

2015-2016

ACADEMIC BULLETIN



DUQUESNE UNIVERSITY
SCHOOL OF LAW

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MESSAGE FROM THE DEAN

The Duquesne University School of Law is a community of scholars, faculty and students who are devoted to the study of law and to the pursuit of the highest standards of professionalism. Your academic career at Duquesne is only the beginning of a lifetime of challenges and opportunities that will demand the very best use of your talents as you achieve excellence.

The Duquesne University School of Law serves the needs of the people of this region and beyond. At Duquesne, you will become a very fine lawyer, but you will also learn that life's greatest joys are realized in our service to others. As the Law School's motto states, "Salus Populi, Suprema Lex," or, "The people's welfare is the highest law."

As a relatively small but nationally competitive law school, Duquesne is well aware of its strengths in the areas of legal advocacy, business and commercial law, taxation, clinical legal education, constitutional law, international law, legal research and writing, and legal ethics. We are very proud of our diverse curriculum that serves to bring out the very best of our faculty and students. Our classes are small, our tuition is affordable, and our faculty enjoys the reputation as one of the finest teaching faculties in the nation. We are constantly improving our already impressive Law School facility, and our placement rate for students continues to be extremely high after graduation.

Of course, every community needs some set of rules. That is the purpose of this Bulletin. It is the first source you should check if you have a question about the Law School, its policies and operations, and most importantly, what is expected of you. In keeping with our tradition, if you need our help, the doors to the deans' and administrative offices are always open to serve you.

Warm regards,



Ken Gormley
Dean and Professor of Law
School of Law

SCHOOL OF LAW MISSION STATEMENT

Duquesne University School of Law is a Catholic law school that trains students to become excellent lawyers with a high degree of professional skill and a special sensitivity to ethical and moral concerns. As the only Spiritan law school in the world, we serve God by serving students, imparting to them academic, analytical, and practical skills essential to applying legal principles to actual problem-solving for the good of individual clients, for the betterment of society, and in furtherance of justice.

SCHOOL OF LAW VISION STATEMENT

Duquesne University School of Law will be a leading Catholic law school that prepares students for the effective practice of law in a fashion reflecting the unique Spiritan tradition of service to God through service to others. We will develop students' analytical and creative problem-solving skills; we will produce critical thinkers while fostering compassion and a special commitment to achieving justice. We will make ethics, professionalism, and service to others among the highest priorities.

SCHOOL OF LAW PHILOSOPHY AND OBJECTIVES

1. The Law School community will display the utmost respect for students in all aspects of its work.
2. The Law School community will demonstrate the utmost respect for faculty, staff, alumni, and all other members of the Law School and University communities.
3. The Law School will distinguish itself, consistent with its Catholic identity, by preparing students for public service either as a full-time career or as an element of their professional contributions in their careers. As part of this commitment to public service, the Law School will continue to strengthen and advance the McGinley Public Service Law Fellowship Program, the Public Interest Law Fellowship Program, the Billock Loan Repayment Assistance Program, and other similar initiatives designed to provide a wide range of public service opportunities for our students.
4. The Law School will distinguish itself by preparing students thoroughly and conscientiously for the actual practice of law. It will therefore excel, among other things, with respect to:
 - a) Legal Research and Writing;
 - b) Law Clinic offerings and skills training;
 - c) Trial and appellate advocacy training;
 - d) Opportunities for student scholarly writing and publications;
 - e) Bar examination preparation, through rigorous substantive courses and intensive review relating to bar-examinable material.
5. The Law School will provide students with the tools for success and professional excellence by:
 - a) Making legal education accessible and affordable, including for those students who otherwise might not have the opportunity to pursue a high-quality professional education;
 - b) Making high-quality course offerings and skills training available to students through concentrations, rigorous core and elective offerings, exposure to international experiences, and other opportunities;
 - c) Ensuring that administrators, faculty members, and staff are engaged, accessible, and fully participatory in student events, Law School events, and in the daily life of the Law School;
 - d) Ensuring that faculty members and instructors consistently stay abreast of developments in the law and changes in legal education, the profession, teaching methodology, and technology;
 - e) Ensuring that the Law School's Career Services and placement opportunities are robust, continuously enhanced, and respond to the needs of our students and the changing legal marketplace.
6. The Law School will strive to provide faculty with a working environment conducive to teaching, research, scholarship, and service comparable to peer schools, through:
 - a) Effective self-governance by the faculty as a whole through a robust and transparent faculty committee structure and an orderly decision-making process;
 - b) A regular plan for updating and maintaining state-of-the-art classrooms and conference room equipment and technology;
 - c) Provision of high quality administrative, secretarial, and technical support;
 - d) Offering systematic training programs for the faculty and staff to adapt to new technology;
 - e) Supporting, within reasonable budgetary constraints, faculty attendance at academic and professional meetings and conferences and hosting academic symposia and conferences at the Law School;
 - f) Implementing a well-organized and systematic mentoring program for junior faculty members;
 - g) Conducting activities that foster collegial interaction among all members of the faculty, administration, staff, students, and other members of the Law School community.
7. The Center for Legal Information will continue to provide systematic informational resources and services to conduct research and assist in scholarly activities by:
 - a) Maintaining and developing a collection of authoritative legal information resources in the desired format in a cost effective manner;

- a) Developing training to improve research skills when using legal information resources;
 - b) Enhancing the personal interaction between law librarians, faculty, and students;
 - c) Integrating legal research competencies into the course concentrations;
 - d) Maintaining an outstanding professional and support staff to provide excellent services in an effective and efficient organizational framework;
 - e) Utilizing the most current technology in the Center's operations and services.
8. The Law School faculty will provide leadership through:
- a) Adapting to changes in legal education, the legal profession, legal research, pedagogy, and technology;
 - b) Providing high-quality teaching and mentoring to students in the classroom, as concentration advisors, as student organization advisors, and in other capacities;
 - c) Consistently evaluating its work through systematic outcomes assessment, including meaningful teaching evaluations, peer evaluations, self-evaluations, and a regular re-assessment of the academic program;
 - d) Publishing high-quality written scholarship on a consistent basis, making substantial contributions to law reform, and engaging with other scholars in the Law School, the University, and in the national community of scholars;
 - e) Becoming part of the national community of scholars by attending regional and national meetings in areas of academic specialty, speaking at conferences and colloquia, and co-authoring books, treatises, and texts useful to courts, lawyers, or students;
 - f) Engaging in meaningful service to the Law School and the University by committee work and other forms of involvement; to the bench and the bar by offering Continuing Legal Education programs; and to the community by volunteering for pro bono projects and representing indigent clients.
9. The Law School will maintain a leadership position in the legal community and the region, by maintaining a close working relationship with the bench, the bar, law firms, organized bar associations, the Law School Alumni Association, and the community at large. In furtherance of these efforts, the Law School will:
- a) Encourage participation by faculty and staff in the legal community, bar associations, the Law Alumni Association, and other relevant groups;
 - b) The Law School will endeavor to sponsor major programs, speakers, and events of importance to the legal community and the region.
10. The Law School will recognize and celebrate its unique Catholic, Spiritan tradition by actively involving the Spiritan priests and Spiritan community in its educational endeavors.
11. The Law School will strive to improve diversity with respect to recruitment and retention of students (including recruitment and retention of students in its LL.M. for Foreign Lawyers program), as well as in the recruitment and retention of faculty and staff.
12. The Law School will be a leader within the Duquesne University community, and will strive to work cooperatively, collegially, and creatively with other departments, schools, and administrators, for the good of the entire Duquesne University community, our students, and the future of the institution.

Implementing The Mission And Vision

The Law School will remain committed to the above Goals and Objectives through conscientious long-range planning, periodic faculty retreats, and a consistent dedication to its Mission and Vision Statements for the good of the institution, our students, the University, and society, thus carrying out our primary mission of serving God by serving students.

DUQUESNE UNIVERSITY MISSION

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

More about the Mission of Duquesne University is online at www.duq.edu/about/mission-and-identity.

REGISTRATION

First-year Students

The registration period for all first-year students, as indicated in the School of Law calendar, precedes the commencement of classes. All first-year students must attend Orientation to complete all required forms and review any changes to their schedule. Registration for all first-year students is processed by the Law School Registrar's Office. **First-year students may not change the course section to which they have been assigned.**

In addition, for a first-year student's registration to be complete, he/she must provide the Law School with a 2" x 2" passport-size photograph of himself/herself. The Law School Registrar's Office must also receive an official undergraduate transcript and, if applicable, graduate transcript, from each student. All transcripts must include the words, "Degree Awarded" and must be issued by the University Registrar, and mailed directly to the Law School. Hand-delivered transcripts are not acceptable. A student whose file is not complete will not be permitted to sit for examinations.

For registration to be complete, satisfactory financial arrangements must have been made for the payment of tuition and fees. 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 www.duq.edu/admissions-and-aid/student-accounts-billing.

Upper-division Students

Upper-division students register in March and October of each academic year using their MultiPass accounts to access Self Service Banner in DORI.

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.

All required courses, elective courses, and the current curriculum are available online at www.duq.edu/law/registrar. Select Class Schedule and Curriculum to view the list.

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. The required courses may be taken earlier than the mandatory sequence. However, they may NOT be taken later than the mandatory sequence.

