

POLICIES & PROCEDURES

2026-2027

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INTRODUCTION

Our History

Since its founding, the focus of the Thomas R. Kline School of Law has been clear: to provide a law education firmly rooted in justice and the pursuit of the truth. The goal has always been to serve others through delivering knowledge with integrity, justice, and by paving the way for the advancement of all people.

Providing that pathway to an honorable pursuit of law is at the core of who we are. We formed in 1911 as an evening program to give working, immigrant families in the Pittsburgh area access to a legal education; it is the fabric of who we are. We remain dedicated to that legacy.

Our Mission:

The Thomas R. Kline School of Law of Duquesne University 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."

Who We Are:

We believe that education is a path to empowerment and that every person deserves dignity, respect, and grace. Our students are educated about their role as global citizens to enable them to make immediate impacts as successful lawyers and responsible leaders. Guided by the Spiritans' moral and ethical imperatives we are committed to service, diversity, equity, and inclusion.

Our Learning Outcomes:

Our faculty are committed to teaching. They offer a combination of legal experience and knowledge to ensure our students are prepared for a legal career. To that end, the Duquesne Kline School of Law Faculty has adopted a set of core learning outcomes that relate to the doctrine and skills that all graduates should possess. Below is a list of those that have been adopted, along with Performance Criteria that establish how the learning outcomes may be achieved.

A. Knowledge and understanding of substantive and procedural law

A.1. FUNDAMENTALS & BAR EXAM: Remember and explain the black-letter law in the core doctrinal areas.

A.2. LEGAL POLICY: Recognize the law's theoretical frameworks and trace their influence and the influence of extra-legal factors (e.g., politics, history, culture, etc.) on the development of substantive doctrine.

A.3. LEGAL SYSTEM: Explain and differentiate among key conceptual categories of law and understand the hierarchy of authority.

A.4. PRACTICAL KNOWLEDGE DEVELOPMENT: Integrate information from multiple sources (e.g., opinions, statutes, regulations, rules, scholarly analysis) to identify operative legal rules, principles and concepts.

A.5. SPECIALTY AREAS: Remember and explain the black-letter law in the substantive and procedural law on specialized topics.

B. Legal analysis and reasoning, legal research, problem-solving, and written and oral communication in the legal context

B.1. INTERVIEWING, COUNSELING, AND NEGOTIATING: Investigate and analyze facts to achieve a client's objectives or otherwise solve a legal problem and recommend a solution.

B.2. LEGAL ANALYSIS AND REASONING: Critically read the applicable authority, including identifying the key rules within each authority; synthesize the relevant rules into an analytical framework, identifying which rules the court is most likely to apply, and apply the rules to the relevant facts.

B.3. LEGAL RESEARCH: Create and execute an effective, efficient legal research strategy to conduct legal research with the appropriate use of sources and technology.

B.4. PROBLEM SOLVING: Develop systems and procedures for effectively working with other people and to ensure that time, effort, and resources are allocated efficiently in a legal practice.

B.5. WRITTEN AND ORAL COMMUNICATION: Draft legal and non-legal documents in the manner expected of a competent new lawyer and communicate orally in a manner appropriate for the audience and purpose.

C. Exercise of proper professional and ethical responsibilities to clients and the legal system

C.1. CULTURAL COMPETENCE: Work with others of diverse backgrounds and understand the importance of building an inclusive community characterized by interdependence, dignity, equality, compassion, and respect.

C.2. DILIGENCE: Demonstrate a strong work ethic, engage in productive time management, understand the principles of timely project submittal, and be punctual and respectful.

C.3. LEADERSHIP: Exemplify servant leadership through ethical conflict resolution and emotionally intelligent engagement in teambuilding, collaboration, and cooperation.

C.4. PRO BONO: Possess knowledge and understanding of the lawyer's professional and civic responsibility to advance the mission of community service.

C.5. PROFESSIONAL INTEGRITY: Uphold a strong sense of honor and conduct affairs with honesty, dignity, and care, while treating others with civility, fairness, and respect.

D. Other professional skills needed for competent and ethical participation as a member of the legal profession

D.1. JUDGMENT: Recognize the importance of relevant non-legal considerations when advising clients regarding available outcomes and avenues, such as moral, emotional, economic, social, and political considerations.

D.2. RESPECT FOR OTHERS: Practice in a diverse society and world by engaging competently with persons from a variety of backgrounds and holding a variety of views.

D.3. REFLECTION AND SELF-EVALUATION: Develop an ability to critically evaluate the performance of self and others when performing legal tasks including recognizing, evaluating, and understanding one's own roles in resolving ethical dilemmas.

D.4. SELF-CARE: Seek and use resources when necessary to address personal challenges including managing workload and stress; recognize common causes of lawyer misconduct and be aware of sources of support for lawyers.

Law students are required to observe the Duquesne Kline School of Law and University Policies and Procedures. Additionally, students are required to: 1) be familiar with the Duquesne Kline School of Law and University Policies and Procedures, 2) read e-mails and other communications from the University and Duquesne Kline School of Law Administrators and Faculty; and 3) to keep their addresses and other contact information current with the Registrar.

1. J.D. GRADUATION REQUIREMENTS & ADMISSION TO THE BAR

1.01 Graduation Requirements

The Thomas R. Kline School of Law of Duquesne University awards the degree of Juris Doctor to those students who successfully fulfill the following requirements:

1. Complete eighty-seven (87) credit hours with passing grades.
2. Maintain a cumulative GPA of 2.0 or higher and a GPA of no less than 2.00 for course work each academic year. See Section 1.05.
3. Successfully complete all required courses. See Section 4.03.
4. Complete the Upper-Level Writing Requirement. See Section 1.02.
5. Complete the Experiential Learning Requirement. See Section 1.03.2.
6. Satisfy the Residency Requirement. See Section 1.04.
7. Complete two cross-cultural competency experiences. See Section 1.06.
8. Be of good moral character.
9. Resolve all financial obligations to The Thomas R. Kline School of Law and to Duquesne University.
10. Make formal application for the degree to the Registrar in a timely manner.
11. Be recommended by the Faculty to receive the degree of Juris Doctor.
12. Complete all credit hours within the time specified by the American Bar Association. The American Bar Association requires law students to complete their legal education within seven years following the initial matriculation at law school. Full-time day-division students normally satisfy this requirement by the end of their third year. Part-time day- and evening-division students normally satisfy this requirement by the end of their fourth year.

1.01.1 Qualifications for Admission to the Bar

In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners (https://www.ncbex.org/). Below is additional information regarding bar examinations.

Pennsylvania Bar Examination

It is the responsibility of each student to complete the application for the Pennsylvania Bar Examination and to do whatever might be required by the Board of Law Examiners to complete that application. All bar exam applicants must complete and submit the appropriate bar application via online filing. More information about the Pennsylvania Bar Exam can be found online at http://www.pabarexam.org/.

Other Jurisdictions' Bar Examinations

Students should consult with Bar examiners in the state in which they wish to practice to determine if any specific curricular criteria or registration requirements exist for admission to the Bar in that jurisdiction. Students who enroll in distance education courses, including those enrolled in the Evening Hyflex Program must pay special attention to the distance education limits imposed by Bar examiners in some jurisdictions.

Multistate Professional Responsibility Examination

The Pennsylvania State Board of Law Examiners requires that all applicants who wish to practice law in the Commonwealth of Pennsylvania take the Multistate Professional Responsibility Examination. Visit https://www.ncbex.org/exams/mpre/ for registration information.

1.02 Upper-level Writing Requirement

1.02.1 General Requirements

A student is required to produce and submit, prior to graduation, an original work of acceptable professional quality involving a significant exploration of a single major topic in compliance with the provisions set forth below. This requirement may be satisfied any time after completion of a student's first year. All papers written to satisfy the Upper-level Writing Requirement, whether done as directed research or in conjunction with a class, must be submitted electronically.

1. Each student at the Duquesne Kline School of Law must successfully complete at least one rigorous faculty-supervised upper-level writing project [hereinafter, project] for award of the Juris Doctor degree.

2. This project must be supervised, reviewed, and approved by a full-time Duquesne Kline School of Law faculty member or by an adjunct faculty member who has been approved in advance for this purpose by the Associate Dean for Academic Affairs [hereinafter, supervising faculty member].

3. To approve a project as successfully completed, a supervising faculty member must certify to the Registrar that the project has met the following requirements:

   a. The project is of sufficient length and was completed in a timely manner, and

   b. The paper demonstrates the type of high quality writing that would be expected of a new associate in a law firm or similar position in which the faculty member was a supervising attorney; the analogous level of quality corresponds to a grade of at least "C" on the law school grading scale.

4. A project done for a course or other credit-granting co-curricular activity may not also be used to satisfy the Experiential Learning Requirement for the Juris Doctor degree. See Section 1.03.

5. There shall be no appeal from any decisions about a project made by a supervising faculty member, unless there has been a ministerial error made by the supervising faculty member; any

such appeal shall go to the Academic Status Committee and be treated in the same manner as an error in submission of a final grade.

6. An electronic copy of each project must be filed with the Registrar by the supervising faculty member no later than the end of the grading period for the semester, in a form and manner prescribed by the Registrar, attesting to the compliance of the Project with these requirements and, if the project is graded, noting the grade assigned by the supervising faculty member to the project and course. The Registrar shall keep on file the electronic copy of the project and any associated forms, but may delete the copy and forms one year after the student's date of graduation. A supervising faculty member may request that the student also submit one or more printed copies of the project for review, and may provide the student with a copy of the supervising faculty member's critique of the project, in print or electronic form.

1.02.2 Format

1.02.2.1 Length and Format

To be eligible for review and approval, a project must total at least 7,500 words (including citations and any endnotes or footnotes) and must be in a format prescribed by the faculty member supervising the project.

1.02.2.2 Requirements Applicable to Upper-level Writing Requirement Done as Part of a Course or Directed Research Project

The project, if done as part of a course, may be one single paper, or a series of papers, which are described in the Syllabus or Course Materials prepared by the faculty member and approved by the Upper-Level Writing Requirement Committee for these purposes.

1. A project may be a scholarly research paper, a series of practice-related documents, or other papers which are of the types prepared by practicing attorneys, judges, or academicians.
2. The faculty member and student must meet at least twice to discuss the progress of the project if the project consists of one paper, and there must be at least two drafts of significant portions of the paper which are reviewed by the professor. Significant portions of a single-paper project must be reviewed at least twice by the faculty member and then revised by the student prior to the end of the project.
3. If the project consists of a series of papers, then each of those papers must be reviewed by the faculty member and revised by the student in accordance with the review provided by the faculty member.
4. A project must include substantial original content by the student; it may not be comprised solely of descriptive content.
5. A project may not be the result of collaborative work with another student or law-trained person other than the professor.
6. A project must be completed within a semester.

If done as a Directed Research project:

1. It must be a scholarly research paper.
2. The faculty member and student must meet at least twice to discuss the progress of the project, and there must be at least two drafts of significant

portions of the paper which are reviewed by the faculty member. Significant portions must be reviewed at least twice by the faculty member and then revised by the student prior to the end of the project.

3. A project must include substantial original content by the student; it may not be comprised solely of descriptive content.
4. If the Directed Research Project is done to satisfy the Upper-Level Writing Requirement, it may not be the result of collaborative work with another student or law-trained person other than the faculty member. For instances when a Directed Research Project may be done collaboratively, review Section 2.14.4.
5. Ordinarily, a Directed Research project must be completed within a semester; however, a student may register for two Directed Research courses over two consecutive grading periods with the same faculty member if the work involves a single project and is for no more than 3 total credits. If the project is done over two consecutive grading periods, the work must be on a single topic that results in one 7,500-word paper; the grade for the first grading period will be an Incomplete until the successful completion of the paper during the second grading period and an award of a final grade for each of the two grading periods.

1.02.2.3 Requirements Applicable to Upper-level Writing Requirement Done in Conjunction with a Publication

If done in conjunction with a Duquesne Kline School of Law publication for which the faculty has approved a student receiving academic credit [hereinafter, journal], then a project must comply independently with any applicable requirements of the journal's bylaws and editors.

1. Each journal project must be reviewed at least twice, in whole or in part, by the faculty member before the project is finished, and then revised by the student prior to the end of the project. The review shall be conducted of at least a detailed outline of the project and a final draft of the project, but the nature and extent of the reviews are within the discretion of the supervising faculty member.
2. A student who is working on a journal project with a supervising faculty member must meet with the supervising faculty member at least twice to discuss the progress of drafts of the project before it is finished; the student and supervising faculty member should schedule such drafts and meetings to coordinate with the journal's requirements for submission of intermediate and final drafts of the journal paper.
3. A journal project must include substantial original work by the student; it may not be comprised solely of descriptive content.
4. A written description of the faculty member's requirements and the student's agreement with those requirements must be filed with the journal before the project is begun.
5. A journal project may be completed after one- or two-semesters, in compliance with the journal's requirements for the timing of student work.

1.03 Experiential Learning Requirement

All students must successfully complete one or more experiential course(s) totaling at least six credit hours. An experiential course must be a simulation course, a law clinic, or a field placement. The Registrar maintains a list of courses that satisfy the experiential learning requirement, and the list may be viewed on the Registrar's website. Students may not use the same course to satisfy both the Upper-Level Writing requirement and the Experiential Learning requirement.

1.04 Residency Requirement

Students must earn three (3) residency credits in order to graduate. A full-time student is awarded .5 residency credits for each semester that the student takes at least ten (10) credits. A part-time student, whether in the evening division or the part-time day division, is awarded .375 residency credits for a semester, provided he or she takes at least eight (8) credits. Students who transfer to the Duquesne Kline School of Law must earn a minimum of two (2) residency credits. A student who takes at least six (6) summer session credits shall earn one-fourth (.25) of a residency credit. All students, regardless of Division, are required to complete their final year of study in residence at the Duquesne Kline School of Law.

1.05 Good Standing and Grade Point Average

Except as provided in Section 2.09.1, a candidate for the degree of Juris Doctor must maintain a cumulative grade point average of no less than 2.00, and must have a grade point average of no less than 2.00 in any academic year. In addition, a candidate must have satisfactorily completed all other graduation requirements as set forth in this section. It is the responsibility of each student to make certain that he/she will have met these requirements at the conclusion of his/her last year of study.

1.06 Cultural Competency Requirement

In accordance with ABA Standard 303(c) law students must complete two educational experiences on bias, cross-cultural competency, and racism. The first program will occur at the start of the program of legal education, during Orientation, and at least once one more program must be completed before graduation. The Registrar's Office maintains a list of yearly opportunities to meet this requirement.

2. ACADEMIC POLICIES

2.01 Grading Scale

The grading scale for all students is as follows:

Grade	GPA
A+*	4.00
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33

C	2.00
C-	1.67
D+	1.33
D	1.00
F	0.0 Failure
I**	Incomplete
P***	Pass
N****	No Pass

*The A+ grade denotes a level of performance that is truly exceptional. **The I interim grade is an option, for instance, if: (l) a student was in a car accident a day before the exam but not able to take the exam until after date the law school was required to submit grades to the university; or (2) if a professor determined that a student's project required extended primary research that could not have been reasonably completed during one semester.

