Duke University

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About the University Bulletins

The Office of the University Registrar is responsible for compiling, producing, and maintaining the bulletin for each school at Duke University. The content for the bulletins is established by the schools in conjunction with the Duke University Bulletins Policy. All bulletins are published online and serve as static documents for historical records of the university. The university reserves the right to change programs of study, academic requirements, teaching staff, the calendar, and other matters described herein without prior notice, in accordance with established procedures.

Duke University Registrar: Frank Blalark, Assistant Vice Provost and University Registrar

Coordinating Editor: Maggie Douglas

Publications Coordinator: Alaina Kaupa

Bulletin Editors:

- Divinity School: Deborah Hackney & Katherine Smith
- Fuqua School of Business: B. Tate
- The Graduate School: Matthew Jones & Helene McAdams
- School of Law: Frances Curran
- School of Medicine: Marcie Ellis
- Nicholas School of the Environment: Cynthia Peters
- School of Nursing: Debra Mattice
- Pratt School of Engineering Professional Programs: Kelsey Liddle
- Sanford School of Public Policy: Anita Lyon
- Undergraduate Instruction: Heather Settle

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The information in this bulletin applies to the academic year 2022-2023 and is accurate and current, to the greatest extent possible, as of August 2022. The university reserves the right to change programs of study, academic requirements, teaching staff, the calendar, and other matters described herein without prior notice, in accordance with established procedures. Duke University is committed to encouraging and sustaining a learning and work community that is free from prohibited discrimination and harassment. The institution prohibits discrimination on the basis of age, color, disability, gender, gender identity, gender expression, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status, in the administration of its educational policies, admission policies, financial aid, employment, or any other institution program or activity. It admits qualified students to all the rights, privileges, programs, and activities generally accorded or made available to students.

Sexual harassment and sexual misconduct are forms of sex discrimination and prohibited by the institution. Duke has designated the Vice President for Institutional Equity and Chief Diversity Officer as the individual responsible for the coordination and administration of its nondiscrimination and harassment policies. The Office for Institutional Equity is located in Smith Warehouse, 114 S. Buchanan Blvd., Bay 8, Durham, NC 27708, and can be contacted at (919) 668-8222.

Questions or comments about harassment or discrimination can be directed to the following administrator in the Office for Institutional Equity:

Discrimination in employment or educational programs and activities

Cynthia Clinton, AVP Harassment and Discrimination Prevention and Compliance

Office for Institutional Equity

114 S. Buchanan Blvd., Bay 8

Durham, NC 27708

(919) 668-6214

Additional information, including the complete text of Duke’s Policy on Prohibited Discrimination, Harassment, and Related Misconduct and appropriate complaint procedures, may be found by visiting the Office for Institutional Equity’s website at oie.duke.edu. For further information, visit ed.gov/about/offices/list/ocr/index.html, or call (800) 421-3481.

Duke University recognizes and utilizes electronic mail as a medium for official communications. The university provides all students with email accounts as well as access to email services from public clusters if students do not have personal computers of their own. All students are expected to access their email accounts on a regular basis to check for and respond as necessary to such communications.
Information that the university is required to make available under the federal Clery Act is available by visiting the Records Division, Duke University Police Department, 502 Oregon Street, Durham, NC 27708, or by calling (919) 684-4602. See police.duke.edu/news-stats/clery for more details.

The Family Educational Rights & Privacy Act (FERPA), 20 U.S.C § 1232g; 34 CFR Part 99, is a federal law that guides the release of students’ education records, of which disciplinary records are a part. For additional information about FERPA, see ed.gov/policy/gen/guid/fpco/ferpa/index.html.

Duke University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, master’s, doctorate, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call (404) 679-4500 for questions about the accreditation of Duke University.

This publication is available in alternative format on request. Please call (919) 684-2813.
Mission Statement

Approved by the Duke University Board of Trustees October 1, 1994, and revised February 23, 2001, the Mission Statement for Duke University reads as follows:

"James B. Duke’s founding Indenture of Duke University directed the members of the University to 'provide real leadership in the educational world' by choosing individuals of 'outstanding character, ability, and vision' to serve as its officers, trustees and faculty; by carefully selecting students of 'character, determination and application;' and by pursuing those areas of teaching and scholarship that would 'most help to develop our resources, increase our wisdom, and promote human happiness.'

"To these ends, the mission of Duke University is to provide a superior liberal education to undergraduate students, attending not only to their intellectual growth but also to their development as adults committed to high ethical standards and full participation as leaders in their communities; to prepare future members of the learned professions for lives of skilled and ethical service by providing excellent graduate and professional education; to advance the frontiers of knowledge and contribute boldly to the international community of scholarship; to promote an intellectual environment built on a commitment to free and open inquiry; to help those who suffer, cure disease, and promote health, through sophisticated medical research and thoughtful patient care; to provide wide-ranging educational opportunities, on and beyond our campuses, for traditional students, active professionals and life-long learners using the power of information technologies; and to promote a deep appreciation for the range of human difference and potential, a sense of the obligations and rewards of citizenship, and a commitment to learning, freedom and truth.