Second-year Day

Students are required to take the following courses during the second year: Constitutional Law I and II , Evidence, either Corporations and Other Business Entities (required, 4 cr., 1 semester) or the two-course sequence Corporate and Partnership Law (fall) and Advanced Corporate Law and Business Entities (spring)

(required, 2 cr. each semester), and one of the following two courses: (1) Criminal Procedure: Fundamentals (2 cr.) or (2) Criminal Procedure: The Police Function (3 cr.). Students must register for the same professor and section for Constitutional Law I and II. The following elective courses may be taken in any upper-level year, but it is recommended that they be taken in the second year: Basic Federal Income Taxation, Estates and Trusts, and Family Law.

Third-year Day

Students are required to take the following courses during the third year: Professional Responsibility, Sales and Leased Goods. The following elective courses may be taken in any upper-level year, but it is recommended that they be taken in the third year: Federal Civil Procedure, Pennsylvania Civil Procedure, Pennsylvania State Constitutional Law or State Constitutional Law, Conflict of Laws, and Employment Discrimination.

Second-year Evening and Second-year Part-time Day

Students are required to take the following courses during the second year: Criminal Law, Criminal Procedure: Fundamentals (2 cr.) or Criminal Procedure: The Police Function (3 cr.), 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.

Third-year Evening and Third-year Part-time Day

Students are required to take the following courses during the third year: Evidence, either Corporations and Other Business Entities (4 cr., 1 semester) or the two-course sequence Corporate and Partnership Law (fall) and Advanced Corporate Law and Business Entities (spring) (2 cr. each semester). The following elective courses may be taken in any upper-level year, but it is recommended that they be taken in the third year: Basic Federal Income Taxation, Estates and Trusts, and Employment Discrimination.

Fourth-year Evening and Fourth-year Part-time Day

Students are required to take the following courses during the fourth year: Professional Responsibility, Sales and Leased Goods, and Core Competencies and Applied Core Competencies. The following elective courses may be taken in any upper-level year, but it is recommended that they be taken in the fourth year: Federal Civil Procedure, Pennsylvania Civil Procedure, Pennsylvania State Constitutional Law or State Constitutional Law, Conflict of Laws, Employment Discrimination, and Family Law. .

Credit Limitations for Upper-division Students

| Year of Study | Semester Credit Minimum | Semester Credit Maximum |
|---------------------------|--------------------------------|--------------------------------|
| Second-year day | 10 credits | 18 credits |
| Third-year day | 10 credits | 18 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 day | 8 credits | 13 credits |
| Third-year part-time day | 8 credits | 13 credits |
| Fourth-year part-time day | 8 credits | 13 credits |

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

Credit Limitation 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 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 this Bulletin. 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.

Credit Limitation 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, Independent Research, Joint Degree courses, and Clinical Programs, no student may utilize more than a total of eighteen (18) such credits to fulfill the graduation credit requirement. Effective with the entering class of 2015, no more than six (6) of the eighteen (18) credits may be earned from service on a law school publication.

Course Audit

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

Subject to the approval of the Academic Status Committee, a student may be permitted to audit any other course 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. 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.

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.

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.

All requests to the Academic Status Committee must be in writing, signed, (e-mail or fax requests are unacceptable) and delivered to the Office of the Associate Dean of Academic Affairs.

Course Drop/Add

Upper-division students may drop or add courses through the end of the first week of classes each semester based on the official start of classes, and after each class has met at least once. There is no drop/add period for Summer Sessions.

Although students may register for any section of upper-level required courses, a student may not drop a required course when taken in a pre-assigned year, or when taken the final time the course is offered during the student's matriculation. Students who have not officially dropped a course for which they have previously registered will receive a failing grade in that course. Students who are not officially enrolled in a course will not receive credit or a grade for that course.

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

Course Withdrawal

Students may not withdraw from an upper-division course after the normal drop/add period without the approval of the Academic Status Committee. If the Academic Status Committee permits a student to withdraw from a course, 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 by the Academic Status Committee 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 to the Academic Status

Committee must be in writing, signed, (e-mail or fax requests are unacceptable) and delivered to the Office of the Associate Dean of Academic Affairs.

Clinical Course Registration and Limitations

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

The following are important School of Law requirements that apply to clinical programs:

1. 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 Status Committee at the recommendation of the Director of Clinical Legal Education, but may participate in more than one Clinical Program throughout their legal education.
2. 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.
3. 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.
4. 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.
5. Students enrolled in in-house clinics and specialized externship programs must complete the required number of hours by the end of each semester (at least 112 or 140 depending on the clinic credits). Students enrolled in year-long in-house clinics or specialized externship programs may not start the spring semester with a deficit in hours completed.

SPECIAL PROGRAMS

Joint Degree Programs

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

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 Law School, and may not take any further outside graduate courses until they have completed their second year of study at the Law School.

Students may not matriculate into a Joint Degree Program without the advance approval of the Academic Status Committee. These requests for approval from the Academic Status Committee must be typed, signed, (e-mail or fax requests are unacceptable) and delivered to the Office of the Associate Dean of Academic Affairs.

Any student who has substantially completed the requirements for a degree in another school or department of the University with which the 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 School of Law are available online at www.duq.edu/academics/schools/law/academic-programs.

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

In order to transfer credits for the joint degree to the 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 School of Law. Joint degree students must also inform the Law School Registrar which courses are to be transferred to the Law School. The Law School does not accept any core courses for transfer credits. Joint degree credits are considered non-classroom credits.

Joint degree candidates in the day division must be registered for a minimum of 10 Law School credits per semester and those in the evening or part-time division must be registered for a minimum of 8 Law School credits to maintain residency.

LL.M. for Foreign Lawyers Degree Program

The Duquesne University School of Law offers a LL.M. for Foreign Lawyers degree to candidates who have already completed legal studies in a country outside of the United States. Enrollment is limited to allow individual attention to LL.M. students within the Duquesne community. Students may only begin the LL.M. in the fall semester each year. The details of the program are set forth below.

I. Admissions

A. Admissions are limited to the following candidates:

1. Candidates who have already fulfilled the educational requirements for admission to the practice of law in a foreign country, including a law degree from an institution recognized by the competent accrediting agency of the government of the foreign country, or
2. Candidates attending a foreign institution with a joint LL.B./LL.M. degree agreement with Duquesne University School of Law, who have completed three years of their LL.B. degree program at their home institution, and will complete their fourth year of study of law at the Duquesne University School of Law by earning an LL.M. for Foreign Lawyers degree as part of this joint degree.

B. English language ability must meet or exceed a TOEFL examination score of 90 or an IELTS examination score of 7, and candidates must successfully complete a telephone interview in order to establish the necessary fluency. For applicants with a TOEFL score of 85 to 89 or an IELTS score of 6.5, the Dean's office and the Assistant Dean of Enrollment Management (the Assistant Dean) shall have the discretion to admit students, in consultation with the ESL department, after reviewing their TOEFL or IELTS scores as a whole and in the four key sub-categories, and after conducting a telephone interview with the candidate. The telephone interview is waivable at the discretion of the Assistant Dean.

C. Applications are available online at: www.duq.edu/law/academics/llm and from the Law School Admissions Office. The application deadline is April 30 of the year in which a candidate wishes to enter the Program which can be extended at the discretion of the Assistant Dean.

II. General Curriculum

A. LL.M. candidates in the General Curriculum will have to receive passing grades in classes totaling twenty-four credits.

B. The LL.M. Degree will require the completion of a certain number of required courses (the "Core Courses").

C. In addition to the Core Courses, LL.M. candidates may take any Elective or JD-required course offered by the Law School, except for the required first-year Legal Research and Writing courses, Core Competencies, Advanced Legal Reasoning, and Elective courses for which they have not taken and passed a listed pre-requisite course. Furthermore, without the express written permission of the professor teaching the course, LL.M. candidates may not take any of the following courses: Advanced Legal Writing courses; courses linked to the Trial Advocacy and Appellate Advocacy Programs; and Clinical and Externship courses.

D. General Curriculum Grading

1. The examinations of LL.M. candidates will be specifically identified and graded outside of any grade distribution curve established by the Law School.
2. LL.M. candidates will be graded in all courses on a pass/fail/honors basis.
3. LL.M. candidates may be graded by use of the same exam as J.D. candidates, an alternative exam or a paper, at the professor's discretion. However, the following accommodations will be made for LL.M. candidates who are non-native English speakers:
 - o They will be allowed the use of a common-language (i.e., not legal) translating dictionary from their native language into English during any examination.
 - o They will be offered at least 50% more time than J.D. candidates if the professor elects to have the LL.M. candidate sit for the same exam as the J.D. students.
 - o At the professor's discretion, other accommodations may be offered (e.g., open book examinations).