The registrar may enter an “I” grade if:

l) A compelling reason, such a student illness or accident, or family emergency prevents a student from being able take an examination or complete an assignment for class in time for the registrar to report a grade for the course(s) implicated. Requests for incomplete grades on this ground shall be made to the Registrar's Office or Associate Dean for Academic Affairs. The Academic Dean shall determine whether an "I" grade is appropriate.

2) A student project reasonably requires more than one semester to complete. Examples would include primary document research that require additional time to locate, or discovery that the project undertaken requires a broader inquiry than initially anticipated. In such cases, the faculty member supervising the student's project shall make a request of the Academic Dean for the "I" grade to be entered.

3) An "I" grade shall become an "F" on the last day of classes of the following semester if no grade has been offered to replace it, absent circumstances that the Academic Dean shall find to be extraordinary.

2.02 Grade Distribution Policy

2.02.1 Required Bar-Tested Courses

The following grade distribution and target mean apply to required bar-tested courses including: Business Associations, Civil Procedure I & II, Contracts I & II, Constitutional Law I & II, Criminal Law, Criminal Procedure, Evidence, Property I & II, and Torts I & II. This distribution also applies to Legal Research and Writing (LRW) I & II, but will be calculated in the aggregate for sections that are below 25 students.

Tier 1 (A+, A, A-): Between 15% and 25% of all grades, with a target of 20%
Tier 2 (B+, B, B-): Between 40% and 60% of all grades, with a target of 48%
Tier 3 (C+, C,): Between 20% and 30% of all grades, with a target of 25%
Tier 4 (C-, D+, D, F): Between 2% and 12% of all grades, with a target of 7%

Target mean of 3.00 (A mean of 2.95-3.05 presumptively meets the target). Deviations from the curve and mean must be approved by the Associate Dean for Academic Affairs.

2.02.2 Other Required and Elective Upper-Level Courses

The following grade distribution and target mean apply to Professional Responsibility, Sales, and all electives with enrollment of 30 or more students whether evaluated by an exam, paper, or project:

Tier 1 (A+, A, A-): Between 20% and 30% of all grades, with a target of 25%
Tier 2 (B+, B, B-): Between 40% and 60% of all grades, with a target of 55%
Tier 3 (C+, C): Between 15% and 30% of all grades, with a target of 20%
Tier 4 (C- D+, D, F): Between 0% and 5% of all grades, with no target.

Target mean of 3.10-3.20. Deviations from the curve and mean must be approved by the Associate Dean for Academic Affairs.

*All other electives are encouraged to follow these targets as practicable.

*Additionally, Advance Legal Reasoning, Core Competencies, Core/Applied Competencies, and Coding for Lawyers are graded, but are not required to follow this distribution.

2.03 Grading Classroom Performance

1. 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:
   a. A professor may reduce students' grades based upon class absences, no matter the reason for the absences, 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 semester.

   b. A professor 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 semester.

   c. A professor may reduce students' grades based upon their lack of preparation for classroom discussion, so long as all the 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.

2. In courses in which grades are not based upon anonymous examinations, the professor shall make available to each student all the information from paragraph 1 that was used to calculate a final grade.

3. In courses where the final grade is based upon an anonymous examination, the professor shall submit to the Registrar a list of students assessing their classroom performance in compliance with paragraph 1, and the manner of calculation of final grades based upon the weighting of the examination and classroom performance, and the Registrar shall, after final examinations are graded by the professor, make adjusted calculations of the final grade, without the professor's participation. The professor's assessment of an individual student's classroom performance and

the calculation of final grade shall be made available to each student upon request within 30 days of the deadline for submission of final grades.

2.04 Technical Standards for the J.D. Degree

The Thomas R. Kline School of Law of Duquesne University strives to create an inclusive and accessible learning environment that will prepare our students for success in law school and their careers. We are committed to providing an outstanding legal education that reflects our commitment to the principles of equity and justice.

As a professional school, our graduates must have a predictable level of competence across the range of knowledge and skills expected of lawyers. Such competence allows clients, licensing and credentialing authorities, and other interested parties to rely on these competencies. The American Bar Association and state bar associations require some of these competencies; others come from widespread industry practice and expectations in the legal profession, as reported by the National Association for Law Placement and the Institute for the Advancement of the American Legal System. To achieve these competencies, students at Duquesne Kline must perform various functions, either with or without reasonable accommodation consistent with applicable law, and must practice and maintain these abilities throughout law school. These competencies, known as Technical Standards, are listed and described below.

All students are expected to meet the same Technical Standards. Duquesne Kline is committed to providing reasonable accommodations for students who experience access barriers and require accommodations to satisfy the Technical Standards.

1. Description of Technical Standards
    a. Attendance and Assessment
        - Adhere to the law school's attendance policy, course-specific requirements, and punctually attend classes prepared and ready to participate.
        - Satisfy exam, paper, and other assignment policies in all enrolled courses and academic offerings.
        - Give and receive feedback to facilitate learning and develop one's professional identity in the legal profession.
    b. Behavioral Skills
        - Exercise the good judgment, honesty, integrity, and interpersonal skills required to work under stressful conditions and changing circumstances.
        - Manage course loads and academic demands that may be mentally and emotionally taxing.
        - Monitor one's own behavior and identify when one needs to access and utilize available resources.
        - Effectively work alone, and with others, including students, faculty, and staff.
        - Adhere to the Duquesne University Student Conduct Code, and the School of Law's Disciplinary Code and Professional Oath.
    c. Communication Skills

- Communicate with others in a candid, respectful manner.
- Initiate communication and engage with members of the law school faculty and administration without the intervention of third parties.

d. Critical Thinking and Learning Skills
   - Follow directions, make reasonable inferences, and organize and synthesize information.
   - Research, solve problems, apply concepts, and navigate systems.
   - Understand large amounts of complicated material from a variety of sources (e.g. written material, lectures, and audio and video presentations, etc.).
   - Extract and organize ideas that can be communicated to others.
   - Set goals, formulate and execute plans, and adjust as needed.

e. Participation
   - Be prepared to respond, with or without advance warning, to questions from the instructor, guest speakers, or other students in a classroom or other instructional setting.
   - Satisfy participation policies in all enrolled courses and academic offerings, which may include presenting in front of others.

f. Time Management Skills
   - Meet deadlines, keep scheduled appointments, and complete classroom assignments, exams, and administrative tasks within the approved timeframe.
   - Practice strategic time management, including prioritization, short and long-term task planning, accountability, and exercising judgment in scheduling.
   - Respond to emails and other correspondence from faculty, administration, and staff in a timely manner.
   - Manage competing demands and heavy workloads.

2. Notes on Accommodations

While these technical standards delineate the necessary abilities of all students and the fundamental learning objectives, they are not intended to deter or exclude students for whom reasonable accommodations for a disability will allow successful participation in and completion of the program. Duquesne Kline is committed to training lawyers with disabilities and provides reasonable accommodations for qualified individuals who apply for admission and are enrolled as law students. Otherwise qualified individuals will not be excluded from admission or participation in the School of Law's education programs and activities based on their status as a person with a disability. Students should be aware that:

a. All students must be able to meet these requirements, either with or without reasonable accommodation consistent with applicable law.
b. Duquesne Kline adheres to a formal process for assessing need and assigning accommodations through the University's Disability Services Office. Reasonable accommodations are reviewed on a case-by-case basis through an interactive process between the student and Disability Services, in accordance with these technical standards and consistent with applicable law. Accommodations are deemed

unreasonable if they fundamentally alter an essential academic requirement that is necessary to the curriculum of the student's particular program. This includes competence, knowledge, and general lawyering skills inside the classroom and in the practical environment. In those cases, the request for accommodations may be denied.

c. It is the responsibility of a student with a disability, or a student who develops a disability, to self-disclose to Disability Services and request accommodations. Disability Services will engage in the interactive process to determine eligibility and potential reasonable accommodations, which may or may not be consistent with accommodations a student was assigned in the past. Prospective and current students with questions regarding these Technical Standards are also encouraged to contact the Law School Student Affairs Team for assistance.

2.05 Honors

Academic Honors are determined by a ranking of the graduating class based on overall cumulative grade point average, as follows: the Summa Cum Laude designation to the top 5%; the Magna Cum Laude designation to the next 5%; and the Cum Laude designation to the next 10%.

These percentages are subject to the following limitation: No student shall graduate Summa Cum Laude unless his/her cumulative grade point average is a least 3.5, and no student shall graduate Magna Cum Laude unless his/ her cumulative grade point average is at least 3.25.

Cumulative grade point averages shall not be rounded up to qualify for honors under any of the foregoing formulas.

For purposes of determining honors and the final ranking of graduates, full-time and part-time students shall be ranked separately, and all part-time day students shall be ranked with the evening division.

2.06 Notification of Final Grades

Students can view all final grades on Self Service Banner using a MultiPass account number. If you need a MultiPass account number, go to duq.edu/MultiPass. Students are responsible for changing and maintaining current local address, telephone, and other contact information in the Intranet. Accordingly, students should review their contact information each year for accuracy. If you need to make changes to your permanent address, please visit duq.edu/law/registrar to print the change of address form, and return it to the Duquesne Kline School of Law Registrar's Office. The Registrar's Office will not provide students with information about grades, grade point average, class rank and related matters over the telephone. Therefore, it is imperative that students keep their mailing information up to date.

2.07 Review of Graded Examinations

Any student wishing to review a graded examination must fill out an examination request form in the Main Office of the Duquesne Kline School of Law or online at the Registrar's Office. Graded examinations may only be reviewed in the Main Office of the Duquesne Kline School of Law or with

the professor who administered the examination. Copies of any graded examination may not be made. If a student wishes to review a graded examination with the professor who administered the exam, he/she must make the request using the examination request form. Upon receipt of the request, the Registrar's Office will arrange to deliver the graded examination to that professor. It takes 24 to 48 hours to complete the request to review a graded examination. Students must know their anonymous exam number for the fall and spring semesters in order to review their exams.

2.08 Grade Correction Procedure

After grades in a course have been submitted to the Registrar, no grade may be changed except to correct an arithmetic or clerical error.

A student who wishes to challenge a final grade must discuss the grade with the course faculty member no later than thirty (30) days after the start of the semester following the one in which the disputed grade was assigned. The professor must inform the student in writing of his/her decision regarding the grade challenge no later than twenty (20) days after the discussion with the student. The professor should provide a written explanation of the reasoning of his or her decision.

A faculty member who believes a grade correction is warranted must submit a grade correction request to the Academic Status Committee. Any request must include documentation of the arithmetic or clerical error. The Committee's disposition of the request will be reported to the full faculty.

A student may appeal a professor's refusal to change a grade by petitioning the Academic Status Committee (c/o of the Associate Dean for Academic Affairs) no later than sixty (60) days after the start of the semester following the one in which the grade was assigned. Email petitions must be sent from the student's official .duq email account, and the student bears the burden of ensuring receipt. An affirmance of the professor's decision by the Committee shall be final.

No grade may be changed later than the last day of classes of the semester following the one in which the disputed grade was assigned.

2.09 Treatment of Failing Grades

1. Subject to the provisions in these Policies and Procedures regarding Academic Dismissal, if a student receives a final grade of "F" in a course, the following rules shall apply:

    a. Required Courses: a student who receives a final grade of "F" in a required course, based on the professor's assessment and grading of the quality of the student's work, must retake the course when next offered. If the "F" is received in part one of a two-part required course, the student must repeat part one before taking part two of the course. If the "F" is in the Legal Research and Writing required curriculum, such student will be assigned to a different assignment sequence by the Registrar after consulting with the Director of the Legal Research & Writing Program. A student who receives a final grade of "F" in part one of a two-part required course, for reasons other than the quality of the student's work, may be permitted to continue to part two of the course, with the approval of the student's professor after consultation with the Associate Dean of Academic Affairs or the Director of the Legal Research & Writing Program, as applicable.

b. Elective Courses: a student who receives a final grade of "F" in an elective course must retake the course when next offered or, if the course will not be offered in the next academic year, petition the Associate Dean for Academic Affairs to take a substitute elective course, or Directed Research on the same topic. Email petitions must be sent from the student's official .duq email account, and the student bears the burden of ensuring receipt.

2. If a student earns a passing grade after retaking a course under any of the provisions set forth in this section, the passing grade will appear on the student's transcript beside the course in which the student received the "F." The student will earn the credits for the retaken course, and only the passing grade will be included in the calculation of the student's GPA. However, the original "F" will remain on the transcript with an "(E)" next to the "F" to denote that the grade was excluded from the calculation of the students GPA.

2.10 Academic Dismissal

2.10.1 Academic Dismissal – First-Year Students

1. In addition to withdrawal for failure to provide a transcript, as outlined in Section 4.01(2), a student who does not achieve a grade point average of at least 1.60 at the conclusion of the first semester of study will be academically dismissed. A student academically dismissed under this rule may apply for readmission through the Office of Admissions. The presumption is that a readmitted student will be permitted to matriculate no earlier than the second academic year after the initial academic year of matriculation.

2. To maintain good academic standing and proceed to the second year of study, a student must achieve a cumulative grade point average of at least 2.00 at the conclusion of the first year. A student who fails to achieve that average is subject to the following rules:

a. A first-year student whose cumulative grade point average at the end of the first year is below a 1.67 will be academically dismissed. A student academically dismissed under this rule may apply for readmission through the Office of Admissions. The presumption is that a readmitted student will be permitted to matriculate no earlier than the second academic year after the initial academic year of matriculation.
b. A first-year student whose cumulative grade point average at the end of the first year is at least 1.67, but is less than 1.85 will be academically dismissed, but may petition the Academic Status Committee for permission to repeat their first year of study, generally following the completion of a year-long academic leave. Permission to return may be revoked under d(i) and d(ii) below.
c. A first-year student whose cumulative grade point average at the end of the first year is at least 1.85, but is less than 2.00 will be academically dismissed, but may petition the Academic Status Committee for permission to return for the second year on a probationary status; that permission may be revoked under d(i) and d(ii) below.
d. A student who is allowed to return to the law school under (b) or (c) above must comply with the following requirements.
    i. The Academic Status Committee may require a student who is permitted to return to school to provide evidence to the Academic Status Committee, by a date set by the Academic Status Committee that is prior to

matriculation, that the impediments to the student's performance that were the basis for the student's petition and the decision of the Academic Status Committee have been addressed to the Academic Status Committee's satisfaction. Failure to provide that evidence, or the Academic Status Committee's dissatisfaction with the evidence, shall result in a denial of the petition and the student shall not be permitted to return to school. The decision of the committee in such a matter is final.

ii. Failure to complete the terms of any probationary status, including a program of academic support, as noted in the decision of the Academic Status Committee, shall result in dismissal.

iii. A student who successfully petitions to return to the law school is not eligible to file another petition to return a second time.

e. All petitions must be typed and filed with the Office of the Associate Dean for Academic Affairs. Email petitions must be sent from the student's official .duq email account, and the student bears the burden of ensuring receipt. Transfer students are not eligible for probationary status and must maintain a grade point average of at least 2.00 at all times.

