provided proof of immunization will be prohibited from living on campus or attending classes on campus even though they were granted an exemption, and will be excluded from living on campus or attending classes for fourteen days after the last case. There will be no reimbursement of tuition or fees if this situation should occur.

Students wishing to request an Immunization Exemption should submit a request, in writing, to the Vice President for Student Life.

**STUDENT POLICIES: INVOLUNTARY LEAVE OF ABSENCE**

In extraordinary circumstances, the University may place a student on an involuntary leave of absence.

The University maintains a Student Health Service and a University Counseling and Well-Being Center to serve the physical and emotional needs of students. Students whose needs are beyond the resources of these offices will be referred to off-campus facilities and service providers when possible. However, a student who cannot adequately be helped by the available facilities, and/or refuses to accept and follow recommended emotional or medical treatment, and/or the student’s behavior renders them unable to effectively function in the residential or University community may be required to leave the University following the procedures below:
1. When, in the opinion of a professional member of the University Counseling and Well-Being Center or Health Service, a student is unable to be adequately helped by either office or by other available facilities, and that the student’s condition renders them unable to function in the University community without harming themselves or others and/or disrupting the educational mission of the institution, the staff member shall notify the Vice President for Student Life or designee of the situation as soon as possible.

2. The Vice President for Student Life, or designee, may require a mandatory assessment if they believe, based on the information available, that a student’s condition renders him/her unable to function in the University community without harming themselves or others and/or disrupting the educational mission of the institution.

3. When the Vice President for Student Life receives notification under paragraph (1), the Vice President for Student Life or designee will seek professional opinion as appropriate, and confer with the student if possible. The student may be required to submit other medical and/or psychological documentation secured independently for consideration and may be accompanied by a support person (friend, relative, faculty member, etc.) to scheduled appointments with University personnel. Failure to appear for a mandatory assessment may result in an involuntary leave of absence without further process.

4. The Vice President for Student Life will receive and consider the input from the appropriate University personnel. If the Vice President for Student Life concurs with the opinion that the student should leave the University, the Vice President for Student Life or designee may consult with the student’s parent(s), guardian, spouse, or other close relative. If the student declines to withdraw from the University, the Vice President for Student Life may authorize an involuntary leave of absence.

5. An involuntary leave of absence will normally be for a minimum of one full semester. Following that period, a student may apply for re-enrollment by completing the application for re-enrollment form which will include submission of a plan that addresses the condition that gave rise to the student’s need for leave (i.e., need for ongoing psychological or medical care; ability to assume class participation). If the student intends to live on campus, the plan will also state how they will transition back into the campus community.

6. The student’s plan will be reviewed by the University Support Team and a recommendation will be made to the Vice President for Student Life who will decide if the student’s request to re-enroll shall be granted or denied. The decision of the Vice President for Student Life is final.
STUDENT POLICIES: SEXUAL/RELATIONSHIP VIOLENCE AND MISCONDUCT

The Mission Statement of Duquesne University emphasizes a profound concern for moral and spiritual values. This concern is underscored in the Sexual Violence/Misconduct Policy which serves to protect the right of each member of the University community from sexual violence. All students are responsible for their own actions and are expected to maintain high standards of moral and ethical behavior as well as to comply with local, state, and federal laws. Sexual violence is a violation of the Student Code involving physical contact of a sexual nature which is against one’s will or without one’s consent. This includes, but is not limited to:

- nonconsensual sexual intercourse or penetration (vaginal, oral, or anal) by any means;
- nonconsensual sexual contact (any touching of intimate body parts with any body part or object without consent);
- sexual contact with a person while knowing or having reason to know that the person is incapacitated by any means including alcohol or other drugs.
- relationship violence: domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.
- dating violence: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim is dating violence. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship the type of relationship the frequency of interaction between the persons involved in the relationship.

Sexual violence can be perpetrated by a stranger or acquaintance. Both men and women can be victims or perpetrators.

Victims may experience feelings of confusion, disbelief, shock, guilt, shame, self-blame, resentment, anger and fear. Persons who experience the violence and trauma of sexual violence are victims, but they are also encouraged to be survivors in the sense of being persons with dignity and power who rise above the assault.

This book provides information and resources to help clarify and address the issues of sexual violence. This policy, which complies with the Higher Education Reauthorization Amendment Act, ensures consistent procedures and provides coordination of University and community resources for victims of sexual violence. The intention of the University is to increase awareness and prevention of sexual violence, and to provide assistance for survivors and their families.

EDUCATIONAL PROGRAMMING

The University sponsors a variety of educational programs that seek to raise awareness of sexual violence issues and maximize the possibility of prevention. Programs are offered by Health Service and the
University Counseling and Well-Being Center upon request. Self-defense classes including RAD (Rape Aggressive Defense) are offered by the Department of Public Safety.

PROCEDURES FOR VICTIMS OF SEXUAL VIOLENCE

1. Attempt to get to a safe place as quickly as possible.

2. For assistance victims can contact the University Counseling and Well-Being Center, 412.396.6204; the on-call Residence Life staff member, 412.396.5888; Health Service, 412.396.1650; Spiritan Campus Ministry, 412.396.6020; or Department of Public Safety, 412.396.COPS (2677).