III. Bar Track Curriculum

- A. LL.M. candidates in the Bar Track Curriculum must receive passing grades in classes totaling twenty-four credit hours within one calendar year of matriculation.
- B. The Bar Pass Curriculum is tailored to candidates who intend to sit for a bar examination in one of the United States. The LL.M. for foreign lawyers Bar Track Curriculum provides foreign-trained lawyers with the foundations for practicing law in the United States. Students in this program gain grounding in the basic principles of American law in a curriculum designed to meet the requirements for foreign-trained lawyers to sit for the bar examinations in New York or California.
- C. The LL.M. for foreign lawyers Bar Track Curriculum requires successful completion of a structured course of instruction in Core Courses in the American Legal System; Legal Research, Writing and Analysis; Contract Law; Property Law; Professional Responsibility (ethics) and Constitutional Law.
- D. In addition to the Core Courses, candidates may take up to two electives in any course offered by the Law School, except for the first-year Legal Research and Writing course (required of first-year J.D. candidates), Advanced Legal Reasoning, and any course for which they have not successfully passed a prerequisite course. In addition, without the express written permission of the professor teaching the course, LL.M. students may not take the following courses: Advanced Legal Writing courses; courses linked to the Trial Advocacy and Appellate Advocacy Programs; and Clinical and Externship courses.
- E. Bar Track Grading:
 1. The examinations of LL.M. candidates on the Bar Track will be the same exam as, and will be subject to the same standards as, those of J.D. candidates.
 2. LL.M. candidates will be graded on the same grading scale as J.D. candidates in every course. The grading scale in the Core Courses is: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, F.
 3. Unlike the accommodations made for LL.M. for foreign lawyers candidates in the General Curriculum, no accommodations will be made for LL.M. for foreign lawyers candidates on the Bar Track on account of their proficiency in the English language. Please note that Duquesne University School of Law strictly adheres to a policy of non-discrimination and will make reasonable accommodations for students as required by law. For more information, please refer to Duquesne's policies on non-discrimination and accommodations.

CONCENTRATIONS

The School of Law's concentration program organizes the curriculum by grouping courses in areas of law practice to enable students to tailor their course selections to further their career objectives. Concentrations are not required of any student; they are wholly optional. The Juris Doctor degree does not depend upon the student fulfilling the requirements for a concentration, nor will the concentration be noted on the student's transcript or diploma. The Law School issues a concentration verification letter to each student who fulfills the requirements for one or more concentrations.

There are thirteen concentrations from which students may choose:

- Business Law
- Civil Litigation
- Criminal Law
- Energy and Environmental Law
- Family Law
- Government and Public Interest Law
- Health Law and Science
- Intellectual Property
- International and Comparative Law
- Labor and Employment Law
- Real Property
- Religion and Moral Life
- Tax and Estate Planning

Common to all concentrations are the following core requirements:

1. A “Major Concentration” requires a student to complete 14 credits and a “Minor Concentration” requires 9 credits from courses listed within a concentration.
2. A student must prepare a professional-quality written project or the equivalent within the field of the concentration, unless a similar written work-product substitute is noted within a concentration description. The project must attain a grade of “B” or better. This requirement can be satisfied by any of the following:
 - a. the project written to satisfy the student’s upper-level writing requirement in effect at the time the project was written, including articles written for a journal;
 - b. a professional-quality project of the same length and quality written for a course offered within the concentration;
 - c. an Independent Research project of the same length and quality;
 - d. or a project written for one of the Advanced Legal Writing classes that is of the same length and quality.

The topic of any project written for a concentration must be approved by a concentrator advisor. The Civil Litigation Concentration permits preparation of a portfolio of litigation-centric documents in lieu of a paper; such a substitute would not relieve a student of otherwise fulfilling the Upper-level Writing Requirement in some other manner.

3. A student may count only 3 credits each from a clinic, Trial Advocacy, or a summer study abroad program towards any concentration, even if the course is credited for more than 3 credits.
4. Even though grades in a summer study abroad program are not factored into a student’s overall GPA, a student must receive a minimum grade of “B” to have those credits count towards the concentration credit hour requirement. Papers prepared for such courses may not be used to satisfy a concentration requirement.
5. A student must achieve a cumulative GPA of at least a 3.00 in the courses used to satisfy the concentration; no course may count towards a concentration in which the student’s grade is below a “C.”
6. There is no bar to a student fulfilling more than one concentration; however, a concentration course may be used to satisfy only one concentration.
7. Each concentration has at least one member of the permanent full-time faculty appointed to serve as a Faculty Advisor. Faculty Advisors may permit a student to substitute one comparable 2-credit or 3-credit course for one listed in a concentration but unavailable during the student’s final year in residence, with the approval of the Associate Dean of Academic Affairs.
8. Students are permitted to apply up to 6 credits of course work in other graduate programs at the University towards the Juris Doctor degree and a concentration, subject to the advance approval of the concentration’s Faculty Advisor. Grades in non-law graduate courses will not count towards the student’s law school GPA, but a minimum grade of “B” is required for the credits in any such course to count the credits toward a concentration. Credits from these courses count towards the 18-credit cap for “non-classroom” credits, and will not count toward the minimum number of semester residency credits (12 credits for full-time students; 8 credits for evening and part-time day students).

TUITION AND REFUND POLICIES

Payment

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.

Duquesne University 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.

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 Law School. 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.

Refunds/Withdrawals

Tuition refunds are based upon the date of a student's withdrawal from school. The date of withdrawal is the date on which the Academic Status Committee 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 Law School 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 Law School Academic Scholarship, who withdraws from the Law School, is not entitled to any part of his/her award. A student who withdraws from the Law School 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 | 100% |
| During the first 2 weeks of classes | 80% |
| Third week of classes | 40% |
| Fourth week of classes | 20% |
| After the end of the fourth week of classes | -0- |

Summer Session

All Summer Session credits, including credits for clinical courses and externships, are subject to tuition on a per credit basis. Registration for Summer Session offerings occurs after the spring registration. A student withdrawing during the first week of a Summer Session course shall be entitled to a refund of 65% of tuition (excluding all other fees and costs) per course. Thereafter, no tuition refunds will be given.

ACADEMIC POLICIES

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

Law School Calendar

The Law School has a separate calendar from that of the University. A copy of the Law School calendar appears on the Law School's website and in this Bulletin.

The Summer Session calendar may be obtained from the Law School Registrar's website. The Law School reserves the right to change or alter its calendar or courses at any time.

The fall (August-December) and spring (January-May) academic semesters each consist of 14 weeks of study. All entering students begin in the fall semester. Summer classes typically run from early-June through mid-July.

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.

Other Announcements

Advance assignments, class cancellations, classroom changes, student organization information, career services information, and all other Law School notices appear on the informational monitors located throughout the Law School, posted on the bulletin boards located adjacent to the Student Lounge, and/or on the online bulletin board at www.duq.edu/law.

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

All students should regularly check the informational television monitors, bulletin boards, student mail folders, and their .duq e-mail accounts for advance reading assignments, class cancellations, Law School notices, Career Services notices, student organization information, and general information.

Announcements concerning School of Law closings due to inclement weather or other special circumstances are available at 412.396.1700 and online at www.duq.edu.

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 Law School 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 www.duq.edu/law/registrar. Students who are interested in pursuing any of the School of Law's practice concentrations should consult with concentration faculty advisors regarding course selection.

Class Attendance

Regular and punctual attendance at all classes is mandatory, and the following policy shall apply to all courses in the Law School. 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 below. 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.

Students who are notified that they will fail an elective course due to excessive absences may petition the Academic Status Committee 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.

For the purposes of illustration only, a student may miss no more than three classes in courses that are scheduled to meet 14 times per semester, no more than six classes in courses that are scheduled to meet 28 times per semester, and no more than eight classes in courses that are scheduled to meet 42 times per semester.

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

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 School of Law strongly suggests that first-year day division students not engage in any outside employment during their first year at the Law School, and strongly suggests that upper-level full-time, day division students not engage in more than 20 hours per week of outside employment.

Special Needs and Religious Observance Accommodations

Any student with special needs who desires accommodations for examinations or other class-related needs must contact the Duquesne University Office of Special Student Services at 412.396.6657 to begin the process of documenting the condition that warrants accommodations. Students are encouraged to begin this process as soon as possible. Once a condition is formally documented, the Office of Special Student Services will determine the accommodations that are appropriate for the student, and will notify the Law School's Assistant Dean of Students. Students must complete this process in order to be afforded accommodations at the Law School. Duquesne University's policy with regard to accommodations for disabled students is available online at: www.duq.edu/special-students.

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 Law School Registrar's office to request a revised exam schedule, if needed. **Students should not contact their professors about any exam scheduling issues.**

Examinations

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 Law School 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.

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.

Exam Conflicts

Students are expected to take exams on the date and time scheduled. Examination schedules will not be altered except for compelling reasons such as serious illness, serious family emergencies, or other similar conflicts enumerated below.

The following qualify as exam conflicts:

- Two or more exams scheduled on the same day.
- An exam scheduled in the evening followed by an exam scheduled the next morning.
- A significant religious obligation.
- A death in the student's immediate family or other serious family/personal obligation.
- The student's severe illness or injury.
- Labor and/or delivery of the student's baby.

All students shall review the exam schedule upon its release, to determine the existence of any exam conflicts. Any student recognizing a conflict shall notify the Registrar immediately, fill out the Request to Reschedule Examination Form, and return it to the Registrar's Office within fourteen (14) days of the release of the exam schedule ("conflict deadline"). For certain conflicts, written documentation may be required.

In the case of emergencies arising after the conflict deadline, including emergencies arising on the day of the exam, the student shall notify the Associate Dean of Student Affairs and/or the Registrar as soon as possible,

and shall provide written proof of emergency within two days of initial notification. Only the following conflicts shall be treated as emergencies: serious illness or injury, labor and/or delivery of the student's baby, or a death in the student's immediate family.

