



Director of Graduate Studies Assistant (DGSA) Manual:

A Guide to Resources, Policies, and Procedures

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DUKE
THE GRADUATE SCHOOL

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Registration and Student Status

- For graduate students, there are four registration periods in an academic year: Summer Term I, Summer Term II, Fall, and Spring.
 - o For registration purposes, a new academic year begins with Summer Term I.
- The University Registrar posts dates for each registration period (window) on the [Academic Calendar page](#) of its website.
 - o Each registration window is preceded by a two-week pre-registration period, during which students may search for and store courses of interest in their DukeHub “shopping carts.”
 - *To complete the registration process*, students must return to DukeHub when the registration window opens and move items from their shopping carts to their active registration rosters.
 - o A helpful guide for students new to using DukeHub to register is available on the [SISS office website](#).
 - **New students** must be fully matriculated, term activated, and marked “eligible to enroll” by the University Registrar and other offices before they may register for courses in DukeHub.
 - As soon as fully matriculated students activate their NetID, they have access to DukeHub and can begin registering for courses if the registration window for the upcoming term is open.
 - Some departments wish to meet with students and approve their first-semester course schedules before allowing students to register for classes. Departments should notify incoming students in advance of this expectation.
- The **active registration window** for each term is about two weeks long. This window is followed by a drop/add period, which concludes at the end of the second week of classes in fall and spring terms.
 - o Summer I and II drop/add concludes at the end of the second day of classes.
 - o If a course requires a permission number for registration, students should obtain the number from the **instructor** of the course.
 - o Students must register for at least one course or CTN 1-01 before the second week of drop/add concludes (approximately one month after the registration window opens), or a late registration fee of \$25 will post to their Bursar’s accounts.
 - o Failure to enroll by the end of drop/add may result in administrative withdrawal from The Graduate School.
- In fall and spring semesters, the University Registrar automatically registers for CTN 1-01 all **continuing** Ph.D. students **unless** they have a registration block on their accounts.
 - o Registration blocks are indicated by “” appearing atop the Student Self-Service page in DukeHub. Common reasons for registration blocks are:
 - failing to verify student contact information in DukeHub (a process requested by the University Registrar’s Office two times a year)
 - immunization compliance issues
 - outstanding Bursar’s account balances

- A student must address the cause of a block, wait for the block to be removed in DukeHub, and then manually enroll for CTN 1-01 and/or courses as required.
 - Depending upon the method of payment, account balance blocks may take up to 10 days to be removed.
- **Master's students** register for three, consecutive full-time semesters and, depending upon the program, one, final part-time semester.
 - **9 credits is considered full-time.** 12 credits is an overload and should be discussed with the DGS.
 - To enroll in more than 15.0 credits in a given semester, students obtain approval of their program's DGS and complete and submit to gradacademics@duke.edu the [Request for Course Overload form](#) for review by TGS Academic Affairs.
 - Note that first-semester student requests for course overloads are not approvable, since students have yet to establish good academic standing at Duke.
 - **Effective for students admitted fall 2018 or later, courses below the 500 level do not count toward full-time enrollment status.** This is of critical importance to international master's students, who must maintain full-time status (minimum 9.0 credits) for visa compliance and domestic master's students, who must maintain full-time status to qualify for federal loans.
 - A master's student who has completed the minimum number of degree credits required (typically 30) in three full-time semesters may choose to register only for Continuation (CTN 1-01) in the final, graduating term.
 - Master's students completing theses or degree requirements in summer must be registered for CTN 1-01 in Summer Term I.
- **Accelerated Master's of Science (4+1)** programs of study are currently available to Duke University undergraduates in Engineering (BME, CEE, ECE, ME, MSEG), Computer Science, and Global Health.
 - Accelerated master's students earn the MS degree in 5 total years of study.
 - Students must apply for admission to the master's program by October 1 of their third baccalaureate year.
 - If accepted to the master's, in their fourth year of baccalaureate study, students enroll in a minimum of two graduate-level courses to be transferred to the master's transcript after completion of the baccalaureate degree.
 - Transferred courses cannot be counted toward both the baccalaureate and master's degrees.
 - During the fifth year of study, students are enrolled as full-time graduate students.
- **Ph.D. students** must maintain continuous registration (fall and spring semesters) throughout their programs of study.
 - Full tuition is paid for six semesters, and reduced tuition is paid thereafter.
 - Students must be registered in the terms they take qualifying, preliminary and final exams, as well as when they submit their dissertations in final form to ProQuest; therefore, students graduating in summer term register for **CTN 1-01 in Summer Term I**.
 - *Summer Term I* registration is also required for Ph.D. students supported through a Graduate School Summer Research Fellowship or receiving other university funding, such as sponsored research.

- **Joint degree students** (such as JD/MA) should register under their GRAD careers in DukeHub for any courses to be counted toward their graduate degree requirements.

- Graduate student registration in **courses offered by The Fuqua School of Business** is accomplished through a special cross-school registration process:
 - The TGS Registrar emails DGSAs one month before the registration deadline with a list of approved Fuqua courses and instructions for submitting registration requests.
 - Fuqua courses are offered in intensive, half-semester modules. Fall term modules are labeled M01 and M02; spring term modules are M03 and M04.
 - All Fuqua course registration requests in a given semester are due on the same date, regardless of a module's start date.
 - Fuqua's Registrar notifies students by email of the status of their course registration requests.
 - As is true for all courses, Fuqua courses cannot be added to a graduate student's roster if time conflicts with other courses exist or if the addition of a Fuqua course will exceed the student's credit limit for a given semester.
 - Graduate students enrolled in Fuqua courses do not have access to drop themselves from these courses. Students must notify the TGS Registrar by email (Helene.mcadams@duke.edu) if they wish to drop a Fuqua course. After the drop/add deadline, students complete and submit a [course withdrawal form](#) to discontinue a Fuqua course.