"By pursuing these objectives with vision and integrity, Duke University seeks to engage the mind, elevate the spirit, and stimulate the best effort of all who are associated withthe University; to contribute in diverse ways to the local community, the state, the nation and the world; and to attain and maintain a place of real leadership in all that we do."
Duke University traces its origins to a small school that opened in 1838 in Randolph County, North Carolina. Originally a preparatory school for young men called the Union Institute Academy, it was then chartered as a teaching college named Normal College by the state of North Carolina in 1851. The school underwent another transformation in 1859 when it turned to the Methodist Church for financial support. Reflecting the new partnership, the school's name changed to Trinity College.

From 1842 to 1882, Braxton Craven served as the principal and then president of the institution, overseeing its transition from a tiny schoolhouse to a full-fledged college. Shortly before his death, he helped to establish the Cherokee Industrial School at Trinity College, one of numerous schools established in the United States to “westernize” indigenous students, in this case boys and young men from the Eastern Band of the Cherokee. The School at Trinity lasted only a few years. It is worth noting that Craven enslaved several Black people prior to the Civil War, and that a number of other faculty and trustees were also enslavers.

John F. Crowell, Trinity College’s president from 1887-1894, suggested that moving the college to an urban setting would attract more students, faculty, and financial support. With Crowell’s encouragement, the trustees agreed to move the college, and after a spirited competition among regional cities, Trinity opened in Durham in 1892. Local tobacco magnates Washington Duke and Julian S. Carr assisted in providing land and money to Trinity. In 1897, at Washington Duke’s request, the school began admitting women as regular students, making it an early co-educational institution. Carr’s support for Trinity College was recognized with a building named in his honor in 1930. His name was removed in 2016 in light of his virulent white supremacist beliefs and actions.

Trinity prospered in its new location, and in 1924 the school was again transformed through philanthropy. Washington Duke’s son James Buchanan Duke established the Duke Endowment, and the charitable foundation infused the college with funds. The trustees changed Trinity College’s name to Duke University as a memorial to his father. The new funds supported the construction of a new campus, designed in a Gothic style by the Philadelphia architectural firm of Horace Trumbauer. The chief designer of West Campus, as well as the re-envisioned East Campus, was Julian Abele, a Black architect whose role in creating the architecture of Duke University was largely overlooked during his lifetime. In 2016, the main quad on West Campus was renamed Abele Quad in his honor.

President William P. Few (1910-1940) oversaw this metamorphosis of a small college into a complex university. In 1930, the Trinity College site (today’s East Campus) became the Woman’s College, while the West Campus served as the grounds for the all-male Trinity College. In 1972, Trinity College merged both colleges of men and women into what is now known as Trinity College of Arts and Sciences. Other schools include the School of Religion and Graduate School founded in 1926, the School of Medicine and hospital in 1930, and the School of Nursing in 1931. Originally established in 1904, the Law School reorganized in 1930. In 1938, what is today’s Nicholas School of the Environment opened, and in 1939 the university formed what is now known as the Pratt School of Engineering.

The last of James B. Duke’s desires for the university was fulfilled when what is now the Fuqua School of Business, opened in 1969. The Sanford School of Public Policy became Duke’s tenth school in 2005. The school was named for President Terry Sanford, formerly the governor of North Carolina, who supported a number of initiatives in the 1970s and 1980s to build Duke’s reputation for excellence, growing the university’s national and international profile.

Long a segregated institution, Duke first admitted Black graduate and professional students in 1961 and Black undergraduates in 1963. In 1968, a major student protest known as the Vigil demanded pay increases and better treatment of hourly workers, most of whom were Black. In 1969, Black students protested in what is now known as the Allen Building Takeover, demanding improved services and treatment for Black students. The protest resulted in the formation of what is now called the Department of African and African American Studies.

Faculty at Duke produce influential scholarship across a wide range of disciplines and professions. Two Duke faculty members have received the Nobel Prize in Chemistry: Professor Robert Lefkowitz in 2012 and Professor Paul Modrich in 2015. Duke researchers have mapped the human chromosome and led research into the treatment of HIV and AIDS. Duke faculty also research pressing social issues, producing high-impact scholarship on such topics as election districting and public health. Faculty authors have written books of award-winning nonfiction, fiction, and poetry, and have won awards ranging from the National Book Award to the Pulitzer Prize. Fifty Duke faculty are members of the American Academy of Arts and Sciences. Duke students have many opportunities to work with leading faculty in labs and on projects, ensuring hands-on experience during their course of study.

Duke has a number of notable athletic achievements. Best known is the men’s basketball team, coached by Mike Krzyzewski from 1980 to 2022. The team has earned 5 national championships. The women’s golf team holds the record at Duke for most national championships, at 7. Duke football has been played since the 1880s, when President Crowell coached the team himself. During the 1930s and 1940s, the football team competed in and won a number of bowl games, earning the nickname “Iron Dukes.” The Rose Bowl game of 1942 was played in Durham due to wartime concerns on the West Coast and remains the only Rose Bowl played outside of Pasadena, California.
International programs have expanded over the last several decades, bringing international students to Duke in Durham and expanding international opportunities for Duke students. In 2005, Duke partnered with the National University of Singapore and opened the Duke-NUS Medical School. In 2014, graduate programs at Duke Kunshan University began, followed by undergraduate programs in 2018. DKU is a partnership between Duke and Wuhan University in Kunshan, China.

The university has changed in many ways since its founding, and like other historically white schools it continues to confront issues of racism, sexism, and other inclusion and equity challenges. Students of color and international students now represent more than 50% of the student body. Duke’s hometown of Durham has also grown and changed, and Duke and Durham collaborate on topics ranging from community service to downtown development.