Make-up exam requests will not be granted based on employment-related conflicts or personal commitments. Because exams may be rescheduled (for a variety of reasons) at any time during the exam period, students shall refrain from scheduling personal obligations, travel, vacations, or other commitments at any time during the exam period. Make-up examinations must be taken when scheduled by the Law School Registrar.

The determination to cancel an exam due to inclement weather is made by the Dean and Provost. If an exam is cancelled due to inclement weather, students are required to take the exam on the make-up date determined by the Law School Registrar.

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

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), 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 books, notes, outlines, or any other materials.
4. Examinees are not permitted to smoke, eat or drink any beverages in the examination room. Smoking is prohibited in the School of Law and examinees are not permitted to leave the School of Law in order to smoke.
5. Examinees are not permitted to make or receive telephone calls during an examination. Smartphones, smartwatches, and all other electronic devices are not permitted on your person during examinations. All devices and smartwatches must be turned off and placed in your backpack in the front of the exam room or in your locker. Watches must be set to emit no sounds. Finding a prohibited electronic 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 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 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 in DORI for that examination. Students with concerns regarding the examination should contact the Law School 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 SofTest software; (b) the newest version of SofTest software installed on their laptops; and (c) completed the SofTest 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. 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 e-mail account and IT Department - Laptop Exams web pages (<http://law.duq.edu/about/information-technology/help-and-how-tos/get-ready-for-laptop-exams>). Students will strictly adhere to Proctor instructions during exam periods. Students are responsible for fully reading and understanding their @duq.edu e-mail 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 bookbags 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 SofTest Software. Examinees may not use notes on the laptop or the Internet during examinations, and are not permitted to access the Internet or other third-party sources (such as commercial outlines, hornbooks, etc.) during the course of the exam.

The 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 |

The A+ grade denotes a level of performance that is truly exceptional.

Treatment of Failing (“F”) Grades

1. Subject to the provisions in this Bulletin 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 LRW 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 LRW 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 Academic Status Committee to take a substitute elective course, or Independent Research on the same topic.
- 2. If a student earns a passing grade after retaking a course under any of the provisions set forth in this section, a 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)” for excluded next to the “F.”
- 3. A student who twice fails the same course shall be dismissed from the Law School.

Grade Distribution Policy

The Law School’s grade distribution policy is as follows:

First-year day and evening division courses, excluding Legal Research and Writing course sections, and all second-year evening and part-time day division courses in Property and Criminal Law:

- Tier 1 (A+, A, A-): Between 14% and 22% of all grades, with a target of 18%
- Tier 2 (B+, B, B-): Between 36% and 54% of all grades, with a target of 45%
- Tier 3 (C+, C, C-): Between 24% and 36% of all grades, with a target of 30%
- Tier 4 (D+, D, F): Between 0% and 10% of all grades, with a target of 7%

Legal Research and Writing sections of fewer students will comply with this distribution to the greatest extent feasible, with compliance monitored and reported on a program-wide level.

Suggested guidelines for grades with First-Year Tiers are as follows:

| Grade | Minimum % | Target % | Maximum % |
|-------|-----------|----------|-----------|
| A+ | 0 | N/A | 4 |
| A | 5 | 6 | 7 |
| A- | 7 | 9 | 11 |
| B+ | 11 | 14 | 17 |
| B | 14 | 17 | 20 |
| B- | 11 | 14 | 17 |
| C+ | 10 | 12 | 14 |
| C | 8 | 10 | 12 |
| C- | 6 | 8 | 10 |
| D+ | 0 | 4 | 5 |
| D | 0 | 2 | 3 |
| F | 0 | N/A | 2 |

All upper-level required courses and classes with enrollment of 30 or more students, whether evaluated by an exam, paper, or project:*

- Tier 1 (A+, A, A-): Between 14% and 23% of all grades, with a target of 19%
- Tier 2 (B+, B, B-): Between 36% and 58% of all grades, with a target of 47%
- Tier 3 (C+, C, C-): Between 24% and 38% of all grades, with a target of 32%
- Tier 4 (D+, D, F): Between 0% and 2% of all grades, with a target of 2%

*Classes and seminars with enrollment of less than 30 students are not bound by this distribution.

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.

Academic Dismissal

First-year Students:

1. To maintain good academic standing and proceed to the second year of study, a student must achieve a grade point average of at least 2.00 at the conclusion of his/her first year.
2. A first-year student whose cumulative grade point average at the end of his/her first year is at least 1.67, but is less than 2.00, shall be permitted to return for the second year on a probationary status.
3. "Probationary status" means that the student will be required to undergo a program of academic support as determined by the Assistant Dean of Students and must achieve an overall cumulative GPA of 2.00 or higher at the end of his/her second year. Failure to complete the terms of a probationary status shall result in dismissal. Transfer students are not eligible for probationary status and must maintain a grade point average of at least 2.00 at all times. No student, while on probationary status due to a failure to receive a grade point average of 2.00 after his/her first year of study, may enroll in any clinical program or externship.
4. A first-year student who fails to achieve a cumulative grade point average of at least 1.67 shall be dismissed from school.
5. Students who are ranked in the bottom quarter of their first-year class will be required to take a 2-credit Advanced Legal Reasoning course in the fall semester of their second year of study, regardless of whether they are on probationary status. In addition, students who ranked in the bottom third of their first year class will be required to take Core Competencies and Applied Core Competencies. Additional at-risk students will also be registered for these courses, at the discretion of the Director of Bar Services. All evening students will be required to take Core Competencies and Applied Core Competencies and will have an exclusive evening-division section. There will be an opportunity for evening students not at risk to opt out of the course. The course is graded A-F but is not subject to the Grade Distribution Policy.

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 academic year.

Principles Applicable to All Students

1. Students subject to dismissal on any of the grounds set forth above may petition for readmission in accordance with the procedures and standards otherwise set forth in the Readmission section of this publication.
2. All references to “2.00” and “1.67” shall mean “2.000” and “1.670.”
3. 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.
4. With the exception of internal/external transfer students, first-year day, and part-time day division students, all students are ranked at the end of each semester. First-year day students are ranked at the completion of the first year of study and at the end of each semester thereafter. Part-time day division students are not ranked until their final year of study (fall and spring).
5. All students are evaluated for compliance with GPA standards at the end of each academic year.
6. **Grades earned during any Summer Session are part of a student's academic record for the succeeding academic year.**

Any student who has registered and is enrolled in a Summer Session course, other than one of the Law School's International Summer Study Abroad programs, who is academically dismissed from the Law School 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.

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 at 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.

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 www.duq.edu/multipass. Students are responsible for changing and maintaining current local address, telephone, and other contact information in DORI. Accordingly, students should review their contact information each year for accuracy. If you need to make changes to your permanent address, please visit www.duq.edu/law/registrar, print the change of address form, and return it to the Law School 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.

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 Law School or online at www.duq.edu/law/registrar. Graded examinations may only be reviewed in the Main Office of the Law School 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.

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 of his/her decision regarding the grade challenge no later than twenty (20) days after the discussion with the student.

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 presented to the full faculty for consideration and final action.

A student may appeal a professor's refusal to change a grade by petitioning the Academic Status Committee no later than sixty (60) days after the start of the semester following the one in which the grade was assigned. 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.

Readmission

A senior student who has been academically dismissed and who seeks readmission must timely petition the Faculty for readmission.

The action of the Faculty in any such case is final. Any student other than a senior student who has been academically dismissed may petition the Academic Status Committee for readmission. The decision of the Academic Status Committee concerning such petitions is final. All petitions must be typed (e-mail or fax requests are unacceptable) and filed with the Office of the Associate Dean of Academic Affairs. A student who has been academically dismissed after having been once readmitted is no longer eligible to petition for readmission.

READMISSION STANDARDS FOR ANY STUDENT OTHER THAN A SENIOR STUDENT WHO HAS BEEN ACADEMICALLY DISMISSED

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; 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 militate 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.

READMISSION PROCEDURES FOR ANY STUDENT OTHER THAN A SENIOR STUDENT WHO HAS BEEN ACADEMICALLY DISMISSED

A. 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, Duquesne University School of Law, Main Office, Hanley Hall, 900 Locust Street, Pittsburgh, PA 15282. 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 ANY STUDENT OTHER THAN A SENIOR STUDENT WHO HAS BEEN ACADEMICALLY DISMISSED.

B. 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.
6. The basis for any decision made by the Academic Status Committee is considered by the Committee to be privileged.
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 (e-mail or fax is not acceptable).

Such correspondence should be addressed to the Academic Status Committee and mailed or delivered to the Law School's Main Office located on the second floor of Hanley Hall, 900 Locust Street, Pittsburgh, PA 15282. 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.

Inter-division Transfers

Any student who wishes to transfer from one division to another must submit a typed, signed petition (e-mail or fax requests are unacceptable) to the Academic Status Committee. 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 completion of his/her last semester of study. Any student who is eligible for a scholarship based upon class rank who transfers into another division forfeits his/her scholarship eligibility.

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 (e-mail or fax requests are unacceptable) to the Academic Status Committee for a Leave of Absence. 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.

Withdrawal from School

A student who wishes to withdraw from school must submit a typed notification (e-mail or fax requests are unacceptable) to the Office of the Associate Dean of Academic Affairs. 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 Law School 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.