- Graduate student registration in UNC, NCSU, and NCCU courses is accomplished through a special **interinstitutional registration** process.
 - Students should go the [Duke Registrar's website](#) for detailed instructions and to access the Interinstitutional Approval Form (IAF) necessary to submit a registration request for a UNC, NCSU or NCCU course.
 - Note that for courses taken at other institutions, the restrictions on graduate student enrollment in courses intended for undergraduates apply.
 - As a rule, UNC courses listed at the 400-level are the equivalent of 500 level courses offered at Duke, and, therefore, are considered graduate-level courses.
 - Interinstitutional courses may **not be audited**.
 - Online courses are excluded from the interinstitutional registration agreement.
 - Completed forms require the signature of the course instructor (or email permission attached). The "College Dean" signature line should be signed **by the DGS**.
 - Original completed IAF forms should be submitted to the TGS Registrar (helene.mcadams@duke.edu) for review and approval.
 - If approved, the request will be forwarded to the University Registrar's Office for final processing.

- **To be an official auditor** in a **graduate-level** (500 level and above) course, a student must complete the Permission to [Audit a Course Form](#), and submit it to The University Registrar's Office via email (registrar@duke.edu) or by fax to 919-684-4500 before the end of the drop/add period.
 - Auditing is free for Ph.D. students and for master's students who are enrolled **full time**.
 - Audited courses do appear on the official transcript; however, they **do not** count toward degree requirements.
 - Students cannot convert the grading basis of a course from audit to graded credit (or from graded credit to audit).

- The Registrar **declines** audit requests if:
 - the course requested is full
 - the student has a time conflict in his/her schedule with the course to be audited
 - the addition of the audited course will exceed the maximum number of credits a student is permitted to take in a given semester.
- **To audit a course below the 500 level**, students must complete the [Permission to Enroll in a Course Below the 500 Level form](#), and check the “**Audit**” box.
 - The form must be accompanied by an email from the course instructor granting the student permission to be added to the course as an auditor.
 - The completed form is then submitted to gradacademics@duke.edu for review and processing.
- **Note:** Each Duke school sets its own policy regarding cross-career auditing. Students should visit the academic policy web page of the school that offers the course they wish to audit to determine if cross-career auditing is permitted.

Part-Time vs. Full-Time Study

- As a rule, **part-time study** is limited to master’s students in the final semester of their degree programs. Ph.D. candidates are rarely identified as “part-time,” since part-time students are not eligible to receive institutional support. For Ph.D. students, there is no minimum number of credits required in a term.
- Part-time master’s students take fewer than 9 credits in a semester.
- To maintain **student visa status**, international master’s students must be registered full time (9 or more credits) in every semester except their final, graduating term.
 - EIS course registration **can** be counted toward the 9 credits required to maintain full-time status.
 - Courses below the 500 level cannot count toward maintaining full-time status.
 - An international student who is unable to finish degree requirements by the completion date specified on the I-20 or DS-2019 must file an official extension request with the Duke Visa Office within 30 days of the I-20 or DS-2019 completion date.
 - The [Request for F-1/J-1 Student Extension form](#) must be signed by the DGS/advisor.

Dropping, Adding and Withdrawing from Courses

- Students may drop/add classes without penalty throughout the drop/add period.
 - **Students cannot drop themselves from** CTN 1-01, a Fuqua course, or a UNC, NC State or NCCU course for which they registered via submission of an “interinstitutional registration” request form. To remove these types of courses from a student’s roster **during drop/add**, the DGSA should email the TGS Registrar (helene.mcadams@duke.edu), who will manually drop the course(s) in DukeHub. After drop/add concludes, a standard Course Withdrawal Form (see below) is required for students to withdraw from these courses.
 - **Students cannot add themselves to courses below the 500 level.** To request enrollment in these courses, students must receive approval from the DGS of their program and complete and submit the [Request to Enroll in a Course below the 500 level form](#) to gradacademics@duke.edu. If the

request is approved, the TGS Registrar adds the course to the student's roster and notifies the student via email.

- Effective fall 2020, graduate students requesting enrollment in undergraduate-level Music "lessons" courses are charged an additional "course fee" not covered by standard PhD or master's flat-rate tuition. Please visit the [Music department's website](#) for additional information about lessons course fees.
- To maintain proper immigration status, **master's students holding F-1 visas** must maintain full-time registration (9 credits per term) in all semesters *except the final, graduating term*.
 - If an F-1 visa holder drops/withdraws from a course and falls below 9 credits, it will be necessary to enroll the student in another course or Research 1-01 credits to return him/her to full-time status. The DGSA sends an email to the TGS Registrar (helene.mcadams@duke.edu) to request the addition of Research 1-01 credits to the student's registration record.
- After the drop/add period concludes, a [Course Withdrawal Form](#) must be submitted emailed to gradacademics@duke.edu for a student to discontinue a course in which he/she is enrolled **for credit or as an auditor**.
 - If a graduate student wishes to withdraw from a course he/she is registered for in another Duke school (Law, Fuqua, etc.) or at UNC, NC State, or NCCU, the standard course withdrawal form is still submitted to gradacademics@duke.edu.
 - A grade of "W" (for courses taken for credit) or "WA" (for courses audited), posts to a student's transcript after the withdrawal request is processed.
 - "W"/"WA" grades have no impact on the student's GPA calculation.
 - **Course Withdrawal Forms must be received on or before the last day of graduate classes, or they cannot be processed.**
 - Students cannot retroactively add or withdraw from courses in a completed term.
- In extenuating circumstances, a student may **add a course after the conclusion of drop/add**. An email request including the course number, title, instructor, credit value and brief explanation of the reason for the course to be added should be sent to the TGS Registrar (helene.mcadams@duke.edu), who will submit a Dean's Permission Form to the University Registrar to add the course.
 - Courses cannot be added retroactively to previously completed (closed) semesters.

Leaves of Absence

- A student is eligible to request a Leave of Absence (LOA) for medical (MLOA) or personal (PLOA) reasons after completing in good academic standing at least one full semester of his/her graduate program.
 - The maximum duration of an LOA is two consecutive terms (fall/spring or spring/fall); summer terms are not counted, and students cannot request an LOA exclusively for a summer term.
 - All LOA requests should be received before the start of the semester in which the student will begin the leave. Receiving documentation 2-4 weeks before the beginning of the LOA term is optimal.