2.10.2 Academic Dismissal – Upper-level Students

1. An upper-level student shall be dismissed for academic reasons upon the occurrence of any of the following:

   a. Where the student fails to achieve a yearly grade point average of at least 2.00 in his/her coursework in any academic year.

   b. Where the student fails to achieve a cumulative grade point average of at least 2.00 in any year.

2.10.3 Academic Dismissal -- Principles Applicable to All Students

1. A student who twice fails the same course shall be dismissed from the Duquesne Kline School of Law.

2. Students subject to dismissal on any of the grounds set forth above may petition for readmission in accordance with the procedures and standards set forth in Section 2.10.

3. All references to "2.00" and "1.67" shall mean "2.000" and "1.670."

4. A student's grade point average is computed by multiplying the number of credit hours for each graded course by the number of grade points assigned to the letter grade earned in the course, then adding the products of these multiplications and dividing the sum by the number of credit hours of graded courses taken in the relevant period.

5. All students are evaluated for compliance with GPA standards at the end of each academic year. With the exception of internal/external transfer students and part-time day division students, all students are ranked at the end of each semester. Part-time day division students are not ranked until the fall of their final year of study. Upon request, the Registrar's Office will provide the student with a statement of presumptive rank, which will explain that the student is not eligible for an official ranking, but will estimate what the student's approximate rank would be. See

Section 2.11 for ranking following an inter-division transfer and for ranking of transfer students and Section 2.12 for ranking following a leave of absence.

6. Grades earned during any Summer Session are part of a student's academic record for the succeeding academic year. Any student who is academically dismissed from the Duquesne Kline School of Law while enrolled in a Summer Session course, other than one of the Duquesne Kline School of Law's International Summer Study Abroad programs, will be involuntarily withdrawn from the Summer Session course and will not be permitted to sit for the examination in the course.

   If a student is involuntarily withdrawn from a Summer Session course, other than a Summer Study Abroad Program, he/she shall be entitled to a full tuition refund. A student who is academically dismissed after the beginning of a Summer Study Abroad Program shall not be entitled to a tuition refund. If a student is academically dismissed after completing a Summer Session course, the grade earned in that Summer Session course will not become part of his/her academic transcript. Any such student shall be entitled to a certified letter from the Office of the Associate Dean of Academic Affairs concerning the grade earned in that Summer Session course.

2.11 Policies Regarding Readmission after Dismissal

2.11.1 Readmission – Students in the Final Academic Year who have been Academically Dismissed

A senior student who has been academically dismissed and who seeks readmission must timely petition the Faculty for readmission. In the Petition, the student must present the information outlined in Section 2.10.3.2. The action of the Faculty in any such case is final.

2.11.2 Readmission – Any Student Other Than a Student in the Final Academic Year who has been Academically Dismissed

Any student other than a senior student who has been academically dismissed may petition the Academic Status Committee (c/o of the Associate Dean for Academic Affairs) for readmission. The decision of the Academic Status Committee concerning such petitions is final. All petitions must be typed and filed with the Office of the Associate Dean of Academic Affairs. Email petitions must be sent from the student's official .duq email account, and the student bears the burden of ensuring receipt. A student who has been academically dismissed after having been once readmitted is no longer eligible to petition for readmission.

2.11.3 Readmission Procedures for Students Other Than a Student in the Final Academic Year Who Has Been Academically Dismissed

2.11.3.1 Petitions for Readmission

All petitions for readmission shall be made to the Academic Status Committee (c/o Office of the Associate Dean of Academic Affairs). Petitions for readmission must be received within 15 days from the date of the notice of academic dismissal, or no later than 60 days prior to the scheduled first day of classes of the academic year to which the petitioner desires to be readmitted, whichever date occurs later. The petition for readmission must set forth evidence suggesting satisfaction of the READMISSION STANDARDS FOR STUDENTS OTHER THAN A SENIOR STUDENT WHO HAS BEEN ACADEMICALLY DISMISSED. Students are encouraged to use the petition form (s**ee**

the Registrar's website for a copy), but may write a letter instead**.** Email petitions must be sent from the student's official .duq email account, and the student bears the burden of ensuring receipt. Hard copies may be delivered to the Academic Status Committee, Office of the Associate Dean of Academic Affairs, the Thomas R. Kline School of Law of Duquesne University, Main Office, Hanley Hall, 900 Locust Street, Pittsburgh, PA 15282.

2.11.3.2 Readmission Standards for Students Other Than a Student in the Final Academic Year Who Have Been Academically Dismissed

Consistent with ABA Standard 501, in resolving the merits of a petition for readmission, the petitioner has the burden of justifying readmission by establishing each of the following criteria:

1. The petitioner must present and document specific unusual or unique circumstances, not common to a large number of students or inherent in the academic process, which reasonably could produce inferior academic performance.
    a. The following are illustrative of specific unique circumstances: serious illness or injury to the petitioner or death, serious illness, or injury to a member of the petitioner's family; unusual and unanticipated financial developments; or serious personal problems such as divorce.
    b. The following are typical examples of vague, non-unique circumstances which will not justify readmission: difficulty of law school work, poor or unsuccessful study habits, lack of emotional maturity, financial worries, social relationship problems, lack of total commitment to the profession.
    c. Risks willingly assumed, such as part-time work that could and did disrupt the petitioner's work and study habits, will not disqualify a petitioner for readmission, but will mitigate against readmission.
2. The petitioner must present evidence establishing that the unique circumstances did, in fact, contribute to the poor performance. Post hoc rationalizations will not justify readmission.
3. The petitioner shall present evidence that there are excellent prospects for satisfactory performance in the future and that the unique circumstance(s) which produced inferior academic performance no longer exists. Relevant evidence shall include evidence of academic accomplishment or potential not reflected in the law school record, e.g., graduate school, relevant work record, letters of recommendation, etc., and proposals to remedy past defects and improve future performance

2.11.4 Academic Status Committee's Procedures

The following procedures shall be followed by the Academic Status Committee concerning readmission decisions for any student other than a senior student who has been academically dismissed:

1. Petitions for Readmission shall be reviewed no later than the fourth week of July of each year.
2. Petitioners shall not be given a personal hearing.

3. The Academic Status Committee shall review and evaluate in private all petitions and any supporting documentation.

4. Readmission shall be granted only by affirmative vote of a majority of the Academic Status Committee.

5. The status and conditions under which a petitioner is to be readmitted shall be determined exclusively by the Academic Status Committee; however, the Academic Status Committee shall not readmit a student who has been disqualified previously for academic reasons without an affirmative showing that the prior disqualification does not indicate a lack of capacity to complete its program of legal education and be admitted to the bar.

6. The basis for any decision made by the Academic Status Committee is considered by the Committee to be privileged; however, for every readmission of a previously disqualified student, a statement of the considerations that led to the decision shall be placed in the student's file.

7. All decisions of the Academic Status Committee are final and are not subject to appeal.

8. All petitioners shall be informed in writing of the Academic Status Committee's action.

9. All decisions of the Academic Status Committee denying readmission shall contain the following language: All decisions of the Academic Status Committee involve responses to requests for discretionary action. Such decisions are final and not subject to reconsideration, review or appeal.

   Any person wishing to inform the Committee of any matter relating to a decision may only do so by letter. Such correspondence should be addressed to the Academic Status Committee (c/o of the Associate Dean for Academic Affairs) and mailed or delivered to the Duquesne Kline School of Law's Main Office located on the second floor of Hanley Hall, 900 Locust Street, Pittsburgh, PA 15282. Emails must be sent from the student's official .duq email account, and the student bears the burden of ensuring receipt. Individual Committee members do not have the authority to speak for the Committee and should not be contacted concerning any Committee decision. All matters occurring during Committee deliberations are considered by the Committee to be privileged.

10. In resolution of any readmission petition, the READMISSION STANDARDS FOR ANY STUDENT OTHER THAN A SENIOR STUDENT WHO HAS BEEN ACADEMICALLY DISMISSED as described above shall be followed and consistently applied.

2.12 Inter-division Transfers and Transfer Students

2.12.1 Inter-division Transfers

Any student who wishes to transfer from one division to another must submit a typed, signed petition to the Academic Status Committee (c/o of the Associate Dean for Academic Affairs), .. Email requests must be sent from the student's official .duq email account, and the student bears the burden of ensuring receipt. Such transfers are not a matter of right. If a student is permitted to transfer into another division, he/she will not be ranked in his/her new division until the fall of his or her final year of study. Upon request, the Registrar's Office will provide the student with a statement of presumptive

rank, which will explain that the student is not eligible for an official ranking, but will estimate what the student's approximate rank would be.

2.12.2 Transfer Students

A transfer student may be accepted from another ABA-accredited law school or from a law school outside the United States. A law school outside the United States shall include a foreign university that grants a first professional degree in law, such as an LL.B., abogado, maitrise, or equivalent foreign degree in law. See Section 2.14.8 regarding the award of credits to a transfer student. A student who transfers to the Thomas R. Kline School of Law of Duquesne University from another law school will not be ranked until the fall of his or her final year of study. Upon request, the Registrar's Office will provide the student with a statement of presumptive rank, which will explain that the student is not eligible for an official ranking, but will estimate what the student's approximate rank would be.

2.13 Leave of Absence from School

If a student is unable to complete a semester's work, or is unable, after completion of the semester, to return for the next regular semester, he/she must submit a typed petition to Associate Dean for Academic Affairs for a leave of absence. Email petitions must be sent from the student's official .duq email account, and the student bears the burden of ensuring receipt. No leave of absence will be granted for longer than one year, except as otherwise required by law. Except for compelling reasons, a leave of absence will not be granted to any student during the first year or to a student on academic probation.

A student who has reentered the Duquesne Kline School of Law after a leave of absence will not be ranked until the fall of his or her final year of study. Upon request, the Registrar's Office will provide the student with a statement of presumptive rank, which will explain that the student is not eligible for an official ranking, but will estimate what the student's approximate rank would be.

2.14 Withdrawal from School

A student who wishes to withdraw from school must submit a typed and ***signed*** notification (a PDF may be submitted by email) to the Office of the Associate Dean of Academic Affairs. Email notification must be sent from the student's official .duq email account, and the student bears the burden of ensuring receipt. A student who ceases to attend class during any semester, or fails to enroll in the succeeding semester without first obtaining a Leave of Absence or who fails to return within the time specified in his/her approved Leave of Absence, will be deemed to be absent without approval. Such student shall receive a failing grade in the course(s) for which he/she has previously registered. Any student who has withdrawn from the Duquesne Kline School of Law and wishes to be readmitted must file a new application for admission. Such student will be evaluated relative to all other applicants then being considered for admission.

Additionally, pursuant to Section 4.01(2), a student may be withdrawn for failure to provide a transcript.

2.15 Standards for Determining Credit Hours for Coursework

Pursuant to American Bar Association Standard 310, the Duquesne Kline School of Law adopts these policies and procedures for determining the credit hours that it awards for coursework. Pursuant to Standard 310, a "Credit Hour" shall be awarded for an amount of work that reasonably approximates:

1. not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time; or
2. at least an equivalent amount of work as required in subparagraph (1) of this definition for other academic activities as established by the institution, including simulation, field placement, clinical, co-curricular, and other academic work leading to the award of credit hours.

2.15.1 Definitions and General Procedures

1. Credit Hour. ABA Standard 310 essentially defines one (1) "Credit Hour" as the award for work that reasonably approximates forty-five (45) hours of student work. Although ABA Interpretation 310-1 provides that fifty (50) minutes of classroom time counts as one (1) hour, this is better addressed in 2.14.2 Workload Calculator, below. The ABA credit-hour requirement generally translates to the following workload in all law school courses, based on a 13-week semester:

Table 1. Credit Hour Workload Summary.

CREDIT HOURS(S)	Total Hours Per Credit	Direct Faculty Instruction/Week[1]	Out-of-Class Work/Week
.1	.45	60 Minutes	2.5 Hours
2	90	120 Minutes	5 Hours
.3	135	180 Minutes	7.5 Hours

2. Responsibility of Professors. Professors shall ensure that the time and effort required and the anticipated quality of the education experience of the students is reasonably commensurate with the credit hours assigned to a class or academic activity by the Faculty. Readings and other assignments shall be indicated on the course syllabus. All professors shall submit their course syllabi to the Associate Dean for Academic Affairs (by uploading on the Course Management System) no later than one week after the start of classes for the semester. In doing so, a professor certifies that the course meets the requirements of ABA Standard 310. The Associate Dean for Academic Affairs

[1] As noted below, specifically for Directed Research and Other Academic Activities, not all courses are required to have this amount of "seat time," but all courses must meet the overall hours in the "Total Hours Per Credit" column.

shall keep all course syllabi on file and review them on a regular basis to determine whether assignments of outside work comply with ABA Standard 310.

3. Requests for Course Approval or Alteration. A professor who seeks approval for a new course or other academic activity, or wishes to amend the credit hours assigned to a course, should specify the requested number of credit hours for the course or other academic activity as part of the course request submitted to the Curriculum Committee. Any petition submitted to the Curriculum Committee must include sufficient evidence to demonstrate compliance with these standards and to justify the award of the requested number of credits. The Faculty may assign a different number of credits to a course than is requested. All proposals for new courses must include a paragraph justifying the number of units of credit to be awarded. The Associate Dean for Academic Affairs shall keep these justifications on file.

2.15.2 Terms of Instruction and Examinations.

As a general rule, the requisite amount of work required to justify the award of credit hours to a course or academic activity shall be spread over the term of instruction. If a course or academic activity is scheduled for less than the entire term of instruction during which it is offered, the amount of work required to justify the award of credit hours shall be spread over period during which the course or academic activity is scheduled. If a final exam is given, it must be scheduled during the examination period for no less than 60 minutes per unit of credit.

1. In fall and spring semesters, the term of instruction is spread over a thirteen-week term.
2. In summer terms, the term of instruction is spread over eight-week terms.
3. For Summer Study Abroad programs, the term of instruction is spread over a three-week term.
4. After each term of instruction, examination periods are scheduled as follows:
    1. Fall and spring semesters: two weeks.
    2. Summer terms: one week.
    3. For Summer Study Abroad programs: immediately following conclusion of classes with a duration not to exceed one week.

2.15.3 Workload Calculator.

Time for student work is reasonably approximated for typical activities using standard methods. Duquesne Kline School of Law has adopted the following table as guidelines for faculty to reasonably approximate student work.

Table 2. Reasonable Approximations of Student Work.

Type of Learning Activity	= 1 Hour of Work	Notes
Classroom or Direct Faculty Instruction	60 minutes	Classroom and Direct Faculty Instruction time includes any synchronous meeting with instructor and student(s), occurring at the same time and either at the same place or remotely via synchronous-meeting technology.

