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Best Practices: Core Expectations for Graduate Education at Duke University

The Graduate Environment: An Overview

The primary mission of graduate education at Duke University is to prepare the next generation of professional, scholarly, and educational leaders. In order to fulfill this mission, we seek to instill in each student an understanding of and capacity for scholarship, independent critical judgment, academic rigor, and intellectual honesty. It is the joint responsibility of faculty and graduate students to work together to foster these ends through relationships that encourage freedom of inquiry, demonstrate personal and professional integrity, and foster mutual respect. High quality graduate education depends upon the professional and ethical conduct of both faculty and students. The graduate education to which we are committed, moreover, encompasses at least four separate components: development of an individual research agenda, preparation for and experience in a variety of teaching roles, opportunities for professional career development, and active participation in a disciplinary or professional community. Each party in the graduate process—that is, the faculty, the graduate students, the graduate department or program, and the Graduate School as an administrative unit—has particular responsibilities in ensuring the achievement of these primary goals.

Graduate Faculty Members/Advisory Committees

Members of the graduate faculty serve a variety of critical roles as model teachers and researchers, as well as graduate student advisors and mentors. These faculty and the master's or doctoral committees on which they serve provide intellectual guidance in support of the scholarly and pedagogical efforts of graduate students and are responsible for ongoing evaluation of graduate students' performances in academic and research activities. As mentors and advisors, faculty are responsible for helping graduate students discover and participate in appropriate channels of scholarly, professional, and disciplinary exchange and for helping students develop the professional, research, teaching, and networking skills that are required for a variety of career options, both within and outside academia.

Graduate Students

Graduate students are responsible for working toward completion of their degree programs in a timely fashion. It is expected that graduate students in all programs will gain expertise in a particular area of study and, especially in Ph.D. programs, seek to expand the knowledge of that disciplinary field by discovering and pursuing a unique topic of scholarly research. As professionals-in-training, graduate students should learn how to impart disciplinary knowledge through appropriate forms of instruction and publication and how to apply that knowledge to particular business, industrial, and social problems. Where appropriate for their career trajectories, graduate students should seek out and utilize in their own teaching the best pedagogical practices.

The Graduate Department/Degree Program

The graduate degree program bears primary responsibility for publicizing specific and accurate guidelines and procedures governing study in the discipline. It should provide all incoming and enrolled students with a clear structure of the expected stages of progress

toward the degree(s); it should offer a curriculum and appropriate forms of instruction necessary to ensure timely completion of that degree; and it should provide specific details regarding likely career opportunities for those seeking the degree. The graduate department/program should also provide students with accurate information about the costs they will incur in graduate study and realistic assessments of future prospects for institutional and other forms of financial support. This information should be included in written guidelines that are given to all students in the program. These guidelines also should spell out normal departmental and university processes for dealing with student grievances, as well as processes for assessing students' satisfactory progress toward the degree.

The Graduate School

The Graduate School is responsible for general oversight of graduate programs: it must maintain, through periodic review and assessment, the highest standards of quality in all degree programs; it must evaluate graduate curricula to assure that they are equipping students with the knowledge and skills required for a broad array of post-graduate careers; it must provide resources to attract the very best graduate applicants; and it must provide both financial and other mechanisms to ensure that graduate student life is not one of ongoing struggle, isolation, and penury. In its efforts, moreover, to ensure quality in all aspects of graduate education, the School should provide clear and appropriate avenues of redress wherever particular faculty or student experiences fall short of the expectations articulated in this document.

In the individual sections below, we have tried, in more itemized fashion, to specify particular expectations we believe are appropriate for each component of the graduate community at Duke University. We have organized these expectations loosely under four general categories: graduate research, graduate teaching and/or training, the professional development/progress towards degree of graduate students, and the academic community.

Expectations of Graduate Faculty

1. Research

- a. to provide intellectual guidance and rigor in students' educational programs and on specific research projects;
- b. to provide students with knowledge of the current frontiers and opportunities in disciplinary and inter- or cross-disciplinary research;
- c. to provide appropriate guidelines, including expected timetables, for completion of research projects; and
- d. to respect students' research interests/goals and to assist students in pursuing/achieving them.

2. Teaching/Training

- a. to encourage and assist students in developing teaching and presentation skills, including course development, lecture preparation, classroom communication, examining, and grading;
- b. to provide sound intellectual guidance on disciplinary research methods and the historical knowledge bases of the discipline or the profession;

- c. to evaluate student progress and performance in a timely, regular, and constructive fashion; and
- d. to serve, when requested, as an informed academic advisor and a nurturing professional mentor to graduate students in training and, where appropriate and desirable, in students' post-Ph.D. careers.

3. Professional Development/Program Progress

- a. to encourage student participation in scholarly activities, including conference presentations, publications, professional networking, grant writing, and applying for copyrights and patents;
- b. to prepare students to enter the job market with requisite professional skills, with an appropriate range of professional contacts, and with a realistic view of the current state of that market, both within and outside academy;
- c. to assist students, where appropriate, in joining collaborative projects in accordance with the accepted norms of the discipline;
- d. to provide TAs and RAs with meaningful professional experiences; and
- e. to avoid assignment of any duty or activity that is outside the graduate student's academic responsibility or harmful to his or her timely completion of the degree.

4. Community

- a. to be fair, impartial, and professional in all dealings with graduate students in accordance with university policies governing nondiscrimination, harassment of all sorts, and normative standards of confidentiality;
- b. to create, in the classroom or the laboratory, an ethos of collegiality so that learning takes place within a community of scholars;
- c. to create an environment that openly discusses laboratory or departmental authorship policies and that prizes and acknowledges the individual contributions of all members of a research team in the publication or presentation of its research; and
- d. to avoid all situations that could put them or their students in positions of any conflicts of interest.

Expectations of Graduate Students

1. Research

- a. to work responsibly toward completion of the degree in a timely fashion;
- b. to learn the research methods and historical knowledge bases of the discipline;
- c. to communicate regularly with faculty mentors and the master's/doctoral committees, especially in matters relating to research and progress within the degree program;
- d. to discover and pursue a unique topic of research in order to participate in the construction of new knowledge in the chosen field and application of that knowledge to new problems/issues; and
- e. to exercise the highest integrity in all aspects of their work, especially in the tasks of collecting, analyzing, and presenting research data.

2. Teaching/Training

- a. to receive appropriate training, compensation, and evaluation for all instructional roles students are asked to assume;
- b. to receive an appropriately sequenced variety of teaching opportunities relevant to their career expectations and likelihoods; and
- c. to devote the same seriousness to undergraduate or graduate instructional duties that they would expect from their own instructors.