Ever evolving, Duke University strives to meet the stated aims of the university: “to foster a lively relationship between knowledge and faith; to advance learning in all lines of truth; to defend scholarship against all false notions and ideals; to develop a love of freedom and truth; to promote a respectful spirit of dialogue and understanding; to discourage all partisan and sectarian strife; and to further the advancement of knowledge in service to society.”
Leadership

Full leadership profiles for those listed below are available at duke.edu/about/leadership.

Executive Leadership
Vincent Price, PhD, President | president.duke.edu
Daniel Ennis, MBA, MPA, Executive Vice President
A. Eugene Washington, MD, Chancellor for Health Affairs, Duke University, President and CEO, DUHS
Sally Kornbluth, PhD, Provost

Academic Leadership

Deans of Schools and Colleges
Kerry Abrams, James B. Duke and Benjamin N. Duke Dean of the School of Law
William Boulding, Dean, Fuqua School of Business
Edgardo Colón-Emeric, Dean, Divinity School
Vincent Guilamo-Ramos, Dean, School of Nursing and Vice Chancellor for Nursing Affairs
Judith Kelley, Dean, Sanford School of Public Policy
Mary E. Klotman, Dean, School of Medicine
Jerome P. Lynch, Dean, Pratt School of Engineering
Mohamed Noor, Interim Dean of Trinity College of Arts and Sciences
Todd Steelman, Stanback Dean, Nicholas School of the Environment

Vice Provosts
Edward Balleisen, Phd, Vice Provost for Interdisciplinary Studies
Abbas Benmamoun, Phd, Vice Provost for Faculty Advancement
Gary Bennett, Phd, Vice Provost for Undergraduate Education
John Brown, Vice Provost for the Arts
Jennifer Francis, Phd, Executive Vice Provost
Dracine Hodges, Interim University Librarian
Mary Pat McMahon, Vice Provost/Vice President of Student Affairs
James S. Roberts, Vice Provost

University Administration
Pamela J. Bernard, Vice President and General Counsel
Maggie Epps, Secretary to the Board of Trustees and Chief of Staff to the President
Tracy Futhey, Vice President for Information Technology and Chief Information Officer
Leigh P. Goller, Chief Audit, Risk and Compliance Officer
Kimberly Hewitt, Vice President for Institutional Equity and Chief Diversity Officer
David L. Kennedy, Vice President for Alumni Engagement and Development
Nina E. King, Vice President and Director of Athletics
Jennifer Lodge, PhD, Vice President for Research & Innovation
Antwan Lofton, Vice President for Human Resources
John J. Noonan, Vice President for Facilities
Rachel Satterfield, Vice President for Finance
Michael J. Schoenfeld, Vice President for Public Affairs & Government Relations and Chief Communications Officer
Russell Thompson, Vice President for Operations
The Faculty

Duke faculty are chosen from among the most competitive selection processes in the country, having demonstrated excellence in their fields of research. Duke currently has two Nobel Laureates among its faculty. Many others hold appointments in the National Academy of Sciences. Their books and publications are numerous and influential.

Duke professors are also excellent teachers. There is an 8-to-1 ratio of students to faculty. Professors are committed to giving students the individual attention that pushes them to excel while nurturing their ideas. Undergraduates, even in their first year, interact with senior faculty on a regular basis in efforts such as the Focus Program, a series of first-year interdisciplinary seminars focused on a theme. In addition, many serve as advisors to students, including those who choose to design their program of study and as mentors to undergraduates who pursue hands-on research.

Profiles of Duke's faculty members are available via Scholars@Duke.
Assessment and Accreditation

Assessment

Academic and programmatic assessment at Duke are central to our institutional mission to provide the highest quality education possible. Assessment efforts include evaluating institutional effectiveness, program quality, faculty quality, and student educational outcomes. To be effective evaluators of our programs, we have developed an assessment relevant to each criterion that includes establishing program goals, setting achievement targets, identifying metrics, establishing data capture regimes, communicating findings to decision makers, documenting data-driven actions taken for program improvement, and adapting program metrics to capture the effects of the new initiatives.

Academic assessment is conducted at the program and the school level. The School Assessment Representatives Group coordinates each school’s academic assessment and shares best practices between the schools. The provost-appointed Committee for Assessment of Educational and Administrative Support oversees and provides feedback on assessment of administrative and academic services.

Accreditation

Duke University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters, doctorate, and professional degrees. Contact the Commission on Colleges at (404) 679-4500 for questions about the accreditation of Duke University.

Reaffirmation of accreditation occurs every ten years, with a five year interim review including a report on the progress of the Quality Enhancement Plan. General information on the overall process may be found in the SACSCOC Handbook for Reaffirmation of Accreditation.

Duke’s last reaffirmation of accreditation was conducted in 2019.

In addition to the decennial and mid-point reviews, Duke maintains compliance with policies defined and enforced by SACSCOC. Some of these policies require periodic reporting to our accreditor. The most common policy for which we have to report is Substantive Change.
Duke University is a community dedicated to scholarship, leadership, and service and to the principles of honesty, fairness, respect, and accountability. Citizens of this community commit to reflect upon and uphold these principles in all academic and nonacademic endeavors, and to protect and promote a culture of integrity.

To uphold the Duke Community Standard:

- I will not lie, cheat, or steal in my academic endeavors;
- I will conduct myself honorably in all my endeavors; and
- I will act if the Standard is compromised.