DEGREE AND GRADUATION POLICIES

All Juris Doctor candidates are subject to the same degree requirements, academic requirements and academic regulations. A candidate for the degree of Juris Doctor must have satisfied all academic requirements for graduation, must be of good moral character, must have satisfied all indebtedness to the University, must have made formal application for his/her degree to the Registrar prior to the date listed in the School of Law calendar (applications are available online at www.duq.edu/law/registrar), must be recommended to receive the degree of Juris Doctor by the Faculty, and must be present at Commencement. The terms and conditions for the Juris Doctor program may be modified by the School of Law at any time.

Upper-level Writing Requirement

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 must be satisfied for full-time day division students during the final four (4) semesters prior to graduation including summer sessions and for evening and part-time day division students during the final six (6) semesters prior to graduation including the summer sessions.

1. Each student at the Law School 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 Law School faculty member or by another faculty member who has been approved in advance for this purpose by the Associate Dean of Academic Affairs [hereinafter, supervising faculty member].
3. To be eligible for review and approval, a project must total at least 7500 words (including citations and any endnotes or footnotes) and must be in a format prescribed by the faculty member supervising the project.
 - a. 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.
 - i. 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.
 - ii. 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.
 - iii. 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.
 - iv. A project must include substantial original content by the student; it may not be comprised solely of descriptive content.
 - v. A project may not be the result of collaborative work with another student or law-trained person other than the professor.
 - vi. A project must be completed within a semester.
 - b. If done in conjunction with a Law School 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.
 - i. 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.
 - ii. 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.
 - iii. A journal project must include substantial original work by the student; it may not be comprised solely of descriptive content.

- iv. 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.
 - v. A journal project may be completed after one- or two- semesters, in compliance with the journal's requirements for the timing of student work.
4. 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.
5. A project done for a course or other credit-granting co-curricular activity may not also be used to satisfy the "Skills Requirement" for the Juris Doctor degree.
6. 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.
7. An electronic copy of each Project must be filed with the Registrar by the supervising faculty member no later than the end of the exam 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.

Paper in Lieu of Exam

When a paper is completed in lieu of an exam for an upper-level course, students must use their exam numbers, rather than their names on the papers and students must write the papers individually and may not collaborate.

Independent Research

Any student in good standing beyond the first year may engage in an independent research project. The student must prepare a substantial paper which will be graded by the Faculty member 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 independent research credits a semester; 3) A student must have a different faculty advisor for each Independent Research; however, a student may register for two Independent 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; and 4) a student may register for Independent Research during the summer, provided it is for 1 credit. Work product must be a minimum of 7500 words if the course is taken to satisfy the upper-level writing requirement; otherwise, the work product must be a minimum of 2500 words per credit. An Independent Research Project may not be used to satisfy a Summer Session residency requirement. In addition, an Independent Research Project performed during the Summer Session is subject to the regular tuition rates.

Professional Skills Course

All students must successfully complete one course having a substantial professional skills component in addition to first-year Legal Research and Writing and the Upper-Level Writing requirement. The Registrar will maintain a list of courses that satisfy this requirement. You may also view the list online

at www.duq.edu/law/registrar. Students may not use the same course to satisfy both the upper level writing requirement and the professional skills requirement.

Credit and Residency Requirements

Juris Doctor candidates must satisfactorily complete a minimum of 87 credit hours of study to earn the Juris Doctor degree. Students who transferred to the School of Law must earn at least fifty-nine (59) credits at the School of Law. In order to meet the Law School's residency requirement, a student in the full-time day division is required to complete his/her course work within three academic years from the date of matriculation and must have been in residence on a full-time basis for three (3) academic years. To be in residence a day student must take no less than ten (10) Law School credits per semester and no more than eighteen (18) credits per semester. A student in the evening division or the part-time day division is required to complete his or her course work within four academic years from the date of matriculation and must have been in residence on a part-time basis. To be in residence an evening or part-time day student must take no less than eight (8) Law School credits per semester and no more than thirteen (13) Law School credits per semester for four (4) academic years.

By petition to the Academic Status Committee, a student may extend his or her course of study as authorized by ABA Standards. Such extensions shall only be granted by the Committee after the successful completion of the first year of study.

Transfer students must have been in residence for a minimum of two (2) academic years on a full-time basis or the equivalent on a part-time basis. Summer session credits earned in the amount of six (6) credits shall be considered one-fourth (1/4) of an academic year of residency. Fewer than six (6) summer session credits shall not be considered for purposes of earning time in residence. Auditing a course during any semester will not reduce a student's residency credit requirement.

Regardless of the Division in which a student is enrolled, a candidate for the degree of Juris Doctor must complete his or her final year of study in residence at the School of Law. Subject to the approval of the Faculty, a student may be permitted to complete his/her final year at another accredited law school upon a showing of compelling circumstances. Residency may not be satisfied solely by the number of credits completed. Further, a student who completes his/her final year at another accredited law school will not be ranked with the graduating class.

Grade Point Average

A candidate for the degree of Juris Doctor must have a cumulative grade point average of no less than 2.00 (rounded to the nearest hundredth), and have a grade point average of no less than 2.00 (rounded to the nearest hundredth) for course work completed in each upper-level year of study. 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.

Course Credit Transfer Policy

With the approval of the Academic Status Committee, credits earned at another law school will be accepted by the 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.

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

1. The credits must be earned at an ABA-accredited law school,
2. The grade earned in any course for which transfer credits are sought must be, at a minimum, the equivalent of the School of Law's grade of "C,"

3. Upper-level course credits must be for courses that are not included in the School of Law's curriculum, and,
4. 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 six (6) summer session elective credits either at the School of Law or at other ABA-accredited law schools.

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.

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 School of Law, under the criteria set forth above, will appear on a student's transcript, but the grade will not be included in the computation of a student's grade point average.

STUDENT COMPLAINTS

As an ABA-accredited law school, Duquesne University School of Law is subject to the ABA Standards for Approval of Law Schools. The ABA Standards may be found at http://www.americanbar.org/groups/legal_education/resources/standards.html. Pursuant to ABA Standard 512, any student at the Law School who wishes to bring a formal complaint to the administration of the Law School "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 Assistant Dean of Students (the complaint may be made by e-mail, 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 Law School's program of legal education and its compliance with a specific, identified ABA Standard(s); and
3. Provide the name, official Law School e-mail 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:

1. 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 e-mail, U.S. mail, or by personal delivery, at the option of the administrator.
2. 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 Law School 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 Law School to address the complaint within two weeks after completion of the investigation.
3. Appeals regarding decisions on complaints may be taken to the Dean of the Law School. Any decision made on appeal by the Dean shall be final.

4. 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.

BAR EXAMINATION INFORMATION

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/>.

The State Board of Law Examiners requests that only graduating seniors contact them regarding registration with the Board.

Mailing Address via US Postal Service

(Certified/First Class/Priority/Express Mail)

Pennsylvania Board of Law Examiners
601 Commonwealth Ave., Suite 3600
P.O Box 62535
Harrisburg, PA 17106-2535

Physical Address

(Overnight Deliveries via DHL, FedEx, UPS, etc.)

Pennsylvania Board of Law Examiners
Pennsylvania Judicial Center
601 Commonwealth Ave., Suite 3600
Harrisburg, PA 17120-0901
Phone: 717.231.3350
Fax: 717.231.3351

Other Jurisdictions' Bar Examinations

Graduates of Duquesne University School of Law are eligible to take Bar examinations in all jurisdictions of the United States. Students are advised to 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.

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 www.ncbex.org/multistate-tests/mpre/ for registration information.

FINANCIAL AID

Financial aid can take many forms. At Duquesne University, graduate student financial aid can be scholarships, assistantships, and student loans.

To apply for graduate loans, each academic year, the following two items must be submitted:

- Completed FAFSA – complete online (DU school code 003258),
- Completed Application for Financial Aid form - download and print on the Financial Aid Office website.

Dates and Deadlines: To receive maximum consideration for aid, students must complete a FAFSA prior to the priority date of May 31st each year.

Eligibility for Graduate Financial Aid: For all scholarships and assistantships, you need to speak with the graduate program staff at your prospective school of enrollment. These awards are determined by the individual graduate schools not by the Financial Aid office. Eligibility for student loans and Federal Work Study are determined by the Financial Aid Office at Duquesne University. At the end of the spring semester, law students may also apply for endowed funds. This application form is provided to all students in the spring semester. The law school works in conjunction with the Financial Aid Office to determine eligibility and need in awarding these funds.

Effective for loans made for periods of enrollment (loan periods) beginning on or after July 1, 2012, graduate and professional students are no longer eligible to receive Direct Subsidized Loans. Direct Unsubsidized Loans are still available for graduate and professional students.

To be eligible to apply for federal loan funds, you must meet the following criteria:

- Only citizens and permanent residents of the United States
- Good academic standing
- Enrolled at least half-time (4.5 credit/semester) in degree-seeking program during the entire period of time covered by a loan.

For more information and relevant links, go to <http://www.duq.edu/admissions-and-aid/financial-aid/applying/graduate>.