3. Professional Development/Program Progress

- a. to develop, to the extent possible, a broad network of professional relations;
- b. to contribute, wherever possible, to the discourse of the scholarly discipline through conference presentations, publications, collaborative projects, and other means;
- c. to seek out a range of faculty and peer mentors that can help them prepare for a variety of professional and career roles and responsibilities; and
- d. to take responsibility for keeping informed of regulations and policies governing their graduate studies and to complete all required paperwork and other degree obligations in a timely fashion.

4. Community

- a. to create, in their own classrooms and laboratories, an ethos of collegiality and collaboration;
- b. to realize their responsibilities as individual and professional representatives of both the University as a whole and the department or program in which they are studying; and
- c. to assist graduate student peers in their own professional and scholarly development.

Expectations of Graduate Departments and Programs

1. Research

- a. to provide appropriate resources, both faculty and facilities, to allow students to complete their education and research in a timely and productive manner;
- b. to ensure that faculty committees treat all students fairly and assess their work in thoughtful and informative ways consistent with the practice of the field; and
- c. to ensure the highest standards of academic quality in all aspects of the graduate program, from admission of new students to the quality of work accepted as fulfilling the requirements of the master's or Ph.D. degrees.

2. Teaching/Training

- a. to provide pedagogical training appropriate to and regular assessment of the TA assignments given to graduate students;
- b. to provide clear expectations to students on their responsibilities as TAs or RAs;
- c. to provide all students with a thorough description of the requirements and qualifications necessary for academic employment, training, or financial support at the University;

- d. to provide all students with accurate information about the costs they will incur during the course of their graduate study and realistic assessments of future prospects for financial support;
- e. to provide a range of teaching opportunities relevant to likely career prospects;
- f. to provide, where necessary, appropriate mechanisms to help acculturate international students to academic life in this country and at this university;
- g. to ensure that TAs and RAs not doing work directly related to their theses or dissertations are not being asked to perform inappropriate academic chores or to work in service roles more than 19.9 hours per week averaged across the academic year;
- h. to ensure that an appropriate range of introductory and advanced courses is offered at the graduate level for students in all disciplinary subspecialties;
- i. to ensure that degree regulations and procedures, including those pertaining to required course work; qualifying, preliminary, and final examinations; and thesis/dissertation guidelines, are regularly published and made available to all program students and faculty;
- j. to ensure that graduate students receive periodic and constructive assessment of their progress toward degree; and
- k. to ensure that all prospective and currently enrolled students are informed of normative time to degree and attrition rates within the program.

3. Professional Development/Program Progress

- a. to provide all students with a range of activities—colloquia, seminar and guest lecture series, workshops, conference presentations, internships—that allow for their professional development;
- b. to provide constructive annual reports on the satisfactory progress of students toward the degree;
- c. to provide all students with realistic and accurate statistics on placement of program graduates; and
- d. to encourage students in assessing career options and in preparing for a variety of job markets.

4. Community

- a. to ensure a collegial learning environment in which faculty and students work together in mutual respect and collaboration;
- b. to ensure appropriate levels of academic support for graduate students and faculty; and
- c. to provide specific mechanisms for appeal or complaint when standards of collegiality or fairness may have been violated.

Expectations of the Graduate School

1. Research

- a. to facilitate, where possible, promotion and publication of graduate student research through research grants, conference travel grants, and other centrally administered mechanisms;
- b. to serve as the institutional site for periodic review of all academic units, particularly of the research they conduct and the knowledge they contribute to the discipline;
- c. to facilitate, wherever possible, development of interdisciplinary research and training programs that push the boundaries of current disciplinary fields and agendas; and
- d. to develop graduate training programs at both the master's and the doctoral levels that best serve the interests of Duke faculty and prospective graduate students.

2. Teaching/Training

- a. to ensure that individual graduate programs offer a curriculum of graduate instruction that is both broad and deep enough to equip students with the knowledge and skills needed for the broad array of post-graduate careers they may wish to pursue;
- b. to ensure that fair and reasonable guidelines are in place to regularize the assignment of graduate teaching and research assistantships;
- c. to ensure that departmental recruitment and admissions policies are consistent with stated university goals of maintaining or improving the quality of graduate programs and increasing student diversity;
- d. to ensure that appropriate mechanisms are in place, both centrally and within individual degree programs, to ensure successful acculturation of international students to academic life in this country and at this university;
- e. to ensure, by tracking comparative data over time, that all aspects of the graduate programs conform to the highest academic standards and to provide mechanisms of redress when they fall below those standards; and
- f. to develop financial support systems that will assist students in their progress toward a degree and to ensure that this support does not involve more than a minimal amount of work that draws them away from their graduate programs, that is irrelevant to their likely career trajectories, or that does not progress to greater levels of responsibility and independence.

3. Professional Development/Program Progress

- a. to help develop support services in collaboration with the Duke Career Center; the Center for Instructional Technology; and the English for International Students program to enhance the professional, academic, and scholarly interests of graduate students; and
- b. to maintain and publicize comprehensive data on student completion rates, time to degree, placement in at least first professional employment, and attrition. The Graduate School should also conduct exit surveys of graduating master's and Ph.D. recipients to assess the performance of graduate programs and to modify them as warranted.

4. Community

- a. to maintain a comprehensive description of the goals and expectations of individual graduate programs and to periodically compare these descriptions against graduate program data; and
- b. to develop specific avenues for faculty and student appeals of existing policies or regulations, of perceived breaches of institutional standards of fair and reasonable practice, or of violations of honor or ethical codes. These avenues should be published regularly and provided to all graduate students and faculty.

Conclusion

Insofar as the expectations listed here are recognized as core elements of graduate education at Duke University, it is incumbent upon all parties to have access to appropriate mechanisms for appeal when actual practice falls short of expectation. In most instances, such appeals should begin at the level of the department or program: both graduate faculty and graduate students can present specific complaints to the director of graduate studies and the Chair/Director. In cases where appeals cannot be satisfactorily resolved at this level, both faculty and students can direct their concerns to the senior associate dean for academic affairs. As noted in the Standards of Conduct section of the *Bulletin of Duke University Graduate School* (<http://registrar.duke.edu/bulletins/graduate/>), appeals beyond the senior associate dean can be addressed to the dean of the Graduate School pursuant to existing grievance procedures. Details are outlined in the “Judicial Code and Procedures” under Standards of Conduct in the *Bulletin*.

Registration

All students must register each Fall and Spring semester for “Continuation” unless waived by a leave of absence granted by the senior associate dean for academic affairs. Students who fail to register will be administratively withdrawn from their graduate programs and subject to reinstatement procedures and penalties. *Important Note:* Students must register for Continuation for the term in which they expect to graduate. No waivers of this requirement are permitted.

A. Regular and Late Registration

Enrolled students, using the Automated Computer Enrollment System (ACES), register via the Web for the Fall and Spring semesters and for the Summer Sessions, at the dates and times announced by the registrar. Students who fail to register at these times will incur a late registration fee. For Web registration procedures, consult the registrar’s home page at <http://registrar.duke.edu/>.