3. It is important to preserve all physical evidence. DO NOT bathe, shower, or douche. If oral sex was involved do not brush your teeth, drink, or smoke. These activities will destroy evidence. The victim should try not to change clothes before seeking medical treatment. If possible bring another set of clothing to the hospital as original clothes will be preserved as possible evidence. If the victim changes clothes prior to going to the hospital, she/he should take the soiled clothes in a paper bag as evidence (plastic bags destroy evidence).

4. Victims of sexual violence are encouraged to seek immediate medical treatment (Mercy Emergency Room, 412.232.8222) to assess for sexually transmitted infection, injury, or pregnancy. Hospital personnel will also collect evidence in case the victim might wish to file criminal charges later. It is important to know that hospitals are required to report any injuries which are the result of a crime. This does not mean that the victim must file charges.

5. Any victim can pursue legal action. However, it is difficult to collect physical evidence more than nine (9) days after an assault to support such charges.

6. Victims who wish to take legal action against their assailants may seek assistance through the Office of Student Conduct, 412.396.6642; Department of Public Safety 412.396.COPS (2677); or Pittsburgh Police 412.323.7141.

7. Victims have the right to refuse to take legal action even if they file a police report.

8. Victims of sexual violence are encouraged to obtain counseling through the University Counseling and Well-Being Center 412.396.6204, Pittsburgh Action Against Rape (PAAR) 412.765.2731, or the Center for Victims of Violent Crimes 412.392.8582.

9. Victims are encouraged to contact someone they trust such as a close friend, family member, University Counseling and Well-Being Center or Spiritan Campus Ministry staff member to offer support through the process.

EMOTIONAL SUPPORT FOR VICTIMS OF SEXUAL VIOLENCE

Counseling is available for victims of sexual violence at the University Counseling and Well-Being Center (UCC). The UCC offers both crisis intervention and ongoing counseling. UCC is located in 308 Administration Building, and regular business hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. A UCC crisis counselor is available 24 hours a day by calling the University Police at 412.396.COPS (2677) and asking to speak to the counselor on call. Depending upon the specific needs of the victim, referrals for counseling may be made to community mental health centers and to private practitioners. Counseling is also available in the community at the Center for Victims of Violent Crime and Pittsburgh Action Against
REPORTING OPTIONS

Filing a complaint

Victims have the option to report the incident immediately to Duquesne’s Department of Public Safety, 412.396.COPS (2677).

Reporting an incident is different from choosing to prosecute. Filing a report does not obligate the victim to continue with legal proceedings or University student conduct proceedings. The victim can choose whether or not to participate in proceedings at any point in the process. The purposes for reporting an incident are:

1. to protect yourself and others from future victimization;
2. to apprehend the assailant;
3. to in some way seek justice for the wrong done to the victim.

If a victim chooses to report the incident one or two University police officers will take a statement from her/him regarding what happened. They will ask her/him to describe and/or identify the assailant(s). They may ask questions about what happened before and after the incident, about any witnesses and about the scene of the crime. Victims may have a support person of their choice with them during the interview.

The Department of Public Safety is required to contact the Pittsburgh Police if the victim wishes to press charges. The case will be investigated by the Pittsburgh Police, assisted by the Department of Public Safety. This does not mean that the victim has to file criminal charges. Victims can request that their identity be kept confidential. If the victim decides at this time that she/he does not want to pursue action she/he may want to consider having an anonymous report made. The purpose of an anonymous report is to take some steps to ensure future safety for the victim and others while protecting her/his identity. The University can use such information to keep accurate records about the number of incidents, look for patterns of assaults regarding location, method, or assailant and alert the campus community to potential danger. If a victim wishes to file an anonymous report she/he may call the University Counseling and Well-Being Center at 412.396.6204 or any of the other University departments listed under Resources below.

Federal Statistical Reporting Obligations

Certain campus officials have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.
Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that university administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The university will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

INTERIM MEASURES AND ACCOMMODATIONS

As part of the University’s response to a report of sexual misconduct, and regardless of whether there has been a request for formal disciplinary or law enforcement action, the University may impose interim measures or offer accommodations to address issues that impact the reporting and accused students’ educational, living or work environments. These interim measures can often be put in place very quickly, prior to the resolution of any referral or criminal proceeding. Once imposed, the University will take necessary action to enforce the implemented measures. Anyone who becomes aware of, or has a concern about a student’s failure to follow any University-imposed interim measure or accommodation, should report this concern to the Student Conduct Officer.