Loans

- **Parent and Graduate PLUS loans 2014-2015:** Apply on or after July 1, 2014, at: www.studentloans.gov
- **Federal Loans:** Loans are funds borrowed by the student or parent. In most cases, the principal and interest charges must be repaid by a specific deadline.
 - Direct Unsubsidized Loans
With an unsubsidized loan, you will be charged interest from the time the loan is disbursed until it is paid in full. You may choose to pay the interest while you are in school to reduce your final repayment amount.
 - Graduate PLUS Loans
A Federal loan available to graduate students. A separate application is required and must be applied for through Federal Direct Loans. Maximum is calculated cost of education minus all financial aid. You must be enrolled at least half-time, credit-approved for eligibility (may use cosigner), and complete the Free Application for Federal Student Aid (FAFSA). Additionally, you are required to first apply for your annual loan maximum eligibility in Stafford loans.
- **Alternative Educational loans:** Duquesne University strongly urges students to apply for Federal Direct Unsubsidized loans and Graduate Plus loans before resorting to alternative loans. However, alternative loans may be an effective method of financing unmet costs of education for some students. The University recommends that students apply with co-signers to secure the best possible interest rates.
For further information, please refer to the Financial Aid website regarding loan funding or contact the Financial Aid Office:

Duquesne University Office of Financial Aid

Ground Floor

Administration Building

Pittsburgh, PA 15282

Phone: 412.396.6607

e-mail: faoffice@duq.edu

www.duq.edu/financialaid

Office hours: Monday - Friday (except holidays), 8:30 a.m. to 4:30 p.m.

Bar Exam Financial Aid

Students requiring financial assistance during the period of study for bar exams should contact the Financial Aid Office for information about bar study loans. In addition, the Law School offers a limited number of bar review course scholarships to students with demonstrated financial need. Application forms are made available early in the spring semester of the law student's final year. Funds are paid directly to the bar review course providers.

Miscellaneous Awards

Many bar associations and law-related organizations provide scholarships, grants, and low-interest loans to assist students. In addition, a number of entities host writing competitions with cash prizes. To the extent that the Law School receives notice of these sources of funds, the information is published through the Law School Career Services Office as they become available. Always check the bar association in the state/county of your permanent residence for possible funding.

Endowment Scholarships

The Law School has a limited amount of endowment scholarship funds to be awarded to upper-division law students in good standing who have unmet need, as determined by the Financial Aid Office, and who meet certain criteria delineated by the donors.

To be considered for these funds, students must complete and return an application form to the Dean of Students at the end of the spring semester. Please note that students must complete a FAFSA form (www.fafsa-application.com) to be considered for these funds. Further endowment scholarships are not automatically renewed, and students must reapply for them each year.

SCHOOL OF LAW DISCIPLINARY CODE

All students at Duquesne University are subject to the University's Code of Student Rights, Responsibilities, and Conduct and the Student Conduct Policies and Procedures, both of which can be accessed online at www.duq.edu/life-at-duquesne/student-services/student-conduct.

I. Jurisdiction

The Duquesne University School of Law Disciplinary Code (Code) shall apply to every person who has registered for credit or is otherwise in attendance at the Duquesne University School of Law (School) and shall further apply to such persons up to and including the receipt of the Juris Doctor degree. Such persons shall be referred to as "students" and such term shall be construed to mean any person subject to the jurisdiction of this Code.

II. Offenses

A. Academic Offenses

1. Offenses Involving Dishonesty

(a) Examinations

- (1) A student shall not cheat, which shall include giving, seeking or receiving unauthorized aid in any form before, during or after an examination.

(2) A student shall not use any unauthorized materials.

(3) A student shall not violate the examination regulations.

(b) Work Product

A student shall not commit Intentional Plagiarism nor in any way whatsoever submit or represent another's work as the student's own work in connection with any curricular or extracurricular activity or function sponsored, funded or supported by the School.

(c) Misrepresentation

A student shall not furnish false information or fail to disclose information to any employee of the School, or in connection with any law school application, or in connection with any curricular or extracurricular activity or function sponsored, funded or supported by the School.

(d) Attendance

A student shall not furnish false information with regard to any attendance sheet, certification of attendance, or other method of monitoring attendance at the School.

2. Other Academic Offenses

(a) A student shall not commit Unintentional Plagiarism.

(b) A student shall not talk, or communicate in any way, with any person during any examination other than a proctor or professor administering the examination.

(c) A student shall not fail to comply with any rule of comportment established for a class by the professor in that class.

3. Definitions

(a) Plagiarism: Plagiarism shall mean the appropriation, in whole or in part, without full and clear attribution, of the writings of another, or the ideas or language of another.

(b) Intentional Plagiarism: Intentional Plagiarism shall mean plagiarism with the intent of passing such appropriated matter off as the product of the student. The verbatim, or near verbatim, copying of the words or language of another without appropriate attribution, including failure to indicate that the student is quoting from the cited source, shall be conclusive evidence of Intentional Plagiarism.

(c) Unintentional Plagiarism: Unintentional plagiarism shall mean all acts of plagiarism other than those that constitute Intentional Plagiarism. Unintentional Plagiarism shall include, but not be limited to, consistent failure to cite to the appropriate authority; where pervasive, however, such consistent failure to cite to the appropriate authority shall constitute Intentional Plagiarism.

(d) Examination: Examination(s) shall include, but not be limited to, substitutes for in-school examinations, e.g., outside graded or for-credit work, such as drafting problems and exercises, papers, take-home examinations, quizzes and tests, as well as traditional, in school examinations, quizzes and tests for credit work.

B. Offenses Involving Property

1. Offenses against School Property

(a) A student shall not tear, mutilate, mark or otherwise damage or destroy School property.

(b) A student shall not conceal library materials or other School property.

(c) A student shall not remove books or library materials from the library without proper authorization, nor shall a student remove any other School property from the premises or possession of the School without authorization.

2. Offenses against Property of Other Students

A student shall not damage or take without permission, the notes, books, papers, or other property of another student.

C. Other Offenses

1. A student shall not engage in any conduct or act that constitutes a violation of the Pennsylvania Rules of Professional Conduct, or that constitutes a crime, or that would subject a person to criminal sanctions or penalties under the laws, either common or statutory, of the Commonwealth of Pennsylvania or the United States of America.
2. A student shall not fail or refuse to obey or to respond to any rule, regulation, directive or command given by any member of the Faculty or the Administration, or the Director of the School's Law Library, in the exercise of his or her responsibility or duties to the School.
3. A student shall not upon proper request of the Dean, the Disciplinary Officer, or the Disciplinary Committee refuse to cooperate or testify in any investigation or proceeding involving a violation of this Code.
4. A student shall not aid, abet, cause or otherwise facilitate another's violation of any provision of this Code.
5. A student shall not violate any of the rules of the Law School Library including, but not limited to, rules prohibiting eating and smoking.
6. A student shall not abuse any means of electronic research or electronic data retrieval or storage in use at the School, including, but not limited to, unauthorized entry into a file, either to read or to change the data; unauthorized transfer or copying of a file or of file data; unauthorized use of another person's identification number or password; use of such facilities to interfere with the work of another student; use of such facilities to send or receive obscene or pornographic material(s); use of such facilities to send harassing or abusing material(s); or use of such facilities to interfere with the normal operation of the School's computer system.

D. Continuing Obligation to Disclose Information

Because of the high ethical standards to which lawyers are held, all students attending the School of Law have a continuing obligation to disclose immediately any and all circumstances and events occurring after the date of submission of their Law School application until the date of their graduation which may bear on their character and fitness to practice law. This includes, but is not limited to, matters related to the questions listed below that are asked on the Law School's application for admission.

1. Have you ever been expelled, dismissed, suspended or disciplined by any college or university, including any law school?
2. Have you ever been arrested, charged, cited, accused or prosecuted for any crime by a law enforcement agency, other than a minor traffic violation (i.e., parking or speeding citations)? You must answer "Yes" even if the offence was dismissed, vacated or expunged from your record, or was a juvenile offense, even if the records are sealed. Failure to fully disclose is often more serious than the acts that gave rise to the offense itself.

These disclosures should be made in writing to the Assistant Dean of Students. Failure to comply with this obligation is an offense under this code.

III. Procedure

A. Commencement of Proceedings

Proceedings shall be commenced by the filing of a complaint with the Dean, which shall occur upon delivery of the complaint to the office of the Dean.

B. Complaints

1. Any person may initiate a complaint by filing a signed written statement with the Disciplinary Officer of the School, who shall have been designated by the Dean of the School. The Disciplinary Officer shall investigate the statement and determine whether probable cause exists for the filing of a complaint and whether a complaint should be filed in the name of the School.

2. Within thirty (30) days after any person files a statement with the Disciplinary Officer, the Disciplinary Officer shall either dismiss the statement or file a complaint. The Dean may grant one thirty (30) day extension of time within which the Disciplinary Officer must act. Failure to file a timely complaint will constitute dismissal of the statement. If the Disciplinary Officer finds that there is probable cause to file a complaint and that a complaint should be filed in the name of the School, the Disciplinary Officer shall file the complaint.
3. A complaint may be filed by the Dean, the Director of the School's Law Library, or a member of the Faculty (collectively a "Complaining Faculty Member"). A Complaining Faculty Member may also initiate a complaint by filing a statement with the Disciplinary Officer. If the Complaining Faculty Member files the complaint, the Complaining Faculty Member shall serve as the Disciplinary Officer unless the Complaining Faculty Member recuses himself or herself.
4. If a complaint is filed by either the Disciplinary Officer or a Complaining Faculty Member, the Dean shall forward the complaint to the Disciplinary Committee, which shall review the complaint and determine whether probable cause is present. If the Disciplinary Committee determines that the complaint is sufficient, proceedings shall continue. Otherwise, the complaint shall be dismissed.
5. If the Disciplinary Committee finds that the complaint is sufficient, the Dean shall cause a copy of the complaint to be delivered to the accused student. Delivery shall be deemed complete by placing a copy of the complaint in the accused student's mailbox or student folder, if any, and by sending a copy by first class mail to the accused student's last known address as set forth in the School's official records.