New students, students returning from an approved leave of absence, and reinstated students register via the Web in late August (for fall semester), January (for spring semester), or May (for summer sessions).

B. Required Registration Loads

In doctoral programs, full-time or part-time status is assigned each student by the director of graduate studies prior to the beginning of semester. This status governs the amount of tuition charged for each semester. Please be aware that the required number of courses (that is, course requirements beyond those specified under master’s programs) is established by the department. Doctoral candidates must register and pay tuition for the equivalent of six semesters of full-time tuition plus Continuation each semester and summer (if in residence during the summer) until all degree requirements are met. Full-time master’s candidates must register for 9 course units per semester plus Continuation until a minimum of 30 units of degree credit have been accrued. Full-time master’s candidates may register for less than 9 course units *only in the final semester* in which they are completing the 30-unit minimum of degree credit. If degree requirements are not met in that final semester and no further course work is necessary for the master’s degree, the registration should be Continuation each semester and summer (if in residence during the summer) until degree requirements are completed.

International master’s degree students must be registered full time (see above) every term or their visa status will be in jeopardy. The one exception to this requirement is for students who are in their final term of enrollment at Duke. Full-time enrollment is not required to maintain visa status if all course and examination requirements will be met by the end of that final term. Please understand that if you declare a term as your final one and you are registered for less than full time, you must *really* graduate at the end of that term. There is no compelling reason we can offer for extending your program, and thus your student visa for study at Duke will expire at the end of the declared final term. Failing a course is not considered justifiable grounds for an extension.

Students in master's programs requiring a thesis customarily register for six units of "Research." The term "Research" may also be used to designate the counterbalancing registration required in master's programs where units of credit have been transferred from another school into the degree program at Duke.

The minimum course load for part-time graduate students in a degree program is three units per semester, as long as the student is not receiving financial support from Duke. Part-time students are not eligible to take courses under the interinstitutional agreements with neighboring institutions or to receive institutional financial support.

All students (including part-time) must maintain continuous registration during the two semesters of the academic year from the time they are admitted to a degree program until its completion, unless a leave of absence is approved by the senior associate dean. Students are not required to register in the summer unless they are receiving financial support or need summer residency for course work or other research.

C. Registration Procedures for Students

Each semester you should discuss with your advisor the total number of units of registration needed and obtain approval for courses, seminars, and research registrations. After you have been advised, you register online using the Automated Computer Enrollment System (ACES) at the following address: <http://sissoffice.duke.edu/links2.html>. If you do not have your NetID or password, please contact the OIT Help Desk at 684-2200 or <http://www.oit.duke.edu/help/>.

Changes in registrations are made using ACES only at times announced in the official Academic Calendar, which can be found at <http://www.registrar.duke.edu/>. Instructions for making changes can be found at the ACES Web site. Students may drop and add courses only during the first two weeks of the Fall and Spring semesters. **No late registration or drop/add will be allowed after this period. Students who drop a course after the second week will have a W (Withdraw).** During the Summer Session, all course changes must take place within three days of the beginning of the term. Thereafter, course credit will be dropped only with a recording of W.

Students should be very attentive to their registration on the Automated Computer Enrollment System (ACES). Errors in registration must be corrected by the drop/add deadline posted on the registrar's Web site for each semester.

D. Special Procedures for the Summer Sessions

Students who hold awards or who are being paid on research grants must register for the summer in order to receive a summer stipend. Summer registration will also be required for any student using university facilities or taking a graduate examination (prelim or final) during that time. Students who do not take a graded course register for Continuation. Please be aware that students who are registering for the purpose of conducting research and receiving summer stipends need to register for the Summer Term–Full, not Summer Terms I or II.

Please Note

- Students have to register for the summer in order to apply for student loans; however, their fees will be waived. Please contact the Office of Financial Aid for procedures.
- Students registering for graded or ungraded Research credits ONLY during the summer term (i.e. no other summer courses are being taken) must be registered for a minimum of three units of Research as well as Continuation.
- Students have to register for the summer in order to take prelims or a non-thesis master's exam, or to defend a dissertation or master's thesis during the summer.
- Students who register for Continuation and later decide to take a course will not be able to make this change through ACES. *They will need to register manually through the Graduate School.*

E. Cooperative Registration for Courses Offered at North Carolina Central University, The University of North Carolina at Chapel Hill, North Carolina State University, and The University of North Carolina at Greensboro

Only full-time students are eligible for "interinstitutional" registration (see *Bulletin*), and such registration requires at least an equivalent number of units be taken at Duke during the same semester. The student should first register at Duke for the desired course(s) in the normal process of registration. After securing a form from the Duke registrar certifying eligibility for interinstitutional registration, the student must then complete the registration process at the cooperating institution. Tuition will be charged for all course(s) at the Duke rate.

Doctoral students who have completed all the necessary coursework at Duke may still take courses under the interinstitutional agreement; however, the student will have to register for an equivalent number of Research units at Duke. (Remember that Ph.D. tuition charges are disconnected from registration units: a student who has completed all coursework has probably completed tuition payments for the requisite six semesters.)

Any additional fees for courses at other institutions (e.g., laboratory or computer fees) are the responsibility of the student and are not considered part of Duke tuition.

F. Courses Below 200-level for Graduate Degree Credit

In exceptional circumstances and with approval of the director of graduate studies for your department, you may take any course(s) below the 200 level and have it (them) count toward the doctoral degree, provided that two conditions are met:

1. that such a course is *over and above* the graduate course requirements set by the department; and
2. that a grade of B- or better is earned.

At the master's level, only two such courses with a grade of B- or better will be counted toward the minimum 30 units.

G. Audited Courses

To audit a course, a student must have the written approval of the instructor of the course. Once written approval is obtained, the student must go to the Student Service Center in 101 Allen Building to have the course manually added to his or her schedule. A degree candidate registered full time in a degree program may audit courses without charge during the fall and Spring semesters. Otherwise, an audit fee is charged. As a footnote, perhaps, it might be noted that students are frequently unaware of the opportunity to audit courses. It may be in students' interests to continue auditing select courses after they have completed all departmental course requirements or the equivalent of six semesters of full-time tuition.

H. Language Courses

The Graduate School has no foreign language requirement for either the master's or the doctoral degree. Individual departments, however, may require such languages as they deem appropriate. The director of graduate studies is responsible for informing the Office of the University Registrar when a student has completed a departmental language requirement.

The Summer School has established a series of "courses" in foreign languages for reading purposes. These classes do not require formal Graduate School registration, although they do cost. The Graduate School pays 70 percent of this fee and departments typically pay the rest.

I. English Proficiency for International Students

All international students whose native language is not English must enroll in two sections of English 300 (one devoted primarily to written English, one primarily to spoken English) during their initial year at Duke, unless formally waived from this requirement by the Graduate School upon certification of competency in English.