Individuals seeking interim support and protection should speak with the following individual:

Mr. Sean F. Weaver, Director, Anti-Discrimination Policy & Compliance
Title IX Coordinator
Division of Legal Affairs
Duquesne University
Ph.: 412-396-2560
Fax: 412-396-5363

Available Interim Measures or Accommodations
To quickly address a situation, the University, where it determines it is appropriate, may impose a wide range of interim measures, or offer accommodations, to any reporting or accused student, such as providing:

- Implementation of a “No Contact Order”
- Change in University-related work schedules or job assignments
- Change in University-owned housing
- Assistance from University staff in completing housing relocation
- Assistance in addressing off-campus living arrangements
- Restricting a student’s access to certain University facilities or activities pending resolution of a matter
- Providing an escort to facilitate safe movement between classes and activities
- Access to academic support services, such as, but not limited to, tutoring
- Rescheduling of exams and assignments
- Availability of alternative course completion options, including, but not limited to the opportunity to change class schedules by transferring course sections or withdrawing without penalty
- Voluntary leave of absence
- Interim suspension
- Any other remedy or accommodation necessary and appropriate to facilitate the reporting student’s or the accused student’s access to educational opportunities
- Assistance with contacting the appropriate police department
Access to counseling services, including assistance in arranging an initial appointment, on and/or off-campus
Access to and assistance with obtaining necessary medical services
Access to and assistance with connecting to pastoral care and support through campus ministry
Assistance in contacting community resources such as Pittsburgh Action Against Rape or other support services
Assistance in contacting legal resources such as County Bar Association Legal Referral, or other legal support
Guidance and support with filing a report through the University’s disciplinary system, Title IX Office, and/or through the criminal justice process

The University will also consider additional interim measures appropriate to the situation at hand. When necessary, the University may make any “interim” measure permanent.

Interim Suspension

In situations where the accused student suspected of violating the Student Code of Conduct may pose a threat to the safety of the reporting student, other students or the University community, and it is determined to be appropriate under the circumstances, the University’s Vice President for Student Life or representative may impose on the accused student an interim suspension from either the University or University-owned housing. This interim suspension will remain active as needed to meet safety needs and until it is determined by the Vice President for Student Life or representative that it is no longer necessary. Imposition of an interim suspension is not the equivalent of a finding of responsibility.

POSSIBLE UNIVERSITY SANCTIONS

Following an on-campus disciplinary procedure, the sanctions for sexual violence that may result are those applied to all student conduct cases. These sanctions are contained in Article V.C. of the Student Code (www.duq.edu/studentcode). They include, without being limited to, University suspension or expulsion, Living Learning Center suspension or expulsion, discretionary sanctions, loss of privileges, probation, no contact order, persona non grata status, and warning. The procedures for on-campus disciplinary action in cases of alleged sexual violence are those employed in all student conduct cases and are contained in Article V.A. of the Student Code (www.duq.edu/studentcode).

FEDERAL DEFINITIONS

Dating Violence:
The term “dating violence” means violence committed by a person:
A. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
B. where the existence of such a relationship shall be determined based on a consideration of the following factors:
i. the length of the relationship
ii. the type of relationship
iii. the frequency of interaction between the persons involved in the relationship

Domestic Violence:
The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction received grant monies,
or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Stalking:
Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Pennsylvania Definitions:

Rape:
18 Pa.C.S.A. § 3121
(a) Offense defined. --A person commits a felony of the first degree when the person engages in sexual intercourse with a complainant:
(1) By forcible compulsion.
(2) By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution.
(3) Who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring.
(4) Where the person has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance.
(5) Who suffers from a mental disability which renders the complainant incapable of consent.

(b) Additional penalties. --In addition to the penalty provided for by subsection (a), a person may be sentenced to an additional term not to exceed ten years’ confinement and an additional amount not to exceed $100,000 where the person engages in sexual intercourse with a complainant and has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, any substance for the purpose of preventing resistance through the inducement of euphoria, memory loss and any other effect of this substance.

(c) Rape of a child. --A person commits the offense of rape of a child, a felony of the first degree, when the person engages in sexual intercourse with a complainant who is less than 13 years of age.

(d) Rape of a child with serious bodily injury. --A person commits the offense of rape of a child resulting in serious bodily injury, a felony of the first degree, when the person violates this section and the complainant is under 13 years of age and suffers serious bodily injury in the course of the offense.

(e) Sentences. --Notwithstanding the provisions of section 1103 (relating to sentence of imprisonment for felony), a person convicted of an offense under:

(1) Subsection (c) shall be sentenced to a term of imprisonment which shall be fixed by the court at not more than 40 years.

(2) Subsection (d) shall be sentenced up to a maximum term of life imprisonment.

Sexual Assault: 18 Pa.C.S.A. § 3124.1

Except as provided in section 3121 (relating to rape) or 3123 (relating to involuntary deviate sexual intercourse), a person commits a felony of the second degree when that person engages in sexual intercourse or deviate sexual intercourse with a complainant without the complainant’s consent.
Domestic Violence: 23 Pa.C.S.A. § 6102

(a) General rule.--The following words and phrases when used in this chapter shall have the meanings given to them in this section unless the context clearly indicates otherwise:

“Abuse.” The occurrence of one or more of the following acts between family or household members, sexual or intimate partners or persons who share biological parenthood:

1. Attempting to cause or intentionally, knowingly or recklessly causing bodily injury, serious bodily injury, rape, involuntary deviate sexual intercourse, sexual assault, statutory sexual assault, aggravated indecent assault, indecent assault or incest with or without a deadly weapon.

2. Placing another in reasonable fear of imminent serious bodily injury.

3. The infliction of false imprisonment pursuant to 18 Pa.C.S. § 2903 (relating to false imprisonment).

4. Physically or sexually abusing minor children, including such terms as defined in Chapter 63 (relating to child protective services).