Asynchronous or Indirect Faculty Instruction	1 hour	Asynchronous or Indirect Faculty Instruction time includes content that is not delivered to student(s) at the same time or same place, such as recorded videos, podcasts, VoiceThread, email, and other technology.
Casebook or similar reading	5-10 pages	Casebook reading means engaged reading of casebook or similarly challenging material, case briefing and outlining, outside study, and preparatory work.
Other reading	15-30 pages	Other reading includes passive reading of non-casebook or less challenging material, note-taking and outlining, outside study, and preparatory work.
Non-research-based writing	250 words	Non-research-based writing includes preparing, drafting, revising, and editing blog posts, discussion forums, some wikis, response papers, memos, or similar writing that does not require independent research.
Research-based writing	100 words	Research-based writing includes researching, preparing, drafting, revising, and editing journal articles, academic research papers, briefs, research memos, or similar writing.
Preparation for assessment	1/3 hour of Assessment Time	Preparation for assessment includes studying, reviewing, and otherwise preparing for a formative or summative assessment, such as quizzes, midterms, and final examinations.
Preparation for skills-based activity	1/3 hour of Activity Time	Preparation for skills-based activity includes the time spent preparing in advance for oral arguments, trials, depositions, client meetings, or similar skills-based actual or mock activity.
Summative Assessment	1 hour	Scheduled during semester's designated exam period or equivalent for take-home examinations. Summative assessment cannot exceed 1 hour per credit hour of coursework.

2.14.4 Directed Research

Any student in good standing beyond the first year may engage in a directed research project. The student must prepare a substantial paper that is graded by the faculty member and subject to the following restrictions:

1. A student may count no more than a total of 6 credits toward the 87 credits needed to graduate.
2. A student may register for no more than 3 credits a semester.
3. A student must have a different faculty advisor for each Directed Research; however, a student may register for two Directed Research courses over two consecutive grading periods with the same professor if the work involves a single project and is for no more than 3 total credits. If the project is done over two consecutive grading periods, the work must be on a single topic that results in one 7,500-word paper; the grade for the first grading period will be an Incomplete until the successful completion of the paper during the second grading period and an award of a final grade for each of the two grading periods. If a student is

registered for two Directed Research courses over two consecutive grading periods with the same professor, in order for the project to satisfy the Upper-Level Writing Requirement, it must satisfy Section 1.02.2.2.

4. Two or more students may concurrently enroll in a collaborative Directed Research Project with a faculty member during one semester, but each student must independently produce written work that meets the requirements for work product and credit hour allocation, and such a collaborative Directed Research Project may not be used by a student to satisfy the Upper-Level Writing Requirement.
5. A student may register for Directed Research during the summer, provided it is for 1 credit.

Work product must be a minimum of 7,500 words if the course is taken to satisfy the upper-level writing requirement; otherwise, the work product must be a minimum of 2,500 words per credit. A Directed Research Project may not be used to satisfy a Summer Session residency requirement. In addition, a Directed Research Project performed during the Summer Session is subject to the regular tuition rates. Students must register for the Directed Research credits through the Intranet.

Students involved in Directed Research and other independent study resulting in written work product are evaluated in the same manner as described above. For convenience only, Table 4 below indicates the number of words of written work product required by credit hour for Directed Research, assuming interaction with professors, revision, and editing of a completed final project. The number of words required per credit hour may be reduced if students are also required to engage in direct faculty instruction or other learning activities, as indicated in Table 2 above.

Table 3. Credit Hours for Directed Research.

CREDITS	Hours, or	Research Words, or	Non-Research Words
1	45	2,500	7,500
2	90	5,000	N/A
3	135	7,500	N/A

2.15.5 Other Work and Academic Activities as Defined by ABA Standard 305.

In addition to the student work described in Table 2 above, students may engage in a variety of work that qualifies as student work under this Policy. Table 2 is not an exhaustive list of qualifying student work, and faculty are entitled to include other required work including, but not limited to: formative assessment, programming, discussion board posts, group projects, or other work as counting towards the workload approximation. Journal participation workload calculation, interscholastic competitions, or other academic activities without classroom instruction shall be determined by the faculty advisor and Associate Dean for Academic Affairs. The same principles above apply. If a student's effort in support of a competition team is commensurate with the effort of individual team members, a supervising faculty member may award the student one (1) credit if the student devotes a minimum of forty-five (45) hours to support a competition team or two (2) credits if the student devotes a minimum of ninety (90) hours to support a team.

2.15.6 Timesheets.
Clinical and field placement students are subject to policies that mandate timesheets or similar reporting requirements. In cases where student work cannot be reasonably approximated, students may be required to log time via timesheets to indicate compliance with this Policy.

2.15.7 Determination of hours of credit for courses taken in other colleges at Duquesne University

1. Courses not taken as part of a Joint Degree. As part of the approval process for allowing a non-joint-degree Duquesne Kline School of Law student to enroll in a course in another college at Duquesne University, the Associate Dean for Academic Affairs shall obtain a copy of the course syllabus and written certification from the course instructor that it complies with Standard 310(b).
2. Courses taken as part of a Joint Degree or Micro-Credential. For non-law courses within Joint Degree or Micro-Credential programs offered by the Duquesne Kline School of Law and other colleges at Duquesne University or at other institutions for which law students will receive credit toward the J.D. degree, the Associate Dean for Academic Affairs shall obtain the syllabi of such courses and written certification from the course instructors that the courses comply with Standard 310(b).

2.15.8 Determination of hours of credit for courses taken at another law school by a School of Law student at another ABA-approved law school, including hours of credit awarded to a transfer applicant

1. Cross Registration. As a condition of approval of a Law student's application to visit away or to cross register for a course offered at another law school, an official from the school offering the course must certify in writing to the Associate Dean for Academic Affairs that the units of credit for the course(s) to be taken comply with Standard 310(b).

2. Transfers. As a condition of approval by the Duquesne Kline School of Law of transfer credits, an official from the school from which an applicant is seeking to transfer must certify in writing to the Associate Dean for Academic Affairs that the units of credit for the courses taken comply with Standard 310(b). In the case of a transfer from a foreign law school, the Associate Dean for Academic Affairs shall make this determination based on the course syllabi submitted by the student and, if necessary, other information submitted from the foreign law school.

3. EXAMINATION POLICIES

3.01 Examinations
The following regulations apply to all examinations. Violations of these regulations are considered infractions of the Disciplinary Code.

3.01.1 Examinations Administered in the Building
1. Examinees are not permitted to sit next to one another in any examination room but are to sit in alternate seats.

2. Examinees may only have the following items with them in the examination room during the course of any examination: laptop computers (refer to #12 below), writing pens, pencils, one copy of the examination, one copy of the examination bluebook or answer sheet, scratch paper provided by the Registrar's Office (unless not permitted by the faculty member administering the exam), and such materials as may be specifically permitted by the faculty member administering the exam. If a calculator is permitted during an exam, one with memory is not permitted.

3. Examinees, when outside of the examination room, are not permitted to make reference during the course of an examination to any electronic devices, books, notes, outlines, or any other materials.

4. Examinees are not permitted to smoke, eat, or drink any beverages in the examination room; however, bottled water is permitted. Smoking is prohibited in the Duquesne Kline School of Law and examinees are not permitted to leave the Duquesne Kline School of Law in order to smoke.

5. Examinees are not permitted to make or receive telephone calls during an examination. Watches, smartphones, smart glasses, and all other electronic devices are not permitted on your person during examinations. All devices must be turned off and placed in your backpack, locker, purse, or in the front of the exam room. Finding a prohibited device on a student's person during an exam is grounds for receiving a grade of "F" on that examination.

6. Examinees may not remove their examinations, examination bluebooks, or answer sheets from the examination room.

7. Examinees are permitted to use the restrooms located in the Student Lounge area and on the third floor of the Duquesne Kline School of Law only. Only one person at a time is permitted to use restroom facilities. Examinees are not permitted to use any restrooms located in the Law Library.

8. Examinees are not permitted for any reason to leave the Duquesne Kline School of Law during an examination.

9. Examinees are not permitted to converse with anyone except a proctor during an examination.

10. Each examinee must physically turn in his/her examination, bluebook, or answer sheet to the assigned proctor in each examination room. An examinee may not exit the examination room until he/she has witnessed the logging-in process of his/her examination, bluebook, or answer sheet. Any examinee who fails to comply with this rule will receive a failing grade for the examination.

11. Examinees are not permitted to discuss any aspect of the examination with the faculty member who administered the exam prior to the grades being filed and posted for that examination. Students with concerns regarding the examination should contact the Duquesne Kline School of Law Registrar.

12. Examinees wishing to type their examinations by the use of laptop computers must furnish and properly maintain their own laptop computers and power cords. Students must have: (a) a laptop compatible with the latest version of the Exam4 software; (b) the newest version of the Exam4 software installed on their laptops; and (c) completed the Exam4 Practice Exam by the deadline

specified. Students who fail to complete the Practice Exam within the specified time period will not be permitted to take their examinations on laptops. IT support is not available during the administration of in-person exams, and any problems with a laptop during the exam may require a student to complete the exam in a bluebook. Additional regulations involving the use of laptop computers will be furnished to each examinee by the Registrar via your @duq.edu email account and available on www.law.duq.edu/academics/registrar/exams/laptop-exams. **Students will strictly adhere to Proctor instructions during exam periods.** Students are responsible for fully reading and understanding their @duq.edu email and web site instructions for laptop exams to ensure the safety of their final exam files.

13. Students are not permitted to wear a hat, hoodie, or cap during any examination.

14. All book-bags must be placed in the front of the examination room near the proctors. Purses must be placed on the floor near individual seats.

15. If the exam is open book, all materials must be in clear sight of the proctors. Examinees must also run the Exam4 Software. Examinees must only consult the materials allowed by their professors.

16. Once a student has completed an examination, he or she should proceed to the student lounge or exit the building.

17. Students should arrive early for exams. Any student who arrives after the start of an exam must report to the Registrar's Office. Students who are late may not be allowed to sit for the exam; if allowed to sit, they will not receive extra time.

3.01.2 Examinations Administered Online

1. Examinees are not permitted to take the exam in the same space as another student taking the same exam, regardless of whether the student is taking the online exam in the Duquesne Kline School of Law or in a different location.

2. Examinees are not permitted to use any materials not authorized by the faculty member administering the exam.

3. Students may be allowed to take the online exam at the Duquesne Kline School of Law. Sign-up information will be distributed prior to the exam period.

4. Students may not email, text, call, or otherwise communicate with other students during the administration of an online exam. Such authorized communication is a violation of the Duquesne Kline School of Law Disciplinary Code.

5. Examinees are not permitted to discuss any aspect of the examination with the faculty member who administered the exam prior to the grades being filed and posted for that examination. If a student has any questions about the exam during the administration of the exam, they should not reach out to the professor; instead, they should note the issue in the exam answer. Students with concerns regarding the examination should contact the Duquesne Kline School of Law Registrar.

6. Examinees must furnish and properly maintain their own laptop computers and power cords. Students must have: (a) a laptop compatible with the latest version of the Exam4 software; (b) the newest version of the Exam4 software installed on their laptops; and (c) completed the Exam4 Practice Exam by the deadline specified. Students who fail to complete the Practice Exam within the specified time period will not be permitted to take their examinations on laptops; instead, the student will take the exam in the Duquesne Kline School of Law with a bluebook. IT support will be
available during the administration of online exams, and *students who experience technical difficulties during the administration of an online exam must call and report the technical difficultly when it occurs. Students who fail to do so will have the exam they submitted graded and will not receive a make-up exam.* Additionally, if a student does not start the exam on time, due to technical or other issues, the student will not be given extra time to complete the exam. Additional regulations involving the use of laptop computers will be furnished to each examinee prior to the exam period. **Students will strictly adhere to Proctor instructions during exam periods**. **Students are responsible for fully reading and understanding their the instructions provided for laptop exams to ensure the safety of their final exam files.**

3.01.3 Take-Home Examinations

1. A take-home examination is an exam that is administered during the final exam period in any Semester but that is completed outside of the proctored setting managed by the Registrar's Office.

2. Students are not to include their name or any other identifying information on their exam answer or anything else that the will submit.

3. Students taking a take-home exam are bound by the academic integrity pledge. They may not email, text, call, or otherwise communicate with other students during the administration of a take-home exam. Such authorized communication is a violation of the Duquesne Kline School of Law Disciplinary Code.

Examinees are not permitted to take the exam in the same space as another student taking the same exam, regardless of whether the student is taking the online exam in the Duquesne Kline School of Law or in a different location.

4. Examinees are not permitted to use any materials not authorized by the faculty member administering the exam.

5. Examinees are not permitted to discuss any aspect of the examination with the faculty member who administered the exam prior to the grades being filed and posted for that examination. Students with concerns regarding the examination should contact the Duquesne Kline School of Law Registrar. Additionally, if a student has any questions about the exam during the administration of the exam, they should not reach out to the professor; instead, they should note the issue in the exam answer. Alternatively, they may reach out to the Registrar's Office or the Associate Dean for Academic

Affairs.

3.01.4 Paper/Project Courses

In any course in which the students write a paper or project instead of taking an examination, the final version of the paper or project must be submitted electronically using the Course Management System. A paper written as directed research must also be submitted electronically through the same. Failure to comply may result in denial of credit.

3.02 Exam Conflicts

1. Except in the case of recognized exam conflicts, all students are required to take exams as scheduled. When registering for classes, each student is responsible for reviewing the exam schedule and for scheduling classes to avoid exam conflicts. Because the Duquesne Kline School of Law reserves the right to reschedule exams at any time during the examination period, students must not schedule personal obligations, travel, vacations, or other commitments at any time during the examination period. For purposes of the preceding sentence, the examination period includes any scheduled make-up days published as part of the examination schedule.

2. Recognized Exam Conflicts. Exceptions to the general rule shall be made in the case of the following recognized exam conflicts:

    a. If two exams are scheduled on the same day.
    b. If a student has exams scheduled on three (3) consecutive days.
    c. In the case of mandatory religious obligations, a student's serious illness or injury, labor and/or delivery of the student's baby, or a death in the student's immediate family.
    d. In the event the Dean or Provost cancels an exam due to inclement weather.
    e. If the Associate Dean for Academic Affairs grants relief from this policy due to extraordinary circumstances.

3. Timing of notification of exam conflict and request for make-up exam
    a. A student who has a foreseeable recognized exam conflict should notify the Registrar as soon as practicable following the end of add/drop and in all events at least one month prior to the end of class. For purposes of this paragraph, a foreseeable recognized exam conflict is one caused by the scheduling of two required exams on the same day, the scheduling of exams on four consecutive days, or a mandatory religious obligation.
    b. A student who has an unforeseeable recognized exam conflict shall: (i) notify the Associate Dean for Academic Affairs and the Registrar of the occurrence of the event as soon as possible, but no more than two days following the student's discovery of the event; (ii) request a make-up exam; and (iii) provide written proof of the event to the Registrar within two days of initial notification. The Associate Dean for Academic Affairs will review the student's request for a makeup exam and, for good cause shown, may approve the request and direct the Registrar to schedule a make-up examination. An unforeseeable recognized exam conflict is one caused by a student's serious illness or injury, labor and/or delivery of the student's baby, or a death in the student's immediate family.

c. A student who petitions for relief from the rules of this section on the grounds of extraordinary circumstances must submit such petition no later than one month before the end of class unless the circumstances on which the petition is based make that impossible. Email petitions must be sent from the student's official .duq email account to the Associate Dean for Academic Affairs, and the student bears the burden of ensuring receipt.