J. Library Privileges

Graduate students are entitled to carrels only if registered as full-time students. This means, in practical terms, that students wishing to retain library privileges over the summer should be registered for Continuation. Only students who have attained candidacy (passed the preliminary examinations) are eligible for closed carrels.

K. Payment Obligations

Students registering for the ensuing semester will receive bills from the Bursar's Office prior to the beginning of the semester. Students should check these bills to assure that their accounts have been credited with the proper amount for funding that they may be receiving from the Graduate School, the department, or outside agencies. Balances on accounts should be cleared as soon as possible; otherwise, you may be blocked from further registration. Students who do not fulfill payment obligations, including penalties and fines, are administratively withdrawn from the Graduate School and will be subject to the normal reinstatement penalties if they continue their programs. Installment payments for appropriate tuition and fees can be arranged only via payroll deduction from university paychecks. You may obtain the necessary forms for such payroll deductions from the director of graduate studies for your department at the time of registration.

L. Student Health and Insurance

The Student Health Fee entitles the student to outpatient treatment through the University Student Health Program, inpatient treatment in the University Infirmary, and services provided by Counseling and Psychological Services. This health fee is not to be confused with the Duke Student Health Insurance Plan, which covers a large number of medical costs above and beyond the treatment available through the University Student Health Program. Full-time students who are entitled to coverage by the Student Health Program are also eligible for the supplementary insurance policy. For further information about the Duke student health insurance requirement, please see <http://healthydevil.studentaffairs.duke.edu/newstudents/>.

All in-residence students are required to have some sort of supplemental health insurance. Students will automatically be enrolled in the Student Health Insurance Plan unless they submit a waiver indicating that they do not wish to be enrolled in the plan because they have an existing alternative insurance policy. Beginning with the 2008-2009 school year, the annual insurance decision process—to enroll in or waive coverage under the Duke Student Health Insurance Plan—will be administered by United Healthcare Student Resources (UHCSR). For more information on how to enroll, as well as what information you will need in order to request a waiver from coverage under the Duke Student Health Insurance Plan, please visit <http://www.srstudentcenter.com/duke/>. To access the UHCSR enrollment/waiver process, you will be required to enter your Duke Unique ID and your birth date.

The Bursar's Office will send e-mail notification to enrolled students. The University requires all students to be responsible for health costs over and above what is covered by the student health fee. International students are required to hold either this policy or an equivalent policy.

Any student excluded from the University Student Health Fee requirement may elect to pay the health fee and be eligible for student health services and may also take out a student health insurance policy.

Degree Requirements and Regulations

The Doctorate

The formal requirements for the Ph.D. degree are: payment of the equivalent of 6 semesters of full-time tuition, fulfillment of the Graduate School residence requirement, course requirements as determined by the individual degree programs, formal training in the Responsible Conduct of Research, the preliminary examination, submission of a dissertation on original and independent research, and a final examination conducted by the student's Ph.D. committee. The Graduate School itself has no formal course requirements: any such requirements are up to the individual doctoral programs. (Note, however, that students whose first language is not English and who do not place high enough on the placement exam administered during orientation week are required to take up to three English language courses as determined by their placement scores.)

A. The Ph.D. Committee

The Ph.D. committee consists of at least four, and often five, faculty members. It should be appointed early enough to advise in the formulation of the student's program and in defining the research topic for the dissertation.

The committee must be appointed and approved by the senior associate dean for academic affairs at least two months before the preliminary examination. The director of graduate studies recommends the committee's composition to the dean by means of a committee approval form provided by the Graduate School (see <http://gradschool.duke.edu/academics/forms/>). The date of the senior associate dean's signature on the committee approval form serves as the official date of record for committee approval. The director of graduate studies is responsible for notifying the members of the committee of their appointment and for scheduling all examinations. Normally, the same committee administers both the preliminary and the dissertation examinations. The procedure for establishing the original committee should be followed in making any necessary changes in a student's committee. All such changes in a committee must be formally approved by signature of the senior associate dean before the exam takes place, or the exam may be invalidated.

Members of the committee are drawn from the graduate faculty of Duke University. At least one member of the committee must represent the student's minor or related area; at least three must represent the major. In departments that have been authorized to offer internal minors, the committee approval form should indicate clearly which member represents the minor. Occasionally requests to appoint persons not on the full-time graduate faculty—especially members of the graduate faculties of the University of North Carolina and North Carolina State University—are approved by the senior associate dean. A person not on the graduate faculty should be appointed a term member for a term that corresponds to the projected duration of the committee service. Please use the faculty nomination forms available in Chapter 14 of the *Manual for Directors of Graduate Study* or found on the Graduate School Web site: http://gradschool.duke.edu/academics/forms/faculty_nomination/.

B. The Program

So that students clearly understand what is required of them, the department should give all entering students a full description of its normal procedures, its expectations about coursework and research agendas, its examination policies, and wherever possible, a detailed list of all courses and seminars that will be, or are expected to be, offered during the student's career. The point is that, in order to help the student and the committee plan an appropriate course of Ph.D. study, both must be kept abreast of all regulations and opportunities relevant to that study.

C. Quality of Work

It is the duty of the Graduate School to enforce the minimum requirements for remaining in a degree program. Departments may set higher standards (such as a minimum grade average that is higher than the 3.0 required of all students by the Graduate School), provided that all students are notified in writing of those standards at the time of matriculation. Departments also may recommend the withdrawal of any student whose performance indicates that he or she will not complete the program satisfactorily. The senior associate dean should be informed of departmental requirements exceeding the minimum standards and of all departmental decisions to withdraw a student on this basis. In cases where a department wishes to impose a probationary period on a student, the terms of and conditions for removing such probation must be forwarded to the senior associate dean, who will issue the formal probationary terms to the student.

D. English Language Proficiency

All new international students whose native language is not English must demonstrate proficiency in speaking and writing English. See the EIS section in Chapter 10 of the *Manual for Directors of Graduate Study* for further information on how competency is certified. EIS courses do not count toward the minimum number of graded courses required for master's degrees.

E. Foreign Languages

The Graduate School has no foreign language requirement for the Ph.D., but individual departments are free to establish their own requirements. If your department has such a requirement, it is the department's responsibility to ensure that all students know the levels of competency required and the mechanisms for gaining and certifying that competency.

