

# Chapter 7

## General Academic Regulations

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## A. Credits

The following regulations pertain to credits earned outside the Duke University Graduate School:

### 1. Graduate Credit Earned before the A.B. Degree Is Granted

Ordinarily no credit will be allowed for graduate courses taken before a student has been awarded the A.B. or B.S. degree. However, an undergraduate student at Duke University, who at the beginning of the final semester lacks no more than three courses in order to fulfill the requirements of the bachelor's degree, may apply for admission to the Graduate School for that final semester. If the student meets the requirements for admission, permission may be obtained from the dean of the Graduate School to enroll in graduate courses. No more than four courses (including both undergraduate and graduate courses) may be taken during the semester. In addition to undergraduate registration, the student must register in and pay tuition for those courses to the Graduate School at the beginning of the semester in which graduate credit is to be earned in order for the courses to be credited toward a graduate degree program. **This means that the student will pay both undergraduate and graduate tuition for the graduate courses, unless the graduate admitting program awards tuition to the student.**

### 2. Transfer of Graduate Credits

For master's programs, the transfer of graduate credit does not reduce the required minimum registration of 30 units for a master's degree at Duke. For Ph.D. students, one semester of full-time tuition credit may be given if the student has completed a relevant graduate degree at another institution. No credit will be given to those students who receive a master's degree at Duke en route to the Ph.D. Up to one semester of tuition credit may be given to students who have completed graduate course work at Duke as non-degree students. Financial credit for the above programs will be given only after the student has completed one full-time semester in a degree-granting graduate program. The Graduate School does not transfer credits from another institution for Ph.D. students. (Departments are free to consider previous course work in determining further course requirements for the student—academic credit is distinct from financial credit or registration requirements for the degree.)

## B. Grades and Academic Standing

Grades in the Graduate School are as follows: *A*, *B*, *C*, *F*, and *I*. An *I* (Incomplete) indicates that some portion of the student's work is lacking, for an acceptable reason, at the time the grades are reported. For students enrolled in the Graduate School, the instructor who gives an *I* for a course specifies the date by which the student must make up the deficiency. If a course is not completed within one calendar year from the date the course ended, the grade of *I* becomes permanent and may not be removed from the student's record. The grade of *Z* indicates satisfactory progress at the end of the first semester of a two-semester course. For unclassified graduate students enrolled in the summer session, a temporary *I* for a course may be assigned after the student has submitted a written request. If the request is approved by the instructor of the course, then the student must satisfactorily complete the work prior to the last day of classes of the subsequent summer term. A grade of *F* in a major course (courses within a student's department or field) occasions dismissal from a degree program,

except in extraordinary circumstances beyond a student's control. A grade of *F* in any other course occasions at least academic probation and may also occasion dismissal.

To be certified as making satisfactory progress towards the degree and to be in good academic standing, graduate students must maintain at least a 3.0 (*B*) cumulative grade point average (GPA). Students falling below this average jeopardize not only their financial support, but their continuation in the graduate program and eventual graduation. Note that students who are not in good academic standing cannot receive federal financial aid.

However, grades alone are insufficient to qualify a student as being in good academic standing. Research progress and the potential to accomplish master's or Ph.D. level research successfully, and to present research results cogently, will also be taken into account in assessing the academic standing of a student. Progress and potential are determined by a student's committee, who has the right to recommend withdrawal of a student at any time.

Any student who is not in good academic standing, for whatever reason, will be placed on probation if there is not a need for more immediate dismissal. The terms of probation will be determined by the Associate Dean in consultation with the student's DGS. A letter detailing the terms of probation and requirements to be taken off probation will be provided to the student at the start of the probationary period and added to the student's record. Usually probation is for a period of one semester, with a requirement that terms be met or the student will be dismissed.

Except in extraordinary cases approved by the dean (e.g. a 2.99 GPA and a strong dissertation or thesis), a student can graduate only if he or she is in good academic standing.

### **C. Identification Cards**

Graduate students are issued identification cards that they should carry at all times. The card is a means of identification for library privileges, athletic events, and other university functions or services open to University students. Students will be expected to present their cards on request to any University official or employee. The card is not transferable, and fraudulent use may result in loss of student privileges or dismissal from the Graduate School. A report of the loss of a card must be given immediately to the Duke Card Office (919-684-5800). There is a fee to replace the lost Duke Card.

### **D. Interruption of Program and Withdrawal from the Graduate School**

Students are expected to meet academic requirements and financial obligations to remain in good standing. Certain nonacademic rules and regulations must be observed also. The Duke Community Standard and Graduate School standards of conduct must be met. Failure to meet these requirements will ordinarily result in summary dismissal by the appropriate officer of the University.

**The University reserves the right, and matriculation by the student is a concession to this right, to request the withdrawal of any student whose academic performance at any time is not satisfactory to the University.** A student who wishes for any reason to withdraw from the Graduate School during the Fall, Spring, or Summer session must notify

in writing both the director of graduate studies in the major department and the associate dean of the Graduate School prior to the date of the expected withdrawal and no later than the published last day of classes for that semester or Summer session. If students wish to withdraw from courses in the Summer session, they must consult both the director of graduate studies in the major department and the director of the Summer session. For refunds upon withdrawal, see the chapter on “Financial Information.”

A student who must withdraw before completion of a graduate program after successfully completing at least one semester of graduate study, may, with the approval of the major department, request that the dean issue a certificate of graduate study.

## E. Leave of Absence

A leave of absence for a total period of time no longer than two semesters may be granted because of medical necessity, family obligations, receipt of an external award, employment related to the student’s research project, or other acceptable reasons. A request for a leave of absence in a given semester should originate with the student, be endorsed by the student’s faculty advisor and director of graduate studies, and be submitted to the associate dean of the Graduate School for consideration **prior to the beginning of the semester for which the leave is requested**. Leaves are normally granted for only one semester, but a second semester’s leave may be requested. A student is eligible to request a leave of absence only if in good academic standing and only after having completed at least one semester at Duke. Time limitations which pertain to the various degrees and the completion of courses that have received a grade of I (incomplete) are not waived.



### Things to Note:

*Students contemplating leaves of absence for reasons other than medical necessity (as indicated in a letter from the treating physician) should be aware that, for financial purposes, all guarantees of financial support are calculated from the date of initial matriculation. For example, if a graduate program has stated that a student will be supported through the fifth year of graduate study and the student takes a leave of absence for one of those years for reasons other than medical emergency, the student would forfeit a year of institutional support.*

## F. English Proficiency for International Students

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

## G. Library Privileges

Graduate students are entitled to carrels only if registered as full-time students. Only students who have attained candidacy (passed the preliminary examination) are eligible for closed carrels, if they are available in the library.

## **H. 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. The health fee should not 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 Health Program. Full-time and part-time students who are entitled to coverage by the Student Health Program are also eligible for the supplementary insurance policy.

Duke University requires all students to have health insurance coverage. Please refer to **Chapter 4** for information on health insurance coverage.