4. Scheduling Make-up Exams.
   a. Make-up exams and rescheduled exams shall be scheduled and administered by the Registrar's office during the exam period including but not limited to the day(s) reserved during the examination period for make-up exams.
   b. If, due to a student's medical or other emergency, the Registrar is unable to schedule a make-up or rescheduled exam during the exam period or on the day(s) reserved during the examination period for make-up exams, the Registrar will notify the affected student(s) and, at the earliest convenience of both the Registrar and the affected student(s), meet to arrange a time for a makeup examination.
   c. In the event that a student informs the Registrar that he or she has exams on three consecutive days, the Registrar shall review the class rosters of the classes to determine if any other students are similarly situated and, then, determine whether to schedule a make-up exam for all similarly-situated students or to reschedule the exam for one of the classes to the make-up day. If the Registrar decides to schedule a makeup exam, any similarly-situated student may opt out of taking the makeup and take the exam at the regularly scheduled time.
   d. Make-up examinations must be taken when scheduled by the Registrar.

4. REGISTRATION

4.01 First-year Student Registration

1. The registration period for all first-year students, as indicated in the Duquesne Kline School of Law calendar, precedes the commencement of classes.

2. All first-year students are expected to attend Orientation. Registration for all first-year students is processed by the Duquesne Kline School of Law Registrar's Office. First-year students may not change the course section to which they have been assigned. A first-year student's registration will not be complete until the student has taken his or her ID picture. Additionally, the Duquesne Kline School of Law Registrar's Office must receive all official undergraduate and graduate transcripts from each school attended. **For students matriculating in the fall, the transcript must be received by October 15th**. **For students matriculating at any other time, it must be received within four weeks of the date classes begin.** All transcripts must include the words, "Degree Awarded" and must be issued by the University Registrar, and mailed directly to the Duquesne Kline School of Law. Hand-delivered transcripts are not acceptable. ***Absent extraordinary circumstances, any student who does not provide an official transcript by October 15th will be withdrawn from the Duquesne Kline School of Law.***

3. Tuition and fees may be paid in cash, by check, credit card (MasterCard or Discover), or by utilizing the University student financing program. Duquesne University does not mail out paper

bills or statements. You can learn more about tuition requirements, ebills and payment options by going to duq.edu/admissions-and-aid/student-accounts billing.

4.02 Upper-division Student Registration

1. Upper-division students pre-register in the spring and fall of each academic year using their MultiPass accounts to access Self Service Banner.

2. Upper-division students may register for required and elective courses, regardless of division; however, day and evening students will be given registration preference for courses in their respective divisions. When considering cross registration options, students should bear in mind that day students who park full-time in a University garage will have their parking privileges reduced if more than 50 percent of their semester course credits are taken in the evening.

4.03 Required Course Registration Sequence

The following required schedule of course offerings is designed to assure that every student will have an opportunity to register for all bar examination courses without experiencing any course or examination conflicts. Aside from summer sessions, the required courses must be taken in the mandatory sequence. In extraordinary circumstances, students may petition the Associate Dean for Academic Affairs for relief from this requirement. Email petitions must be sent from the student's official .duq email account, and the student bears the burden of ensuring receipt.

4.03.1 Required Course Registration Sequence – First-Year Day

Students are required to take the following courses during the first year: Civil Procedure and Drafting 1, Civil Procedure II, Contracts I and II, Legal Research and Writing I and II, Property I and II, Torts I and II, Criminal Law. Students must register for the same professor and section for Civil Procedure and Drafting 1 and Civil Procedure II; Contracts I and II; Legal Research and Writing I and II; Property I and II; and Torts I and II.

4.03.2 Required Course Registration Sequence – Second-Year Day

1. Students are required to take the following courses during the second year: Constitutional Law I and II, Business Associations, Evidence, and one of the following two courses: (1) Criminal Procedure: Fundamentals or (2) Criminal Procedure: The Police Function. Students must register for the same professor and section for Constitutional Law I and II. Students who transferred into the second-year day program from one of the part-time programs are required to take, in addition to the foregoing, Property I and II and Criminal Law.
2. The following elective courses may be taken in any upper-level year, but it is recommended that they be taken in the second year: Estates and Trusts and Family Law. Students may also take Professional Responsibility in their second year of study.
3. Students who were ranked in the bottom quarter of their first-year class are required to take Advanced Legal Reasoning, a 2-credit course, in the fall semester of their second year of study, regardless of whether they are on probationary status. Advanced Legal Reasoning is graded A-F but is not subject to the curve.
4. Application of the rules of this Section to part-time day students and to students who are unranked shall be determined based on the student's presumptive rank at the end of their first year, i.e. on

the Registrar's estimate of what the student's rank would have been at the end of the first year if the student had been ranked with the class with which he or she matriculated.

4.03.3 Required Course Registration Sequence – Third-year Day

1. Students are required to take Sales during the third year. Additionally, any student ranked in the bottom third of their class at the end of the first year of Law School is required to take Core/Applied Competencies I and II, and additional at-risk students will also be registered for these courses at the discretion of the Director of Bar Services. Students ranked in the bottom half of the class may petition the professor to take Core/Applied Competencies I and II. Core Competencies I and II are recommended for students not taking Core/Applied Competencies I and II.
2. Students who transferred into the second-year day program from one of the part-time programs are required to take, in addition to the foregoing, any required courses that would have been completed by the third year if the student had started in the full-time day program.
3. Application of the rules of this Section to part-time day students and to students who are unranked shall be determined based on the students' presumptive rank at the end of their first year, i.e. on the Registrar's estimate of what the students' rank would have been at the end of the first year if the students had been ranked with the class with which they matriculated or, in the case of students who transfer division, the class into which they transferred.

4.03.4 Required Course Registration Sequence – First-Year Evening and First-Year Part-Time Day

1. Students are required to take the following courses during the first year: Civil Procedure and Drafting 1, Civil Procedure II, Contracts I and II, Legal Research and Writing I and II, and Torts I and II. Students must register for the same professor and section for Civil Procedure and Drafting 1 and Civil Procedure II; Contracts I and II; Legal Research and Writing I and II; and II; and Torts I and II.

2.

4.03.5 Required Course Registration Sequence – Second-year Evening and Second-year Part-time Day

1. Students are required to take the following courses during the second year: Criminal Law, Criminal Procedure: Fundamentals or Criminal Procedure: The Police Function, Property I and II, and Constitutional Law I and II. Students must register for the same professors and sections for Property I and II and Constitutional Law I and II. Second-year evening students may also register to take Business Associations in their second year, but third-year evening students have priority.
2. Students who are ranked in the bottom quarter of their first-year class are required to take Advanced Legal Reasoning, a 2-credit course, in the fall semester of their second year of study, regardless of whether they are on probationary status.

4.03.6 Required Course Registration Sequence – Third-year Evening and Third-year Part-time Day

1. Students are required to take the following courses during the third year: Business Associations and Evidence.

4.03.7 Required Course Registration Sequence – Fourth-year Evening and Fourth-year Part-time Day

1. Students are required to take Sales during the fourth year. Evening Division students are required to take Core/Applied Competencies I and II.

4.03.8 Required Course Registration Sequence – Other Required Courses

1. Day students are required to take the following course during the second or third year: Professional Responsibility.

2. Evening and Part-Time students are required to take the following courses during the third or fourth year: Professional Responsibility.

4.04 Credit Limitations for Upper-division Students

Year of Study	Semester Credit Minimum	Semester Credit Maximum
Second-year day	10 credits	17 credits
Third-year day	10 credits	17 credits
Second-year evening	8 credits	13 credits
Third-year evening	8 credits	13 credits
Fourth-year evening	8 credits	13 credits
Second-year part-time	8 credits	13 credits
Third-year part-time	8 credits	13 credits
Fourth-year part-time	8 credits	13 credits

The maximum credit limitations described above include any courses involving approved joint degree or micro-credential programs, whether taken inside or outside of the Duquesne Kline School of Law. These credit limitations will be strictly enforced, without exception.

4.05 Credit Limitations for Summer Session

Although a student may register for an unlimited number of Summer Session courses, no student may use more than a total of seven (7) Summer Session credit hours per summer to fulfill his/her graduation credit requirement. This credit limitation is applicable to any Summer Session offering in which credits may be earned. Summer Session offerings are subject to the auditing policy described in these Policies and Procedures. In addition, any student receiving permission to audit a Summer Session course is subject to the normal tuition, fee charges and attendance requirements. Summer Session credits are not permitted to accelerate a student's graduation date (three (3) academic years

for a full-time student and four (4) academic years for a part-time day or evening student), reduce annual tuition, or reduce semester residency requirements.

4.06 Credit Limitations for Non-classroom Courses and Activities

Although a student may register for an unlimited number of non-classroom courses and activities, i.e., *Law Review* and other journals, Moot Court Competitions, Directed Research, Joint Degree/Micro-Credential courses, courses taken at another law school or graduate program at Duquesne, and Clinical Programs, no student may utilize more than a total of eighteen (18) such credits to fulfill the graduation credit requirement.

4.06.1 Credit Limitations for Service on a Duquesne Kline School of Law Publication

No more than six (6) of the eighteen (18) non-classroom credits may be earned from service on a school of law publication.

4.06.2 Credit Limitations for Appellate and Trial Moot Court Competitions

No more than ten (10) of the eighteen (18) non-classroom credits may be earned from participation in Appellate and Trial Moot Court competitions. Supervising faculty must approve all credits for competition participation. If a student's effort in support of a competition team is commensurate with the effort of individual team members, a supervising faculty member may award the student one (1) credit if the student devotes a minimum of forty-five (45) hours to support a competition team or two (2) credits if the student devotes a minimum of ninety (90) hours to support a team.

4.06.3 Credit Limitations for Distance Education

Students shall not be granted more than a total of 43 credit hours toward the J.D. degree for distance education courses, unless they are enrolled in the Evening Hyflex Program. See Section 4.13 and 4.13.1.

4.07 Course Audit

1. Courses eligible for auditing are determined by the Duquesne Kline School of Law. No student shall be permitted to audit a course that is examined on the Pennsylvania Bar Examination.

2. Subject to the approval of the Academic Status Committee, a student may be permitted to audit any other course, including summer session offerings, for good cause. All courses that are permitted to be audited are subject to the normal attendance requirements. No student shall be permitted to sit in a class without approval from the Academic Status Committee.

3. A faculty/adjunct member may not give a student permission to audit or sit in on a course. Audited courses may not be converted to matriculated credits.

4. Auditing a course during any semester will not reduce the credit requirement for graduation or the residency credit requirement. In addition, no student shall be permitted to audit more than one (1) course per semester.

5. A student will not be allowed to audit a course if the credits assigned to the audited course, when added to the other credits for which the student is registered, exceed the maximum permitted to be taken during the semester.

6. Any student, including a non-matriculating student, who audits a course is subject to the normal tuition, fee charges, and attendance requirements. Tuition for summer courses will be charged at the normal summer tuition rate.

7. All requests to the Academic Status Committee must be in writing, signed and delivered to the Office of the Associate Dean of Academic Affairs. Email requests must be sent from the student's official .duq email account, and the student bears the burden of ensuring receipt.

4.08 Course Drop/Add

1. After registration in the spring for courses to be taken in the following fall semester, upper-division students may drop or add courses any time through the end of the first week of classes in the fall. After registration in the fall for courses to be taken in the following spring semester, upper-division students may drop or add courses through the end of the first week of classes in January. There is no drop/add period for Summer Sessions. Students who have not officially dropped a course for which they have previously registered will receive a failing grade in that course.

2. Students who are not officially enrolled in a course will not receive credit or a grade for that course.

3. A course which is dropped during the drop/add period will not appear on a student's transcript.

4.09 Course Withdrawal

Students may not withdraw from an upper-division course after the normal drop/add period without the approval of the Associate Dean of Academic Affairs. If withdrawal is permitted, a "W" will be entered next to the name of the course on the student's transcript to reflect this action. Withdrawals from courses after the drop/add period are only granted for rare and compelling reasons. Under no circumstances may a student withdraw from a course after the last day of class for that course. All requests must be in writing, signed, and delivered to the Office of the Associate Dean of Academic Affairs. Email requests must be sent from the student's official .duq email account, and the student bears the burden of ensuring receipt.

4.10 Clinical Course Registration and Limitations

1. Registration for clinical and externship courses is conducted during the Duquesne Kline School of Law's registration period.

2. The following are important Duquesne Kline School of Law requirements that apply to clinical programs:

    a. Students may not participate in more than one Clinical Program (in-house clinic, specialized externship program or general externship) at a time, except as approved by the Academic

Dean at the recommendation of the Director of Clinical Legal Education, but may participate in more than one Clinical Program throughout their legal education.

b. Students who are on probationary status due to a failure to achieve a grade point average of 2.00 after their first year of study may not register for any Clinical Program in their second year.

c. Clinics are filled on a "first-come, first-served basis"; however, students who will be third-year day or fourth-year evening students are given preference in enrollment in Clinical Programs.

d. Students seeking externships with qualified placements must first consult with the Clinical Legal Education Department. No general externship will be approved for credit unless the externship site and the individual student's placement are approved by the Clinical Legal Education Director and Associate Dean of Academic Affairs prior to the student beginning work at the placement. No exceptions will be permitted.

e. Students enrolled in in-house clinics and specialized externship programs must complete 45 hours per one credit by the end of each semester. Students enrolled in yearlong in-house clinics or specialized externship programs may not start the spring semester with a deficit in hours completed.

4.11 Trial Ad and Appellate Moot Court

To be eligible to compete in a trial advocacy or appellate moot court competition, students must be in good academic standing. Students with a GPA below 2.0 will not be eligible to compete until the GPA is a 2.0 or higher. The professors coaching the trial and appellate moot court teams may impose more stringent academic standards.

4.12 Concentrations (Students matriculating Fall 2022 or before):

1. Students who matriculated in Fall semester 2022 or earlier may pursue a concentration in one following practice areas: Business Law, General Practice, Government Practice, and Litigation.

2. Each Concentration has multiple tracks, as follows:

Business Law Concentration	**General Practice Concentration**
Corporate Governance and Transactions Energy and Environment Health Law Intellectual Property	Basic Track Estate Planning and Tax Family Law Real Property
Government Concentration	**Litigation Concentration**

Basic Track Energy and Environment Health Law Mission and Moral Life Public Service and Community Engagement	Civil Litigation Criminal Litigation

3. Procedures:

Students are not required to complete a Concentration in order to graduate. Students who are interested in pursuing a Concentration have the option of completing a Concentration Track, or a General Concentration, by following the procedures set forth below.

a. A student who desires to complete one or more Concentration Track(s) must comply with the following requirements for each Track:

   1) The student must complete a Concentration Intent Form, which is available on the Duquesne Kline School of Law Registrar's website, and return it to the Registrar's office no later than the end of the semester preceding the semester in which a student graduates. In most cases, this will be the Fall semester of a student's final year of study.