F. Responsible Conduct of Research

Beginning with the entering class of Fall 2003, all doctoral students at Duke University are required to complete a series of training sessions in the Responsible Conduct of Research (RCR). As explained in more detail on the Graduate School Web site, these sessions normally consist of two components: the first is an orientation workshop given at the beginning of each academic year. All students in the basic medical sciences will attend the general introductory workshop at the Duke University Marine Laboratory; students in the humanities and social sciences will attend a similar introductory workshop on the main campus, as will students in the natural sciences and engineering. All Ph.D. students will subsequently attend a minimum number of RCR forums or other training experiences (including workshops and courses) scheduled throughout the academic year on topics related to responsible conduct of research. Students in the basic medical sciences receive 12 units of credit for the Beaufort workshop; students attending the on-campus introductory workshop receive 6 units of credit. Both groups must register for and complete 6 more units of training: Basic medical sciences

students are required to complete 18 hours of training; students in other programs, 12 units. Students should complete their RCR training by the end of their third year at Duke.

G. Progress Toward Degree

All Ph.D. students after the initial year of study must submit to their director of graduate studies an annual report on their progress toward the degree. Directors of graduate studies will be asked to certify by the end of the spring semester that all students past their first year have done so. Failure to file this form will jeopardize the continuation of any student in the program. It is up to the director of graduate studies to determine whether or not the progress indicated in the annual report is sufficient or whether the report should be forwarded to the student's advisor and doctoral committee.

H. Residence

The minimum residence requirement for the Ph.D. is two consecutive semesters paying full-time tuition.

I. Time Limits

Ordinarily, a student registered for full-time study should pass the preliminary examination by the end of the third year. A student who has not passed the examination by this time must file with dean of the Graduate School a statement, approved by that student's director of graduate studies, explaining the delay and setting a date for the exam. Except under highly unusual circumstances, extensions will not be granted beyond the middle of the fourth year.

Credit is not generally allowed for graduate courses or foreign language examinations that are more than six years old at the date of the preliminary exam. Similarly, credit will not be allowed for a preliminary examination that is more than five years old at the date of the final exam. In cases of exceptional merit, the dean of the Graduate School may extend these limits. Should either of these limits be exceeded without the dean's permission, the director of graduate studies must submit to the dean specific mechanisms for revalidating credits or examinations.

J. Qualifying Examinations

In departments that require qualifying, comprehensive, or other "pre-preliminary" examinations, all students must be notified in writing of the nature and the regulations governing these exams, and of how their performance on the exams will affect their normal progress toward the degree (including, where relevant, their eligibility for financial aid). Directors of graduate studies should submit to the Graduate School a copy of the departmental regulations pertaining to such exams.

K. The Preliminary Examination

A student is not accepted as a candidate for the Ph.D. degree until the preliminary exam has been passed. The examination ordinarily covers both the major field and related work, although some departments or programs cover such field expertise in a separate qualifying exam.

The preliminary examination may be oral or written or both. It is not normally held before the student has met the foreign language and residence requirements or before completion of course and seminar requirements. Departments that wish to do so may routinely conduct preliminary (and final doctoral) examinations in the Summer Session under the following restrictions:

1. Examinations can be scheduled only between the first class day of the Summer Session, Term I, and the last examination day of Term II.
2. Students are registered for the Summer Session.

The preliminary examination committee votes to pass or fail the student at the preliminary examination, and, in the case of failure, a subsequent vote is taken to determine whether to allow or deny a re-examination. Passing the preliminary examination requires at least four affirmative votes and not more than one negative vote. Thus if the committee is composed of four examiners, a single negative vote fails the candidate. A five-person committee would require at least four affirmative votes, a six-person committee at least five, and so on. If the chair of the committee casts a negative vote, the student will not pass the examination. The director of graduate studies is responsible for submitting the Preliminary Examination Form (See Chapter 14 of the *Manual for Directors of Graduate Study*) to the Graduate School and for ensuring that all preliminary committees understand and follow the correct Graduate School procedures. Should the student fail, he or she may apply, with the consent of the examining committee and the senior associate dean, for the privilege of a second examination to be taken no sooner than three months after the date of the first. The original committee must conduct the second examination. For the student to pass this second examination, the committee's vote must be unanimous. A second failure will render the student ineligible to continue in the doctoral program.

Several departments now offer a sequence of examinations as the preliminary. In such cases, the rules governing the examination as a whole must apply as well to each and every part. This means that only one retake is permitted of any portion of the exams. The results of each sitting of an exam, or any portion thereof, must be reported to the Graduate School.

In departments or programs that allow the preliminary examination to count as the final M.A. or M.S. examination, exceptional circumstances may require two separate decisions. If the examination committee votes to fail the student on the doctoral prelim, it may still agree that the student should be awarded a terminal M.A. or M.S. degree. In this case, the committee must sign a Master's Examination Card, as well as the Report of the Preliminary Examination marked "Fail," and return both to the senior associate dean.

L. The Dissertation

The doctoral dissertation should normally be submitted and accepted within two calendar years after the preliminary examination is passed. Should the dissertation not be submitted and accepted within four years after the examination, the candidate may, with the approval of the committee chair and director of graduate studies, petition the dean of the Graduate School for an extension of up to one year. If this extension is granted and the dissertation is not submitted and accepted by the new deadline, the student may be dropped from candidacy. Students dropped from candidacy must then pass a second preliminary examination to be reinstated as a candidate for the degree. In such cases, the new time limit for submitting the dissertation will be determined by the dean of the Graduate School in consultation with the candidate's committee.

The dissertation title, along with the Apply for Graduation form, should be filed by the student no later than January 25 for a May degree, July 1 for a September degree, and November 1 for a December degree. The form is filed online through ACES.

Basic requirements for preparing the dissertation are prescribed in the *Guide for the Electronic Submission of Dissertations* available on the Graduate School's Web site. For more specific aspects of form and style, the student is advised to use *A Manual for Writers of Research Papers, Theses, and Dissertations* by Kate L. Turabian, or other approved manuals of style. All dissertations must be submitted electronically.

The student must compose an abstract of the dissertation, which is included with the electronic dissertation submission and will subsequently be printed in *Dissertation Abstracts International*. Dissertations may be embargoed for a period of six months, one year, or two years.

M. Dissertation Defense

The director of graduate studies sends a notice of the time, place, date, student's name, title of dissertation, and names of the committee members to the Graduate School at least one week before the scheduled examination. The Final Examination Certificate will not be released by the Graduate School until this notification is received and the student has submitted the dissertation to UMI/ProQuest for the format check. Members of the doctoral committee should have at least two weeks prior to the defense to read the dissertation.

The final examination is administered by the student's supervising committee. Successful completion of the final examination requires at least four affirmative votes and not more than one negative vote. If the committee conducting the examination includes the minimum of four examiners, a single negative vote fails the candidate. If the committee includes five or more examiners, a single negative vote, provided it is not the vote of the dissertation supervisor, does not fail the candidate. Two adverse votes cast by members of the committee or a single adverse vote cast by the professor supervising the dissertation fails the candidate. If the committee consists of five or more examiners, a single adverse vote by a member of the committee other than the supervising professor does not prevent a candidate from passing, unless the person casting the negative vote records a protest in writing within three days with the dean of the Graduate School for submission to the Executive Committee of the Graduate Faculty. After hearing the members of the committee state the reasons for and against passing the candidate, the Executive Committee shall decide the matter. In all cases, the certificate carries a complete record of the vote as cast and, if passed, the dissertation bears only the signatures of the committee members voting affirmatively.

