The Robert and Patricia Gussin Spiritan Division of Academic Programs, the gateway to Duquesne, allows students to grow and develop at their own pace during their first year at the University.
FOREWORD

It is with pleasure that we, the faculty and staff, welcome your son or daughter to the Robert and Patricia Gussin Spiritan Division of Academic Programs and your participation in his/her successful transition to college.

The mission of the Robert and Patricia Gussin Spiritan Division of Academic Programs requires that we make available to our students, programs, and services to help them develop both academically and socially. So it is that we will support your son’s/daughter’s efforts to become a successful learner, not only during the Summer Semester and his/her first academic year at Duquesne but throughout his/her undergraduate time on campus. His/her commitment and our services, doubtless, will guide him/her to academic and social success.

This handbook is designed to help you understand how best to support your son/daughter as s/he begins the college experience as a Gussin Spiritan Division student at Duquesne University. Undergirding the information contained in this publication are the mutual promises made in the Student Agreement which your son/daughter entered into with Duquesne University and the Robert and Patricia Gussin Spiritan Division of Academic Programs when s/he accepted admission to the University as well as the academic policies of the University. A facsimile of the Student Agreement is found in the Appendix to this handbook.

I invite you to be involved in your son’s/daughter’s educational development but ask you to allow him/her to meet the challenges that college presents independently so that s/he will appreciate the successes–or failures–that follow. As a parent myself, I can assure you that the lessons learned through the challenges will build confidence, and you will be proud!

Our pledge to you is that your son/daughter will have our support, expertise, and resources in a partnership that will lead to the realization of his/her dreams for the future. By heeding the tips included throughout this handbook, you will be an integral part of the support on which your son/daughter can depend.

Judith R. Griggs, Ph.D.
Director
Robert and Patricia Gussin Spiritan Division of Academic Programs
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INTRODUCTION

The Gussin Spiritan Division of Academic Programs strives to enhance the academic skills development and self-confidence of all students. We plan to do so by lending support to the academic achievements of students, stressing the value of academic excellence, assisting students in their total intellectual and professional development, and encouraging a love for learning, thus promoting the philosophy of life-long education.

STUDENT AGREEMENT

In the Student Agreement, the Gussin Spiritan Division of Academic Programs (GSD) has agreed to provide a full range of services to Division students, and the students have agreed to participate in those services that the Division deems appropriate to assure their academic success during their freshman year. Such services as “academic advisement, counseling, diagnostic testing, tutoring, and academic skill-building programs” are mandated for Division students. National and international research and experience have shown these services to be critical to student success during the first year of college. At Duquesne University, the record shows that the frequency and type of support services provided to and accepted by our students directly impact their successes and failures.

During the summer semester and continuing through the academic year, we will work to identify student-specific needs and tailor our services accordingly. Diagnostic testing conducted during the Summer Semester will help to develop student-specific academic action plans to ensure they are progressing towards their intended major and school of study.

MISSION, GOALS, & HISTORY

MISSION OF DUQUESNE UNIVERSITY

Duquesne University of the Holy Spirit is a Catholic university founded by members of the Congregation of the Holy Spirit, the Spiritans, and sustained through a partnership of laity and religious.

Duquesne serves God by serving students through:

- Commitment to excellence in liberal and professional education
- Profound concern for moral and spiritual values
- Maintaining an ecumenical atmosphere open to diversity
- Service to the Church, the community, the nation, and the world
- Attentiveness to global concerns
MISSION OF THE GUSSIN SPIRITAN DIVISION OF ACADEMIC PROGRAMS

The mission of the Robert and Patricia Gussin Spiritan Division of Academic Programs is to teach, support, and build futures through a diverse and inclusive community of excellence centered on ethics, service, equity, and community engagement.

GOALS OF THE GUSSIN SPIRITAN DIVISION OF ACADEMIC PROGRAMS

- Foster a student-centered environment
- Provide a holistic approach to learning by addressing both the affective and cognitive needs of Division students
- Offer undergraduates individualized advising, counseling, tutoring, and instruction that promote successful completion of the Division’s core curriculum as well as courses external to the Division’s offerings leading to eventual declaration of majors in various degree programs within Schools of the University
- Provide scholarly and cultural knowledge to effect successful transitions of first-year students into the life of the University
- Facilitate student transitions to University programs of study
- Advocate for a climate of inclusion, equity, and collaboration in working with colleagues across the University
- Enforce greater transparency, efficiency measures, and accountability in Division processes and systems
- Expand service populations to create a more responsive and sustainable community
- Pursue capital requests: endowments, grants, and fundraising campaigns

HISTORY OF THE GUSSIN SPIRITAN DIVISION OF ACADEMIC PROGRAMS

The Gussin Spiritan Division of Academic Programs was established in 1997 and was founded to benefit young adults who are best served through careful advisement and individualized instructional services. The Division provides small classes, early registration, tutoring, diagnostic testing, counseling, campus employment, and mentoring opportunities.

In the fall of 2004, Drs. Robert and Patricia Gussin made a generous gift to the University endowing the Gussin Spiritan Division of Academic Programs; thus, the Division was renamed, “The Robert and Patricia Gussin Spiritan Division of Academic Programs.” The Gussins’ endowment ensures that the Division will continue to support a select group of young adult students each year as they enter Duquesne and encourage their progress through to degree completion.
THE GUSSIN SPIRITAN DIVISION PROGRAM

FIRST-YEAR EXPERIENCE

The Gussin Spiritan Division of Academic Programs is a first-year experience. Students enter the program during the summer semester and remain in the Division for fall and spring semesters as well. At the end of the student’s first year, s/he may transfer to his school of major, provided s/he has completed all Division requirements and courses and meets transfer requirements of their intended school of major.