Students' Obligation to Act with Respect to the Duke Community Standard

The Duke Community Standard (DCS) stresses the commitment that students share with all members of the community to enhance the climate for honesty, fairness, respect, and accountability at Duke University. Students affirm their commitment to foster this climate by signing a pledge that includes taking constructive action if they witness or know about behavior they perceive to be inconsistent with the DCS, which may include violation of university policies. Although there are no disciplinary sanctions associated with the failure to act, students are nonetheless expected to take action to do something as a responsibility of membership in the Duke community.

The university recognizes that it is not always easy to act in these situations, but several alternatives are available to suit a student's level of comfort and confidence. These alternatives are not mutually exclusive.

- Speaking directly with the individual exhibiting the behavior, both to gain clarity about the situation and to inform the individual about the concern.
- Publicly calling attention to the behavior as it is occurring.
- For incidents involving social behaviors, alerting residence hall, Student Affairs, or other university staff. The information provided will give staff an opportunity to address the matter informally or through appropriate formal channels.
- For cases involving academic integrity, alerting the instructor that cheating may be occurring in the course. This alert can be in any form, including anonymous notification, and the reporting student will not be identified. The information provided will allow the faculty member to consider corrective measures, in consultation with the Office of Student Conduct and Community Standards, and to address the topic with the class or suspected student(s).
- Directly alerting staff in the Office of Student Conduct and Community Standards at (919) 684-6938 or conduct@duke.edu, who will confer with the faculty member involved, if an academic issue, or with the reporting student(s), strategizing next steps. Maintaining the confidentiality of the source is possible, but may limit the extent of action that can be taken.

The Context of the Duke Community Standard

The honor code at Duke is named the community standard because community is at the center of our conception of what it means to act honorably. Community entails a sense of connectedness to others and their welfare, feeling part of Duke University every day and being responsible for its continual improvement. Community refers as well to a feeling of connection to the city in which we are located. It posits the counterbalancing of group benefit with individual needs and wants, and a Duke identity with the many personal identities based on demographics and interest. The kind of environment we strive to achieve is one in which civility (but not docility) reigns; an environment in which ideas are promulgated, and challenged, in a stimulating give and take; an environment in which learning (whether from peers, faculty, administrators, or others in the Duke and broader communities) is accomplished with openness, honesty, and respect.

Citizens of the Duke community commit to acting with purpose, civility, and intention, both with personal decision-making and with interactions with each member of this community. Choosing to be a citizen of the Duke community means acknowledging the value of each member, participating in active reflection and asking the question, “How do my actions impact others?”

The honor code at Duke is named the community standard because it expresses our institution's core values and a concomitant set of expectations for behavior. Because behavior is derivative of fundamental values, the standard applies off campus as well as on. The principles it articulates, while lofty in one sense, are firmly grounded in individual decisions made on the ground every day about every aspect of undergraduate life, in academic and co-curricular activities alike: in the classroom, residence halls, K-ville, off-campus apartment complexes, Myrtle Beach, Paris, and wherever else students may go. In addition, the standard asks that students not only reflect on their own behavior, as important as that is, but that they also act to encourage the integrity of their peers. By inspiring and supporting each other, students can shape their environment so that it reflects the ideals expressed in the Duke Community Standard.
The Standard, therefore, expresses our goals for undergraduate education in the broadest sense and is foundational to undergraduate life at Duke. It is followed by an equally important pledge that students sign as members of the community.

Duke University seeks to engage all students in its tradition of honor, a tradition that defines the institution and helps to guide students during their college careers and beyond. The students here today, who are the beneficiaries of the efforts of those who preceded them, have an extraordinarily important role to play in perpetuating and strengthening this tradition. We welcome, and count on, your involvement.

The History of the Duke Community Standard

In 1999-2000, Duke participated in a national survey through the Center for Academic Integrity. Through responses from undergraduate students, as well as from faculty and staff, the survey assessed the climate of academic integrity at Duke in comparative context with other institutions. As a result of the findings, the provost formed the Academic Integrity Council (AIC) in 2001 by appointing representatives from across the community whose charge was to review academic integrity policies and practices and make recommendations to improve the climate of integrity on campus.

An early goal of the AIC was to review the existing Honor Code, which had been in effect for the undergraduate community since 1993. The AIC determined that the Honor Code needed revision to make it shorter while embracing all aspects of a student’s life at Duke. A major element of the revision was the inclusion of the fundamental values that must inform the definition of a community of honor.

This Duke Community Standard was proposed to the faculty councils of Trinity College of Arts and Sciences and the Pratt School of Engineering, as well as to the Duke Student Government. It was approved for the undergraduate community and implemented in the fall of 2003. The Standard was also incorporated into the code of each graduate and professional school of the university and, thus, represents the values we uphold as an institution.

Duke University is committed to ongoing evaluation of principles, policies, and practices, and to lively conversation about issues of integrity. Thus, Duke participated again in a national survey on academic integrity in the fall of 2005 and in intensive discussions of academic and social integrity from summer 2006 through spring 2007. The result of these continuing and broadened discussions was a revised Community Standard, put before the undergraduate student body in a student government referendum of April 2007 and overwhelmingly approved. Implemented in summer 2007, the new Duke Community Standard differs from its predecessor chiefly in its level of commitment to taking action (see Students Obligation to Act with Respect to the Duke Community Standard above).