- In instances of medical emergency, a medical LOA may be requested for the current term. If approved, the MLOA would be retroactive to the start of the term, and the student's registration for courses begun in that term would be canceled.
 - Personal LOAs are only granted for future terms.
- To request an LOA, students complete the [Leave of Absence Form](#) available on the Graduate School website.
 - The form requires the signature of the Director of Graduate Studies.
 - For an MLOA, the form must be accompanied by a letter from a current treating practitioner, attesting to the need for the student to go on leave.
 - **International students** requesting LOA must also contact the Duke Visa Office and follow the procedures outlined on [their website](#) **before** submitting LOA paperwork to The Graduate School.
 - Completed forms and accompanying documentation (if necessary) must be submitted to The Graduate School via email to crumley@duke.edu for review and processing.
 - Students are notified of the status of their LOA applications by the assistant dean for academic affairs.
 - Once a student is placed on LOA, his/her status as an "active" student is suspended.
 - The student's Duke Card privileges, including library, building, and gym access, are suspended until he/she is formally returned to active status.
 - If a student goes on LOA in spring term after having paid for a full year of student health insurance at the start of the academic year (fall term), the insurance will remain valid until July 31.
 - Time limitations to meet degree requirements (such as preliminary exam deadlines, etc.) or to complete work for courses in which students received "incomplete" grades are **not** extended.
 - Except in instances of medical emergency, a student's funding is not extended by LOA. Guarantees of financial support are calculated from the date of initial matriculation.
 - Requests to **return from LOA** must be made directly to the assistant dean for academic affairs (crumley@duke.edu) **30 days prior** to the start of the semester in which the student wishes to return.
 - Return from MLOA also requires submission of a letter from the treating practitioner verifying that the student is sufficiently recovered to resume full-time graduate study.

Voluntary Withdrawal from Program

- A student who wishes to withdraw voluntarily from The Graduate School must notify in writing the DGS of his/her department as well as the TGS academic dean on or before the last day of classes for the semester in which the withdrawal will occur.
 - Email notification is acceptable.
 - A student who withdraws from The Graduate School before the conclusion of the sixth week of a semester may be eligible to receive a prorated tuition refund. The Schedule of Withdrawal Adjustments is posted on the [Bursar's website](#).
- It is possible for a student who has voluntarily withdrawn from The Graduate School to be reinstated in a future academic term/year.

- The student writes the DGS of the department for endorsement of his/her request to be reinstated. If accepted, the DGS forwards the reinstatement request to the academic dean for final approval.
- The student will be charged a one-time reinstatement fee, plus continuation fees for every fall and spring semester that transpired since the student's withdrawal went into effect.
- Coursework is valid for six years, so it may be necessary for a student to retake courses upon reinstatement to meet graduation requirements.

Academic Regulations

Credits

- Most courses offered by academic departments bear **"graded" credit (A, B, C, F)**, for which earned grades post to the transcript and are factored into the cumulative GPA calculation.
- **Continuation** (CTN 1-01) is a registration marker, which identifies a student as actively enrolled and meets the semester registration requirements, but it cannot be counted for graded or ungraded credit.
- Some courses bear **"ungraded" credit**, such as Research 1-01 and Graduate School English (EIS) language courses (CR/NC).
- Courses taken as Pass/Fail (P/F), Satisfactory/Unsatisfactory (S/U) and Audit (AD) cannot count toward graduate degree requirements, except for S/U courses taken during the pandemic-shortened spring 2020 semester.
- Effective for students admitted fall 2018 or later, courses below the 500 level do not count toward degree requirements or GPA calculation. Students who are enrolled by permission in these undergraduate-level courses receive grades of A*, B*, C*, F* (GPN grading basis) to distinguish them from graduate-level courses that count toward degree.
 - Courses below the 500 level which were successfully completed (grade of B or better) **prior to fall 2018** will remain eligible to count toward degree.

It is important for programs to share coursework, research, examination, and graduation requirements upfront with master's and Ph.D. students, so they can plan their programs of study accordingly.

- **Master's Credit Requirements:** Most master's degree programs require enrollment in 30 credits for completion. However, a few programs, such as the MFA-EDA, require more credits.
- Most master's programs require the completion of a minimum of 24 graded credits, 12 of which must be taken in the major subject. The remaining 6 credits may be taken in ungraded research (Research 1-01) or in acceptable CR/NC courses.
 - Graded versus ungraded credit requirements may vary based upon the degree type (AM versus MS) or final exercise (milestone) completed. For example, Electrical and Computer Engineering (ECE) has three MS degree options:
 - MS – Coursework Only requires 30 graded credits
 - MS – Poster Presentation requires 27 graded credits and 3 ungraded research credits
 - MS – Thesis requires 24 graded credits and 6 ungraded research credits
- **Transfer Credits:** Master's students who completed post-undergraduate courses relevant to their degree programs prior to admission to The Graduate School may request to transfer up to six credits of

coursework to count toward degree requirements. The [Transfer of Credit form](#) must be signed by the DGS.

The following conditions apply:

- The student must first successfully complete a minimum of 12 credits in his/her Duke graduate degree program.
 - The credits transferred are for graded courses in which the student received grades of B or better.
 - The credits were originally taken within six years of the student's expected graduation from Duke.
 - Transfer of credit does **not** reduce minimum credit (30), semester registration (at least 3 full-time semesters), or tuition requirements.
 - To ensure that master's students are registered full-time and are billed full-time tuition for three semesters, it may be necessary for Research 1-01 credits to be added to the record of a student who has transferred in credits.
 - Credits transferred are identified on the Duke transcript as "Duke Equivalent," with "TR" posting as the official grade. The Duke transcript **will not** include instructor names or grades earned. TR credits are not factored into GPA calculation.
- **Ph.D. Requirements:** Beyond RCR credits and EIS credits (if required), The Graduate School does not stipulate a minimum number of course credits for Ph.D. candidates. Doctoral students receive information from their departments describing coursework and research requirements and expectations, examination policies, and other program procedures.
- Registration in CTN 1-01 is adequate for a Ph.D. student to maintain "full-time" enrollment status.
 - If a **Ph.D. student wishes to receive a master's en route** in his/her discipline, he/she must meet the same course and credit requirements expected of a master's student.