CURRICULUM

The Gussin Spiritan Division (GSD) curriculum includes University Core courses—courses taken by all Duquesne University students, (e.g., Thinking and Writing Across the Curriculum) and Division Core courses. Many University Core courses are taught by instructors employed by the GSD. Others are taught by faculty from other academic departments across and off-campus. In all cases, GSD students receive the same quality education and are expected to complete the same course requirements as all other University students.

All GSD students are required to complete the first-year curriculum as part of the Student Agreement. In addition, whenever possible, students may be enrolled in one or more introductory courses in their major. However, ALL Division courses MUST be completed before students can transfer to their school of major.

The following courses are included in the GSD curriculum:

Summer (2 GSD credits)
University Core – Research and Information Skills (1 cr.)
Division Core – Strategies for Academic Success (1 cr.)

Fall and Spring (22 GSD credits)
University Core English 101 – Thinking and Writing Across the Curriculum (3 cr.)
University Core English 102 – Imaginative Literature and Critical Writing Field (3 cr.)
University Core – Exploring Intercultural Communication (3 cr.) – Theme Area Global Diversity (TAGD)
University Core – Public Speaking (3 cr.) – Theme Area Faith and Reasoning (TAFR)
University Core – Basic Philosophical Questions (3 cr.)
University Core – Biblical and Historical Perspective (3 cr.)
Division Core – Field Observation 207 (2 cr.)
Division Core – Field Observation 208 (2 cr.)
DIVISION FRESHMAN CREDIT TALLY

<table>
<thead>
<tr>
<th>Description</th>
<th>Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Gussin Spiritan Division Core</td>
<td>24</td>
</tr>
<tr>
<td>Total Student Selected Courses</td>
<td>9</td>
</tr>
<tr>
<td>(including but not limited to courses in the intended School’s curriculum)</td>
<td></td>
</tr>
<tr>
<td>Grand Total Freshman Year credits</td>
<td>33</td>
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THE FIELD EXPERIENCE: SERVICE-LEARNING COMPONENT

A hallmark of the Spiritan tradition—the Spiritans are the congregation of priests and brothers who founded and own the University, and for whom the Division is named—is service to the community. It is within this context that the Division curriculum requires a field experience course that satisfies the University service-learning requirement and brings Division students face-to-face with local elementary, middle, and high school students for tutoring and mentoring. Students in other schools and divisions of the University also engage in service-learning as graduation requirements.

The Gussin Spiritan Division curriculum devotes four-credits to service-learning in a required field experience course. Instruction in the field experience course for the fall semester covers an array of learning experiences to ready our students for tutoring the tutees during the spring semester. Tutoring sessions are conducted Saturday mornings and Tuesday and Thursday evenings on campus, while off-campus tutoring sessions are held in local communities or after-school programs.
### UNIVERSITY CORE AND THEME AREA COURSES

<table>
<thead>
<tr>
<th>University Core Courses (13 credits)</th>
<th>Theology (3 credits)</th>
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<tbody>
<tr>
<td><strong>English Composition</strong> (6 credits)</td>
<td>UCOR 141 <em>Biblical and Historical Perspectives</em></td>
</tr>
<tr>
<td>UCOR 101 <em>Thinking and Writing Across the Curriculum</em> (3 cr.)</td>
<td>(GSD selected for University Core Requirement)</td>
</tr>
<tr>
<td>UCOR 102 <em>Imaginative Literature and Critical Writing</em> (3 cr.)</td>
<td><strong>Computer Literacy</strong> (1 credit)</td>
</tr>
<tr>
<td>Philosophy (3 credits)</td>
<td>UCOR 100 <em>Research and Information Skills</em></td>
</tr>
<tr>
<td>UCOR 132 <em>Basic Philosophical Questions</em></td>
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<thead>
<tr>
<th>University Theme Area Courses (12 credits)</th>
<th>Faith and Reason Theme Area (3 credits)</th>
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<tr>
<td>University Theme Areas include:</td>
<td><strong>COMM 102 Public Speaking</strong></td>
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<tr>
<td><strong>Creative Arts</strong> (3 cr.)</td>
<td>(GSD selected for University Core Requirement)</td>
</tr>
<tr>
<td><em>Faith and Reason</em> (3 cr.)</td>
<td><strong>Global Diversity Theme Area</strong> (3 credits)</td>
</tr>
<tr>
<td><em>Global Diversity</em> (3 cr.)</td>
<td><strong>COMM 114 Exploring Intercultural Communication</strong></td>
</tr>
<tr>
<td><strong>Social Justice</strong> (3 cr.)</td>
<td>(GSD selected for University Core Requirement)</td>
</tr>
<tr>
<td>*Theme Area requirements in Faith and Reason and Global Diversity are satisfied within the GSD curriculum.</td>
<td></td>
</tr>
</tbody>
</table>

### DECLARING A MAJOR

The Gussin Spiritan Division’s curriculum is a first-year program designed to help students make a smooth transition to college. One of the Division’s objectives is to assist the student to achieve a balance between the academic rigors of the curriculum and the demands of extra-curricular and social activities.