In the spring of 2011, Duke University again surveyed undergraduate students about integrity, this time expanding beyond an academic focus to additional questions about integrity in other domains (i.e., social, work, and civic) inside and outside the classroom. In-depth focus interviews were also conducted with a sample of graduating seniors. Results showed a marked reduction in academic dishonesty in three key areas that were identified as problem areas in the 2005 survey: fabricating or falsifying a bibliography, falsifying or fabricating lab data, and copying or paraphrasing a few sentences without appropriate attribution. One area of concern that emerged from the 2011 survey was an increase in reported unauthorized collaboration. There was also a gap between students’ perceptions of the prevalence of dishonesty across these multiple domains and student self-reported rates of engaging in dishonest acts within these domains. Duke University will continue efforts to narrow students’ perception of the frequency of academic dishonesty and actual self-reported rates of cheating and other dishonest acts.

A Statement of Principles

The Duke Community Standard expresses a standard for behavior a set of expectations of students who claim membership in Duke’s learning community. All incoming undergraduates, upon admittance to Duke, are required to sign a pledge to adhere to these values and to conduct themselves in accordance with these values throughout their undergraduate careers. Likewise, upon completion of each academic assignment, students may be asked to reaffirm their commitment to the Duke Community Standard by signing a statement indicating that they have adhered to the Duke Community Standard in completing the assignment.

The Duke Community Standard, thus, is a statement of principles. The specific policies, or rules and regulations of the university, define the conduct for which students can be held accountable.

University Regulations and the Disciplinary Process

Duke University has high expectations for students’ scholarship and conduct. Each student is subject to the rules and regulations of the university currently in effect, or which are put into effect from time to time by the appropriate authorities of the university. At the same time, the individual is responsible for decisions and choices within the framework of the regulations of the community, as Duke does not assume in loco parentis relationships.
Students, in accepting admission, indicate their willingness to subscribe to and be governed by these rules and regulations. They acknowledge the right of the university to take disciplinary action, including suspension or expulsion, for failure to abide by the regulations or for other conduct determined unsatisfactory or detrimental to the university community.

Responsibility for prescribing and enforcing rules and regulations governing student conduct rests ultimately with the Board of Trustees of Duke University and, by delegation, with administrative officers of the university. In the undergraduate schools, and in the university as a whole, many of these rules have been established over the years by cooperative action between students, faculty, and administrative officers. Representative student organizations, such as student governments and conduct boards, and more recently, community-wide bodies of students, faculty, and administrators, have initiated proposals for policies and rules necessary to assure satisfactory standards in academic and nonacademic conduct. These proposals have been accepted by university officers and have become a substantial, if not all-inclusive, body of rules governing student life at Duke. For current regulations, refer to The Duke Community Standard in Practice: A Guide for Students.
Duke University Policy and Procedures under FERPA

Duke University adheres to a policy of compliance with the Family Educational Rights and Privacy Act. The policy (1) permits students to inspect their education records, (2) limits disclosure to others of personally identifiable information from education records without students' prior written consent, and (3) provides students the opportunity to seek correction of their education records where appropriate.

Definitions

Student. An individual who is, or who has become, in attendance at Duke University. It does not include an individual who was an unsuccessful applicant for admission to the University. A student definition also includes alumni/former students.

In Attendance. A student in attendance can be participating in person or by paper correspondence, video conference, satellite, Internet, or other electronic information and telecommunications technologies for students not physically present in a classroom. Attendance could also be the period in which a person is working in a work-study program. Duke University defines attendance to begin the first day a student arrives on campus for an official, organized campus activity (e.g. orientation, athletic practice, class, etc.) or participates in any official, organized activity offered by technology (e.g. orientation, class, etc.).

Education Records. Education records include those records that are personally identifiable and which are maintained by the University or a University official. Records could be information or data recorded in any medium, including but not limited to photos, handwriting, print, tapes, film, microfilm, and microfiche. Appendix A lists commonly held records by Duke University offices. Any University office or official may have an education record about a student, including offices not listed in the appendix.

The following are not considered education records:

- Records about students made by professors and administrators for their own use and not shown to others.
- Campus police records maintained solely for law enforcement purposes and kept separate from the education records described above.
- Employment records, except where a currently-enrolled student is employed as a result of his or her status as a student (i.e. work-study).
- Records of a physician, psychologist, or other recognized professional or paraprofessional made or used only for treatment purposes and available only to persons providing treatment. However, these records may be reviewed by an appropriate professional of the student's choice.
- Records which contain only information relating to a person's activities after that person is no longer a student at the University.
- Application for admissions records to a Duke University school or program in which the student is not currently in attendance.

Personally Identifiable. Data or information that contains the name of a student; the student's parent or other family member's name; the address of the student, parent, or family member; a personal identifier, such as the social security number or student ID number; other information which would make the student's identity easily traceable.

Directory Information. The following categories of information have been designated directory information at Duke University:

- Name(s)
- Addresses
- Duke Unique ID
- Telephone listing(s)
- Email Addresses
- Place of birth
- Photograph(s)
- Major fields of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Enrollment Status (full/part time)
- Degrees and awards received
- Most recent previous educational institution attended

The University will give annual public notice to students of the categories of information designated as directory information and will allow a reasonable period of time after such notice for the student to inform the University that he/she wishes to suppress the
information from being disclosed. Directory information may appear in public documents and may otherwise be disclosed without student consent unless the student objects as indicated.

