



PARALEGAL INSTITUTE

DUQUESNE UNIVERSITY THOMAS R. KLINE  
SCHOOL OF LAW

STUDENT ACADEMIC BULLETIN  
2024-2025



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DUQUESNE UNIVERSITY THOMAS R. KLINE SCHOOL OF LAW  
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2024 – 2025

**Mission Statement**

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

**Graduates Will:**

- Understand the fundamentals of foundational legal theories and principles in various areas of law;
- Develop critical thinking and analytical skills that they can adapt to various legal environments;
- Be introduced to the ethical standards and obligations imposed on legal professionals, specifically on paralegals and legal assistants;
- Develop an understanding of the current legal resources and law-related technology available to legal professionals;
- Be capable of professionally communicating with the strong written and verbal skills necessary of legal professionals, specifically paralegals and legal assistants;
- Be provided opportunities for individual career-planning sessions, networking events, and/or other developmental opportunities.

**The Paralegal Institute Will:**

- Stay abreast of changes in the delivery of legal services in the community and respond to the growing need for well-educated individuals trained to assist lawyers in providing a variety of legal services;
- Provide students with an understanding and appreciation of how the legal system works and the role of paralegals;

- Provide an education that emphasizes the importance of research, writing, technology literacy, and professional responsibility, including pro bono service;
- Evaluate curriculum and services on a regular basis and incorporate changes identified through that process;
- Engage instructors with outstanding practical experience and communication skills, and foster their professional development;
- Promote an appreciation and respect for others.

### **Paralegal Institute Code of Civility**

Adherence to standards of professional responsibility and civility are cornerstones of an effective and enlightened education. We believe that education is a path to empowerment and that every person deserves dignity, respect, and grace. Guided by Spiritans' moral and ethical imperatives, we are committed to service, diversity, equity, and inclusion. Students and faculty must always be mindful of how their conduct appears and affects those around them and each other. The following standards are intended to guide students and faculty in how to conduct themselves in a way that preserves the dignity and honor of the University, Thomas R. Kline School of Law and the Paralegal Institute.

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

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

1. Faculty will stay abreast of the best practices in online learning, and contact Education Technology with any questions.
2. Instructors should show respect, courtesy and patience to students by treating every student with civility.

3. Instructors should not use hostile or demeaning words in oral and/or written communications with students.
4. Instructors should address inquiries and resolve students' issues with their respective courses in a timely and fair manner.
5. Instructors should cooperate with all other instructors to maintain the best interest of students and the Paralegal Institute.
6. Retaliation in any way, shape, or form against a student for using the redress process listed below will not be tolerated.

### **Students' Duties to Faculty and the Paralegal Institute**

1. Students have the responsibility to maintain academic integrity and other standards of academic performance as established by University policies and regulations. See Duquesne University's Academic Integrity Policy.
2. Students are responsible for acting in a manner that promotes an atmosphere of learning, free expression, and respect for the rights, dignity and worth of every individual in the University community. Civility with his/her fellow students, instructors, and administration is expected at all times of every student. Name-calling, demeaning comments, disparaging personal remarks, acrimonious speech or conduct, disruptive behavior and the like will not be tolerated.
3. Students are to be respectful of instructors' responsibilities as instructors and considerate of instructors' time particularly when due dates and deadlines are set and/or require alteration at the instructor's discretion.
4. The Institute presumes a baseline of academic training in terms of independent study skills, writing mechanics, and research capabilities that are commensurate with possessing a baccalaureate degree from an accredited university or college.
5. The bar of professionalism in the student body is based in the principles of the legal field and the fact that Institute instructors are representatives of the legal

community.

6. If an issue or a complaint should arise, students should feel free to seek redress, as the Institute encourages students to articulate their views. The steps for resolving such issues are as follows: a) speak directly with the instructor in private about the issue; after meeting with the instructor, if the issue has not been resolved, the student will b) speak with, meet with or write to the Program Director. Every complaint will be fairly adjudicated in accordance with the guidelines of the University and the philosophical direction of the Institute. The purpose of the internal process is to facilitate the informal resolution of complaints in a timely manner.
7. Academic evaluation of student performance shall be neither prejudicial nor capricious. **The Program Director is not able to change a student grade, based on University policies.** If a student is seeking a grade change or a grading dispute arises between an instructor and a student, the student should first approach the instructor to see if, at the instructor's discretion, an alternative reasonable accommodation can be made for the student with respect to the final exam or final project.