GSD students complete a specific curriculum of University and Division core courses and then transfer to one of Duquesne’s schools of study. Once students have completed their first-year curriculum with passing grades, they generally declare a major in their school of the transfer.
Details about the various majors offered by University schools can be found online:

**McAnulty College and Graduate School of Liberal Arts** - [www.duq.edu/liberal-arts](http://www.duq.edu/liberal-arts)

**Bayer School of Natural and Environmental Sciences** - [www.duq.edu/science](http://www.duq.edu/science)

**Palumbo-Donahue School of Business Administration** - [www.duq.edu/business](http://www.duq.edu/business)

**School of Education** - [www.duq.edu/education](http://www.duq.edu/education)

**School of Nursing** - [www.duq.edu/nursing](http://www.duq.edu/nursing)

**School of Pharmacy** - [www.duq.edu/pharmacy](http://www.duq.edu/pharmacy)

**Rangos School of Health Sciences** - [www.duq.edu/health-sciences](http://www.duq.edu/health-sciences)

**Mary Pappert School of Music** - [www.duq.edu/music](http://www.duq.edu/music)

**Summer Semester**

The Summer Semester is a college experience designed to provide an early introduction to collegiate life. Students will be engaged in both traditional and online classes. Students will also be administered a series of diagnostic tests to determine appropriate academic support.

Students will be enrolled in a four-week online session, which includes two one-credit courses. Additionally, students will participate in an on campus, one-week Introduction to Duquesne University prior to the start of the fall 2020 semester. Students can expect services to enhance their learning experience and activities/events chosen to add to the development of community engagement. Many services will continue throughout the student’s tenure at the University.

**The Summer Semester Curriculum**

The Summer Semester curriculum includes two one-credit, online courses—Strategies for Academic Success and Research and Information Skills. These courses introduce new students to computing at the University, the practical use of technology to support coursework, and focus on developing critical reading and thinking skills, and exploring such topics as individual learning styles and motivation.
GSD ACTIVITIES AND EVENTS

- The Summer Semester begins with a Student and a Parent-Student Orientation.
- During the one week residential program in August, 2020, students will participate in activities and off-campus events designed for cultural enrichment, community building, and relaxation. The selection of off-campus activities varies and ATTENDANCE at all GSD planned activities and events is MANDATORY.
- In the spring semester, the Annual GSD Reception is held.

DIVISION AND UNIVERSITY STUDENT SUPPORT SERVICES

FRESHMAN DEVELOPMENT AND DISABILITY SERVICES

The Gussin Spiritan Division and the University offer support to students with diagnosed learning disabilities. However, there are specific differences between the laws and requirements set for elementary and secondary schools and colleges and universities.

The burden moves from the educational unit to the student once the student enrolls in college.

Specifically, the student, not the University, must identify him/herself as a student with special needs. Once we have been informed of a student’s special needs for accommodation—such as extended time to take an examination—the University will arrange for such accommodations. Ultimately, the student is responsible for initiating and following through with the process of seeking accommodations. The Office of Freshman Development and Disability Services, www.duq.edu/disability-services (412-396-6657), as well as the Gussin Spiritan Division of Academic Advisor will assist in this process.

TUTORING

The Gussin Spiritan Division’s advisor and counselors monitor student progress throughout the Summer Semester and academic year, and they will intervene when they learn of a student’s academic difficulties in any course(s) by recommending tutoring for the student. Tutoring is an academic tool used by successful students across campus. It supplements class attendance and augments study time. Tutoring is not a substitute for class attendance, and tutors will not do a student’s work.

The Gussin Spiritan Division’s Academic Advisor may determine that students should be assigned to a tutor in one or more courses. Such assignments are made to ensure success in the selected course(s), so regular and active participation in such tutoring is expected. (Remember -- failure to engage in mandated tutoring, especially if a student’s progress in the course(s) is substandard, is a violation of the Student Agreement).

Summer Semester tutoring will be available for any students who may need additional support. Students can request tutoring by completing the Online Tutoring Request Form. Shortly thereafter, a tutor in the requested course will contact the students to schedule tutoring sessions.
PERSONAL DEVELOPMENT COUNSELING

The Gussin Spiritan Division recognizes that many students enter college uncertain of their educational and career goals. Some lack well-established plans, and for others, the transition into college may cause anxiety and stress, as may the lack of knowledge about campus resources.

The primary goal of the Division’s Counseling component is to assist students with personal and academic adjustment to college and to help them define their educational and career goals. While counseling is an optional and confidential service of the Gussin Spiritan Division, we prefer to meet with students regularly throughout the semester, as students must learn to manage the social, emotional, and practical sides of life. In counseling, we strive to address a wide range of experiences in a meaningful way.

DUQUESNE UNIVERSITY ACADEMIC POLICIES

ACADEMIC INTEGRITY POLICY

We, the Duquesne University family—students, administration, faculty, staff—have expectations regarding how we conduct ourselves, both on and off-campus.

The Code of Student Rights, Responsibilities, and Conduct details what the University demands of all students. The student code lists twelve expectations. The fourth one challenges students to “Be honest and have integrity in all that you do.”

Honesty and integrity are expected in student conduct as a Duquesne University student and unconditionally required in students’ pursuit of a Duquesne degree. The University Academic Integrity Policy explains the expectations to which students are held as a result of their enrollment at Duquesne. All Duquesne University students are required to be aware of and avoid all forms of cheating on exams, classwork, and homework. Students can expect that instructors will emphasize the Academic Integrity Policy through discussion as well as by including the written statement in the course syllabus.