5. Knowingly engaging in a course of conduct or repeatedly committing acts toward another person, including following the person, without proper authority, under circumstances which place the person in reasonable fear of bodily injury. The definition of this paragraph applies only to proceedings commenced under this title and is inapplicable to any criminal prosecutions commenced under Title 18 (relating to crimes and offenses).

“Adult.” An individual who is 18 years of age or older.

“Certified copy.” A paper copy of the original order of the issuing court endorsed by the appropriate clerk of that court or an electronic copy of the original order of the issuing court endorsed with a digital signature of the judge or appropriate clerk of that court. A raised seal on the copy of the order of the issuing court shall not be required.

“Comparable court.” A foreign court that:

1. Has subject matter jurisdiction and is authorized to issue ex parte, emergency, temporary or final protection orders in that jurisdiction; and

2. Possessed jurisdiction over the parties when the protection order was issued in that jurisdiction.

“Confidential communications.” All information, whether written or spoken, transmitted between a victim and a domestic violence counselor or advocate in the course of the relationship. The term includes information received or given by the domestic violence counselor or advocate in the course of the relationship, as well as advice, reports, statistical data, memoranda or working papers, records or the like, given or made in the course of the relationship. The term also includes communications made by or to a linguistic interpreter assisting the victim, counselor or advocate in the course of the relationship.

“Domestic violence counselor/advocate.” An individual who is engaged in a domestic violence program, the primary purpose of which is the rendering of counseling or assistance to victims of domestic violence, who has undergone 40 hours of training.
“Domestic violence program.” A nonprofit organization or program whose primary purpose is to provide services to domestic violence victims which include, but are not limited to, crisis hotline; safe homes or shelters; community education; counseling systems intervention and interface; transportation, information and referral; and victim assistance.

“Family or household members.” Spouses or persons who have been spouses, persons living as spouses or who lived as spouses, parents and children, other persons related by consanguinity or affinity, current or former sexual or intimate partners or persons who share biological parenthood.

“Firearm.” Any weapon which is designed to or may readily be converted to expel any projectile by the action of an explosive or the frame or receiver of any such weapon as defined by 18 Pa.C.S. § 6105(i) (relating to persons not to possess, use, manufacture, control, sell or transfer firearms).

“Foreign protection order.” A protection order as defined by 18 U.S.C. § 2266 (relating to definitions) issued by a comparable court of another state, the District of Columbia, Indian tribe or territory, possession or commonwealth of the United States.

“Hearing officer.” A magisterial district judge, judge of the Philadelphia Municipal Court, arraignment court magistrate appointed under 42 Pa.C.S. § 1123 (relating to jurisdiction and venue), master appointed under 42 Pa.C.S. § 1126 (relating to masters) and master for emergency relief.

“Master for emergency relief.” A member of the bar of the Commonwealth appointed under section 6110(e) (relating to emergency relief by minor judiciary).

“Minor.” An individual who is not an adult.

“Other weapon.” Anything readily capable of lethal use and possessed under circumstances not manifestly appropriate for lawful uses which it may have. The term does not include a firearm.

“Safekeeping permit.” A permit issued by a sheriff allowing a person to take possession of any firearm, other weapon or ammunition that a judge ordered a defendant to relinquish in a protection from abuse proceeding.

“Secure visitation facility.” A court-approved visitation program offered in a facility with trained professional staff operated in a manner that safeguards children and parents from abuse and abduction.

“Sheriff.”

(1) Except as provided in paragraph (2), the sheriff of the county.

(2) In a city of the first class, the chief or head of the police department.

“Victim.” A person who is physically or sexually abused by a family or household member. For purposes of section 6116 (relating to confidentiality), a victim is a person against whom abuse is committed who consults a domestic violence counselor or advocate for the purpose of securing advice, counseling or assistance. The term shall also include persons who have a significant relationship with the victim and who seek advice, counseling or assistance from a domestic violence counselor or advocate regarding abuse of the victim.

“Weapon.” Anything readily capable of lethal use and possessed under circumstances not manifestly appropriate for lawful uses which it may have. The term includes a firearm which is not loaded or lacks a
magazine, clip or other components to render it immediately operable and components which can readily be assembled into a weapon as defined by 18 Pa.C.S. § 907 (relating to possessing instruments of crime).

(b) Other terms. – Terms not otherwise defined in this chapter shall have the meaning given to them in 18 Pa.C.S. (relating to crimes and offenses).

Stalking: 18 Pa. C.S. § 2709.1

A._offense defined. – A person commits the crime of stalking when the person either:
   i. engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or
   ii. engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

Consent in reference to sexual activity:

(a) General Rule. – The consent of the victim to conduct charges to constitute an offense or to the result thereof is a defense if such consent negatives an element of the offense or precludes the infliction of the harm or evil sought to be prevented by the law defining the offense.

(b) Consent to bodily injury. – When conduct is charged to constitute an offense because it causes or threatens bodily injury, consent to such conduct or to the infliction of such injury is a defense if:
   (1) the conduct and the injury are reasonably foreseeable hazards of joint participation in a lawful athletic contest or competitive sport; or
   (2) the consent established a justification for the conduct under Chapter 5 of this title (relating to general principles of justification).