If a student alleges retaliation or some kind of unfair treatment in grading as a violation of academic integrity, the student should contact the Program Director and should follow procedures for addressing such complaints.

### **Disciplinary Code**

As a Paralegal Institute student, you are part of the Duquesne University community and member of the Thomas R. Kline School of Law family. The Paralegal Institute embraces the missions of the University and the Thomas R. Kline School of Law. To that end, you are expected to abide by the policies with regard to academic integrity and in your interactions with other students, faculty, and administrators. If there are infractions to Institute, Thomas R. Kline School of Law or University academic integrity policies, the disciplinary code of the University will be enforced. See Code of Student Conduct: [student-handbook.pdf \(duq.edu\)](http://student-handbook.pdf(duq.edu))

## **School of Law Mission Statement**

Duquesne University Thomas R. Kline School of Law is a Catholic law school that educates lawyers to excel in the ethical practice of law, to preserve the highest ideals of our profession, and to promote equal justice and democratic discourse through leadership, service, and civic engagement. We do so inspired by our Catholic Spiritan tradition and law school motto, "Salus populi suprema lex"-"The welfare of the people is the highest law."

## **Duquesne University Mission**

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

More about the Mission of Duquesne University is online at <https://www.duq.edu/social-impact/mission-and-spiritans-values/index.php>.

## **Program Requirements**

Students must successfully complete ten (10) courses to earn their Paralegal Certificate, consisting of 5 required core courses and 5 elective courses.

The five required core courses are: 1) Introduction to the Legal System, 2) Professional Responsibility, 3) Legal Research Methods, 4) Legal Writing & Case Analysis I, and 5) Technology in the Law Office.

## **REGISTRATION**

All new students are encouraged to contact the Program Director by telephone or email prior to registering for classes should they have any questions or concerns. During this advising discussion, students can develop a course plan. Course selection must follow a reasonable sequence. Students may select courses of interest. There



are no prerequisites required; however, developing a planned schedule is beneficial. Students may take one or up to four courses per term in the evening program. Progress Reports are completed for each Paralegal student.

Online registration is available during the Fall, Winter, and Spring paralegal term. The summer term registration process is completed by the Program Director. Online registration is not available for the Summer terms; Summer registration forms will be invalid to all Summer term students.

Fall, Winter, and Spring term students can self-register for classes through the online registration portal. Classes for all paralegal terms will be held in the online format.

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

### **International Students**

For admission to the Paralegal Institute, international students must demonstrate English language ability that meets or exceeds a TOEFL examination score of 90, with a score in all subsections of 20 or higher for listening, writing, and reading. International applicants must successfully complete an admissions interview to establish fluency. In lieu of the TOEFL examination, an IELTS examination score of 7 or a Duolingo score of 125 will also be accepted.

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

International students must also contact the Duquesne University Center for Global Engagement upon acceptance to the Paralegal Program. You can find information on International Admissions at <http://www.duq.edu/admission-and-aid/how-to-apply/international/index.php>. You can reach the Center for Global Engagement directly at 412-396-6113 or [intladmissions@duq.edu](mailto:intladmissions@duq.edu).

## **Provisional Students**

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

Upon admission in provisional status, the student will be allowed to take only the 501 Introduction to the Legal System/Paralegalism during his/her first term. The provisional student must earn a grade of B or better in this course. Thereafter, the student will be allowed to proceed through the program at his/her own pace.

If the provisional student does not attain a B grade or better, he/she may repeat the course one time only at his/her expense to earn a B or better grade before being admitted in regular status to the Paralegal Institute.

## **Tuition and Billing Policies**

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

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

Students desiring payment of their tuition and other charges for the term by installments should contact the Student Account Office in the University Administration Building. The Paralegal Institute does not administer loan programs.

Students who wish to apply for loans should contact the University Financial Aid Office <https://www.duq.edu/admission-and-aid/financial-aid-and-scholarships/contact-us.php>.