**Disclosure.** Permitting of access or the release, transfer, or other communication of education records orally or in writing, or by electronic means, or by any other means to any party.

**School Official.** A person employed by the University in an administrative, supervisory, academic, research, or support staff position, including public safety and health care personnel; a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees or a student serving on an official committee or assisting another school official in performing his or her tasks. School officials may only access and use education records as necessary to conduct official University business or for which they have legitimate educational interest.

**Legitimate Educational Interest.** An interest in reviewing student education records for the purpose of performing an appropriate University research, educational, or administrative function. A school official has legitimate educational interest if the need to see an education record is necessary in order to perform his or her professional responsibilities. Interests essential to the general process of higher education, including teaching, research, public service, and directly supportive activities such as academic advising, general counseling, therapeutic counseling, discipline, vocational counseling and job placement, financial assistance and advisement, medical services, academic assistance activities, and co-curricular activities including varsity and intramural sports, social fraternities, specific interest clubs, and student government.

**Right to Inspect Records**

Each student has a right of access to his or her education records, with the following exceptions:

- Financial records of the student's parents.
- Confidential letters and confidential statements of recommendation placed in education records of students before January 1, 1975, provided that the letters and statements were used only for the purposes for which they were intended.
- Confidential letters of recommendation and confidential statements of recommendation which were placed in the education records of the student after January 1, 1975, in connection with admission to an institution, an application for employment, or the receipt of an honor or honorary recognition, provided that the student has waived his or her right to inspect and review those letters and statements of recommendation.
  - Persons applying for admission may waive in writing their right to inspect and review confidential letters of recommendation and confidential statements of recommendation. The waiver may apply to confidential letters and statements only if the applicant or student is, upon request, notified of the names of all individuals providing the letters or statements, and such letters and statements are used solely for the purpose for which they were originally intended. The University will not require such waivers as a condition for admission or receipt of any service or benefit normally provided to students. A waiver may be revoked in writing at any time, and the revocation will apply to all subsequent recommendations.
- Education records of other students, if included on the education record of the student. The student may only inspect his/her own information.

Students wishing to review their records should submit a written request to the Office of the University Registrar, 1121 West Main Street, Suite 1200, Durham, NC 27701, or registrar@duke.edu. The request should include the following: full name, Duke student ID or Unique ID, records requested to be reviewed, purpose of review, admit term(s), Duke school/program(s), phone, and home and local addresses. The University will comply with record review requests within 45 days.

For students living locally (within commuting distance of approximately 50 miles), arrangements will be made for the student to read his or her records in the presence of a staff member. Copies are not provided, including copies of transcripts from other institutions. Other arrangements will be made for students not living locally.

A student who exercises the right to review his/her education record is also entitled to a reasonable request for explanation and interpretation of those records. If a student has made the request to review his/her record, none of those records shall be destroyed until the student's request to inspect or review has been honored.

**The Provision of Academic Information to Parents and Guardians**

Duke University complies with the policies set forth in the Family Educational Rights and Privacy act of 1974 concerning confidentiality, privacy, and release of information as they pertain to students’ educational records. It is primarily the responsibility of students to keep parents and guardians informed of their academic standing and progress as well as any difficulties which may affect their performance. The Office of the University Registrar does not release end-of-term or midterm grade information to parents and guardians without
students’ written permission. Suppose a student’s academic standing at the university changes, the Office of the Dean may notify parents and guardians in writing. Parents and guardians may also be alerted to the emergency and extraordinary situations which may impinge upon a student’s well-being.

Disclosure of Personally Identifiable Information

The University will not release personally identifiable information in education records or allow access to those records without prior consent of the student, other than information deemed “directory information.” Unless disclosure is to the student himself or herself, the consent must be written, signed and dated, and must specify the records to be disclosed and the identity of the recipient.

Prior consent may not be required for disclosure of education records to the following:

- School officials of Duke University who have been determined to have legitimate educational interests.
- Officials of other schools in which a student seeks or intends to enroll or is enrolled. Authorized representative of the Comptroller General of the U.S., the Attorney General of the U.S., the U.S. Secretary of Education, and state and local educational authorities, but only in connection with the audit or evaluation of federally supported educational programs, or in connection with the enforcement of, or compliance with, federal legal requirements relating to these programs. These officials will protect information received so as not to permit personal identification of students to outsiders, and the data shall be destroyed when no longer needed for the purposes above.
- In connection with a student’s application for, or receipt of, financial aid, but only to the extent necessary for such purposes as determining eligibility, amount, conditions, and enforcement of terms or conditions.
- State and local officials to which such information is specifically required to be reported by effective state law.
- Organizations conducting educational studies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. The studies shall be conducted so as not to permit personal identification of students to anyone other than representatives of the organizations, and the information will be destroyed when no longer needed for these purposes.
- Accrediting organizations for purposes necessary to carry out their functions.
- Parents of a student who is a dependent for income tax purposes (dependency must be documented).
- Appropriate parties in connection with an emergency, where knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- In response to a court order or subpoena (The University will make reasonable efforts to notify the student before complying with the court order).
- A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. This disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- On request, the final results of a disciplinary proceeding where a student has allegedly perpetrated a crime of violence or non-forcible sex offense and has been found to have violated University rules or policies. The names of the victims, witnesses, or other students will not be disclosed without consent.
- Parents of a student under the age of 21 who has been found with an alcohol-related disciplinary violation.