Grades and Academic Standing:

- **Grading Basis:** The "grading basis" for courses taken by graduate students to count toward their program requirements is "GRD." This grading basis includes the grades A, B, C, F, I (incomplete), X (final exam incomplete), W (withdrawn) and Z (satisfactory progress in semester 1 of a two-semester course).
 - If a graduate student takes a course for graded credit at another Duke school (Law, Fuqua, etc.) or at an institution with which Duke has an interinstitutional registration agreement (UNC, NC State, etc.) the grading basis for the course will be converted to "GRD" by the University Registrar.
- **Good Academic Standing:** In order to maintain good academic standing, students must:
 - Complete a minimum of 2/3 of the credits in which they are registered each term or be placed on academic probation for the following term.
 - Students should keep track of their enrollment and note that courses in which they receive incomplete (I) grades or from which they have withdrawn (W) may cause them to fall out of compliance with this requirement.
 - Students receiving federal loans who fail to comply with the 2/3 completion requirement will be ineligible to receive federal loans for the ensuing term.
 - Maintain a cumulative GPA of 3.0 or higher, or be placed on academic probation for the following term.
 - If a student has an overall GPA of 3.0, but receives one C- grade or two C grades in a given term, the student will be placed on academic probation.

- GPN grades earned for courses taken below the 500 level (A*, B*, C*, F*) will **not** impact academic standing.
 - See the Registrar’s website for GPA calculation information: [GPA | Office of the University Registrar \(duke.edu\)](#)

- **EIS Courses:** Master’s and Ph.D. students required to take English for International Students (EIS) courses must receive grades of “CR” (credit) for those courses to be certified to graduate. It is possible to retake an EIS course if a student does not pass his/her initial attempt.
 - International graduate students enrolled in degree programs in the Pratt School of Engineering complete Pratt-sponsored English language courses in lieu of Graduate School courses.
 - Students should complete their English language courses within the first 2-3 semesters of study to ensure that they meet the requirement well in advance of their expected graduation term.

- **RCR Courses:** Responsible Conduct of Research training is required of all Graduate School students. **Students who do not meet RCR requirements will NOT be approved to graduate.**
 - **Master’s students** complete a two-part orientation (GS 714 and GS 715), plus one additional RCR forum before their graduating semester.
 - **Ph.D. students in Natural Science, Engineering, Social Science, or Humanities** complete a two-part orientation (GS 714 and GS 715) plus 4 RCR forums before their graduating semester.
 - **Ph.D. students in the Basic Medical Sciences** complete BIOTRAIN 750 orientation, BIOTRAIN 751, 753, and 754, and any two GS 712 – 717 forums before their graduating semester.
 - [Information on RCR requirements, policies, and resources](#)

- **Incompletes:** A graduate student has up to one calendar year to finish work for a course in which a grade of incomplete (I) has posted to the transcript. After one year, the incomplete becomes permanent.
 - The course instructor is responsible for requesting the grade change by submitting a notice to registrar@duke.edu which includes the following information:
 - Student name and Student ID #
 - Academic term the course was offered
 - Course number, section, and title
 - Original grade received (I)
 - New grade (A, B, C)
 - Instructor signature and date
 - Resolving incomplete grades in a timely manner is essential, especially for final-semester master’s students who must receive graded credit for incomplete courses in order to meet the 30 credit requirement.

- **Academic Probation:** Notice of academic probation is sent by TGS Academic Affairs via email attachment to a student, with a copy to the DGS and DGSA of the student’s department/program.
 - The notice includes expectations for the student to return to good academic standing by the conclusion of the succeeding semester, at which time the student’s academic history will be reviewed to determine next steps.
 - Potential next steps include removal from academic probation (if all conditions have been met); extension of probation for a second term (if progress has been shown, but all conditions have not been met); dismissal from the Graduate School.

Time Limits for Degree Completion

- **Master's students** typically complete their degree programs in four consecutive semesters, the final one of which may be part-time. The ultimate deadline for an admitted, full-time master's student to complete his/her degree program is four years from his/her first semester of registration. Master's students admitted part-time must complete their degree programs within six years of their first semester of registration.
 - o The "Expected Graduation Term" listed in DukeHub/PeopleSoft for a master's student is dated six semesters from the student's admit term. This expected graduation term will update to the actual graduation term when the student applies to graduate in DukeHub.
 - o A master's student who must cancel his/her application to graduate and requires an additional part-time term to finish the degree program must receive approval from the DGS and the academic dean. Upon approval, the TGS Registrar will adjust the student's record in DukeHub to term activate the student for CTN 1-01 registration and allow the student to reapply for graduation.

- **Ph.D. Preliminary Examinations:** Students are required to pass their preliminary examinations by the end of the third year (sixth semester). Requests for up to a one-semester extension are made by the DGS to the assistant dean for academic affairs (crumley@duke.edu).
 - o Approvals of fourth-year financial aid and research travel grants are contingent upon a Ph.D. student's successful completion of the preliminary exam, so the [Report of the Doctoral Preliminary Examination](#) should be submitted to The Graduate School in a timely fashion.
 - o Since spring 2020, preliminary examinations may be completed 100% remotely.
 - o Preliminary exam committee members should indicate "pass" or "fail" and sign the Report of the Doctoral Preliminary Examination form **on the day the exercise occurs**.
 - It is not acceptable to withhold signatures on preliminary examination forms until students make recommended changes to their work.
 - o The DGS signs the completed preliminary exam report and submits it via email to gradprelim@duke.edu for TGS review and recordkeeping.

- **Ph.D. Degree Completion:** Students are expected to complete their Ph.D. requirements within two to four years of passing their preliminary examinations. For most students, this translates into years 5-7 of study.
 - o The "Expected Graduation Term" listed in DukeHub/PeopleSoft for a Ph.D. student is dated 14 semesters from the student's admit term (equivalent of the end of Y7). This expected graduation term will update to the actual graduation term when the student applies to graduate in DukeHub.
 - o A student who must extend his/her degree program into the eighth year is required to submit to the academic dean a Degree Completion Memorandum of Understanding (MOU) signed by the student, DGS, and advisor committing to a clear plan for degree completion within the year.
 - A sample MOU is available upon request to the TGS Registrar (helene.mcadams@duke.edu).