### **Non-Refundable Deposit**

To confirm a student's intent to enroll and to cover administrative costs, a \$250 non-refundable deposit is required upon acceptance into the program. The deposit will be credited towards program tuition. Should a student decide to withdraw from the program after the deposit has been made, the deposit is forfeited. By accepting the offer of admission, students agree to the terms of this policy.

### **Course Withdrawal**

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

- 100% - Through the first week of class
- 80% - Through the second week of class
- 40% - Through the end of the third week of class
- 20% - Through the end of the fourth week of class
- 0 – After the end of the fourth week of class

Students who withdraw after the fourth week of class are not eligible for any refund. Withdrawals through the last day of class for the term will receive a "W" on their transcript. If the Paralegal Institute is not officially notified of the withdrawal, students are held accountable to class attendance policies (see page 12).

Medical withdrawals require withdrawal from all classes for the term and require a signed statement from a physician stating that the student is medically unable to attend class(es). Fees are not refundable. More information can be found at: [Withdrawals/Refunds \(duq.edu\)](https://www.duq.edu/Withdrawals/Refunds).

## **Course Audit**

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

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

## **Transfer Policy**

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

## **Placement**

While the Institute cannot guarantee employment, every effort is made to equip students with the skills needed to find law-related positions. Law firms, businesses and government agencies contact the Institute seeking candidates for vacancies. Current position openings will be posted on the Paralegal Institute website Job Board and the Institute’s Canvas site and are available to all Paralegal Institute students and alumni. Students and graduates are also encouraged to work with off-campus placement firms, as well as with Duquesne University’s Center for Career Development, [careerdevelopment@duq.edu](mailto:careerdevelopment@duq.edu) or 412-396-6644. The office uses a platform called [Handshake](#) which allows students to search for a variety of opportunities.

## **Internships**

Students are encouraged to pursue an internship to enhance their paralegal studies. Students **must** complete required core courses to be eligible. Opportunities are available with law firms, government agencies, health care agencies, social service agencies and corporations. Students must successfully complete sixteen (16) hours per week for eleven (11) weeks, and create a project portfolio, to earn elective units toward a certificate. Internships are available during each term. For more information, please contact the program director at 412-396-6313.

## **ACADEMIC POLICIES**

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

### **Academic Standards**

All students must maintain a cumulative quality point average of 2.5 in course work in order to be eligible for graduation. If a student's cumulative quality index falls below 2.5 at the end of the first or second term, he or she will be placed on academic probation. A student on probation is expected to achieve at least a 2.5 average the following term, or be subject to possible dismissal.

The grading system at the Paralegal Institute is as follows:

A (4.00) 94 – 100	B (3.00) 83 – 86	C (2.00) 70 – 74
A- (3.75) 90 – 93	B- (2.75) 80 – 82	D (1.00) 60 – 69
B+ (3.25) 87 – 89	C+ (2.25) 75 – 79	F (0.00)

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

## **“Incomplete” Grade Policy**

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

## **Paralegal Institute School Calendar**

The Paralegal Institute has a separate calendar from that of the University. Individual copies of the Paralegal Institute calendar may be obtained from the Program Director via email. The Institute reserves the right to change or alter its calendar or courses at any time.

The fall (September – December), winter (January – March) and spring (March – June) terms each consist of 11 weeks of study. New students may begin the program at the beginning of one of these terms. The summer day program classes typically run from early-June through the end of August. The summer day program is a full-time program. All other terms are considered part-time.

## **Official Student Email Policy**

Your Duquesne University personal email account is the official method of communication for Duquesne administrative matters. You are required to check your account for time-critical notices such as billing notifications, important alerts or administrative notices requiring a timely response. You may adjust your email account to forward to your non-Duquesne email account. Please contact the CTS Help Desk if you need assistance: [help@duq.edu](mailto:help@duq.edu) or 412-396-4357.

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

## **Academic Advice**

Students experiencing academic difficulties in any course are strongly encouraged to schedule an appointment with their *instructor(s)* as soon as possible. Once students

have met with their instructor(s) and determine added assistance is necessary, students should contact the program director to assist, *if necessary*, with resources available at the University.