   2) To have a Concentration Track verified, a student must complete the following steps:
      a) Submit a Concentration Intent Form to the Registrar in a timely manner;
      b) Complete no less than four elective courses included in a Concentration Track, including any course(s) that are required for the Track;
      c) Receive a grade of "C" or better in each of the four courses; and
      d) Submit a completed Concentration Verification Form for review and approval to the faculty advisor for the Concentration Track. After approving the Concentration Verification Form, the faculty advisor will forward it to the Registrar. Upon receipt of a completed Concentration Verification Form, the Registrar will make a notation of the Concentration Track on the student's transcript.

b. A student who is not able to complete a Concentration Track due to scheduling conflicts, or for other reasons, may complete a General Concentration in any of the four Concentration areas. A student who desires to complete a General Concentration must comply with the following requirements:

   1) The student must complete a Concentration Intent Form, which is available on the Duquesne Kline School of Law Registrar's website, and return it to the Registrar's office no later than the end of the semester preceding the semester in which a student graduates. In most cases, this will be the Fall semester of a student's final year of study.

   2) To have a General Concentration verified, a student must complete the following steps:
      a) Submit a Concentration Intent Form to the Registrar in a timely manner;
      b) Complete no less than four elective courses included in one of the Duquesne Kline School of Law's four Concentrations (Business, General Practice, Government, or

Litigation). At least one of the four courses must be listed as a required course in one of the Concentration's Tracks;

c) Receive a grade of "C" or better in each of the four courses; and
d) Submit a completed Concentration Verification Form to the faculty advisor for the Concentration Track in which the student's required course is listed. After approving the Concentration Verification Form, the faculty advisor will forward it to the Registrar. Upon receipt of a completed Concentration Verification Form, the Registrar will make a notation of the General Concentration on the student's transcript, including the area of concentration.

4. A student may use a single course to satisfy more than on Concentration, subject to the following conditions: 1) a student may use a course to fulfill the requirements of no more than two Concentration Tracks; and 2) for any given Concentration Track, no more than two courses may be used to satisfy the requirements for another Concentration Track.

5. A student may count an unlisted course toward a Concentration Track if the student obtains the written approval of the faculty advisor for the Concentration Track. The student should maintain a copy of the approval, and attach it to the Concentration Verification Form before submitting it to the faculty advisor. Up to six (6) credit hours of graduate-level courses taken at other colleges at Duquesne may apply towards the requirements of a Concentration, subject to the advance approval of a Concentration Advisor. See Section 4.15.

4.12.1 Concentrations (Any Students, including those matriculating Fall 2023 or after):
Any student may pursue Concentrations outlined under this section.

Approved Concentrations:
Civil Litigation Concentration
Criminal Law Concentration
Law and Computing Concentration

Concentration Requirements:

1. Each Concentration requires students take four (4) elective courses of at least two (2) credits each, including one course that has a significant experiential or writing component. These four (4) courses must be on a list of courses approved by the faculty upon recommendation from the Curriculum Committee. The list of approved courses for each concentration will be maintained on the Registrar's webpage.
2. No course will count towards fulfillment of a Concentration if the student received a grade of C+ or lower. One pass-fail course in which a student received a passing grade may be counted towards fulfillment of a Concentration.
3. An externship may only count towards satisfaction of a Concentration if the externship focuses exclusively on matters within the scope of the Concentration. To have an externship count towards satisfaction of a Concentration, the student seeking the Concentration must obtain written approval from the Clinic Director and either the Chair of the Curriculum Committee or the Associate Dean for Academic Affairs by, at the latest, the end of the add/drop period for that externship.

4. The student seeking to obtain a Concentration must complete a Concentration Intent Form, which is available on the Duquesne Kline School of Law Registrar's website, and return it to the Registrar's office no later than the end of the semester preceding the semester in which a student graduates. In most cases, this will be the Fall semester of a student's final year of study.

4.13 Distance Education Policy

Definitions

Distance Education: The American Bar Association defines a Distance Education Course as "one in which students are separated from the faculty member or each other for more than one-third of the instruction and the instruction involves the use of technology to support regular and substantive interaction among students and between the students and the faculty member, either synchronously or asynchronously."

The classes in a Distance Education Course may be offered asynchronously, synchronously, a combination of both, or in person, as noted below. One half of the credits required for graduation may be obtained from Distance Education Courses.

Asynchronous. An asynchronous class is one in which the instruction is delivered at one time and the work can be completed at different times. In asynchronous classes, students and teachers use e-mail, discussion boards, listservs, wikis, video or audio posts, and other technologies that allow them to communicate without having to be in the same place at the same time.

Synchronous. A synchronous class is one in which teachers and students are in different physical locations, but conduct two-way communication with virtually no time delay, allowing participants to respond in real time.

Hybrid Online Course: More than one-third of the course activity is done online, either synchronously, asynchronously or both, but there are some required face-to face instructional activities, such as lectures, discussions, labs, or other in-person learning activities.

Fully Online Course: All course activity is done online, either asynchronously, synchronously or both; there are no required face-to-face sessions within the course.

Hyflex Course: The course is offered in-person in the classroom, but also offers an option to attend synchronously online. If a student attends more than one-third of the course activity online, it counts as a Distance Education course for that student.

A. In accordance with the ABA Standards, students may receive up to one half of their credits via Distance Education Courses during their academic career.
B. All student work that occurs in an online format (asynchronous or synchronous) may be monitored and reviewed by the Duquesne Kline School of Law faculty and other Duquesne Kline School of Law personnel.
C. All students enrolled in Distance Education Courses will abide by the Policies and Procedures.

4.13.1 Evening Hyflex Program

Beginning in the Fall of 2024, the Evening Division will begin offering some courses in a Hyflex modality. The first-year evening required courses will be the first courses to be taught Hyflex, and additional courses will continue to be phased in over the following three years. Evening Division students who matriculate in Fall of 2024 will have the opportunity to attend Hyflex and will have no cap on the number of Hyflex courses they may take under the Distance Education Policy. Day students or any evening students who matriculated before Fall 2024 may also take Hyflex courses, but such will count as Distance Education courses and will count toward the relevant cap. All students who enroll in Distance Education courses, including those enrolled in the Evening Hyflex Program must pay special attention to the distance education limits imposed by Bar examiners in some jurisdictions, and should consult with the Bar examiners in any jurisdiction where they seek to practice to ensure eligibility and compliance.

The following principles apply to the Hyflex evening division courses:

1. All students in Hyflex classes will be required to attend class in-person during the first two weeks of classes and will be expected to be available for in-person exams.
2. Students enrolled in Hyflex courses will have the option of attending up to six (6) classes synchronously online, and are responsible for indicating in the attendance records if they are online for a particular class session.
3. Some courses in the evening will continue to be fully online courses, and nothing in these principles precludes faculty from taking a course fully online during a given week due to factors such as the health of the professor, road conditions, or other emergencies.
4. Faculty may require reasonable notification from a student who wants to attend class remotely, for example, faculty may require notification at least 24-hours in advance.
5. While many evening electives will also transition to Hyflex, the Associate Dean for Academic Affairs may exempt some electives from being offered Hyflex for pedagogical reasons.

4.14 Joint Degree and Micro-credential Programs

4.14.1 Joint Degree Programs

1. Any student who has matriculated into a Duquesne Kline School of Law-approved Joint Degree Program is required to register and complete the first year of study exclusively at the Duquesne Kline School of Law.

2. Evening and part-time day students who are enrolled in a Joint Degree Program may begin their outside graduate study during the summer following the conclusion of their first year at the Duquesne Kline School of Law, and may not take any further outside graduate courses until they have completed their second year of study at the Duquesne Kline School of Law.

3. Students may not matriculate into a Joint Degree Program without the advance approval of the Associate Dean of Academic Affairs. Email petitions must be sent from the student's official .duq email account, and the student bears the burden of ensuring receipt.

4. Any student who has substantially completed the requirements for a degree in another school or department of the University with which the Duquesne Kline School of Law has a Joint Degree

Program may not register as a Joint Degree candidate. The requirements and regulations concerning Joint Degree Programs involving the Duquesne Kline School of Law are available online at duq.edu/academics/schools/law/academic-programs.

5. The Duquesne Kline School of Law Registrar must receive a copy of any Joint Degree Program student's acceptance letter into the non-Juris Doctor program.

6. In order to transfer credits for the joint degree to the Duquesne Kline School of Law, it is the responsibility of the student to request that an official transcript from the University Registrar be mailed to the Registrar's Office in the Duquesne Kline School of Law.

7. In order for a law student to receive credits for a course taught in a college or school other than the Duquesne Kline School of Law, the Associate Dean for Academic Affairs shall obtain a copy of the course syllabus and written certification from the course instructor that it complies with Standard 310(b). See Section 2.14.7.

8. Joint degree students must also inform the Duquesne Kline School of Law Registrar which courses are to be transferred to the Duquesne Kline School of Law. The Duquesne Kline School of Law does not accept any core courses for transfer credits. Joint degree credits are considered non-classroom credits. See Section 4.06. Joint degree candidates in the day division must be registered for a minimum of 10 Duquesne Kline School of Law credits per semester and those in the evening or part-time division must be registered for a minimum of 8 Duquesne Kline School of Law credits to maintain residency.

4.15 Cross-Listed Courses Offered in Other Graduate Programs at the University

1. With the approval of the Associate Dean for Academic Affairs, credits earned at another graduate program at Duquesne University by a student who is not enrolled in a Joint Degree or Micro-Credential Program with that school will be accepted by the Duquesne Kline School of Law if the criteria below are satisfied. Grades earned in courses accepted for transfer credit will not be included in the computation of a student's grade point average and will not appear on a student's transcript, but transfer credits will be shown.

2. All of the following criteria must be met before the Duquesne Kline School of Law will accept transfer credits.

    a. The credits must be earned in a graduate level course.

    b. The grade earned in any course for which transfer credits are sought must be at least a "B."

    c. No more than six (6) transfer credits will be accepted toward satisfaction of the Juris Doctor degree. Any credits accepted as transfer credits will be treated as non-classroom hours and subject to the limitation applicable to non-classroom credits. See Section 4.06.

    d. A student may not apply for transfer credits during the first year of law school.

e. Credit hours earned in another graduate program for which a student seeks transfer credits are included in calculating the number of credits for purposes of the maximum credit limitation. See Section 4.04.

g. As part of the approval process for allowing a non-joint-degree Duquesne Kline School of Law student to enroll in a course in another college at Duquesne University, a copy of the course syllabus and written certification from the course instructor that it complies with Standard 310(b) (i.e., that the course meets one hour per credit per week for at least fifteen (15) weeks, including the examination period, and requires students to perform out-of-class work that reasonably approximates 2 hours per week per credit or otherwise requires sufficient work to reasonably approximate 45 hours per credit over the course of the semester) must be submitted to the Registrar by the end of add/drop. See Section 2.14.7.

4.16 Course Credit Transfer Policy for Courses Offered at Other Law Schools

With the approval of the Associate Dean for Academic Affairs, credits earned at another law school will be accepted by the Duquesne Kline School of Law if the criteria below are satisfied. Grades earned in courses accepted for transfer credit will not be included in the computation of a student's grade point average. If the course is at the University of Pittsburgh Law School, please take special note of paragraph 5.b.

All of the following criteria must be met before the Duquesne Kline School of Law will accept transfer credits:

1. The credits must be earned at either:
   a. an ABA-accredited law school and undertaken as a J.D. student, or
   b. at a law school outside the United States if such credits would have been counted towards the J.D. if earned at the Duquesne Kline School of Law. A law school outside the United States includes a foreign university that grants a first professional degree in law, such as an LL.B., abogado, maitrise, or equivalent foreign degree in law.

2. The grade earned in any course for which transfer credits are sought must be, at a minimum, the equivalent of the Duquesne Kline School of Law's grade of "C."

3. Upper-level course credits must be for courses that are not included in the Duquesne Kline School of Law's curriculum.

4. Limitation on number of credit hours that may be accepted.

   a. In the case of students transferring to the Duquesne Kline School of Law from another law school (see Section 2.11.2), no more than twenty-nine (29) transfer credits will be accepted toward satisfaction of the Juris Doctor degree; provided, however, that no student may enroll in more than seven (7) summer session elective credits either at the Duquesne Kline School of Law or at other ABA-accredited law schools.

   b. Transfer credits earned subsequent to matriculation at the Duquesne Kline School of Law are treated as non-classroom credits and subject to the limitation set forth in Section 4.06;

provided, however, no student may enroll in more than seven (7) summer session elective credits, per summer, either at the Duquesne Kline School of Law or at other ABA-accredited law schools.

5. Transcripts

   a. Except as provided in this Section, grades earned in courses accepted for transfer credit from other accredited law schools will not appear on a student's transcript, but transfer credits will be shown.

   b. Pittsburgh Council of Higher Education (PCHE) Program. Duquesne University has an articulation agreement with the University of Pittsburgh that facilitates registration and the transfer of credits between the two institutions. The agreement has been approved by the Pittsburgh Council of Higher Education. Grades earned in courses taken at the University of Pittsburgh Law School that are accepted for transfer by the Duquesne Kline School of Law, under the criteria set forth above, will appear on a student's transcript, and the grade will be included in the computation of a student's grade point average. Students are responsible for informing the University of Pittsburgh Law School Registrar to send their grades to the Duquesne Kline School of Law Registrar. The grades should be sent as expeditiously as possible in order to be posted in a timely fashion. Students interested in cross-registering for courses at the University of Pittsburgh must complete the form provided by the Registrar and submit it to the Associate Dean for Academic Affairs.

6. As part of the approval process for allowing a Duquesne Kline School of Law student to enroll in a course taught at another law school, a copy of the course syllabus and written certification from the course instructor that it complies with Standard 310(b) shall be submitted to the Registrar by the end of add/drop. See Section 2.14.8.

5. DUQUESNE KLINE SCHOOL OF LAW DISCIPLINARY CODE[2]

5.01 Definition of Rights and Responsibilities

A. The Duquesne Kline School of Law's Code of Student Conduct and Responsibility prohibits conduct that is contrary to accepted principles of academic honesty and student conduct, as defined in 5.01.B. infra.

Membership in the Duquesne Kline School of Law community imposes both an obligation to comply with its rules and the responsibility to assist in their enforcement. To that end, each student should report to the Disciplinary Officer evidence of any alleged violations of this Code of which the student has credible information or knowledge.

[2]Subject to update throughout the 2026-2027 academic year.

For matters outside scope of this Code, students are subject to disciplinary action pursuant to the University Code of Student Rights, Responsibilities and Conduct.

B. It shall constitute a violation of this Code for any student enrolled in the Duquesne Kline School of Law purposely, knowingly, or recklessly to engage in the following conduct:

1. Giving or taking of unfair advantage in the fulfilling of academic requirements. Such advantage need not be shown to adversely affect other students. Taking unfair advantage includes, but is not limited to:

   a. Giving or securing information about an examination except as explicitly authorized by the examining professor;

   b. Consulting or copying from any source during an examination, except as authorized by the examining professor.