- **Master's en route to Ph.D. in the Same Discipline:** If offered by the department/program, Ph.D. candidates may **apply** for a master's en route in their discipline **after** they have met all requirements for

the master's degree. This includes completion of 30 credits and passing of a final non-thesis or thesis master's examination.

- The preliminary examination may be used to count as a non-thesis master's examination.
- Master's en route degrees **are not issued automatically** after a student completes requirements. The student must apply to graduate for the master's by going into DukeHub under the "Academics" section of the Student homepage.
- **Concurrent Master's en route to Ph.D. in Another Discipline**
 - Some Ph.D. candidates may choose forego the en route master's in their Ph.D. discipline and apply instead for a concurrent master's in **another** discipline. [Instructions and two-part application](#).
 - **Note:** Ph.D. students are eligible to receive **one** master's along the way without incurring tuition charges for a master's degree. If a student opts to receive a master's en route within his/her discipline, he/she would be required to pay for a second master's in another discipline.

Graduate Milestone Exam Committees – Master's and Ph.D.

Key Points to Remember about Graduate Milestone Exam Committees – Master's and Ph.D.

- Only members of the Duke Graduate Faculty may serve on milestone exam committees.
- There must be at least four members of the Duke Graduate Faculty on preliminary and dissertation exams (three for master's exams).
- The majority of the committee must be Duke faculty.
- There must be at least two Duke Graduate Faculty members from the degree-granting program on every exam committee.
- There must be a total of three members from the student's primary research field/area (two for master's).
- Each exam committee must include a Minor Area Representative (MAR) and a MAR justification.
 - A Minor Area Representative (MAR) is a committee member whose research or scholarly area is relevant to but distinct from the topic of the student's research.
 - It is acceptable for the MAR to come from the same program as the student.
- There can be more than the required number of members on committees. Keep in mind, however, that more than one fail vote will mean a failed exam. (Except in the case of the chair or co-chair voting to fail. A fail vote from the chair or co-chair always means a failed exam.)
- The chair must be a full member of the Duke Graduate Faculty from the degree-granting program.
 - The chair can have a secondary appointment in the degree-granting program if the department in which the program resides has voted to allow those with secondary appointments in their department to chair that department's committees.
 - The department must vote on whether to allow all with secondary appointments to chair or just to approve individual secondary faculty members to chair.
- Term members may chair master's exam committees if the term member has served on at least four graduate milestone exam committees *and* received approval from the academic dean in advance.
- Committee Approval forms for all Ph.D. examinations and thesis master's examinations must be digitally signed by the DGS and uploaded into "Judy's 1st Review" in Perceptive Content by the DGSA.
 - Please do not forward hard copies or email scans of Ph.D. or thesis master's committee approval forms to The Graduate School.
- Effective fall 2021, **all non-thesis master's examination committees** for students graduating in a given semester are submitted to matthew.d.jones@duke.edu using an Excel spreadsheet supplied to master's

program DGSA by The Graduate School. Spreadsheets must be submitted at least two weeks prior to the non-thesis examination date.

- Committees must be *approved* by the academic dean at least **thirty (30) days prior to any exam**.
- If there has to be a **change to an approved committee**, a new committee approval form signed by the DGS must be digitally uploaded to Academic Affairs through Perceptive Content for approval by the academic dean.
- If a student's Ph.D. final examination (Dissertation Defense) committee is *exactly* the same as the preliminary exam committee, the student or DGSA may send an email message with the student's name and student ID number to gradacademics@duke.edu stating that the student's Ph.D. final examination committee is the same as their preliminary committee.

The Master's Examining Committee and the Examination: Master's examinations take several forms within The Graduate School.

- The thesis examination is an oral defense of the written thesis that has been read and evaluated by the student's examining committee.
- The most common non-thesis examinations are written and oral exams on a prescribed reading list or body of material; oral exams on a paper or a set of papers submitted by the student; or an oral exam on a research project or memorandum.
- The doctoral preliminary exam may also serve as the final examination for a master's en route degree.
- Since spring semester 2020, master's milestone examinations may be conducted 100% remotely.

Ph.D. Milestone Examination Committee: The obligatory milestone examinations for Ph.D. students are the preliminary and dissertation examinations.

- The requirements for the composition of the committee are the same, regardless of the examination, though its individual members may change over time.
- This committee also typically serves as an advisory committee to the student during his or her studies, and should be appointed to reflect research expertise that is helpful in guiding and evaluating the student's research project.

Ph.D. Final Examination (Dissertation Defense): The final examination is administered by a milestone examination committee of at least four members, who must have at least two weeks to read and review the completed dissertation before the final examination (the dissertation defense).

- Many programs require a public seminar to present the dissertation's content, in addition to the final examination proper.
- Since spring semester 2020, Ph.D. dissertation defenses may be conducted 100% remotely.

Timeline for Ph.D. Students
• Preliminary examinations must be completed by end of year 3.
• Dissertation examinations expected no later than the end of year 7.
• For students to extend their program of study into in year 8, a specific agreement for completion of the dissertation must be signed by the student, committee chair, and DGS and submitted to the associate dean of Academic Affairs for approval.
• If the extension is granted and the dissertation is not defended and accepted by the new deadline, the student will be withdrawn from candidacy.

Duke Graduate Faculty

- The Duke University Graduate Faculty is composed of full and term members, who together advise graduate students and serve on their milestone examination committees.
- Membership is contingent upon adherence to the Duke Community Standard.
- Full Graduate Faculty membership is of an unlimited duration as long as a full-time Duke faculty appointment is active and responsibilities are met. [More information](#).

Duke Faculty versus Duke Graduate Faculty

- Duke faculty are faculty members employed by Duke University.
- Duke Graduate Faculty members are Duke faculty members and others nominated and approved for Duke Graduate Faculty membership and who may serve on Duke Graduate Milestone Exam Committees.

