



Duke University Graduate School Summer Registration Revision Date: March 31, 2014

Purpose:

To clarify Graduate School requirements and expectations for summer registration.

Policy:

Students receiving financial support from Duke University or who will be meeting an academic milestone *at any point* during the summer are required to register and will be charged tuition.

“Financial support” includes receipt of student loans and/or fellowship, internship, and research assistantship stipends.

- Federal lending laws require that students are enrolled at least half-time in the term in which they are requesting federal financial aid. Ph.D. students are considered to be enrolled full-time when enrolled in Continuation (CTN) during the summer. Master’s students must be enrolled in a minimum of 3 credits per summer term (Summer I and/or Summer II) in order to be considered half-time for the purposes of federal financial aid eligibility.
- Ph.D. students who have been awarded summer research fellowships are required to register for CTN. The fellowship funding source will be charged tuition in accordance with the [Graduate Student Fellowship Policy](#).
- Master’s students and Ph.D. students who are receiving compensation from Duke University for services that are unrelated to their academic pursuits (including students who are teaching undergraduate summer courses) are exempt from summer registration.
- Ph.D. students who are working as Research Assistants during the summer are required to register for CTN. The research grant or institutional funds supporting the student will be charged tuition remission in accordance with the [Graduate School Tuition Remission Policy](#). Although tuition remission can and should be prorated among funding sources to reflect actual student work effort over the 3-month summer term, the summer tuition charge cannot be prorated and must be paid in full from appropriate sources.

“Academic milestones” include but are not limited to coursework, preliminary exams, dissertation or thesis defense, and graduation.

- Tuition for graduate level coursework is covered under the Graduate School flat rate summer tuition charge. Students wishing to take undergraduate level or continuing education courses (i.e. health, physical education, recreation courses) unrelated to their degree coursework during the summer will be charged separately for those courses and the student will be responsible for the additional tuition charges.
- Students taking only summer foreign languages for reading courses are not required to register. Students interested in summer language courses will apply directly to the Office

of Continuing Studies and these courses will be charged separately. The Graduate School will pay for 70 percent of the tuition for these summer language courses provided that 1) the student has received approval from the DGS prior to enrolling in the course, and 2) the student's department or program provides the remaining 30 percent support.

- Tuition cannot be prorated. Students will be charged for the full summer flat rate tuition regardless of when the academic milestone is met.

Procedure:

- Students enrolled in School of Medicine, Engineering, Business, and Nicholas School of the Environment Ph.D. programs, and students in Arts & Sciences departments who are typically supported for 12 months (such as Chemistry and Physics) will be automatically registered for the summer by the Graduate School and the Registrar's Office.
- Students who will be supported by Graduate School summer fellowships will likewise be automatically enrolled.
- Students who are not automatically registered, as above, but meet the expectations for summer registration due to financial support or academic activities, will be expected to self-register through the Automated Computerized Enrollment System (ACES).

Related Links:

[DGS Manual](#)

[Summer Session Language for Reading Courses](#)