(c) Ineffective consent. – Unless otherwise provided by this title or by the law defining the offense, assent does not constitute consent if:
   (1) it is given by a person who is legally incapacitated to authorize the conduct charged to constitute the offense;
   (2) it is given by a person who by reason of youth, mental disease or defect or intoxication is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense.
   (3) it is given by a person whose improvident consent is sought to be prevented by the law defining the offense; or
   (4) it is induced by force, duress or deception of a kind sought to be prevented by the law defining the offense.
SEXUAL VIOLENCE RESOURCES

TITLE IX COORDINATOR
Mr. Sean Weaver
412.396.2560
(weavers2@duq.edu)

EMERGENCY
Residence Life (RD on duty)
412.396.5888

Department of Public Safety
412.396.COPS (2677)
(publicsafety@duq.edu)

Pittsburgh Police
911

MEDICAL TREATMENT
Student Health Service
Duquesne Union
412.396.1650
(www.duq.edu/health-service)
Mon. – Thurs., 7:30 a.m. – 7:00 p.m.
Fri., 7:30 a.m. – 4:30 p.m.

Mercy Hospital Emergency Room
412.232.8222

POLICE AND LEGAL INFORMATION
Duquesne University Department of Public Safety
(non-emergency)
412.396.6002
(publicsafety@duq.edu)

Pittsburgh Police
412.323.7141
(www.pittsburghpa.gov/police)

Neighborhood Legal Services Association
412.255.6700
(www.nlsa.us)

District Attorney’s Office
412.350.4400
(www.da.allegheny.pa.us)

EMOTIONAL SUPPORT
University Counseling and Well-Being Center
412.396.6204
(www.duq.edu/counseling)

Pittsburgh Action Against Rape (PAAR)
1.866.363.7273
(www.paar.net)

Center for Victims of Violent Crimes
412.392.8582
(www.cvvc.org)

Spiritan Campus Ministry
412.396.6020
(www.duq.edu/campus-ministry)

STUDENT LIFE OFFICES
Office of Student Conduct
412.396.6642
(monahans@duq.edu)

Office of Residence Life
412.396.5028
(www.duq.edu/residence-life)

RESIDENT DIRECTORS
Assumption - 412.396.5047

Brottier - 412.396.1442

Des Places - 412.396.2474

St. Ann - 412.396.5083

St. Martin - 412.396.5095

Towers - 412.396.5089

Vickroy - 412.396.4211
STUDENT POLICIES: SEXUAL HARASSMENT

No member of the Duquesne University community may sexually harass another. Employees and students will be subject to disciplinary action for violation of this policy.

Unwelcome sexual advances, requests for sexual favors, and verbal or physical contact of a sexual nature constitute sexual harassments when:

1. submission to such conduct is made either explicitly or implicitly a condition of an individual’s academic or employment continuation or advancement;

2. submission to or rejection of such conduct by an individual is used as a criteria for academic or employment decisions affecting that individual;

3. such conduct has the purpose or effect of substantially interfering with an individual’s academic or employment performance or creates an intimidating, hostile, embarrassing or offensive employment, educational or living environment.

Because of the potential for sexual harassment in certain situations, the University prohibits romantic and/or sexual relationships in the following situations:

1. No faculty member may engage in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any student currently enrolled at Duquesne University.

2. No athletic department employee may engage in a romantic and/or sexual relationship or in romantic and/or sexual conduct with a student athlete.

3. No campus police officer or security officer may engage in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any student currently enrolled in Duquesne University.

4. No Residence Life staff member may engage in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any student currently enrolled in Duquesne University.

5. A supervisor may not engage in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any employee in the supervisor’s department or division.

WHAT TO DO IF YOU ARE SEXUALLY HARASSED

Tell the harasser that you don’t like his or her behavior. You can do this in person, by telephone or by letter. It is not easy to confront harassers, but it is important. Remember: sexual harassment is illegal, and you can be protected from reprisals.

Keep a record of events. Write down what the harasser said or did, when and where he or she did it and your response. Get the names of any witnesses.
Talk about it with fellow workers or other students. Talking the situation over can relieve much unnecessary guilt and provide you with support. Other people may be witnesses; they may know of other victims; they may even have been victims themselves.

Ask for help. Any of the individuals listed under University Resources can provide you with information and confidential advice. You are not required to file a formal grievance if you don’t want to. It is often better to try to settle the problem informally at first. It will be your decision. Since there are time limits on filing sexual harassment grievances, it is in your best interest to seek advice as soon as possible after you’ve been harassed.

WHERE TO GO IF YOU ARE SEXUALLY HARASSED

Individuals in the offices listed below are available to help you. They can answer questions, take sexual harassment reports, give you advice on informal and formal complaint and grievance procedures, and assist you in resolving the problem informally. While confidentiality cannot be guaranteed, your privacy will be respected. You may also request information and advice anonymously if you so desire.