The Academic Integrity Policy defines which behaviors constitute honesty and integrity in coursework and which do not. Also, the policy defines violations by students as any behavior that seeks “credit for intellectual work that is not their own.” Specifically, the policy prohibits:

- **Cheating on quizzes, tests, examinations, or projects.** Cheating is defined as all “forms of deception intended to affect grades or other outcomes...” Essentially, any unauthorized prop or method used to improve your grade on a quiz, test, exam, or project illegitimately is cheating.

- **Plagiarism in papers or other written, electronic, or oral work (including essays, research papers...presentations, class projects...”** The policy defines a plagiarism violation as “the published or unpublished work or the specific ideas of another person or source without full, clear, and specific acknowledgment.”

  “Plagiarism may include the submission of material from sources accessed through the Internet or by other means, or from other individuals, without proper attribution. Also, plagiarism may include the submission of a paper prepared in whole or in part by another..."
In other words, students must do their own writing and cite contributors accurately. For assistance, students should seek tutoring through The Writing Center or The Michael P. Weber Learning Skills Center.

- There is a further prohibition in the Academic Integrity Policy of any form of student deceit in academic matters, the misuse of documents, or “any knowing facilitation of intellectual dishonesty by another person...”

Gussin Spiritan Division instructors, administration, and students are obliged by the University to report violations of the Academic Integrity Policy. Penalties for violations include “oral and/or written reprimand; lowered grade or failure of an assignment; lowered course grade; failure of a course; suspension or dismissal from a class; suspension or dismissal from the School or the University; and/or revocation of a degree.”

The syllabus for each course should include an Academic Integrity statement, and instructors generally spend some class time reviewing the policy. It is in a student’s best interest to understand the policy and to be diligent in avoiding all violations. “Violations of academic integrity—whether or not they are the result of a deliberate intent to deceive—are subject to academic sanctions...”

We cannot emphasize the importance of meeting the University’s and the Division’s academic integrity expectations. Violations are dealt with swiftly and with serious consequences.

Go to https://duq.edu/academics/university-catalogs/2018-2019-graduate/academic-policies/academic-integrity for complete details on the University’s Academic Integrity Policy.

**CONFIDENTIALITY OF STUDENT RECORDS**

Duquesne University regards the eighteen-year-old or older student’s personal information and academic record as a matter of confidence between the student and the University. The contents of such a student’s records may be revealed only in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA): Public Law 93- 380, Section 438, as amended, i.e., to a third party/parties only if the student grants a written waiver of privacy.

So that we may bring information about Gussin Spiritan Division students to their parents’/guardians’ attention, students must grant a waiver of their rights. The waiver is not a requirement of the Division, but we believe that parents/guardians play an integral role in students’ personal and academic development. A student’s permission to allow us to share information about them to their parents/guardians will enhance parental impact on student success as a University student. However, students can be sure that we will reveal nothing of a confidential nature that is revealed in counseling.
REGISTRATION

Each academic semester has a pre-registration, final registration, and late registration period. The registration periods are available on the “Registration” tab of the University Registrar’s website. ([www.duq.edu/academics/university-registrar](http://www.duq.edu/academics/university-registrar))

The Gussin Spiritan Division Academic Advisor is the only person authorized to register GSD students and to change their class schedules.

Check the academic calendar for each semester for University-established drop-add deadline dates. ([www.duq.edu/academic-calendar](http://www.duq.edu/academic-calendar)).

For a student’s registration to be recognized as official, either full payment of tuition and fees must be paid by final registration, or a payment plan must be arranged with the Student Accounts Department. For details, call this office at 412-396-6585. Additionally, all obligations, financial or otherwise, must be met before a student can register for a future semester.

A student’s registration can be blocked by “holds” imposed on his/her account. If such a hold exists, the student is not permitted to register. Further, students will only receive credit for courses in which s/he is officially registered.

The following holds may exist on a student’s account:

- Student Accounts – unpaid tuition and fees
- Health Services – failure to provide required immunization records
- Other departments such as Parking, Library, Facilities Management, for unpaid parking or library fines, property damage assessments.

COURSE WITHDRAWAL

Duquesne University first-semester freshman may officially withdraw from one or more courses up to the last day of classes, except for athletes who must meet NCAA regulations requiring them to maintain full-time status. After the first semester, students may withdraw from courses according to the date specified in the Academic Calendar for the semester in which s/he is registered.

Official withdrawal means that the student will receive a “W” grade for each course officially dropped. Failure to officially drop a course that the student has not completed or for which his/her work is deficient, will earn the student an “F” in the course.

A “W” grade is preferable to an “F.” A course withdrawal will have no negative impact on a student’s quality point average (QPA). An “F” will!

Official withdrawal from a core course or one required to complete a program, major, or degree means that the student will have to repeat such course.
RECEIVING AN INCOMPLETE “I” GRADE

An “I” (incomplete) grade results from the student’s consultation and agreement with the instructor, who will weigh the circumstance surrounding the student’s inability to complete the required coursework by the end of the semester. As a general rule, to be eligible for an “I” grade, students must have completed two-thirds of the coursework at minimum “C” level.

If a student has an “I” grades in any course, he/she will have until approximately the mid-term of the following semester to complete course requirements. Failure to complete requirements by the date indicated in the academic calendar will result in an automatic conversion of the “I” grade to an “F.” The student will have to repeat any course for which s/he earned an “F.” The tuition and fees in effect for the academic year in which he/she will be repeating the course will apply.