Questions asked on the final examination should concern the candidate's dissertation and related matters. The examination is oral and normally continues at least two hours, but not more than three. The decision on whether the candidate has passed the examination should be by written ballot. If all members vote affirmatively, they sign their names on the dissertation title page, on the abstract title page, and on the certificate of examination to the dean (doctoral exam card). These signatures signify that the latter is an abstract of the dissertation suitable for publication in *Dissertation Abstracts*. The final examination certificate should be returned promptly to the Graduate School, either by the student or by the chairperson of the student's committee. A committee that finds the candidate has passed except for minor revisions should sign the dissertation examination certificate and abstract, with the understanding that the supervisor sees and approves the revisions before the dissertation is submitted to UMI/ProQuest. The student has up to one month after the examination to make changes in the dissertation requested by the committee. If the student needs longer than one month for making these changes, a request for an extension of time

may be submitted, stating the reason for the delay and specifying the date the dissertation will be returned. The period of one month after the examination for submitting the final copies of the dissertation and all required forms cannot apply if the examination occurs just prior to the end of the Summer Session, or the Fall or Spring semesters. At those times the corrected dissertation and required forms must be submitted immediately to meet specified deadlines for the awarding of degrees. If, at the end of the semester or term, the student cannot meet these deadlines, the student will be required to register for the ensuing term or semester in which the degree will be awarded.

N. Financial Credit

Financial credit of up to one semester may be given if the doctoral student has completed a relevant master's degree at another institution or at Duke prior to his or her admission into the doctoral program at Duke. No financial credit will be given to those students who wish to receive a master's degree en route to the Ph.D. To request a sixth semester tuition waiver, please ask your director of graduate studies to send an e-mail message to Susan Williford between October 1 and November 1 of your fifth semester.

The Master's

A. The A.M. and M.S. Programs

The A.M. and M.S. programs require a minimum of 30 units of degree credit, at least 24 of which must be graded coursework, and a final examination administered by the student's A.M. or M.S. committee. Some master's programs require more than 30 units, but 30 is the minimum Graduate School requirement.

Master's committees must have at least three members, all of whom should be members of the graduate faculty (the rare exceptions to this policy should be explained when the committee is proposed); one should represent the department of the student's minor or a clearly differentiated division of the major department (where this option has been approved by the ECGF). The director of graduate studies recommends the committee, using the appropriate form, to the senior associate dean for approval at least one week prior to the final examination. The date of the senior associate dean's signature on the committee approval form serves as the official date of record for committee approval.

B. Time Limits

Master's candidates who are in residence should complete all requirements within two calendar years of their first registration. All requirements for a master's degree must be completed within six calendar years from the date of first registration.

C. Transfer of Credit

A maximum of six units of graduate credit may be transferred from an accredited school if it is not extension coursework, correspondence course credit, or credit taken before the bachelor's degree is earned. A minimum grade of "C-" or "B-" (or the equivalent) must have been earned on any work proposed for transfer credit. After a student has completed 12 units of coursework at Duke, the proposed transfer of credit must be approved by the director of graduate studies and by the senior associate dean. Requests for transfer should be submitted on the appropriate Graduate School form (see Chapter 14 of the *Manual for Directors of Graduate Studies* or go to http://gradschool.duke.edu/documents/policies_and_forms/TRANSFER.pdf) and are effected only upon presentation of an official transcript. Transfer

credit may not be over six years old at the time requirements for the Duke degree program are completed.

Transferring course work does not reduce the minimum of 30 units at Duke required for a master's degree, so students are required to register for units at Duke equivalent to the number of transferred units. This registration may consist of additional coursework or it may be termed "Ungraded Research."

D. Courses Below 200-Level for Master's Degree Credit

With the approval of their director of graduate studies, master's students may enroll in undergraduate courses to round out their programs of study. Students pursuing a master's degree are limited to two undergraduate courses, and they must receive a grade of B- or better to have such courses counted as part of their earned graduate credit.

E. Retroactive Credit

Credit for graduate courses taken at Duke (but not taken as an undergraduate) before admission to the Graduate School or while registered as a non-degree student may be carried over into a graduate degree program if: (1) the action is recommended by the director of graduate studies and approved by the dean, (2) the work is not more than two years old, (3) the amount of such credit does not exceed 12 units, and (4) the work is of "G-/B-" level or better. A request for retroactive credit may be made on the Graduate School Retroactive Transfer Form (see Chapter 14 of the *Manual for Directors of Graduate Studies*). This option is open to students who have taken their work at Duke through Continuing Studies, within the Graduate School as non-degree students, or in the Summer Session as unclassified graduate students.

F. The Thesis and Thesis Examination

Basic requirements for preparing the thesis (e.g., quality of paper, form, and binding) are prescribed in the *Guide for the Preparation of the Master's Thesis*, available on the Graduate School's Web site (<http://gradschool.duke.edu/academics/theses/>). For more specific aspects of form and style, the student is advised to use *A Manual for Writers of Research Papers, Theses, and Dissertations* by Kate L. Turabian or some other approved manuals of style.

The thesis is to be submitted to the Graduate School at least one week before the scheduled date of the examination and on or before April 1 for a May degree, ten days before the final day of the second summer term for a September degree, or ten days before the end of the Fall semester for a December degree. After the thesis is approved in the Graduate School, the student distributes copies to the master's committee.

It is the responsibility of the director of graduate studies to schedule the examination and to inform both the student and the committee of its place and time.

Normally the candidate's advisor will serve as chairperson and presiding officer of the examining committee, although any member of the committee, the candidate, or the director of graduate studies may request that the dean furnish a presiding officer who is not a member of the student's committee.

The student's committee administers the examination and certifies the student's passing or failing by written ballot and by signing the master's examination card. This card is provided by the Graduate School and is used to indicate completion, or failure to achieve completion, of all requirements for the degree. A student who receives more than one negative vote (or one negative vote is that of the chair of the committee) will fail the thesis examination. Students may, with committee approval, retake this examination not earlier than one month from the date of the original exam.

The committee signs the acid-free original and at least one copy of the thesis title page of the thesis. The candidate then returns the original and one copy of the thesis to the Circulation Desk of Perkins Library. After binding, two copies of the thesis are deposited in the library. If the candidate is judged to have passed the examination except for minor revisions in the thesis, the examiners may sign with the understanding that the prescribed revisions will be made to the satisfaction of the thesis supervisor, who will later certify to the Graduate School completion of the revisions. The candidate will have one month to make changes in the thesis requested by the committee. If the student needs a period longer than one month to make changes in the thesis, the director of graduate studies may request an extension by stating a date the thesis will be returned to the Graduate School. The period of one month after the examination for returning the final copies of the thesis cannot apply if the examination occurs just prior to the end of the Summer Sessions, or the Fall or Spring semesters. At those times the corrected copies of the thesis must be returned immediately to meet specified deadlines for the awarding of the degree. If, at the end of the semester or term, the student cannot meet these deadlines, the student will be required to register for the ensuing term or semester in which the degree will be awarded.