UNIVERSITY RESOURCES

Title IX Coordinator, Mr. Sean Weaver: 412.396.2560 (weavers2@duq.edu)
Office of Anti-Discrimination Policy and Compliance: 412.396.2560 (weavers2@duq.edu)
Office of Human Resource Management: 412.396.6575 (hr.office@duq.edu)
General Counsel: 412.396.5181
University Counseling and Well-Being Center: 412.396.6204 (www.duq.edu/counseling)

STUDENT POLICIES: SMOKING

Duquesne University has a vital interest in maintaining a healthy and safe environment for students, faculty, staff, and visitors. It is for this reason that Duquesne University prohibits smoking in University buildings. This policy also ensures compliance with Title Six of Chapter 617 of the City of Pittsburgh Code.

Smoking is prohibited in all University buildings, including but not limited to classrooms, administrative offices, private offices and other workplaces, eating facilities, lobbies, restrooms, libraries, auditoriums, and recreational facilities. Smoking is prohibited in Living Learning Centers. Smoking is also prohibited in departmental motor vehicles.

The success of this policy depends upon the thoughtfulness, consideration of smokers and non-smokers. All employees and students share in the responsibility for adhering to this policy. However, any disputes or complaints regarding the implementation of this policy should be referred to the immediate supervisor for resolution. The Office of Human Resource Management is available to provide guidance and clarification of this policy and assist in the resolution of disputes.
STUDENT POLICIES: UNIVERSITY RESIDENCY

Freshmen and sophomores attending Duquesne University of the Holy Spirit are required to live on campus or with their parents or guardians.

National studies demonstrate that campus residence positively affects:

*Academic persistence.* Resident students are more likely to maintain acceptable grade point performances and more frequently attain a bachelor’s degree.

*Satisfaction with the faculty.* Resident students generally have more frequent contact with faculty and tend to be more satisfied with their interaction with faculty.

*Willingness to re-enroll.* Resident students are less inclined to withdraw or transfer to other institutions before attaining a degree.

EXEMPTIONS FROM CAMPUS RESIDENCY POLICY

Exceptions to the campus residency policy may be granted only if a student is eligible for at least one of the policy’s eight (8) exemptions as defined below:

1. Completion of four full semesters of academic work
   - Enrollment for at least four semesters as a full time student at Duquesne University or another accredited college or university.
   - Completion of 60 or more credit hours of academic work at Duquesne University.
   - Completion of combined total of 60 or more credit hours of academic work at as well as at another accredited college or other university. This total may include Advanced Placement Credits and Dual enrolled High School Credits.

2. Residing with parents or legal guardian
   - Residing with a parent or legal guardian. To be eligible, the parent or legal guardian’s residence must be within one of the following counties: Allegheny, Armstrong, Beaver Butler, Mercer, Washington or Westmoreland
   - Residing with a grandparent. To be eligible, the student must have the consent of a parent or legal guardian and their grandparent’s residence must be an Allegheny, Armstrong Butler, Beaver, Mercer, Washington or Westmoreland address.

3. Enrolled as a part-time student
   - Enrolled and taking eight or fewer credit hours.
4. Students who are married.

5. Students with one or more dependent children in their custody while attending Duquesne University.

6. Students who are military veterans who completed at least two years of full-time, active military service.

7. Students over the age of 21.

8. Students with physical or psychological circumstances such that the University cannot provide housing and/or board services compatible with their lifestyle needs. This also requires supporting documentation from a licensed, professional caregiver appropriate to the student’s circumstance.

NOTE: The University’s Campus Residency Policy makes no provision for financial need as a reason for an exemption. Thus, waiver requests based upon this premise will not be approved. Students needing financial assistance are advised to discuss their situation with the Financial Aid Office.

Compliance:
The campus residency requirement is a University policy. As such, compliance is a condition of a student’s enrollment to Duquesne University. Students who are included in the Campus Residency Policy must do one of the following:

- Complete a University housing agreement.
- Be accepted to live in a University approved residence.
- Complete and have approved by the Director of Residence Life, a Campus Residency Waiver Request.

For the fall semester: One of these three options must be completed by June 1. Students accepted after June 1 must complete one of these options within two weeks of being accepted to Duquesne University.

**STUDENT POLICIES: WEAPONS POLICY**

Duquesne University is committed to maintaining a safe learning and working environment for all members of the University community. The University will not tolerate acts of aggression, harassment, or violence on its campus, at off-campus locations administered by the University, or in its programs. This policy of “zero tolerance” includes but is not limited to verbal and/or physical aggression, attacks, threats, harassment, intimidation, bullying, domestic violence, the possession, display or threat of a weapon, or other disruptive behavior which causes or could cause a reasonable person to fear physical harm by an individual(s) or group(s) against any person(s) and/or property. Such behavior is prohibited by Duquesne University.

This policy applies to students, faculty, staff, and visitors to the University.
WEAPONS ON CAMPUS

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

The only exceptions to this policy are:

A. Firearms in the possession of University police officers;
B. Firearms in the possession of on-duty law enforcement officers;
C. Legal chemical dispensing devices that are sold commercially for personal protection.
D. Visitors to the campus that have a permit to carry a firearm must report to the Department of Public Safety. University police will secure the firearm until the visitor is ready to leave. Firearms will not be stored for more than a 24 hour period.

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

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

REPORTING PROCEDURE

Responsibility to Report

Anyone witnessing or receiving a report of prohibited behavior, or possession, display or use of any weapon shall immediately notify the appropriate authorities as listed below. Any supervisor who fails to make such a report shall be subject to corrective and/or disciplinary action.