It is Duke University’s practice not to provide student education record information to any party outside the institution with the exception of vendors contracted to provide a service to the institution and are considered school officials and a few entities that provide support for major Duke University events, such as commencement.

The University will maintain with the student's education records a record for each request and each disclosure, except:

- disclosures to the student himself or herself;
- disclosures pursuant to the written consent of the student;
- disclosures to instructional or administrative officials of Duke University;
- disclosures of directory information;
- disclosures pursuant to a Federal grand jury's subpoena or other law enforcement subpoenas where the court or other agency issuing the subpoena has ordered the institution to not disclose the existence of the subpoena.

The record of disclosure may be inspected by the student, the official custodian of the records, and other University and governmental officials.

A student wishing to suppress the release of "Directory Information" may do so by completing the Request for Non-Disclosure form. The form may be obtained by contacting the Office of the University Registrar at registrar@duke.edu. The student should weigh the implication of placing the suppression. By withholding the release of "Directory Information" Duke University will:
not include the student's name, address, email address, or phone number in the student directory;
refuse to release any information about the student to the student's insurance company, current or future employers, all forms of
media, and any non-institutional persons or organizations;
give no personal information over the phone;
will state "do not have any documentation that would support the release of information for a student by that name" to any
person/organization/company that would seek information about a student's status.

The Request for Non-Disclosure does not prevent the disclosure of information to University personnel with a legitimate educational
interest.
The Request for Non-Disclosure remains in effect until the student rescinds the request. A student who wishes to revoke a Request for
Non-Disclosure must complete the Request for Revocation of Non-Disclosure of Directory Information form. A request in place at the
time of graduation or at the time of leaving Duke University remains in effect in perpetuity.

Right to Seek Correction of Records
A student who believes that information contained in his or her education records is incorrect, misleading, or violative of privacy or
other rights may submit a written request to the Office of the University Registrar, specifying the document(s) being challenged and the
basis for the complaint. The request will be sent to the custodian of the record in question. Within a reasonable period of time of receipt
of the request, the University will decide whether to amend the records in accordance with the request. If the decision is to refuse to
amend, the student will be so notified and will be advised of the right to a hearing.

A student request for a formal hearing must be made within 30 calendar days after the student receives notice from the record
custodian that the record(s) will not be amended. The request for hearing must be made in writing to the Office of the University
Registrar, signed by the student, and contain: 1) a statement that the student is requesting a formal hearing on a request to amend a
record, 2) the date the student received notice from the record custodian, and the name of the record custodian, that the record would
not be amended, 3) a summary of the attempts to resolve the matter with the records custodian and the result of those attempts, and 4)
a summary of the evidence and arguments the student would present at a hearing.

A hearing will be held within 30 calendar days after the receipt of the student's request, and the student will be given ample advance
notice of the date, place, and time of the hearing.

Conduct of the Hearing. The hearing will be conducted by a University official who does not have a direct interest in the outcome. The
student will have a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by
individuals of his or her choice at his or her own expense, including an attorney. The University official conducting the hearing will, after
considering all relevant information, make a recommendation to the University Registrar.

Decision of the Hearing. Within a reasonable period of time after the conclusion of the hearing, the University will notify the student in
writing of the decision. The decision will be based solely upon evidence presented at the hearing and will include a summary of the
evidence and the reasons for the decision.

If the University decides that the information in the student's records is inaccurate, misleading, or otherwise in violation of the privacy or
other rights of the student, the University will amend the record(s) accordingly.

If, as a result of the hearing, the University decides that the information is not inaccurate, misleading, or violative of the student's right,
the student has the right to place, in his or her record, a statement commenting on the information and/or explaining any reasons for
disagreeing with the University's decision. Any such explanation will be kept as part of the student's record as long as the contested
portion of the record is kept and will be disclosed whenever the contested portion of the record is disclosed.

Limit to FERPA Protection of Records
FERPA's protection of personally identifiable information in a student's education record ends at the time of death.

Complaints
Complaints alleging violation of the provisions of FERPA may be submitted to:
Family Policy and Compliance Office
US Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5920
1-800-872-5327
Duke’s Commitment to Diversity and Inclusion

Duke aspires to create a community built on collaboration, innovation, creativity, and belonging. Our collective success depends on the robust exchange of ideas—an exchange that is best when the rich diversity of our perspectives, backgrounds, and experiences flourishes. To achieve this exchange, it is essential that all members of the community feel secure and welcome, that the contributions of all individuals are respected, and that all voices are heard. All members of our community have a responsibility to uphold these values.

Excellence, Diversity, and Inclusion: A statement by the faculty, Provost, and President

To achieve our mission and meet the needs of a rapidly changing world, Duke strives to create a climate of collaboration, creativity, and innovation within and across disciplines. Our success depends upon the robust exchange of ideas – an exchange that flourishes best when the rich diversity of human knowledge, perspectives, and experiences is heard. We nonetheless acknowledge that our policies and practices have often failed to ensure equality of participation within our community. Our renewed commitment and responsibility to one another is articulated in the following statement.