G. The Non-Thesis Examination

It is the responsibility of the director of graduate studies to provide the student's committee with the Non-Thesis Master's Examination Card used to indicate completion, or failure to achieve completion, of all requirements for the degree. (For blank cards, please contact Susan Williford at 681-3248 or susan.williford@duke.edu.) After the final examination, the director of graduate studies should ensure that the properly signed card is returned to the Graduate School.

Non-thesis examinations take several different forms across the Graduate School. The most common are: written or oral exams on a prescribed reading list or body of material; oral exams on a paper or set of papers submitted by the student; or oral exam on a research project or memo. The doctoral preliminary examination may also serve as the final examination for the master's degree.

H. The Apply for Graduation Form

The Apply for Graduation form must be filed by the student no later than January 25 for a May degree, July 1 for a September degree, and November 1 for a December degree. The form is filed online through ACES.

I. Joint and Concurrent Master's Degree Programs

The Graduate School currently offers a variety of dual-degree programs, most of which involve students enrolled in professional degrees who also wish to earn a master's in the Graduate School at the same time. The most familiar of such degrees, perhaps, are the JD-MA/MS degree programs now being offered by the Departments or Programs of Art, Art History, & Visual Studies, Biomedical Engineering, Classical Studies, Cultural Anthropology, East Asian Studies, Economics, Electrical Engineering, English, Environmental Studies, History, Humanities, Literature, Mechanical Engineering & Materials Science, Philosophy, Political Science, Religion, and Romance Studies. Other dual-degree programs exist between the MEMS degree program in the Nicholas School of the Environment & Earth Sciences and Public Policy Studies and between the MBA and master's programs in Civil & Environmental Engineering, Mechanical Engineering & Materials Science, and Computer Science.

In dual-degree programs, students are admitted to the master's units under the normal Graduate School mechanisms explained in the Admissions chapter of the *Manual for Directors of Graduate Studies*. Students in such programs should ensure that they are seeking clear academic advice in scheduling requisite coursework and in being certain that they are fulfilling the requirements of both programs.

Dual-degree programs, of course, are effectively "concurrent" as well, but we are using the latter term to identify master's degrees that Ph.D. students wish to earn in another field while pursuing their doctoral degree. The most consistently requested concurrent program at the moment is the master's degree in statistics, often taken by Ph.D. students in economics, environment, and sociology. Other concurrent programs may be approved by the Graduate School on an ad hoc basis where it can be shown that sufficient academic reason exists for the combination of course and research interests (e.g., a student pursuing a Ph.D. in philosophy, who is focusing on the ethics of biology or science, might well wish to pursue a master's program in biology en route to the doctorate). Doctoral students wishing to pursue a master's degree in any department other than the one to which they were originally admitted must apply to and be granted admission into the master's program. Please be aware that Ph.D. students who take a disciplinary master's degree en route to their Ph.D. cannot pursue a master's degree in another department without paying for an additional 30 units of graduate credit.

Responsible Conduct of Research (RCR)

Ph.D. Degree Requirement

GS 310A or 310B, GS311, GS312

What is Responsible Conduct of Research (RCR) training?

RCR training for Ph.D. students is an opportunity for professional development on a wide range of topics in which graduate students might encounter any ethical dilemmas in relation to conducting research or in carrying out their responsibilities as a research assistant, teaching assistant, or instructor. Topics range from data collection to authorship, from animal care or use to human subjects, and from promoting academic integrity in the classroom to mentoring relationships with faculty. We conduct all RCR training face-to-face (rather than using online modules) in order to promote a culture of openness and a dialogue surrounding the microethical actions of an individual researcher, as well as the macroethical dimensions or potential downstream, negative consequences of research on society or the environment. The overall goal is to promote ethical decision-making skills, academic integrity, good scholarship, and a culture of open dialogue across the phases of proposing, performing, presenting, and publishing research results.

Why RCR training matters

Responsible conduct of research is foundational to the very nature of conducting good research that gains the public trust and contributes to the betterment of humanity and society. Good scholarship relies upon the honesty and integrity of individual researchers and the community of scholars. Both U.S. government and Duke University policies define **research misconduct** as “*fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.*” Beyond these clear violations, recent national studies on the actual behaviors of scholarly researchers have identified “**questionable research practices**” that have the potential to lead toward misconduct. As graduate students completing a research degree and preparing for scholarly careers, it is vital to develop the knowledge and skills required to conduct research according to professional standards and to teach with integrity. Thus, Duke requires every Ph.D. student to complete RCR training in order to ensure that all graduate students who receive funding from federal agencies (NIH, NSF, NEH, etc.) are in compliance with federal guidelines and mandates for such training. Moreover, the commitment of Duke faculty and administrators to RCR education has helped foster an institutional climate in which the ethical dimensions of research are taken seriously and academic integrity is promoted.

How to complete RCR training

All Ph.D. students enrolled in Duke Graduate School (since Fall 2003) are required to complete a certain number of training hours in RCR (18 hours for basic medical sciences, 12 hours for all other fields). Each student must complete one of three mandatory **RCR Orientation** (GS310) events (by academic division as listed on our Web site). Beyond completing one RCR Orientation, you must complete an additional 6 hours of training by attending **RCR Forum events** (GS311 or GS312), which are generally two-hour workshops. The Graduate School offers numerous **RCR Forum events** during the academic year. As you proceed in your program, certain topics will become more relevant. Students must pre-register for RCR training events on the Graduate School Web site. Occasionally, certain

Departmental RCR Forums (GS312) can meet the RCR requirement when pre-approved by the Graduate School. Faculty and other campus centers can plan and coordinate more discipline-specific training in collaboration with the Graduate School. The Graduate School will announce all RCR training via e-mail messages from the DGS assistant and on our Web site. Beginning with Fall 2003 matriculants, all RCR training is documented on your official Duke transcript as GS310A, GS310B, GS311, or GS312. This will provide certification of your training in research ethics for various professional societies or when applying for research grants.