ATTAINING DEAN’S LIST STATUS

Academic excellence is recognized at Duquesne through the Dean’s Lists compiled each semester by the College, the Schools of the University, and the Gussin Spiritan Division. To be on the Dean’s List, a student must have completed at least 12 credits that semester (excluding any Pass/Fail credits) and earned a QPA of at least 3.5 for the semester, with no grade lower than a “C” and with no “I” or “W” grades.

WITHDRAWING FROM THE UNIVERSITY

Should a student decide to withdraw from the University once the semester has started, s/he must notify the Gussin Spiritan Division Director and Academic Advisor of their decision in writing. Depending on when during the semester a student withdraws or the reason for withdrawal, s/he may be eligible for a partial refund of tuition or tuition payment may be due.

There is an official University tuition refund schedule in place ranging from 100 percent if the withdrawal is effective the first day of classes to zero if the withdrawal comes later than the end of the fourth week of the semester.

WHY WITHDRAW?

To ensure against permanent failing grades on your transcript and re-admission problems should you decide to return to Duquesne at a future date, it is imperative that you officially withdraw from the University rather than simply stopping class attendance. Failure to officially withdraw from the University could also negatively impact any future applications to other colleges as those colleges will require transcripts of previous college work.
TAKING COURSES AT OTHER COLLEGES OR UNIVERSITIES

Students may be permitted to take a course or two at another college or university. The student’s Academic Advisor must be consulted, and he/she must provide written authorization for this to occur. Failure to secure the approval may result in Duquesne University’s rejection of the credits earned from the other institution.

STUDENT ACADEMIC PROGRESS

MEASURING STUDENT’S PROGRESS TOWARD HIS/HER DEGREE

The University policy on academic progress states, “Progress toward a degree is measured by the cumulative quality point average and attempted credit, and students who fail to meet the minimum requirements as established by the faculty of each College or School will be submitted to the College or School Committee on Student Standing for review and appropriate action.”

ACADEMIC RETENTION OR DISMISSAL

Students who fail to meet the minimum requirements as established by the Division will be submitted to the GSD Student Standing Committee for review and appropriate action.

To determine if a GSD student receives an academic warning or dismissal from the Division, the GSD examines the student’s overall attempt at achieving academic success. If the student has not established the required 2.0 cumulative quality point average (QPA) by the end of the first year at University, but has: (1) attended class minimum 75 percent of the time, (2) completed minimum 75 percent of her/his class assignments, and (3) kept minimum 75 percent of his/her appointments with his/her tutors, the GSD academic advisor, and the GSD counselor, the Division has the option of setting aside the University standards for probation and dismissal. Thus, extended retention is an option exercised on behalf of all GSD students who are in full compliance with their academic contracts and meet the Division expectations listed above.

Students who do not establish a 2.0 cumulative QPA by the end of their second year will not be permitted to continue their studies at the University unless they submit a written appeal to the GSD Student Standing Committee requesting a fifth semester as a GSD student – see Appeal Form in the Appendix – pg. 25. If their appeal is granted, the student will receive the fifth semester to establish a 2.0 or better cumulative QPA. If the student fails to establish a 2.0 or better cumulative QPA by the end of her/his fifth semester, the GSD student standing committee will notify the student in writing of his/her dismissed from the GSD and the University.

Progress toward a Duquesne University degree is determined by the student’s cumulative QPA and credits attempted. The scholastic records of GSD students who earn semester QPAs below 2.0 are reviewed each semester by the Student Standing Committee. Underachieving students are provided additional academic support services designed to restore their semester QPAs to a 2.0 or better.
For **first-year students** who have attempted **less than 35 credits**, the guidelines are:

- **Academic Warning**: for students with less than a 2.0 semester QPA. The student will be required to attend mandatory meeting(s) with the Student Standing Committee, their GSD approved tutor(s), and their GSD academic advisor and counselor who may modify or restrict their academic program.

For **second-year students** who have attempted **less than 80 credits**, the guidelines are:

- **Academic Warning**: for students with less than 2.0 cumulative QPA. The student will be required to attend mandatory meeting(s) with the Student Standing Committee, their GSD approved tutor(s), and their GSD academic advisor and counselor who may modify or restrict their academic program.

In addition, if the student wishes to continue as a Duquesne University student, s/he must submit a written appeal to the GSD’s Student Standing Committee requesting a fifth semester in the Division.

For **third-year students** who have attempted **more than 80 credits**, the guidelines are:

- **Dismissal**: for GSD students who fail to establish a 2.0 cumulative QPA by the end of their fifth semester in the Division. Appeals of academic dismissal must be directed to the Gussin Spiritan Division director.

If a student transfers to another school within the University, the student must matriculate in accordance with that College’s or School’s Admission Policy.

For additional information, contact Dr. Uhuru Hotep, Associate Director (hotep@duq.edu).

**MID-TERM AND FINAL GRADE REPORTS**

The Gussin Spiritan Division will be in contact with course instructors throughout the semester. Should a student have a “D” or an “F” in any course by the mid-term, s/he will receive a mid-term grade report and will be required to meet with their instructor(s) and academic advisor to identify strategies for improvement over the second half of the semester. Students who earn multiple mid-term “D’s” and/or “F’s” will be required to meet with the GSD Student Standing Committee. Final grades will be available on DORI approximately one week after the official end of a semester.