Full Membership vs Term Membership

- Prerequisites for admission to the Graduate Faculty as a full member include:
 - o Possession of a terminal degree in a relevant discipline to the nominating unit.
 - o Tenure track faculty appointment at Duke, or another regular-rank, full-time Duke faculty appointment
 - o Experience and distinction of current full Graduate Faculty in the nominating unit.
- **Note:** Term members of the Graduate Faculty can be Duke faculty or they may be from other universities or research organizations. Emeritus faculty can be nominated for term membership. The nomination package will only require a Term Graduate Faculty Nomination Form signed by the DGS.

Requirements to complete a nomination packet for full membership on the Duke Graduate Faculty

- Graduate Faculty Nomination Form - full membership signed by both the chair and DGS of the nominating unit
- A current CV
- Evidence of a vote of the full members of the Graduate Faculty from the nominating unit in favor of the nomination
- If clinical faculty, a letter is required from the chair of the clinical department stating that the faculty member may serve on graduate students' committees
- If the nominee is not tenure-track faculty, the nomination packet must include a written justification from the chair of the nominating unit, which explains how the nominee has the "experience and distinction" of other tenure-track faculty or full members of the Graduate Faculty from the nominating unit
- All of the above are sent in one email to the Graduate Faculty Program Coordinator (matthew.d.jones@duke.edu) for processing and approval by the academic dean.

Requirements to complete a nomination packet for term membership on the Duke Graduate Faculty

- Graduate Faculty Nomination Form - term membership signed by the DGS of the nominating unit
- A current CV

- All of the above are sent in one email to the Graduate Faculty Program Coordinator (matthew.d.jones@duke.edu) for processing and approval by the senior associate dean of Academic Affairs.

Dissertation and Thesis Procedures

Deadlines and Initial Submission

- **Deadlines:** Students should go to the Graduate School website to [check deadlines](#) for
 - o Applying to graduate in the upcoming semester
 - o Initial submission of their dissertation or thesis
 - o Final submission of their dissertation or thesis
- **Committee/Defense Date:** The student forms a dissertation/thesis committee and sets a defense date:
 - o If a Ph.D. student's committee is different from that for the prelim, the student notifies the DGSA. If the committee is the same, the student sends a confirmation email stating this fact to gradacademics@duke.edu
- If the committee is not approved, the defense cannot occur.
- The graduation application in DukeHub must be submitted no later than February 1 for a May degree, June 15 for a September degree, and October 15 for a December degree.
- The defense must be scheduled for a term in which the student is enrolled and prior the defense deadline in the semester for which he/she has applied to graduate.
- If the defense takes place between terms, as defined by the first day of class and the last day of exams, the student must be registered for the subsequent term.
- **Initial Thesis/Dissertation Submission**
 - o **NOTE:** The Graduate School requires that all dissertations and theses be written in English.
 - The sole exception is when there are compelling scholarly or professional reasons to write the research portions of a doctoral dissertation in another language, if that language is recognized by the student's examination committee as the primary language of the student's research within a foreign language studies Ph.D. program in which the student is a degree candidate.
 - To write a dissertation in a language other than English, the student must submit a request for an exception at the time the prospectus is submitted. The request must be approved by the student's examination committee and by The Graduate School's academic dean.
 - If granted an exception, the student may write the dissertation's research chapters, introduction, and conclusion in another language.
 - In all cases, the title, abstract, copyright notice, committee signature pages, and table of contents of dissertations must be written in English.
 - The entirety of master's theses must be in English, except short quotations as judged appropriate by the thesis examination committee.
 - o The student is expected to provide a copy of the thesis/dissertation to each member of the committee at least two weeks before the scheduled examination.
 - o **The thesis/dissertation** must be formatted using the [dissertation template](#) (available in MS Word and LaTeX).
 - **NOTE:** For convenience and to help avoid common formatting errors, The Graduate School strongly recommends using the Word template. The LaTeX template is provided but not supported by TGS or OIT.
 - o The thesis/dissertation is then submitted as a PDF to ProQuest.

- **The manuscript must be a complete document**, formatted correctly, with no sections left blank.
 - Students should be sure to save the original file from which they created the PDF, as they will need this version for revision purposes.
- **The student** requests an Advisor Letter (sent by the advisor) and a Defense Announcement (sent by the DGSA) to be emailed to gradacademics@duke.edu.
- **Following submission, the student will receive** an email from ProQuest (normally within one week) listing the formatting changes required. The email is sent to the email address the student entered in ProQuest when submitting the document (students should also check their spam inbox).
 - If the message notes that any defense-related documents (advisor letter, defense announcement) are still missing, the student should ask the advisor/DGSA to submit these to gradacademics@duke.edu immediately.
- **The message from ProQuest includes instructions on** how to make an optional Zoom meeting appointment with the assigned Duke Administrator to discuss format questions, if desired.
- **1-2 days prior to the defense, TGS sends** an email with a pdf of the final examination certificate attached to the examinational committee chair (and co-chair, if there is one) as well as the DGSA of the student's degree program.

Defense and Final Submission

- All committee members must participate in the defense, which may be conducted in-person, in hybrid format (with some participants in person and others remote), or 100% remotely, usually via Zoom.
- At the conclusion of the examination:
 - The chair completes requisite information on the examination certificate to indicate to the participation mode(s) and pass/fail votes of the exam committee members.
 - "Pass" or "Fail" are the only options. There are no conditional passes.
 - The chair enters their name on the approval line to attest to the outcome of the examination.
 - The chair then emails the pdf examination certificate to the DGS of the student's degree program, who enters his/her name on the DGS approval line and submits the completed examination certificate to gradacademics@duke.edu.
 - The student and the advisor complete the "Non-Exclusive Distribution License and Dissertation Availability Agreement" (also known as the "Embargo Agreement") and email it to gradacademics@duke.edu.
 - **NOTE:** The release date on this form must match the Institutional Repository and Traditional Publishing selections in ProQuest.
- **Final Submission:** After completing all formatting revisions requested by the assigned Duke Administrator as well as any requested by the committee, the student uploads the final version of the thesis/dissertation to ProQuest. The student is notified through ProQuest when the document has been accepted.
 - **NOTE:** Final submission must occur within 30 days of the defense or by the semester deadline, whichever comes first.
 - [Semester deadlines](#)

Preparing for Graduation

Degrees Issued

- Degrees issued through The Graduate School include:
 - o Doctor of Philosophy (Ph.D.)
 - o Master of Arts (AM)
 - o Master of Science (MS)
 - o Master of Fine Arts (MFA)
 - o Master of Arts in Teaching (MAT)

- Master's degrees awarded include:
 - o Degrees for admitting master's programs.
 - o Degrees en route to Ph.D. (either in the same discipline or in another discipline)
 - o Degrees received when a student discontinues a Ph.D. program, but has met all requirements for a master's and has been approved by the DGS, advisor, and academic dean to receive a terminal master's ("master out").