Regarding matters of course selection and sequencing, students should contact the program director for advisement via phone or email.

## **Class Attendance**

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

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

**Any absences for an extended period of time, due to illness or other circumstances, must be reported to the Program Director.**

**If a class is cancelled for any reason, the class session must be made-up.** If an instructor is late for the scheduled start time of the class, students are expected to wait for 15 minutes before leaving unless prior notification by the instructor or Institute administration is provided to the class.

## **Special Needs and Religious Observance Accommodations**

Any student with special needs who desires accommodations for examinations or other class-related needs must contact the Duquesne University Office of Special Services at 412-396-6658 or email to [disabilityservices@duq.edu](mailto:disabilityservices@duq.edu) to begin the process of documenting the condition that warrants accommodations. Students are encouraged to begin this process as soon as possible. Once a condition is formally documented, the Office of Special Student Services will determine the accommodations that are appropriate for the student, and will notify the Paralegal Institute's Program Director. Students must complete this process in order to be afforded accommodations at the Paralegal Institute. Duquesne University's policy with regard to accommodations for disabled students is available online at: [www.duq.edu/about/accessability/disability-services.php](http://www.duq.edu/about/accessability/disability-services.php).

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

## **Examinations**

Failure to take an examination or to submit any papers or projects on the time and date required for the course could constitute a failure of the course. Final examinations, papers or project schedules will not be altered except for compelling reasons such as serious illness or serious family emergencies. Make-up examinations, papers or projects requests will not be granted based on personal schedule conflicts or a conflict with personal commitments such as weddings and vacations except at the discretion of the instructor. In such instances, the student is responsible for scheduling any make-up work with the instructor. Instructors will handle examinations and will establish the rules for their courses with regard to examinations, and how the online testing process will be handled.

## **Grading Classroom Performance**

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



1. An instructor may reduce students' grades based upon class absences, no matter the reason for the absence, so long as the reduction is based upon policies announced at the start of a course and applied in a consistent manner to all students in the class during the term.
2. An instructor may grade students on the quality of their performance on assigned tasks, such as presentations, exercises, and being "on call" for class discussion, so long as all students in the class are assigned the same or comparable tasks during the term.
3. An instructor may reduce students' grades based upon their lack of preparation for classroom discussion, so long as all students are required in the same manner to be prepared to contribute to classroom discussion and a record is maintained of all the students' contributions during the semester.

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

### **Notification of Final Grades**

Students can view all final grades in Self Service Banner using a Multipass account number. Students are responsible for changing and maintaining their Multipass, current local address, telephone, and other contact information in DORI. Accordingly, students should review their contact information each term for accuracy. If you need to make changes to your permanent address, please contact Mary Olson at 412-396-6313. The Paralegal Institute will not provide students with information about grades, quality point averages and related matters over the telephone.

### **Review of Graded Examinations/Assignments**

Any student wishing to review a graded examination must contact the course instructor and arrange a time and place to review the student's examination.

## **Grade Correction Procedure**

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

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

A student may appeal an instructor's refusal to change a grade by petitioning the Program Director and Associate Dean of Strategic Programs no later than sixty (60) days after notice to the student of the instructor's decision. An affirmance of the instructor's decision will be final. Contact the Program Director so that a meeting can be scheduled.

## **Leave of Absence/Stop Out from School**

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

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

## **TUITION FUNDING**

Funding can take many forms. The Paralegal Institute suggests several options to students for funding the program. The Institute does not provide funding but encourages students and prospective students to explore all options. Non-credit

certificate programs and courses are not eligible for federal financial aid. However, there are other sources for funding that should be considered.

Options:

- Private Education Loans
- Veterans Benefits/ GI Bill – potential funding for Military/veterans and Dependents
- Employer Education Assistance/Training Budgets
- Register for Courses over Multiple Terms (one or two courses per term)

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

Students may choose to finance the program through the Pennsylvania Private Loan Marketplace. Information is available through the University's Financial Aid website: [Financial Aid 101 \(duq.edu\)](http://duq.edu/financialaid101). To use this option, students should contact lenders directly to verify they make available loans for non-credit professional certificate programs. The University recommends that students apply with co-signers to secure the best possible interest rates. Students can find private loan information using the Private Student Loan Marketplace (Alternative Education Loans).