**COMPUTING QUALITY POINT AVERAGE**

Students can compute their *Quality Point Average* (QPA) by adding the quality points they have earned and dividing by the total by the number of credits they have attempted. For example, a student carried 12 credits in a semester *(four three-credit courses)* and earned 2 A’s, 1 B, and 1 C, s/he would have a QPA of 3.25 for that semester *(39 quality points divided by 12 credits attempted)*. The numerical value of each letter grade is A=4; B=3; C=2; D=1; and F=0.
END-OF-YEAR EVALUATION

The Gussin Spiritan Division evaluates the progress of its first-year students at the end of the fall and spring semesters. Students are assessed to determine whether or not they have met the Division requirements and are eligible to transfer to their intended school of major. Eligible transfer students may request an internal transfer to their school of choice at the end of the spring semester (e.g., to transfer to the School of Business, students must have a minimum 2.0 cumulative QPA and have earned a “C” or higher grade in College Algebra and/or Calculus for Non-Science).

Students who do not meet the Division’s or the School’s requirements will remain in the Gussin Spiritan Division until such requirements have been met.

TRANSFERRING TO SCHOOL OF MAJOR

The Gussin Spiritan Division Academic Advisor meets with each student to determine if s/he is permitted to transfer at the end of the spring semester. Additionally, students must complete an Internal Transfer Application and follow the procedures as required. Any question about the transfer process should be directed to the GSD Academic Advisor.

CAMPUS RESOURCES

University departments provide information and/or services to students, faculty, and staff. These departments have specific policies and procedures, including those influenced by external factors such as state and/or federal legislation. It is essential for students to know where to go for assistance on campus.

Financial Aid

If you have questions about financial aid packages or the status of an application for aid, contact the Financial Aid office at 412-396-6607 or online at www.duq.edu/financial-aid

Student Employment

Student employment on campus, including Work-Study, is a financial aid program managed by the Human Resources Department, 412-396-6053 or www.duq.edu/hr

Gumberg Library

The Gumberg Library is generally open seven days a week during the fall and spring semesters. Hours vary near holidays and final exam periods. For full information, go to www.duq.edu/academics/gumberg-library

Michael P. Weber Learning Skills Center

The Michael P. Weber Learning Skills Center provides several programs and services to all Duquesne University students, including a free tutorial service. Central to its mission is helping students succeed. Go to www.duq.edu/learning-skills for full information.
The Spiritan Campus Ministry is a faith resource for all University students, faculty, and staff. Go to their website, www.duq.edu/life-at-duquesne/spiritan-campus-ministry, for information on spiritual formation, bible studies, or a Mass schedule.

Residence Life is the office to call, 412-396-6655, with questions about fall and spring semester room assignment or online at www.duq.edu/residence-life.

Duquesne residence students are assigned a mailbox numbers in the Student Mail Center located in Room 106 of the Des Places Living and Learning Center. For details call 412-396-6192. www.duq.edu/about/departments-and-offices/finance-and-business/mailing-services.

Parkhurst Dining can answer your questions about campus dining. Call 412-396-6612 or go online to www.duq.edu/life-at-duquesne/dining.

Do not forget that every new student must show evidence of the required immunizations or present exemption forms. Reach the Health Services online at www.duq.edu/health-service or by phone at 412-396-1650.

Address your campus technology questions like Internet connections, or email accounts to Computing & Technology Services (CTS) at 412-396-HELP (4357) or online at www.duq.edu/about/campus/computing-and-technology.

All registered students will need a University ID card to access residence halls and library and dining services. Go to www.duq.edu/ducard to find information and office location.

In compliance with Public Law 101226 (Drug-Free Schools and Communities Act, 1989), the University has adopted and implemented a program that prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on campus.
FRESHMAN ORIENTATION

We strongly urge our Gussin Spiritan Division students to participate in orientation: a student-created and operated program that generally runs Wednesday through Thursday of the week before the start of the fall semester. Orientation is an opportunity to meet other students—both new and returning—and to learn first-hand about all the programs and services available to students at Duquesne University. If your son/daughter has not received or have lost his/her orientation program information, call 412-396-6641 or go online to www.duq.edu/orientation

OTHER CAMPUS RESOURCES

If you have other questions, check the “Schedule of Classes” booklet for complete information on such things as billing, ID cards, and final registration. The booklet identifies the department to call with your specific questions and provides phone numbers.

For other information about Duquesne University, i.e., other programs and resources, go to www.duq.edu/about/departments-and-offices.

GUSSIN SPIRITAN DIVISION STUDENT RESPONSIBILITIES

In accepting admission to Duquesne, your son/daughter and the University entered into the GSDAP Student Agreement (see Appendix), which outlines the responsibilities s/he has to the University and the duties the University has to him/her.

It is critical to his/her success that s/he honor the promises made by signing the Agreement and remain in compliance accordingly. It is easy for a student to stay in compliance with the GSD contract, and the following behaviors will guarantee it:

- Attending classes regularly and arriving on-time. Attendance is taken at each session and reported to the Gussin Spiritan Division immediately following the session. To earn at least a “C” grade in a course, the student must attend 85 percent of the class sessions for the course
- Completing course assignments and examinations at the highest level of competence
- Having at least six meetings a semester with the Gussin Spiritan Division Advisor to discuss his/her academic progress
- Participating in the Gussin Spiritan Division’s Academic Strategies course and Seminar
- Creating an ePortfolio website to document personal and academic growth and achievements during freshman year
- Keeping a regular schedule of meetings with a tutor if his/work in one or more courses needs improvement
- Participating in any course review sessions prescribed for him/her
- Meeting with the Academic Advisor each semester to select his/her courses and pre-register for next term
FREQUENTLY ASKED QUESTIONS (FAQs)

1. What’s the Gussin Spiritan Division?

The Gussin Spiritan Division is an initiative that allows first-year students and students new to the University to grow and develop at their own pace. The Division’s faculty and staff are selected for their dedication to helping each student achieve the highest level of academic success possible.