- Depending upon the program, **thesis or non-thesis master's degrees may be earned.**
 - o Degree completion requirements of thesis master's and non-thesis master's differ, so a student should carefully review his/her academic history and consult with the DGS before requesting to switch between these degree options.
 - o Switching between thesis and non-thesis master's in the graduating term is discouraged.

- **Dual degrees and joint degrees** are also available.
 - o **Dual degrees** are two separate degrees with mutually exclusive requirements pursued by a single student. Students may finish requirements for one degree program before finishing requirements for the second program.
 - MD/Ph.D. candidates, who complete Ph.D. requirements one year prior to finishing MD requirements, are placed on "dual degree leave of absence" from The Graduate School at the start of their final MD year. Their Ph.D. careers are reactivated in their final semester of study to apply for and receive both degrees in the same term.
 - o **Joint degrees** are hybrid programs with mutually dependent requirements and blended tuition. An example would be the JD/MA.
 - Joint degree students must complete all requirements of both degree programs and receive both degrees in the same graduation term.

Applying to Graduate

- Duke University graduates students in three terms each academic year:
 - o Summer II: diplomas issued in September
 - o Fall: diplomas issued in December
 - o Spring: diplomas issued in May.

- Departments should track progress toward degree of their master's and Ph.D. students, and should have knowledge of which students are eligible to apply to graduate each term.

- **Eligibility criteria to apply to graduate with a master's degree include:**
 - Registration in at least three full-time (9.0+ credit) semesters
 - Active registration in the graduating semester (CTN 1-01 only or CTN and a 3.0 credit course)
 - Completion of a minimum of 30 course credits (typically 24 credits of graded coursework, 12 in the major subject area, plus 6 credits of ungraded research, but requirements vary by program)
 - Completion of RCR orientation plus one RCR forum
 - Completion of EIS courses (if required)
 - Expectation to complete a master's thesis or non-thesis master's examination in accordance with deadlines for the graduation term in which the student is applying to receive the degree.

- **Eligibility criteria to apply to graduate with a Ph.D. include:**
 - Continuous registration in at least six full-time (fall/spring) semesters (or five, if credit for a previous graduate degree has been approved)
 - Active registration in the graduating semester (often CTN 1-01 only)
 - Residence of at least one year
 - Completion of major and related coursework as determined by the degree program
 - Completion of RCR training (12 or 18 hours, depending on degree program)
 - Passing of the preliminary examination (by the end of Y3)
 - Completion of EIS courses (if required)
 - Expectation of completion of the dissertation, passing of the final examination (defense), and submission of the dissertation to ProQuest in accordance with deadlines for the graduation term in which the student has applied to receive the degree.

- There is no penalty associated with applying to graduate and then withdrawing the application to reapply in an approved future term; however, students should submit the initial application only after thoroughly discussing expectations and deadlines with their advisor and DGS.

- Students eligible to graduate must apply themselves for graduation in DukeHub during the window that corresponds to the semester in which they will earn their degrees:
 - Summer II: apply between February 2 and June 15
 - Fall: apply between June 16 and October 25
 - Spring: apply between October 26 and February 1

- To apply, students log into DukeHub and navigate to "Academics," scroll down to "Program/Degree Selection," and open the application for graduation, which includes a list of degree programs for which students are eligible to apply in the current term.
 - If no degree programs are available in the "Program/Degree Selection," the student should contact the TGS Registrar (helene.mcadams@duke.edu), who will adjust the record to allow the desired degree program to populate the graduation application in DukeHub.
 - Students **apply separately** for each degree and certificate they intend to receive.
 - **Note:** Master's en route to Ph.D. degrees are NOT issued automatically. Students intending to earn a master's en route after successfully completing all master's requirements must apply to graduate for the master's in DukeHub.
 - In the application, a student enters the degree name exactly as he/she wishes for it to appear on the diploma. At present, only characters in the Latin alphabet are available.

- The degree address entered should allow for the diploma to be received by the student or a trusted proxy 4-8 weeks after the conclusion of the graduation semester.
 - **Diplomas are mailed directly from the vendor** to the degree address that the student enters in DukeHub.
- Permanent online access to a secure digital version of a student's diploma is available to each Duke graduate via Parchment, a digital credential service. Parchment emails directions to access the digital diploma directly to students 5-10 days after degree conferral.
- **If a student has applied to graduate in DukeHub, but must delay degree completion** to a future term, the DGSA should notify the TGS Registrar as early as possible, so the student's graduation application can be withdrawn, the expected graduation term moved to the approved future term, and the student term activated to register for the subsequent semester.
 - **Students must REAPPLY to graduate** in DukeHub for the approved future term.
- After the seventh year (Y7), a Ph.D. student must seek approval from the academic dean to complete the degree in year 8 (Y8).
 - The student, advisor, and DGS of the program generate and sign a Degree Completion Plan Memorandum of Understanding (MOU) and submit it to The Graduate School academic dean for review. If approved, the student's expected graduation term will be moved forward accordingly. Failure to meet the deadline agreed upon in the MOU will result in discontinuance from the Graduate School.
 - **NOTE: F-1 (I-20) or J-1 students (DS-2019), must check their I-20 or DS-2019 program end date and make sure it will not expire before the adjusted graduation date. If it will expire, the students must contact their [Duke Visa Services Advisor](#) at least 2 weeks before the expiration date and provide the [appropriate information](#) to extend the I-20 or DS-2019.**