Contact Information

Doug James, Assistant Dean for Academic Affairs
Kris Moyle, Staff Assistant

douglas.james@duke.edu
klmoyle@duke.edu

Departments and Certificate Programs

DEPARTMENTS AND PROGRAMS

DEGREES OFFERED

Advanced Quantitative Methods in the Social Sciences	Certificate
African & African American Studies	Certificate
Anthropology & History	Certificate
Art, Art History, & Visual Studies	Ph.D.
Biochemistry	Ph.D.
Biological & Biologically Inspired Materials	Ph.D. (in participating dept.), Certificate
Biological Anthropology & Anatomy	Ph.D.
Biological Chemistry	Ph.D. (in participating dept.), Certificate
Biology	Ph.D.
Biomedical Engineering	M.S., Ph.D.
Biomolecular & Tissue Engineering	Certificate
Business Administration	Ph.D. (MBA through Fuqua)
Canadian Studies	Certificate
Cell & Molecular Biology	Ph.D. (in participating dept.), Certificate
Cell Biology	Ph.D.
Chemistry	Ph.D.
Civil & Environmental Engineering	M.S., Ph.D.
Classical Studies	Ph.D.
Cognitive Neuroscience	Ph.D. (in participating dept.), Certificate
Computational Biology & Bioinformatics	Ph.D. (in participating dept.)
Computational Science, Engineering, & Medicine	Certificate
Computer Science	M.S., Ph.D.
Cultural Anthropology	Ph.D.
Developmental & Stem Cell Biology	Ph.D. (in participating dept.), Certificate
Developmental Psychology	Certificate
Earth & Ocean Sciences	M.S., Ph.D.
East Asian Studies	A.M., Certificate
Ecology	Ph.D., Certificate
Economics	A.M., Ph.D.
Education Policy Research	Certificate
Electrical & Computer Engineering	M.S., Ph.D.
English	Ph.D.
Environment	Ph.D.
Genetics & Genomics	Ph.D., Certificate
German Studies	Ph.D.
Global Health	Certificate
Health Policy	Certificate
History	A.M., Ph.D.
History & Philosophy of Science, Technology, & Medicine	Certificate
Humanities	A.M.
Hydrology	Certificate
Immunology	Ph.D.
Information Science & Information Studies	Certificate

DEPARTMENTS AND PROGRAMS

Integrated Toxicology & Environmental Health
Interdisciplinary European Studies
Interdisciplinary Medieval &
Renaissance Studies
Latin American & Caribbean Studies
Liberal Studies
Literature
Marine Sciences and Conservation
Mathematics
Mechanical Engineering & Materials Science
Medical Physics
Medical Scientist Training
Molecular Cancer Biology
Molecular Genetics & Microbiology
Music
Nanoscience
Neurobiology
Nonlinear & Complex Systems
Nursing
Pathology
Pharmacology
Philosophy
Philosophy of Biology
Photonics
Physics
Political Economy
Political Science
Psychology & Neuroscience
Public Policy Studies
Religion
Romance Studies
Slavic & Eurasian Studies
Slavic, Eurasian & East European Studies
Sociology
Statistical Science
Structural Biology & Biophysics
Teaching
Teaching College Biology
Women's Studies

DEGREES OFFERED

Ph.D. (in participating dept.), Certificate
Certificate
Certificate
A.M.
Ph.D.
Ph.D. (in participating dept.)
Ph.D.
M.S., Ph.D.
M.S., Ph.D.
M.D.-Ph.D.
Ph.D.
Ph.D.
A.M., Ph.D.
Certificate
Ph.D.
Certificate
Ph.D.
Ph.D.
Ph.D.
A.M., Ph.D.
Certificate
Certificate
Ph.D.
Certificate
A.M., Ph.D.
Ph.D.
Ph.D.
A.M., Ph.D.
Ph.D.
A.M.
Certificate
A.M., Ph.D.
Ph.D.
Ph.D. (in participating dept.), Certificate
M.A.T.
Certificate
Certificate

Duke University

Academic Calendar 2009-2010

<http://www.registrar.duke.edu/>

Trinity College of Arts and Sciences; The Pratt School of Engineering; The Nicholas School of the Environment; The Graduate School; The Graduate Nursing Program

Consult calendars of the various schools for additional information.

FALL 2009	
August 18	Tuesday. New graduate student orientation
August 18	Tuesday. New undergraduate student orientation begins
August 19	Wednesday. 11:00 a.m. Convocation for new undergraduate students; 4:00 p.m. Convocation for graduate and professional school students
August 24	Monday. 8:30 a.m. Fall Semester classes begin; Drop/Add continues
September 4	Friday. Drop/Add ends
September 7	Monday. Labor Day. Classes in session
October 2	Friday. 7:00 p.m. Fall break begins
October 4	Sunday. Founders' Day
October 7	Wednesday. 8:30 a.m. Classes resume
October 9	Friday. Last day for reporting midsemester grades
November 4	Wednesday. Registration begins for Spring Semester, 2010
November 18	Wednesday. Registration ends for Spring Semester, 2010
November 19	Thursday. Drop/Add begins
November 24	Tuesday. 10:30 p.m. Thanksgiving recess begins
November 24	Tuesday. Graduate classes end
November 30	Monday. 8:30 a.m. Classes resume
November 24–December 7	Saturday–Monday. Graduate reading period; length of the 200-level course reading period is determined by the professor
December 4	Friday. Undergraduate classes end
December 5–7	Saturday–Monday. Undergraduate reading period
December 8	Tuesday. Final examinations begin (9:00 a.m.)
December 13	Sunday. 10:00 p.m. Final examinations end

SPRING 2010	
January 1–12	Sunday–Tuesday. Undergraduate Winter Forum
January 13	Wednesday. 8:30 a.m. Spring Semester begins: The Monday class meeting schedule is in effect on this day; Regular class meeting schedule begins on Thursday, January 14; Classes meeting in a Wednesday/Friday meeting pattern begin January 15; Drop/Add continues
January 14	Thursday. Regular class meeting schedule begins
January 18	Monday. Martin Luther King, Jr. Day holiday: classes are rescheduled on Wednesday, January 13
January 27	Wednesday. Drop/Add ends
February 22	Monday. Registration begins for Summer 2010
February 26	Friday. Last day for reporting midsemester grades
March 5	Friday. 7:00 p.m. Spring recess begins
March 15	Monday. 8:30 a.m. Classes resume
April 7	Wednesday. Registration begins for Fall Semester 2010; Summer 2010 registration continues
April 16	Friday. Registration ends for Fall Semester 2010; Summer 2010 registration continues
April 17	Saturday. Drop/Add begins
April 21	Wednesday. Graduate classes end
April 22–May 2	Thursday–Sunday. Graduate reading period; length of the 200-level course reading period is determined by the professor
April 28	Wednesday. Undergraduate classes end
April 29–May 2	Thursday–Sunday. Undergraduate reading period
May 3	Monday. Final examinations begin
May 5	Wednesday. Undergraduate reading period (9:00 a.m.–2:00 p.m.)
May 8	Saturday. 10:00 p.m. Final examinations end
May 14	Friday. Commencement begins
May 16	Sunday. Graduation exercises; conferring of degrees