2. What happens after a student finishes the Gussin Spiritan Division curriculum, but has been told that he/she still cannot declare his/her major yet? Why?

In general, once the student has completed the Gussin Spiritan Division curriculum, he/she may declare his/her major. If the student has been told that he/she cannot do that yet, it means that there is some other requirement that he/she has not yet met, e.g., a minimum QPA, or completed pre-requisite courses. Check with the GSD Academic Advisor for clarification.

3. Do courses taken in the Gussin Spiritan Division count toward a student’s degree?

Gussin Spiritan Division students take the same courses as other first-year students. So, yes, these courses count toward a student’s degree, either as core or elective courses.

4. Will Gussin Spiritan Division students take all of their classes with other Gussin Spiritan Division students?

GSD students will be with each other in a series of “anchor” courses. These are University core courses and are taught by faculty hand-selected for their dedication to and experience in working with students within the framework of the Division’s philosophy, which is to provide the broadest possible support so that the student can be academically successful. The remainder of the freshman courses, including introductory courses in the intended major, will be with the general University population.

5. Will students in the Gussin Spiritan Division be able to graduate in four years?

Perhaps! Most majors require that a student completes 120 or more credits in order to be eligible for graduation—no matter how many years it may take to earn those credits. It is critical; however, those credits be in courses listed by the student’s school or department as satisfying the requirements for the major and degree. Some programs, such as Pharmacy, Nursing, and Health Sciences, require more credits and generally cannot be completed in four years.

Staying in touch with the GSD Academic Advisor will ensure that students stay on track in their academic program.
GUSSIN SPIRITAN DIVISION STAFF DIRECTORY

**Bridges, Reggie, J.D., M.B.A., B.A.**
Academic Student Supervisor
x6662
bridgeslaw@aol.com

**Bush, Vicki, M.S.Ed., B.S.**
Assistant Director for Counseling Services,
Academic Advisor
x6037
bush@duq.edu

**Christy, William, C.S.Sp.**
GSD Chaplain
x6020
christyw458@duq.edu

**Dobish, Hannah, B.S.**
Receptionist
x6661
dobishs@duq.edu

**Dowd, Mary, B.A., A.S.**
Administrative Assistant
x5735
dowd@duq.edu

**Griggs, Judith R., Ph.D., M.A., B.S.**
Director
x6661
griggs@duq.edu

**Hotep, Uhuru, Ed.D., M.A., M.A., B.A.**
Associate Director
x5171
hotep@duq.edu

**Moazzam, Karishma, Ph.D., M.S., B.S.**
Assistant Tutorial Supervisor
x6027
ats@.duq.edu

**Ranade, Ameya, M.B.A, B.E.**
Assistant to Director of Retention and Evaluation
x6034
ranadea@duq.edu

**Rizzo, Josephine, M.S.Ed., B.A.**
Act 101 Student Advisor
x6039
rizzoj@duq.edu

**Wade, April, M.S.Ed., B.S.**
Assistant Director
x6035
wadea@duq.edu
APPENDIX
STUDENT AGREEMENT

GUSSIN SPIRITAN DIVISION OF ACADEMIC PROGRAMS

THIS AGREEMENT entered into this _______ day of ____________________, 20__, between the Central Administration of the Gussin Spiritan Division of Academic Programs, hereinafter known as the Gussin Spiritan Division of Academic Programs, and

______________________________________________
(Please print student's name)
Hereinafter known as Gussin Spiritan Division Student.

WITNESSETH

Whereas, the Gussin Spiritan Division of Academic Programs possesses certain services in prescriptive education which include academic advising, counseling, diagnostic testing, tutoring and academic skill-building programs and exercises; and

Whereas, the Gussin Spiritan Division of Academic Programs Student will be required to participate in those services that the Gussin Spiritan Division of Academic Programs deems appropriate.

1. The Gussin Spiritan Division of Academic Programs agrees to provide the following services for the Gussin Spiritan Division Student: academic advisement, counseling, diagnostic testing, tutoring, and academic skill-building programs and exercises. As long as the Gussin Spiritan Division of Academic Programs Student conscientiously and consistently participates to the satisfaction of the Gussin Spiritan Division of Academic Programs, he/she will have two years while enrolled in the Spiritan Division to establish an overall "C" cumulative quality point average.

2. The Gussin Spiritan Division of Academic Programs Student agrees to conscientiously and consistently participate to the satisfaction of the Gussin Spiritan Division of Academic Programs. Failure to comply will result in dismissal from the Gussin Spiritan Division of Academic Programs and its benefits and services and may result in dismissal from the University.

3. This document constitutes the entire agreement between the parties and may not be changed unless in writing signed by the parties hereto.

The parties hereto have affixed their signatures.

By ____________________________________________________
David Dausey, Ph.D.
Provost and Academic Vice President for Academic Affairs

By ________________________________
Gussin Spiritan Division of Academic Programs Student

By ________________________________
Judith R. Griggs, Ph.D.
Director, Gussin Spiritan Division of Academic Programs

By ________________________________
Debra Zugates
Assistant Vice President for Undergraduate Admissions
GSD STUDENT STANDING COMMITTEE APPEAL FORM

As stated in the GSD Student Handbook, the appeal process should first be discussed with your academic advisor before a formal appeal is submitted. All Appeals must be submitted in writing within one calendar week of the initial notification letter. You may add information regarding your appeal to the form below. If granted, a fifth and final semester in the GSD will be made available. At the end of her/his fifth semester, the applicant must establish a 2.00 or better cumulative QPA and then transfer to his/her school of major. No further appeals will be entertained by the Student Standing Committee. Failure to submit a written appeal by the specified deadline will result in the dismissal of the student from the GSD and the University.