Commencement and Diploma Distribution Information

- The Graduate School holds a Ph.D. hooding ceremony in May for **all Ph.D. students who have earned their degrees in the current academic year** (summer II, fall, and spring). The Graduate School does not offer a ceremony for master's degree recipients; however, individual departments or programs may choose to hold their own ceremonies.
 - The Graduate Student Affairs Office contacts all Ph.D. degree recipients in a given year with RSVP instructions for the hooding ceremony.
 - As of spring semester 2020, Graduate School degree recipients receive their diplomas by mail 2-6 weeks after degree conferral.
 - Diplomas are withheld from release for students who have outstanding Bursar account balances.
 - Access to final transcripts is also restricted if a student's Bursar account is not paid in full before degrees are conferred.
- The Office of Special Events & University Ceremonies sponsors the annual Duke Commencement, at which all Graduate School degree recipients are welcome. [Information about Duke Commencement weekend.](#)

Co-curricular Programming and Advising

Summary of key info DGSA's need to know with links to detailed resources

Responsible Conduct of Research (RCR) Training

- **Requirements.** All graduate students are required to complete RCR training.
 - o Entering students are contacted over the summer with instructions to register for the appropriate RCR orientation in late August, immediately before the start of their first fall semester.
 - o Since fall 2020, RCR orientation has been presented via Zoom.
 - o Additional RCR forums must be completed before graduation. The number of required forums varies by degree:

Degree	Master's		PhD		PhD-B	
	Number	Hrs	Number	Hrs	Number	Hrs
Orientation	GS714	2	GS714	2	BIOTRAIN750	4
	GS715	2	GS715	2		
Ongoing training *=any forum	GS71*	2	GS71*	2	BIOTRAIN751	4
			GS71*	2	BIOTRAIN753	2
			GS71*	2	BIOTRAIN754	4
			GS71*	2	GS71*	2
			GS71*	2	GS71*	2
Total Hours		6		12		18

- o More detail, including how this training appears on the transcript, can be found [here](#).
- **Forums**
 - o 30+ RCR forums are offered each semester. They typically cover a wide range of topics and disciplinary foci; students can choose the most relevant. Lists for the current and previous semesters can be found [here](#).
- **Contact (basic medical sciences)**

Erika J. Crosby, Ph.D.
RCR Curriculum Manager
919-684-6205
erika.crosby@duke.edu
- **Contact (all other graduate programs)**

Hugh Crumley, Ph.D.
Assistant Dean for Academic Affairs
Duke University Graduate School
919-660-5975
grad-rcr@duke.edu

English for International Students (EIS)

- **Placement exams**
 - Written and oral English-language exams are required for graduate students whose first language is not English. These exams are administered during pre-orientation and orientation week. [Exam schedule](#).
 - Some exemptions from exams are possible, but only after review by and via official notification from EIS. Details [here](#).
 - Placement results are communicated to students by email before classes begin. Students placed into GS 720 and/or GS 721 must complete these courses during the first year of graduate study.
- **Courses**
 - The EIS program offers courses in oral communication, academic writing, pronunciation, academic presentations and college teaching for international teaching assistants. List [here](#).
- **Services.** One-on-one and small-group writing and speaking consultations and workshops also available upon request.
- **Contact**
 - Brad Teague, Ph.D.
Assistant Dean and EIS Director
919-613-8129
brad.teague@duke.edu
- **International students in the Pratt School of Engineering**
 - Ph.D. and MS students in the Pratt School will receive English support services directly from Pratt instructional staff, including placement and language courses.
- **Contact**
 - Sue Mathias
Director, Communications and Intercultural Programs
919-613-8337
susan.mathias@duke.edu

Graduate Certificates

- There are multiple graduate certificates offered by The Graduate School. [List here](#).
- Graduate certificates are available to Duke graduate students only, though some, like the Innovation and Entrepreneurship Certificate (IECP) also allow Duke professional school students.
- To pursue a graduate certificate, a student must complete a [Graduate Certificate Program Application](#) (PDF) and contact the director of the certificate program.
 - After signing the application, the program will then forward it to Matthew Jones at TGS by email to matthew.d.jones@duke.edu.
- Once the student applies for graduation (both the degree and the certificate) Matthew Jones will contact the certificate program to verify the student met all certificate requirements.
- Graduate certificates must be earned with degree—they are not stand-alone.
- There is a notation of certificate completion on the transcript upon graduation; however, the University does not print a certificate diploma.
 - Individual certificate programs may choose to issue printed certificates to their graduating students.

- Students must be formally discontinued in DukeHub from certificate programs they do not complete. A “discontinued” notation will appear on the official transcript.

General Professional Development

- **Graduate School Programming**
 - o Duke OPTIONS
 - An [online tool](#) to help Ph.D. students explore and plan their professional development.
 - o Professional Development Series
 - An [event series](#) to help graduate students evaluate and prepare for the range of career options
 - o Teaching Ideas Series
 - [Annual workshop series](#) on teaching, learning, technology and other issues in higher ed.
 - o Certificate in College Teaching
 - Courses on pedagogy, teaching observation experience and development of a teaching portfolio. [Link](#).
 - o Emerging Leader’s Institute
 - An [annual program](#) of intensive workshops & coaching to prepare competent, confident, and effective leaders
 - o Bass Instructional Fellowships
 - Funded teaching and TAing [opportunities](#).
 - o Preparing Future Faculty
 - [Year-long experience](#) for Ph.D. students including mentoring at another college or university
 - o Writing Support
 - Academic courses, consultations & additional support for international students. [Link](#).
 - o Versatile Humanists at Duke
 - An initiative to support Ph.D. students in the humanities and humanistic social sciences in cultivating versatility in their scholarship and career exploration process. [Link](#)
 - o Professional Development Grant
 - Complement career and professional development offerings on campus by proposing discipline-specific activities for your department/program. Up to \$2,000 funding; proposals due October 15. [Link](#)
- **Duke University Career Center Graduate Student Services**
 - o Support for students who are planning for any type of career, including jobs as tenure-track faculty or in private industry, government, non-profits, start-ups, and anywhere in between. [Link](#).
- **Library Programming**
 - o Duke Learning Innovation offers events and consultation on teaching, learning & technology. [Link](#).
 - o Data & Visualization Services offers a range of [workshops](#), some for RCR credit.