### **Veterans Benefits/GI Bill**

The Department of Veterans Affairs has various programs available. Please go to the Veterans website for more information and instructions. Once the Department of Veterans Affairs approves benefits, please contact Kathleen Scheer at 412-396-6211 or [scheer@duq.edu](mailto:scheer@duq.edu).

### **Employee Education Assistance/Training Budgets**

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

## Registering for Courses Over Multiple Terms

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

## Duquesne University Office of Financial Aid

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

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

## Student Perceptions on Teaching (SPOT) Evaluations

Teaching and learning are at the heart of Duquesne University. To assure quality and provide regular feedback to instructors, one method of teaching evaluation is by student evaluations. The Student Perceptions on Teaching Survey is the instructor evaluation instrument used by the Institute. Each term, the survey is made available to students in an effort to identify areas where instructors can improve in their teaching and student interaction. The Paralegal Institute takes the SPOT surveys very seriously, and asks that all students complete one for each course in which the student is enrolled. The feedback provided is invaluable to the Institute and its pursuit of continuous improvement.

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

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

<b>Duquesne University</b> 600 Forbes Avenue	<b>Duquesne University Thomas R. Kline School of Law Paralegal Institute</b>
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<p>Pittsburgh, PA 15282  Telephone: 412-396-6000</p>	<p>600 Forbes Avenue  Pittsburgh, PA 15282  Telephone: 412-396-6313  Email: olsonm@duq.edu</p>
<p><b>Spiritan Campus Ministry</b>  Administration Building First Floor  Telephone: 412-396-6020  <a href="#">About Us   Duquesne University</a></p>	<p><b>Student Accounts</b>  Administration Building  Telephone: 412-396-6585  <a href="mailto:studentaccounts@duq.edu">studentaccounts@duq.edu</a></p>
<p><b>Canvas Support</b>  <b>Education Technology</b>  Telephone: 412-396-5625  Email: <a href="mailto:edtech@duq.edu">edtech@duq.edu</a></p>	<p><b>Computer Technology Services (CTS)</b>  Email: <a href="mailto:help@duq.edu">help@duq.edu</a>  Telephone: 412-3906-4357 (Help)</p>
<p><b>Duquesne University Bookstore</b>  <a href="mailto:bksduquesne@bncollege.com">bksduquesne@bncollege.com</a>  412-434-6626  Online Bookstore  <a href="https://duquesne.bncollege.com">https://duquesne.bncollege.com</a></p>	

## ACADEMIC CALENDAR 2024 - 2025

### FALL TERM

September 16, 2024	Monday	Classes Begin
November 1, 2024	Friday	All Saints Day – Office Closed
December 2-5, 2024	Monday – Thursday	SPOT surveys for All Courses
November 25-28, 2024	Monday – Thursday	Thanksgiving Break (No Classes)
December 5, 2024	Thursday	Fall Term Ends

### WINTER TERM

January 6, 2025	Tuesday	Classes Begin
January 20, 2025	Monday	Martin Luther King Day (Classes will be held) – Office Closed
March 17 – March 20, 2025	Monday – Thursday	SPOT surveys for All Courses
March 20, 2025	Thursday	Winter Term Ends

### SPRING TERM

March 24, 2025	Monday	Classes Begin
April 17, 2025	Thursday	Holy Thursday (Classes will be held) – Office Closed
April 18, 2025	Friday	Good Friday Office Closed
June 9-12, 2025	Monday – Thursday	SPOT surveys for All Courses
May 26, 2025	Monday	Memorial Day - No Classes, Office Closed
June 9, 2025	Monday	Spring Term Ends

## SUMMER TERM

June 16, 2025	Monday	Summer Day Program Begins
July 4, 2025	Friday	Independence Day - <b>No Classes</b> , Office Closed
Aug 25-29, 2025	Monday – Friday	SPOT surveys for All Courses
August 29, 2025	Friday	Summer Day Program Ends
August 29, 2025	Friday	Summer Evening Program Ends