Name: __________________________________________ Date: _____________________________

Mailing Address: _____________________________________________________________________________

Email Address: _____________________________________ Telephone: _________________________

Major Area(s) of Study: __________________________ Year in Program: ____________________

Academic Advisor’s Signature: ____________________________________________________________

Provide minimum of three detailed reasons why the Committee should grant you a fifth semester.

Submit your appeal to Dr. Uhuru Hotep, Chair, and Student Standing Committee

By __________________________

Status: Granted Denied Pending

If granted, the applicant must:

• Complete a QPA projection at the MPW Learning Skills Center by ________________
• Meet with his/her GSD advisor or her representative twice a month during the semester
• Meet with the GSD student standing committee following _______midterms exams
• Establish a 2.00 or better cumulative QPA by the end of the ______semester 20 _____
The Robert and Patricia Gussin Spiritan Division of Academic Programs
Duquesne University
2018-2019 Student Evaluation

Student's Name:

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Total Score: 100
Score as percent:

O Preliminary Score    O Verified score

By: __________________
Date: __________________
Summer Living Learning Center Guidelines

The following rules/regulations have been established for the safety and protection of all Gussin Spiritan Division (GSD) students who must live on campus during the summer semester.

1. Meetings
   All residence hall meetings are MANDATORY.

2. Curfew
   The curfew schedule is as follows:
   a. Sunday 11:30 p.m.
   b. Monday – Thursday 11:00 p.m.
   c. Friday and Saturday 1:00 p.m. (applies to students on campus for the weekend)

   Students must be in the Residence Hall by curfew and on their respective floors one hour after curfew.

3. Quiet Hours
   “Excessive noise or behavior that disturbs others, endangers personal safety, or violates the desired standards of quiet conducive to study or sleep, is not permitted. All residents must observe quiet hour regulations. Quiet hours must also be observed in common areas and lounges. Loud stereos, televisions, and other distracting noises will not be tolerated and will result in disciplinary action.”

   For complete details, see the Residence Life Handbook at www.duq.edu/life-at-duquesne/residence-life.

   Quiet hours must be observed as follows:
   a. Sunday-Thursday: 8:00 p.m. – 8:00 a.m.
   b. Friday and Saturday: 12:00 a.m. (midnight) – 8:00 a.m.

4. Sign In/Out Procedure
   In case of an emergency and for safety reasons, the GSD Residence Staff must be informed when students leave campus. Students who leave campus during the week MUST notify their assigned Resident Assistant or the Resident Director. Students must return to their Living Learning Center by curfew.
5. Campus Leave Policy
Students who want to leave campus between 9:00 a.m. & 9:00 p.m., Monday through Thursday, MUST submit a WRITTEN request to the Associate Director (hotep@duq.edu) at least 24 hours before their intended departure. Requests must include a phone number(s) where you and your parents can be reached, the time you expect to leave campus, the time you expect to return, and the reason for the leave.

Parents and students should consider scheduling medical/dental appointments, or family events on weekends or after the program concludes.

6. Visiting Hours
The visitation guidelines are designed to respect and protect the rights of all GSD students and to foster an environment for study and harmonious living.

ALL guests MUST have valid identification to enter the Living Learning Centers.

NO VISITOR(s) should be in students’ rooms during class periods or other scheduled events.

Visiting hours:
a. Monday – Thursday: 4:30 p.m. – 10:45 p.m.
b. All guests MUST be checked out prior to curfew.

7. Drug & Alcohol Policy:
“All matters relating to alcohol are governed by the Pennsylvania Liquor Code and related state statutes. As members of the general public of the Commonwealth, students are expected to have full knowledge of these laws. As members of the resident student body, students are required to observe Pennsylvania laws.”

“The drinking age in Pennsylvania is 21 years or over. No person under 21 years of age is permitted to consume, transport, possess, or be in the presence of an alcoholic beverage. Failure to comply will result in disciplinary action. In addition, students under the age of 21 are also prohibited from having full or empty alcohol containers and/or paraphernalia in the Living Learning Centers. This includes, but is not limited to: cans, bottles, shot glasses, and bongs/funnels.” For complete details, see the Residence Life Handbook at www.duq.edu/life-at-duquesne/residence-life.
8. **Living Learning Center Safety:**

   Duquesne University strictly prohibits hall sports of any kind. “The playing of sports (e.g., baseball, basketball, football, hockey, soccer, Frisbee, the riding of a skateboard, bicycle, hoverboard, rollerblades, etc.) and the throwing of water or water balloons in the living area is prohibited. Storage of sporting equipment (e.g., bicycles, hockey equipment, etc.) is not permitted in public areas (e.g., lounges, hallways, bathrooms, etc.). Sports items or equipment may be confiscated until the judicial review and will not be returned except to be removed directly from the building.”

**Violations:**

a. First offense – verbal warning

b. Second offense – loss of visiting privileges; other appropriate penalties may be imposed

c. Third offense – prompt notification of parents/guardian; loss of visitation privileges; other appropriate penalties may be imposed

d. Fourth offense – meeting with the Director and possible expulsion from the Gussin Spiritan Division of Academic Programs and Duquesne University
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