2 Interfering with academic instruction, including hiding or mutilating any material in the library.

3. Failing to attribute the ideas or language of another in written work that satisfies curricular requirements or work prepared under the auspices of the Duquesne Kline School of Law.

4. Submitting work for academic credit, or in fulfillment of a requirement, where that work duplicates, in whole or in substantial part, work for which one has received, or is currently seeking, academic credit at the Duquesne Kline School of Law or at another academic institution, without written disclosure to, and prior approval of, the faculty member in any course in which academic credit is being sought.

5. Submitting work for academic credit, or in fulfillment of requirements, where that work has been performed, or is being performed, in whole or in substantial part, in the context of a paid or unpaid employment setting, without written disclosure to, and approval of, the faculty member.

6. Submitting work for academic credit, or in fulfillment of requirements where which utilized Generative Artificial Intelligence (AI) tools, including but not limited to ChatGPT, unless such use is specifically permitted by your professor. Further note, information derived from Generative AI tools is based on other published material found on the Internet and therefore using such material without citation, even when permitted, may rise to the level of Plagiarism.

7. Violating any rule, regulation, or order duly promulgated by the faculty, Dean, Assistant or Associate Dean of the Duquesne Kline School of Law.

8. Seriously and unreasonably disrupting the normal and orderly administration of the Duquesne Kline School of Law.

9. Destroying University property.

10. Any action of such a serious nature as to raise questions of the fitness of the student to remain a member of the Duquesne Kline School of Law community. Such action includes, but is not limited to:

    a. falsification or dishonesty in the presentation of credentials;

    b. violation of any valid criminal statute, excluding summary offenses;

    c. any conduct or act that constitutes a violation of the Pennsylvania Rules of Professional Conduct;

    d. failing to disclose information that may bear on the student's character and continuing fitness to practice law, including failing to answer truthfully the questions asked on the Duquesne Kline School of Law's application for admission. The obligation to disclose is a continuing obligation from the date of submission of the student's application to the Duquesne Kline School of Law until the date of graduation.

C. Nothing in this Code detracts from the authority of members of the faculty to impose academic sanctions for failure to comply with course rules in matters falling outside this Code, or for inadequate student performance.

5.02 Jurisdiction

A. The provisions of this Code shall govern disciplinary action against any student enrolled at the Duquesne Kline School of Law, including students pursuing advanced degrees.

B. The provisions of this Code may be invoked as to student conduct that takes place on or affects University property or which interferes with, or reflects adversely upon, the academic or other functions of the Duquesne Kline School of Law.

C. Charges for conduct that constitutes serious criminal conduct or otherwise threatens the health and safety of members of the Duquesne Kline School of Law community should be reported to the Duquesne University Department of Public Safety or the Director of Student Conduct. Incidents involving allegations of sexual violence or sexual misconduct should be reported to the University's Title IX Coordinator or to any of the University's Deputy Title IX Coordinators. Names and contact information for the University's Title IX Coordinator and Deputy Title IX Coordinators is available at www.duq.edu/TitleIX.

5.03 Notice

Notification or transmission of material under this Code shall be accomplished through a student's official Duquesne University email account.

5.04 Procedure

A. Offices. There shall be a Disciplinary Officer, who shall be a member of the full-time faculty, elected to a two-year term by the full-time faculty. There shall be a Disciplinary Committee of seven members, appointed by the Dean. Five members shall be appointed from among the full-

time faculty and two from among the student body. The Dean shall appoint a Chair from among the full-time faculty members.

B. Commencement. Proceedings shall be commenced by the submission to the Disciplinary Officer of a written complaint against a student by any member of the Duquesne Kline School of Law community, including faculty, staff and students.

C. Notice to the Accused Student. Within 72 hours of the filing of the complaint, the Disciplinary Officer shall furnish the accused student with a copy of the written complaint. At that time, the accused student shall be advised (a) of the right to retain counsel throughout all proceedings in the Disciplinary Code process, and (b) of the right instead to request the Dean to select a member of the full time law school faculty to provide the student with representation in the disciplinary proceedings.

D. Dismissal. Within 30 days of the filing of the complaint, the Disciplinary Officer shall complete the investigation of the complaint. If the Disciplinary Officer determines that there is no probable cause for the complaint, or that the alleged violation is de minimis, or that the complaint was not filed in a reasonable time, the complaint shall be dismissed without further proceedings and no record of the complaint shall be retained in the official file of the student who was alleged to have violated this Code. When a complaint is dismissed, the Disciplinary Officer shall inform the person who filed the complaint, the accused student, and the Dean.

E. Settlement. If the Disciplinary Officer does not dismiss the complaint, the complaint may be disposed of on terms satisfactory to the accused student and the Disciplinary Officer, if approved by the Disciplinary Committee. These terms may include any penalties, or combination of penalties, available under the Code. If the complaint is resolved in this manner, the Disciplinary

Committee shall meet with the accused student and the Disciplinary Officer to ensure that the settlement has been entered into voluntarily and knowingly by the accused student. Upon such a finding, the Disciplinary Committee shall approve the settlement and shall inform the Dean and the person who filed the complaint that the complaint has been resolved and the terms of the agreement.

F. Scheduling of Hearing. Within 45 days of the filing of the complaint with the Disciplinary Officer, if the complaint has not been dismissed or settled, the Disciplinary Officer shall notify the Chairperson of the Disciplinary Committee to schedule a hearing. Within 24 hours of the receipt of such notification, the Chairperson shall notify the accused student of the decision of the Disciplinary Officer and shall schedule the time and place of the hearing, which shall be held not more than 30 days, nor less than 10 days after the notification by the Disciplinary Officer.

G. Failure to Contest the Complaint. The accused student shall notify the Disciplinary Officer in writing at least 5 days before the hearing whether the accused student intends to contest the charges or to plead guilty. If the accused student fails to notify the Disciplinary Officer of his or her intent, fails to attend the hearing, or pleads guilty, all allegations contained in the complaint shall be deemed admitted, and the Disciplinary Committee shall impose any penalty authorized by this Code.

H. Manner of Hearing

1. An accused student may retain legal counsel or other advisor to assist in his or her defense. The Disciplinary Officer shall present the School's case.

2. If the accused student is represented by legal counsel at the hearing, the Disciplinary Officer shall act in a manner similar to a prosecutor in a criminal case.

3. If the accused student is not represented by legal counsel, the Disciplinary Officer shall:

   a) be present at the hearing and shall present the School's case;

   b) be entitled to call whatever witnesses are necessary to present the School's case and to question those witnesses and to question any witnesses called by the accused student;

   c) be entitled to introduce any evidence necessary to the School's case.

4. If the accused student is not represented by counsel, the Disciplinary Officer shall not question the accused student at the hearing.

5. The accused student, the Disciplinary Officer, or the Disciplinary Committee may call any witness or question any witness, other than the accused student, as to any facts associated with the alleged violation(s) as set forth in the complaint. The accused student may be questioned subject to 5.04 Section H.4. In addition to such questioning, the accused student may reply orally or in writing or both to the complaint. Either the accused student or the Disciplinary Officer or the Disciplinary Committee may introduce any non-testimonial evidence.

   Evidence shall not be limited to that admissible under rules of evidence in force in Pennsylvania or at common law or in the Courts of the United States.

6. The Chairperson of the Disciplinary Committee shall preside at the Hearing.

7. The Chairperson of the Disciplinary Committee, in the exercise of his or her discretion may, before the expiration of such period, extend the time in which any act required to be done under this Code must be accomplished. The accused student, the Disciplinary Officer and the members of the Disciplinary Committee shall be notified of any such extension.

8. The parties shall be informed that the hearing shall be recorded.

9. The proceedings may be transcribed at the option and expense of the party requesting transcripts.

10. A violation of this Code must be proved by a preponderance of the evidence.

11. A quorum of 5 members of the Disciplinary Committee shall be necessary to convene a hearing. The decision of a majority of the members of the Disciplinary Committee present shall be sufficient to decide or dismiss a case.

12. Any matter brought before the Disciplinary Committee shall be considered adjudicated when:

1) The Disciplinary Committee renders its decision; or

2) The Disciplinary Committee accepts a plea from the accused student.

13. The Chair of the Disciplinary Committee shall notify the accused student and the Disciplinary Officer of the Disciplinary Committee's determination and the penalties imposed, if any.

I. Determination by Disciplinary Committee

Immediately at the close of the hearing, the Disciplinary Committee shall either (1) dismiss the complaint or (2) adjudicate the accused student guilty and impose any penalty, or combination of penalties, available under this Code. The decision of the Disciplinary Committee may be appealed to the Dean by the accused student per Article V. Section D (See Section 5.05).

J. In the case of conflicts or other instances of unavailability, substitutes for participants, where needed, shall be selected in reasonable conformity to processes set forth in this Code. In the case of unavailability of the Dean, the Associate Dean for Academic Affairs shall be substituted.

5.05 Penalties

A. Penalties may be imposed from the following list and shall be imposed without regard to the effect any penalty may have on the student's graduation from the School or the date thereof:

- Restitution;
- Private Reprimand;
- Public Reprimand;
- Failing Grade or Grades, in the case of any conduct relating to a specific course or courses;
- Permanent withholding of any grade or any credit for a course;
- Re-examination in a course;
- Suspension, for such period or periods as the Disciplinary Committee deems appropriate;
- Permanent Expulsion, which shall include the denial of a degree and revocation of any credits for courses taken at the Duquesne Kline School of Law. Permanent Expulsion shall require the vote of five members of the Disciplinary Committee, four of whom must be faculty.
- Any combination of any or all of the listed penalties.

B. The Disciplinary Committee may impose any other reasonable condition on a student or on a student's conduct, and may further prescribe those penalties that shall be imposed in the event of a failure to comply with any such condition.

C. All penalties imposed under this Code shall take effect 5 business days after the decision of the Disciplinary Committee, unless the Disciplinary Committee shall specifically provide otherwise.

D. Within 5 days of receiving notice of the decision of the Disciplinary Committee, the accused student may file an appeal of the penalty with the Dean. Such appeal operates to stay imposition of the penalty. The Dean shall review the circumstances of the case and may either affirm the penalty or impose any lesser penalty authorized by this Code, which shall take effect 5 business days after the Dean's decision. The student shall be notified by the Dean within 24 hours of the ultimate disposition of the case, including the penalty imposed, if any.

5.06 Records

A. Every disciplinary action taken against any student shall be reported to the Office of the Provost and a complete written record maintained in the office of the Dean. If the Disciplinary Committee shall find that a student has committed an offense under this Code, or a student shall plead guilty to having committed an offense under this Code, or there shall have been a settlement that includes an admission of a violation of this Code, such fact and the language of the Code section violated shall be noted in the official file of the student unless the Disciplinary Committee recommends to the Dean that a student's file not contain such a notation because the conduct of the student did not involve purposeful or knowing dishonesty. The Dean may, in his or her sole discretion, accept or reject the recommendation of the Disciplinary Committee.

B. The Dean shall issue a public notice, to be posted in the Duquesne Kline School of Law building, informing the student body of the adjudication of the Disciplinary Committee, the acceptance of a guilty plea or settlement, or the dismissal of disciplinary charges, omitting the name of the student. The form of such notice shall be as follows:

Disciplinary Notice

a. A Complaint was filed on [date] alleging that a student had violated [provision] of the Duquesne Kline School of Law Disciplinary Code. [Provision] provides that "It shall constitute a violation… ."

b. The student entered into a settlement admitting a violation of [provision] of the Duquesne Kline School of Law Disciplinary Code and accepting as a penalty [description of penalty].

[or]

b. After a hearing, the Disciplinary Committee dismissed the charges.

[or]

b. The Disciplinary Committee adjudged that the student had violated [provision] of the Duquesne Kline School of Law Disciplinary Code. [Provision] provides that "It shall constitute a violation . . ." The Disciplinary Committee ordered that the student [description of penalty].

[or]

b. The student pleaded guilty to violating [provision] of the Duquesne Kline School of Law Disciplinary Code. [Provision] provides that "It shall constitute a violation…" The [Disciplinary Committee] ordered that the student [description of penalty].

_____ _____

Date Dean

C. There shall be a sealed file of written complaints, to which only the Disciplinary Officer and the Dean shall have access.

D. A report of every disciplinary action shall be sent to the Office of the Provost.

6. ADMINISTRATIVE POLICIES

6.01 Payment

1. First-year students should be prepared, once registered, to pay all charges for tuition, fees, and room and board, if applicable. Upper-division students must pay all charges for tuition, fees, and room and board, if applicable, as per the terms of the invoice issued by the University for each semester. A student who is in debt to the University at the end of any semester is not eligible to sit for examinations, attend any classes during the succeeding semester, register for the next academic year, or receive an official transcript until his/her indebtedness has been satisfied.

2. Duquesne Kline School of Law does not permit any student to graduate or participate in the graduation ceremony if the student's tuition, fees, or room and board debt has not been paid in full.

3. For those students who are financially unable to pay the full semester's charges in advance, the University offers a student financing program. Students desiring payment of their tuition and other charges for the semester by installments should contact Duquesne University's Student Financial Aid Office or Student Account Office in the University Administration Building. Loan programs for law students are not administered by the Duquesne Kline School of Law. Students who wish to apply for student loans should contact the University Financial Aid Office. The Financial Aid and Student Accounts Offices are located in the University Administration Building.

6.02 Refunds/Withdrawals

1. Tuition refunds are based upon the date of a student's withdrawal from school. The date of withdrawal is the date on which the Associate Dean for Academic Affairs receives the student's typed and signed notice of withdrawal. All notices of withdrawal should be delivered to the office of the Associate Dean of Academic Affairs or the Duquesne Kline School of Law Registrar. Permission to withdraw will not be granted to any student who has not fulfilled all of his/her financial obligations to the University. Any scholarship recipient, including a recipient of a Duquesne Kline School of Law Academic Scholarship, who withdraws from the Duquesne Kline School of Law, is not entitled to any part of his/her award. A student who withdraws from the Duquesne Kline School of Law no later than four weeks after the beginning of the semester will receive a partial refund of tuition. Fees and acceptance deposits are not refundable. Tuition refunds will be made according to the following schedule:

Date of Withdrawal	**Refund**
Before school begins through add/drop	100%
Second week of classes	80%
Third week of classes	40%

Fourth week of classes	20%
After the end of the fourth week of classes	-0-

6.02.1 See Section 2.09.3 for refunds when a student is academically dismissed while enrolled in a summer session course.