C. Election

1. Except as otherwise provided, the accused student shall make an irrevocable election within ten (10) school days after delivery of the complaint ("Election Period") to plead guilty before the Dean and to accept the penalty imposed by the Dean or to have the matter heard by the Disciplinary Committee.
2. The election shall be made in writing and shall be delivered to the Dean.
3. If no election is made, the accused student shall be deemed to have elected as of the last day of the Election Period to have the matter heard by the Disciplinary Committee.
4. The Dean shall have the discretion in any case to decline to accept a guilty plea. In such an event, the matter shall be referred to the Disciplinary Committee for disposition.
5. The Dean may impose any penalty authorized by Subparagraph 2 of Paragraph A of Article IV. The penalty imposed by the Dean is final and unappealable.

D. Hearing

1. Unless the Dean accepts a guilty plea, the Dean shall notify the Chairperson of the Disciplinary Committee to schedule a hearing. The Chairperson of the Disciplinary Committee shall notify the accused student of the time and place of the hearing. The hearing shall be held not more than thirty (30) days, nor less than ten (10) days after election by the accused student.
2. At the close of the hearing, the Disciplinary Committee shall either dismiss the matter or adjudicate the accused student guilty and impose any penalty, or any combination of penalties, authorized by Article IV of the Code. The decision and penalty imposed by the Disciplinary Committee is final and unappealable.

E. Manner of Hearing

1. An accused student may retain legal counsel or other advisors to assist in his or her defense. Regardless of whether the accused student chooses to retain legal counsel or other advisors, 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 shall notify the Disciplinary Officer in writing at least five (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 or fails to attend the hearing, all allegations contained in the complaint shall be deemed admitted, and the Disciplinary Committee shall impose any penalty authorized by Article IV.
 6. The accused student, the Disciplinary Officer, or the Disciplinary Committee may call any witness or question any witness, including the accused student, as to any facts associated with the alleged violation(s) as set forth in the complaint. 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.
 7. The Chairperson of the Disciplinary Committee shall preside at the Hearing.
 8. 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 and the Disciplinary Officer shall be informed or notified of any such extension.
 9. The hearing shall be taped.
 10. The proceedings may be transcribed at the option and expense of the party requesting transcripts.
 11. A violation of the Code must be proved by a preponderance of the evidence.
 12. The decision of a majority of the members of the Disciplinary Committee present shall be sufficient to decide or dismiss a case.
 13. Any matter brought before the Disciplinary Committee shall be considered adjudicated when:
 - (a) The Disciplinary Committee renders its decision; or
 - (b) The Disciplinary Committee accepts a plea from the accused student.

F. Disciplinary Committee

The Disciplinary Committee shall be composed of seven (7) members, five (5) of whom shall be full-time Faculty members, excluding the Dean, and two (2) of whom shall be students. The Faculty members shall be selected by the Dean to serve for a term of one year. The students shall be appointed annually by the President of the Student Bar Association. Five members of the Disciplinary Committee, four of whom must be Faculty, shall constitute a quorum for the purpose of hearing a case. A quorum must be present at each Disciplinary Committee session. If for any reason there are not sufficient members to constitute a quorum to hear a particular case, the Dean shall appoint as many Faculty alternate members as may be necessary, and the President of the Student Bar Association shall appoint as many alternate members as may be necessary. The Dean, in the Dean's discretion, may appoint additional Disciplinary Committees.

G. Disciplinary Officer

The Disciplinary Officer shall be a full-time Faculty member, excluding the Dean and the Disciplinary Committee members. The Dean shall select the Disciplinary Officer to serve for a term of one year. The Dean, in the Dean's discretion, may appoint additional Disciplinary Officers.

H. Pleas

1. An accused student is permitted to plea bargain. Any plea negotiations shall be conducted between the accused student, or counsel for the accused student, and the Disciplinary Officer. In any matter brought by a Complaining Faculty Member, the Disciplinary Officer shall not agree

- to any proposed plea bargain without the approval of the Complaining Faculty Member.
2. If the accused student and the Disciplinary Officer agree on the terms of a proposed plea bargain, the Disciplinary Officer shall present the terms of the proposed plea bargain to the Disciplinary Committee at a hearing for approval by the Disciplinary Committee. The accused student and his or her legal counsel, if any, shall attend the hearing at which the proposed plea bargain is presented to the Disciplinary Committee.
 3. The Disciplinary Committee may accept or reject the proposed plea bargain. The decision of a majority of the Disciplinary Committee members present shall be sufficient to decide whether to accept or reject the plea bargain. If the Disciplinary Committee rejects the proposed plea bargain, the proposed plea bargain shall be dismissed.
 4. If the proposed plea bargain is dismissed, the Disciplinary Committee shall hear the charges stated in the complaint. If the plea bargain is dismissed, the accused student's offer to plead guilty to one or more violations of the Code shall be considered as made for purposes of settlement only and shall not be indicative of the accused student's guilt. Any evidence presented during the plea bargaining stage of the case shall not be grounds for recusing any member of the Disciplinary Committee or the Disciplinary Officer.
 5. Acceptance of a plea bargain shall be considered an adjudication of the accused student's guilt with respect to the charges set forth in the plea bargain.

IV. Penalties

A. The following penalties may be imposed:

1. By the Disciplinary Committee
 - (a) Restitution;
 - (b) Private Reprimand;
 - (c) Public Reprimand;
 - (d) Failing Grade or Grades, in the case of any conduct relating to a specific course or courses;
 - (e) Suspension, for such period or periods as the Disciplinary Committee deems appropriate;
 - (f) Permanent Expulsion, which shall include the denial of a degree and any credit for courses taken at the School. Permanent Expulsion shall require the vote of five (5) members of the Disciplinary Committee, four (4) of whom must be faculty.
 - (g) Any combination of any or all of the foregoing.
2. By the Dean
 - (a) Those penalties set forth in Subparagraphs (a) through (d) of Paragraph A.1. of Article IV.
 - (b) Suspension, for a period not to exceed one year; and
 - (c) Any combination of any or all of the foregoing.

B. If a student is found to have committed an offense described in Article II.A.2(b) of this Code, the student may be subject to one of the following penalties, which may be in addition to any penalties that may be imposed by either the Disciplinary Committee or the Dean:

1. The permanent withholding of any grade or any credit for the course in which the examination was given, constituting a withdrawal from the course, or
2. Re-examination in the course on the next date that such examination (whether a midyear or final) in that course is regularly scheduled. There will be no "make-up" or special examination. The student shall receive credit for the course and be awarded the grade earned on that re-examination. The penalty shall be imposed without regard to the effect it may have on the student's graduation from the School or the date thereof.

C. Mandatory Penalties

1. If a student is found to have committed an offense described in Article II.A.1(a) or II.A.1(b) of this Code, the student shall be subject to a mandatory minimum penalty of a one semester suspension, which penalty shall be in addition to any penalties that may be imposed by the Disciplinary Committee or the Dean in accordance with the Code.
2. If a student is found to have committed an offense described in Article II.A.1(a), Article II.A.1(b), or Article II.A.2(a) of this Code in any course in which a grade is given, the student shall be given a failing grade (an "F") in the course, which penalty shall be in addition to any penalties that may be imposed by the Disciplinary Committee or the Dean in accordance with this Code.

D. In lieu of any non-mandatory penalty provided by this Code, the Disciplinary Committee or the Dean, as the case may be, may impose any 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 such condition.

E. All penalties imposed under this Code shall take effect immediately unless the Disciplinary Committee or the Dean shall specifically provide otherwise.

V. Records

- A. A record of every disciplinary action taken against any student shall be 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, such fact and the language of the Code section violated shall be set forth on the transcript of the student. The Disciplinary Committee may recommend to the Dean that a student's transcript not contain such a notation if the conduct of the student did not involve knowing, intentional or purposeful dishonesty. The Dean may, in his or her sole discretion, accept or reject that recommendation.
- B. Upon the final conclusion of a disciplinary proceeding against a student, the Dean shall by letter advise the party filing the complaint and the accused student as to the ultimate disposition of the case, including the sanction imposed, if any.
- C. The Dean shall issue a public notice, to be posted in the Law School building, informing the student body of the adjudication of the Disciplinary Committee, the acceptance of a guilty plea, or the dismissal of disciplinary charges, omitting the name of the student. The form of such notice shall be as follows:

Disciplinary Notice

1. A Complaint was filed on [date] alleging that a student had violated [provision] of the School of Law Disciplinary Code. [Provision] provides that "[a] student shall not . . . "
2. After a hearing, the Disciplinary Committee dismissed the charges.
[or]
2. The Disciplinary Committee adjudged that the student had violated [provision] of the School of Law Disciplinary Code. [Provision] provides that "[a] student shall not . . . " The Disciplinary Committee ordered that the student [description of penalty].
[or]
2. The student pleaded guilty to violating [provision] of the School of Law Disciplinary Code. [Provision] provides that "[a] student shall not" The Dean [Disciplinary Committee] ordered that the student [description of penalty].