Emergency or Life-Threatening Situations:

In the case of an emergency or life-threatening situation, immediately call the Department of Public Safety 412-396-COPS (2677). As per the University emergency operations plan, be prepared to provide as much information as possible, such as:

- What is happening
- The location of the incident
- Who is involved
- Type of weapon(s) involved, if any
- Your name and current location
The Department of Public Safety is charged with the responsibility for security and law enforcement on campus. Please follow this link to a list of programs and services offered by the Department of Public Safety: www.publicsafety.duq.edu/lawenforcement.html.

**Non-Emergency Situations:**

In the case of a non-emergency situation, all levels of management should be involved. Employees should initially notify their immediate supervisor. If the immediate supervisor is otherwise unavailable, or if the situation involves the immediate supervisor, notify the Dean, Director, Divisional Vice President, Human Resources, University General Counsel and/or Department of Public Safety as appropriate.

Students are urged to report concerns about acts of aggression, harassment, or violence to the Office of Student Conduct, Office of Residence Life, Office of Commuter Affairs, Vice President for Student Life, Department of Public Safety, the Dean of their respective academic program or a member of the Campus Community Risk Team.

**Campus Community Risk Team (CCRT)**

The focus of the Campus Community Risk Team is to prevent violence on campus, and its span is community wide, including administrators, staff, faculty, and students.

To the degree that local regulations allow, campus entities may report concerns about campus violence to the CCRT even if they are already reporting to other campus entities. The committee is not meant to displace or diminish the roles of existing violence prevention programs in any way. Its purpose is to add a centralized layer of information.

Link to Campus Community Risk Team members: www.duq.edu/public-safety/crt.cfm.

**C. ENFORCEMENT**

Individuals who engage or threaten to engage in prohibited behavior shall be held accountable under University policy and under local, state and federal law. Any employee or student who commits or threatens to commit prohibited behavior may be subject to disciplinary action, up to and including, dismissal or expulsion, as well as arrest and prosecution. Any visitor or affiliate who commits or threatens to commit prohibited behavior may be subject to exclusion from campus, arrest, prosecution, termination of his/her business relationship with the University, and/or any other appropriate action.

Reports of aggression, harassment, violence or threats of violence will be promptly investigated, and, if warranted, disciplinary action will be taken in accordance with applicable procedures. The University will notify law enforcement authorities of criminal conduct as appropriate. In addition, the University may refer individuals accused of violations of this policy for an assessment of the likelihood that they will carry out violent acts or are a danger to themselves or others. The Employee Assistance Program and/or University Counseling and Well-Being Center will be available for consultation as appropriate.

The University will not permit retaliation against anyone who, in good faith, brings a complaint of acts of aggression, harassment, or violence or serves as a witness in the investigation of a complaint of campus violence.

Vendors who conduct business on University premises must conform to the requirements of this policy. The University reserves the right to remove from campus vendor employees who engage in acts prohibited by this policy.
RISK MANAGEMENT POLICY: FOR GREEK-LETTERED ORGANIZATIONS

In accordance with the National Interfraternity Conference (NIC), the National Panhellenic Conference (NPC), and the Fraternal Information and Programming Group (FIPG), Duquesne University adopts the following policy for all recognized general, recognition, honor, service, and professional Greek-Lettered student organizations:

ALCOHOL AND DRUGS

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, in the Towers Living Learning Center, during a fraternity event, in any situation sponsored or endorsed by the chapter, or in any event an observer would associate with the fraternity, or in any apartment or house in which several members reside or occupy, must be in compliance with any and all applicable laws of the state, province, county, city, and Duquesne University, and must comply with either Bring Your Own Beverage (BYOB) or Third Party Vendor guidelines.

2. No alcoholic beverage may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common sources(s) of alcoholic beverages for members or guests by any member of a fraternity, for example kegs or cases, in the name of, or on behalf of, the chapter is also prohibited.

3. OPEN PARTIES meaning those with unrestricted access by non-members of the fraternity or student organization [are prohibited. OPEN PARTIES are defined as events with unrestricted access by non-members of the fraternity or student organization, without specific invitation, where alcohol is present] are prohibited.

4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor. Duquesne University defines a minor as any individual under the age of 21 who is prohibited from consuming alcohol legally.

5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES on any University premises or during a fraternity or student organization event or at any event that an observer would associate with the fraternity or student organization is strictly prohibited. [during any event is strictly forbidden].

6. No chapter may co-sponsor an event with an alcohol distributor, charitable organization, or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol), where alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of third party vendor and a guest list.

7. No chapter may co-sponsor or co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
8. All rush/recruitment activities associated with any chapter will be non-alcoholic events and/or functions. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern, alcohol distributor as defined in this policy.

9. No member, associate/new member or novice shall permit, tolerate, encourage, or participate in “drinking games.” The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one’s age, “beer pong,” “century club,” “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

10. No alcohol shall be present at any associate member program, activity or ritual of the chapter. This includes but is not limited to activities associated with “bid night”, “big brother-little brother” events or activities, “big sister-little sister” events or activities, “family” events or activities, “mid-pledge” events or activities, and initiation.