6.02.2 Return of Title IV Funds Policy

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:
Percentage of payment period or term completed equals the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned equals (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. When Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of the Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.
Refunds are allocated in the following order:

- Unsubsidized Direct Stafford Loans
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Direct PLUS Loans (Graduate Students)
- Federal Direct PLUS Loans (Parents)
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Federal TEACH Grant for which a Return of funds is required
- Iraq and Afghanistan Service Grant for which a Return of funds is required

6.03 Student Complaints

As an ABA-accredited law school, Duquesne Kline School of Law is subject to the ABA Standards for Approval of Law Schools. The ABA Standards may be found here. Pursuant to ABA Standard 510, any student at the Duquesne Kline Duquesne Kline School of Law who wishes to bring a formal complaint to the administration of the Duquesne Kline School of Law "of a significant problem that directly implicates the school's program of legal education and its compliance with the ABA Standards" shall do the following:

1. Submit the complaint in writing to the Associate Dean of Academic Affairs, or the Associate Dean of Students (the complaint may be made by email, U.S. mail, hand delivery, or fax);

2 Cite the appropriate ABA Standard at issue, and describe in detail the behavior, program, process, or other matter that is the subject of the complaint, and should explain how the matter implicates the Duquesne Kline School of Law's program of legal education and its compliance with a specific, identified ABA Standard(s); and

3. Provide the name, official Duquesne Kline School of Law email address, and a street address of the complaining student, for further communication about the complaint. When an administrator receives a student complaint that complies with the foregoing requirements, the following procedures shall be followed:

    a. The administrator to whom the complaint is submitted will acknowledge the complaint within three business days of receipt of the written complaint. Acknowledgment may be made by email, U.S. mail, or by personal delivery, at the option of the administrator.

    b. Within two weeks of acknowledgment of the complaint, the administrator, or the administrator's designee, shall either meet with the complaining student, or respond to the substance of the complaint in writing. In this meeting or in this writing, the student should either receive a substantive response to the complaint, or information about what steps are being taken by the Duquesne Kline School of Law to address the complaint or further investigate the complaint. If further investigation is needed, when the investigation is completed, the student shall be provided either a substantive response to the complaint or information about what steps are being taken by the Duquesne Kline School of Law to address the complaint within two weeks after completion of the investigation.

    c. Appeals regarding decisions on complaints may be taken to the Dean of the Duquesne Kline School of Law. Any decision made on appeal by the Dean shall be final.

    d. A copy of the complaint and a summary of the process and resolution of the complaint shall be kept in the office of the Dean for a period of eight years from the date of final resolution of the complaint.

6.04 Official Student Email Policy

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.

6.05 Other Announcements

1. Advance assignments, class cancellations, classroom changes, student organization information, career services information, and all other Duquesne Kline School of Law notices appear on the informational monitors located throughout the Duquesne Kline School of Law or the designated Course Management System.

2. Once students have registered for courses, they may review their semester booklists on the Self Service Banner on the Intranet. Duquesne University's Bookstore, located in the Power Center on Forbes Avenue, has a link in Self-Service Banner.

3. All students should regularly check the informational television monitors, online, their .duq email accounts, and their Learning Management System (LMS) for advance reading assignments, class cancellations, Duquesne Kline School of Law notices, Career Services notices, student organization information, and general information.

4. Announcements concerning Duquesne Kline School of Law closings due to inclement weather or other special circumstances are available at 412.396.1700 and online at duq.edu/law.

6.06 Academic Advice

Students experiencing academic difficulties in any course are strongly encouraged to schedule an appointment with their professor(s) and/or the Director of Academic Excellence Program as soon as possible. Regarding matters of course selection and sequencing, the Duquesne Kline School of Law Registrar will provide written information to students in advance of the registration period, and will assign faculty advisors to all students shortly after the beginning of the spring semester. The faculty advisors list is posted online at duq.edu/law/registrar.

6.07 Class Attendance

1. Regular and punctual attendance at all classes is mandatory, and the following policy shall apply to all courses in the Duquesne Kline School of Law. Faculty members are not required to announce attendance rules at the start of the semester in which a course begins, unless implementing a stricter attendance standard than that set forth in this Section. A student who misses more than 20% of scheduled classes for a course in any semester 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. A student's late arrival or lack of preparation for class may be counted by the faculty member as an absence.

2. A student who is notified that he or she will fail an elective course due to excessive absences may petition the Academic Status Committee (c/o of the Associate Dean for Academic Affairs) for relief; however, the sole relief that may be granted, in the discretion of the Committee, 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 to the Committee in advance of its consideration of the student's petition, and only if

the course instructor acquiesces. Further, no student will be entitled to a withdrawal if it would result in the student being enrolled in fewer credits for the semester than required for residency purposes. The right to petition does not apply to excessive absences in required courses, because no student may withdraw from a required course. Email petitions must be sent from the student's official .duq email account, and the student bears the burden of ensuring receipt.

3. For the purposes of illustration only, a student may miss no more than three classes in courses that are scheduled to meet 13 times per semester, no more than five classes in courses that are scheduled to meet 26 times per semester, and no more than eight classes in courses that are scheduled to meet 39 times per semester.

4. For distance education courses, the percentage of classes a student is required to attend is the same for remote attendance as it is for in-person attendance. For synchronous courses, a faculty member may gauge attendance based on attendance and participation at synchronous meetings, including participation in polls, responsiveness to questions, late arrival, or early departure. For asynchronous courses, attendance will be gauged based on interaction with the materials, responses to prompts, and completion of assignments.

5. Any absences for an extended period of time, due to illness or other exigent circumstances, must be reported to the Associate Dean for Students and the Duquesne Kline School of Law Registrar.

6.08 Outside Employment

The full-time day division is designed to provide training and education for those students who wish to devote full time to the study of law. The Duquesne Kline School of Law strongly suggests that first-year day division students not engage in any outside employment during their first year at the Duquesne Kline School of Law, and strongly suggests that upper-level full-time, day division students not engage in more than 20 hours per week of outside employment.

6.09 Special Needs and Religious Observance Accommodations

1. Any student with special needs who desires accommodations for examinations or other class-related needs must contact the Duquesne University Office of Disability Services at 412.396.6658 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, Disability Services will determine the accommodations that are appropriate for the student, and will notify the Duquesne Kline School of Law's Associate Dean of Students. Students must complete this process in order to be afforded accommodations at the Duquesne Kline School of Law. Duquesne University's policy with regard to accommodations for disabled students is available online.

2. Students whose religious practices preclude them from taking exams on certain days of the week are strongly encouraged to check the exam schedule as early as possible during each semester and to contact the Duquesne Kline School of Law Registrar's office to request a revised exam

schedule, if needed. Students should not contact their professors about any exam scheduling issues.

3. Written examinations are held at the completion of all courses unless the faculty has determined otherwise. Each semester, all students are issued an examination number by the Duquesne Kline School of Law Registrar's Office in order to ensure that grading will be anonymous. Failure to take an examination or to submit any papers required at the scheduled time in any course shall constitute a failure of such course.

4. For the purpose of maintaining anonymity, students are not permitted to contact individual professors regarding requests for make-up examinations, rescheduling of examinations, or any other matter regarding examinations until after grades are posted for those examinations.

6.10 Non-Matriculating Students

Students in other graduate programs at the University and foreign exchange students ("non-matriculating graduate students") may register for any elective course offered by the Duquesne Kline Duquesne Kline School of Law, except that the following elective courses may be taken only with the express written permission of the professor teaching the course: Advanced Legal Writing courses, courses linked to the Trial Advocacy and Appellate Advocacy Programs, Clinical and Externship courses, and elective courses for which the non-matriculating graduate student has not taken and passed a listed prerequisite. Non-matriculating graduate students may register for the second semester of a two-semester course only after successful completion of the first semester.

The examinations of non-matriculating students will be specifically identified and graded outside of any curve established by the Duquesne Kline School of Law. Furthermore, at the professor's discretion, non-matriculating graduate students may be graded by use of the same exam as J.D. candidates or by an alternative exam and may be offered other accommodations, such as open book examinations or additional time. Non-matriculating graduate students are not entitled to extra time for exams; however, any exchange student who feels disadvantaged because English is their Second Language may petition the Academic Status Committee (c/o of the Associate Dean for Academic Affairs) for extra time. The petition must include the student's TOEFL or IELTS score. Nothing in this section precludes a student from seeking accommodations from Disability Services. Email petitions must be sent from the student's official .duq email account, and the student bears the burden of ensuring receipt.

7: DUQUESNE KLINE SCHOOL OF LAW STATEMENT OF POLICIES

7.01 Reserved Powers

Duquesne University and the Duquesne Kline School of Law recognize that the educational process, from admission through graduation, requires continuing review and appropriate approval by appropriate University and Duquesne Kline School of Law officials. As such, the provisions of these Policies and Procedures are to be considered directive in character. The University and the School of Law, therefore, reserve the right, at any time, to change any and all requirements, schedules (including changing course instructors), regulations, and policies contained herein, including, but not limited to

the requirements for graduation, fees, tuition, room and board costs, and to determine whether an individual has satisfactorily met the requirements for admission or graduation.

7.02 University Policies

University policies applicable to graduate students apply as well to law students. To the extent that a University policy conflicts with a Duquesne Kline School of Law policy, the University policy shall control.

7.03 Classroom Video Recording Policy

By enrolling in any program or course offered by the Duquesne Kline School of Law, or by attending any academic or co-curricular offering conducted under the auspices of the Duquesne Kline School of Law, a student thereby consents to the audio and video recording of that program, a course meeting, or other offering, if such consent is required by local, state, or federal law. Notice of recording of any program, course meeting, or offering will be provided to all persons attending the program, course meeting, or offering. The making and use of such recordings is subject to the University's requirements under the Americans with Disabilities Act and other similar federal or state requirements. Recordings may be made for other academic purposes, such as making recordings available to students who are unable to attend a program, course meetings, or offering. Permission to access a recording will be determined by the faculty member teaching the course or other official of the Duquesne Kline School of Law. Any person granted permission to view a recording may not retain a copy of the recording, disseminate the recording to others, or transcribe the recording other than for purposes of course study by that person. Retaining a copy, or disseminating a copy of the recording or a transcript, will be considered a violation of the Disciplinary Code of the Duquesne Kline School of Law.

Video recordings created under this policy are for the use and benefit of the Professor, the student(s) that he/she/they designate, and those students granted access to the video recordings as an accommodation. No other use will be made of the recordings without the professor's express permission. Use of the recordings for any other purpose may be actionable under the Disciplinary Code.

7.04 Notice of Right to Privacy

Under the Family Educational Rights and Privacy Act, access to student records by non-University personnel is restricted unless granted by the student, or dependency of the student is demonstrated by a parent or guardian.

7.05 Privacy Rights of Students

The Duquesne Kline School of Law maintains an academic record and file for any student who has registered for any regular session. In addition, a financial aid file and/or a career services file are maintained for each student who has applied for or otherwise sought the assistance of those offices. The Duquesne Kline School of Law respects the privacy rights of its students and their families and also endeavors to insure the accuracy of all information contained in any file.

7.06 Notice of Nondiscrimination/Anti-Harassment Policy

Duquesne Kline School of Law is motivated by its Catholic identity and values equality of opportunity, human, dignity, racial, cultural and ethnic diversity, both as an educational institution and as an employer. Accordingly, the Duquesne Kline School of Law prohibits and does not engage in discrimination or harassment on the basis of a person's race, color, gender, sex, sexual orientation, age, religion, national origin, marital status, genetic history, Veteran status, or disability. Duquesne Kline School of Law will continue to take affirmative steps to support and advance these values consistent with the University's mission statement.

Harassment is defined as unwelcome verbal or physical conduct, that is based on one or more of the categories described above, and that creates an intimidating, hostile, or abusive employment or educational environment or that has the purpose or effect of unreasonably interfering with an individual's employment or academic performance. Such conduct may include epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

As a law school accredited by the American Bar Association (ABA) and a member of the Association of American Law Schools (AALS), Duquesne Kline School of Law complies with ABA Standard 205 and AALS Bylaw 6-3. The Duquesne Kline School of Law is committed to providing equality of opportunity in legal education for all persons, including faculty and employees, with respect to hiring, continuation, promotion and tenure, applicants for admission, enrolled students, and graduates, without discrimination or segregation on the ground of race, color, ethnicity, religion, national origin, sex, gender (including identity and expression), sexual orientation, age, military status, or disability.

If you have questions about these policies or would like to report a violation of a policy, please contact:
Courtney Ozanich Interim Assistant Director, Risk Management
412-396-1591ozanichc1@duq.edu
Alica M. Simpson
Title IX Coordinator And Director of Sexual Misconduct Prevention and Response
412.396.2560
simpsona8@duq.edu

Anne Mullarkey Sawa
Director of Student Conduct
412.396.6642
mullarke@duq.edu

Within the Duquesne Kline School of Law:
Ella Kwisnek
Associate Dean for Students

412.396.1474
kwisnek@duq.edu

Katherine Norton
Associate Dean for Academic Affairs
412.396.1688
nortonk1@duq.edu

Title IX Sexual Harassment & Sexual Misconduct

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

Title IX Coordinator and Director of Sexual Misconduct Prevention and Response
Alicia M. Simpson
412.396.2560
simpsona8@duq.edu
Office: Union #339
Address: Duquesne University
Union #339
600 Forbes Avenue
Pittsburgh, PA, 15282

Deputy Title IX and Sexual Misconduct Prevention and Response Coordinators
Sherene Brantley (Athletics) **412.396.5243 –** Business Hours
Ryan Dawson (Human Resources) **412.396.5881** - Business Hours
Annie Mullarkey Sawa (Student Conduct) **412.396.6642** - Business Hours
Kate DeLuca (Nursing) **412.396.6551** - Business Hours
Tiana Brophy (Disability Services) **412-396-6658** - Business Hours
Quincy Stephenson (The Center) **412-396-1117** - Business Hours
Lindsay Seal (Human Resources) **412-396-5103** - Business Hours

Non-Discrimination and Title IX

Duquesne University does not discriminate on the basis of sex in the education program or activity that it operates. Duquesne University is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admission and employment. Inquiries about the application of Title IX to Duquesne University may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights at the United States Department of Education Office for Civil Rights, or both.

Additional information, including relevant policy information is included on the Title IX website at duq.edu/titleix

7.07 Americans with Disabilities Act

1. The University policy with regard to accommodations for disabled students is available from the University Office of Disability Services.

2. Any student desiring accommodations for class sessions or examinations should contact the Associate Dean of Students. A student who considers himself or herself disabled is advised to contact Disability Services, 115 Gormley Union, 412.396.6658, in order to inquire about the University's pertinent policies and procedures. Within the Duquesne Kline School of Law, the person to contact is the Associate Dean of Students.

3. Except in extraordinary circumstances, students seeking accommodations for final exams should contact Disability Services and provide all necessary documentation no later than the following dates:

   Fall Semester: Friday, November 6, 2026.

   Spring Semester: Friday, April 9, 2027.

   Requests made after the deadlines may not be processed in time for that semester's exams, and may result in a disabled student not receiving accommodations until the following semester.

7.08 Policy on the Use of Generative Artificial Intelligence Tools

Use of Generative Artificial Intelligence (AI) tools, including but not limited to ChatGPT, is prohibited on all work submitted for credit, including but not limited to assignments, projects, written papers, or exams, unless specifically permitted by your professor, and constitutes a violation of the Disciplinary Code. Further, information derived from Generative AI tools is based on other published material found on the Internet and therefore using such material without citation, even when permitted, may rise to the level of Plagiarism.