Date

Dean

VI. Miscellaneous

- A. This Code shall be effective for academic years commencing with the academic year in which it is adopted by the Faculty.
- B. This Code may be amended only by the Faculty. Amendments to this Code may be proposed at any time by the Dean, by an Associate or Assistant Dean, or by any Faculty member of the School. The Student Bar Association may also propose amendments. Amendments shall be considered at regularly scheduled faculty meetings and shall be effective for the academic year of adoption, unless the Faculty shall direct otherwise.
- C. Except as provided in this Code, and in accordance with the Duquesne University Code of Student Rights, Responsibilities and Conduct, the Duquesne University Code of Student Rights, Responsibilities and Conduct also shall apply to the extent that it is not inconsistent with the terms of this Code. In the case of any inconsistency, this Code shall control.
- D. Unless specifically stated otherwise, all time periods shall be calculated by including both school days and non-school days and by excluding exam days and shall begin on the day following the occurrence of the action that precipitates the time period. If any time period expires on a non-school day, such time period shall be deemed to have expired on the first school day following the date of actual expiration. For purposes of counting days, Saturdays and Sundays shall be considered as non-school days.

SCHOOL OF LAW FACULTY WEBSITE LINKS

Full-time Faculty
www.duq.edu/law/faculty

Adjunct Faculty
www.duq.edu/law/adjunctfaculty

SCHOOL OF LAW PROGRAMS AND RESOURCES

Academic Excellence Program
www.duq.edu/law/academicexcellence

Foreign Lawyer LL.M. Degree Program
www.duq.edu/law/llm

Appellate Moot Court
www.duq.edu/law/appellateadvocacy

Joint Degree Programs
www.duq.edu/law/academics

Bar Services
www.duq.edu/law/barservices

Legal Research and Writing Program
www.duq.edu/law/legalwriting

Career Services Office
www.duq.edu/law/career-services

Student Organizations
www.duq.edu/law/organizations

Center for Legal Information
www.duq.edu/law/library

Student Publications
www.duq.edu/law/publications

Clinical Legal Education
www.duq.edu/law/clinics

Summer Study Abroad Programs
www.duq.edu/law/study-abroad

Early Admissions Program
www.duq.edu/law/earlyadmissions

Trial Advocacy
www.duq.edu/law/trialadvocacy

DUQUESNE UNIVERSITY SERVICES

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

Duquesne University
600 Forbes Avenue
Pittsburgh, PA 15282
Telephone: 412.396.6000

Spiritan Campus Ministry
Administration Building
First Floor
Telephone: 412.396.6020

Assumption Hall

Ground Floor
Telephone: 412.396.5093

Student Union – Information Center

3rd Floor
Telephone: 412.396.6632

Health Services

Duquesne Union, Second Floor
Telephone: 412.396.1650

Public Safety

Public Safety Building
Telephone: 412.396.6002
For Emergency, call 412.396.2677

Student Accounts

Administration Building, Room 208
Telephone: 412.396.6585

University Counseling Center

308 Administration Building
Telephone: 412.396.6204/6208

School of Law

Hanley Hall
900 Locust Street
Pittsburgh, PA 15282
Telephone: 412.396.6300

Cashier - Payment of Tuition and Fees

Administration Building, Ground Floor
Telephone: 412.396.6587/6588

Identification Cards

203 Duquesne Union
Telephone: 412.396.6191

Barnes & Noble Duquesne University

Power Center, Lower Level
Telephone: 412.434.6626

Residence Life

Assumption Hall, Ground Floor
Telephone: 412.396.6655/5028

Student Health Insurance

Administration Building, Room 212
Telephone: 412.396.6677

DUQUESNE UNIVERSITY CAMPUS MAP

Reserved Powers

Duquesne University and the Duquesne University School of Law recognize that the educational process, from admission through graduation, requires continuing review and appropriate approval by appropriate University and School of Law officials. As such, the provisions of this Bulletin 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.

Notice of Right to Privacy

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

Privacy Rights of Students

The 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 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.

Notice of Nondiscrimination and Non-Harassment Policy

University policies regarding discrimination and harassment are defined in TAPs Nos. 30 (Affirmative Action, Equal Educational and Employment Opportunity, and Human Relations in the Workplace and Classroom) and 31 (University Policy on Gender Discrimination and Sexual Misconduct).

If you feel you have been discriminated against or harassed, please contact the director of anti-discrimination policy and compliance, Sean Weaver, at weavers2@duq.edu or 412.396.2560.

Duquesne current students, staff and faculty can learn more about anti-discrimination and sexual harassment on DORI.

Important Contact Information:

University Affirmative Action Officer 412.396.6661

Department of Public Safety* 412.396.2677

University Title IX Coordinator 412.396.5853

Director of Student Conduct 412.396.6642

Office of the General Counsel 412.396.5181

Pittsburgh Police Department* 911

* These phones answer 24 hours a day/7 days a week.

Americans with Disabilities Act

The University policy with regard to accommodations for disabled students is available from the University Office of Special Student Services (www.duq.edu/life-at-duquesne/student-services/special-student-services). Any student desiring accommodations for class sessions or examinations should contact the Assistant Dean of Students. A student who considers himself or herself disabled is advised to contact Special Student Services, 309 Duquesne Union, 412.396.6657, in order to inquire about the University's pertinent policies and procedures. Within the School of Law, the person to contact is the Assistant Dean of Students.

SCHOOL OF LAW ADMINISTRATION PHONE DIRECTORY

Dean

Ken Gormley
412.396.6280

*Associate Dean of Administration and
Director of Bar Services*

Richard C. Gaffney
412.396.6284

Associate Dean of Academic Affairs

Bruce Ledewitz
412.396.5011

*Associate Dean for Teaching Excellence
Director of Legal Research and Writing*

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412.396.1048

*Associate Dean of Legal Programs and
Director of the Duquesne Center for Legal
Information*

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*Associate Dean of Faculty Scholarship
and Director of Criminal Justice*

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*Assistant Dean of Students and
Vice Dean of the Evening Division*

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412.396.6295

Assistant Law School Registrar

Heather Adamic
412.396.2268

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Jeanine DeBor
412.396.5215

Director of Academic Excellence Program

Maryann Herman
412.396.4617

Director of Career Services

Maria D. Comas
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Pamela Bailey
412.396.4432

Coordinator of Student Organizations

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412.396.6186

Director of Communications

Colleen C. Derda
412.396.2462

Director of Information Technology

Christopher Driscoll
412.396.5533

Assistant Director of Information Technology

David McGeehan
412.396.1059

Business Manager

Catherine Mellick
412.396.6313

Assistant to the Dean

Jill S. Chadwick
412.396.6281

*Coordinator of Academic Affairs and
Assistant to the Associate Deans*

Marlene Vatter
412.396.5065

CALENDAR OF THE SCHOOL OF LAW - 2015-2016

FALL SEMESTER

| | | |
|----------------|------------------|---|
| August 17 – 21 | Monday-Friday | Orientation (First Year Students) |
| August 24 | Monday | Classes Begin for All Students |
| September 7 | Monday | Labor Day (No Classes) |
| November 7 | Saturday | MPRE |
| November 13 | Friday | Latest Day to Apply for Degree – June 2016 Graduates |
| November 24 | Tuesday | Legislative Day Treated as a Friday (All Students) |
| November 25-29 | Wednesday-Sunday | Thanksgiving Break (No Classes – Offices Closed Nov. 26, 27) |
| November 30 | Monday | Classes Resume |
| December 3 | Thursday | Last Day of Classes for All Students |
| December 9 | Wednesday | First Day of Exam Period |
| December 22 | Tuesday | Last Day of Exam Period |

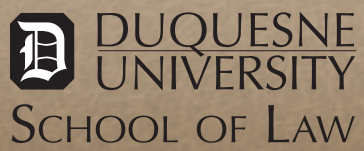
SPRING SEMESTER

| | | |
|-----------------|-----------------|---|
| January 11 | Monday | Classes Resume |
| January 18 | Monday | Martin Luther King, Jr. Day (No Classes) |
| January 19 | Tuesday | Legislative Day Treated as a Monday (All Students) |
| Feb. 29-March 5 | Monday-Saturday | Spring Semester Break (No Classes) |
| March 7 | Monday | Classes Resume |
| March 23 | Wednesday | Legislative Day Treated as a Friday (All Students) |
| March 24-28 | Thursday-Monday | Easter Break (No Classes – Office Closed March 24, 25) |
| March 29 | Tuesday | Classes Resume |
| April 28 | Thursday | Last Day of Classes |
| May 2 | Monday | First Day of Exam Period |
| May 5 | Thursday | Ascension Thursday (Offices Closed) |
| May 18 | Wednesday | Last Day of Exam Period |
| June 5 | Sunday | Commencement |

9/23/14

Adopted 11/7/14

Revised 12/17/14



duq.edu/law