11. All advertisement(s), notification, and/or publicity associated with any Bring Your Own Beverage (BYOB) or Third Party events must be approved by the campus advisor.

HAZING

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

“Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution, or applicable state law.”

Hazing is a violation of Pennsylvania State law.

SEXUAL VIOLENCE AND HARASSMENT

The fraternity will not tolerate or condone any form of sexual harassment or sexual violence on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location which are demeaning to women or men, ranging from but not limited to verbal harassment to sexual violence by individuals or members acting together. [actions which are demeaning to women or men including but not limited to date rape, gang rape, verbal, or sexual harassment.] The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.
FIRE, HEALTH AND SAFETY

1. All chapter suites in Towers Living Learning Center should meet all local fire and health codes and standards.

2. All chapters should have posted in common areas emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room. These items are provided and required by the Office of Residence Life.

3. All chapters should comply with engineering recommendations as reported by the insurance company and/or Duquesne University.

4. The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the Towers Living Learning Center are expressly forbidden.

EDUCATION

Each fraternity shall annually instruct its students and alumni/alumnae in their respective Risk Management Policy. Additionally, all student and key volunteers directly involved in current chapter matters shall annually receive a copy of said Risk Management Policy and a copy shall be available on the Greek Life website.
STUDENT POLICIES: THE ADMINISTRATIVE POLICIES

In addition to the policies outlined in the Student Code, the following TAPS also apply to students:

Taps 7: Ethics Reporting Policy and Procedure
Taps 22: Emergency Closing of Partial Shutdown of University
Taps 24: Smoking Policy
Taps 26: Computing Ethics and Guidelines
Taps 27: Political Activity At Duquesne University
Taps 28: Family Educational Rights & Privacy Act (FERPA)
Taps 29: The University Environmental Health and Safety Policy
Taps 30: Affirmative Action, Equal Educational and Employment Opportunity, and Human Relations in the Workplace and Classroom
Taps 31: University Policy On Sex Discrimination and Sexual Misconduct
Taps 32: Drug-free and Alcohol-free Working and Learning Environment
Taps 35: Fund Raising/ Public Relations /Alumni Relations/ University Events/Government Relations
Taps 36: College and University Security Information Act
Taps 37: Soliciting, Petitioning, Distribution of Literature, Demonstrations and Picketing On Campus
Taps 38: Employee and Student Use of University Motor Vehicles
Taps 39: Records Retention Policy
Taps 40: Intellectual Property Policy
Taps 41: The Use of Human Subjects in Research
Taps 42: Research Integrity
Taps 46: Faculty, Staff and Student Participation in Commercial Entities
Taps 48: Workplace and Campus Violence and Weapons Policy
Taps 49: Immigration Policy
Taps 50: Protection of Minors
Taps 51: Safe Sale or Serving of Food and Beverages
# CAMPUS CONTACTS: IMPORTANT TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>Department</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>CENTER FOR STUDENT INVOLVEMENT</td>
<td>305 Duquesne Union</td>
<td>412.396.5853</td>
</tr>
<tr>
<td>COMMUTER AFFAIRS</td>
<td>115 Duquesne Union</td>
<td>412.396.6660</td>
</tr>
<tr>
<td>DUQUESNE CARES</td>
<td>Ground Floor Assumption Hall</td>
<td>412.396.5834</td>
</tr>
<tr>
<td>DUQUESNE OPERATOR</td>
<td></td>
<td>412.396.6000</td>
</tr>
<tr>
<td>FINANCIAL AID</td>
<td>Ground Floor Administration Building</td>
<td>412.396.6607</td>
</tr>
<tr>
<td>HEALTH SERVICE</td>
<td>Duquesne Union, Second Floor</td>
<td>412.396.1650</td>
</tr>
<tr>
<td>MULTICULTURAL AFFAIRS</td>
<td>106 Duquesne Union</td>
<td>412.396.1117</td>
</tr>
<tr>
<td>PARKING OFFICE</td>
<td>Locust Street Garage</td>
<td>412.396.5267</td>
</tr>
<tr>
<td>PUBLIC SAFETY</td>
<td></td>
<td>412.396.6002</td>
</tr>
<tr>
<td>REGISTRAR</td>
<td>Ground Floor Administration Building</td>
<td>412.396.6212</td>
</tr>
<tr>
<td>RESIDENCE LIFE</td>
<td>Assumption Hall</td>
<td>412.396.5028</td>
</tr>
<tr>
<td>SPIRITAN CAMPUS MINISTRY</td>
<td>102 Administration Building</td>
<td>412.396.6020</td>
</tr>
<tr>
<td>STUDENT ACCOUNTS</td>
<td>208 Administration Building</td>
<td>412.396.6585</td>
</tr>
<tr>
<td>STUDENT CONDUCT</td>
<td>115 Duquesne Union</td>
<td>412.396.6642</td>
</tr>
<tr>
<td>STUDENT GOVERNMENT ASSOCIATION</td>
<td>302 Duquesne Union</td>
<td>412.396.6620</td>
</tr>
<tr>
<td>UNIVERSITY COUNSELING AND WELLBEING CENTER</td>
<td>636 Fisher Hall</td>
<td>412.396.6204</td>
</tr>
</tbody>
</table>