Duke University Community Commitment

Because diversity is essential to fulfilling the university's mission, Duke is committed to building an inclusive and diverse university community. Every student, faculty, and staff member —whatever their race, gender, age, ethnicity, cultural heritage or nationality; religious or political beliefs; sexual orientation or gender identity; or socioeconomic, veteran or ability status—has the right to inclusion, respect, agency and voice in the Duke community. Further, all members of the University community have a responsibility to uphold these values and actively foster full participation in university life.
Credit Hour Policy

For purposes of the application of this policy and accord with federal regulations,

1. A semester-course unit is the equivalent of four credit hours.
2. A “contact hour” is defined as a required time in which all students are directly engaged, as a class, in interaction with the instructor(s) of the course, synchronously or asynchronously, either in the classroom or virtually through telepresence, web-conference, or other online platforms.
3. A credit hour is expected to be a reasonable approximation of a minimum amount of student work in a Carnegie unit in accordance with commonly accepted practice in higher education.

University and Divinity Courses

Beginning Fall 1969, credit for Trinity undergraduates, Pratt undergraduates, and the Divinity School has been listed in semester-course units. One semester-course unit is equivalent to four semester hours.

1. A single semester-course unit should require a minimum of 12 hours per week of a student’s time and effort, both in and outside of class, over a 15-week term, or 25 hours per week over a 7-week term.
2. All full-credit courses require a minimum number of “contact hours” totaling 150 minutes per week over 15 weeks, or 300 minutes per week over 7 weeks.

Graduate and Professional School Courses

The Graduate and Professional Schools list credit in semester hours. It is expected that the academic work required of Graduate and Professional school students will be the equivalent of:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of 15 weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

All Courses

1. When a course is offered at two levels (e.g., undergraduate and graduate), workload expectations will differ for the students enrolled at different levels.
2. Instructional units should periodically review course syllabi to determine whether the number of course units/credits is appropriate for the expected student workload.
Student Affairs & Campus Life

Student Affairs

The Division of Student Affairs is critically engaged in all aspects of undergraduate and graduate students’ lives and collaborates with students, faculty, staff, alumni, parents, and many others to deliver key services and support to students and all whom the division serves.

Student Affairs provides programs and services that support the optimal growth of Duke students; enhance their intellectual, social, cultural, and physical development; and complement Duke’s academic excellence by providing opportunities for students to experience education and explore interests beyond the classroom. For more information, visit studentaffairs.duke.edu.

Campus Life

Campus Life (studentaffairs.duke.edu/campuslife) provides education, advocacy, and support for Duke students through advising, leadership development, and experiential education. Campus Life consists of departments that work with the campus community to promote intellectual understanding, acknowledgement, and appreciation of their differences and similarities; advocate for equal access for students and student groups to participate in campus activities, including an equitable distribution of support resources for those activities; and promote a seamless integration of the academic and cocurricular sides of the university to promote a holistic, educational experience for students.

Outreach programs and services are designed to foster an equitable and engaged university community as well as a culture of broad social and civic understanding.

Campus Life Departments

Find more information about all Campus Life departments at studentaffairs.duke.edu/campuslife/campus-life-departments.

The Center for Sexual and Gender Diversity (CSGD) provides education, advocacy, support, mentoring, academic engagement, and space for lesbian, gay, bisexual, pansexual, transgender, transsexual, intersex, questioning, queer and allied students, staff, and faculty at Duke. The Center for Sexual and Gender Diversity also serves and supports Duke alumni/ae and the greater LGBTQ community.

The Center for Multicultural Affairs (CMA) offers educationally based cross-cultural programs and providing technical support on multicultural issues for the university community.

International House provides educational services, advocacy, and outreach to the international population and the Duke/Durham community.

Jewish Life at Duke works to foster and enrich Jewish life through social, educational, religious and cultural activities.

The Mary Lou Williams Center for Black Culture strives to promote racial understanding, build community, and foster an appreciation for and increase knowledge of Black people, Black history, Black culture, and the vast contributions of people of the African Diaspora.

Muslim Life at Duke is committed to enriching the lives of Muslim students and the whole campus through organizing events and activities that cater to the spiritual, social and intellectual needs of Duke students.

The University Center Activities and Events (UCAE) provides services, support, and opportunities for students to create and engage in co-curricular experiences that result in personal development, transferable skills, and meaningful connections. UCAE also provide event management expertise for groups of all sizes interested in holding events at Duke.

Women’s Center is dedicated to helping every woman at Duke become self-assured with a kind of streetwise savvy that comes from actively engaging with the world. It welcomes men and women alike who are committed to gender equity and social change.

Graduate and Professional Student Government

The Graduate and Professional Student Government of Duke University (GPSG) is the umbrella student government organization for Duke’s nine graduate and professional schools. Their purpose is to: represent and advocate on behalf of graduate and professional students at Duke University; serve as a liaison among the student governments of the graduate and professional schools of the University; serve as a liaison between graduate and professional students and the University Administration; nominate graduate and professional student representatives to University committees; program events of interest to the graduate and professional student community; and financially support the programming of graduate and professional student groups.
Visit the GPSG website at gpsg.duke.edu to find out more about graduate and professional student organizations at Duke and for information on upcoming events. Contact GPSG (gpsgexec@duke.edu) for additional details on how students can become involved.

The Black Graduate and Professional Student Association

The Black Graduate and Professional Student Association (BGPSA) represents all minority graduate and professional students on the Duke University campus. The association’s primary mission is to enhance the Duke experience for its members through community service, social, and academically based programming events. As an umbrella organization, the association welcomes students from groups including the Black & Latino MBA Organization, Black Law Students Association, Black Seminarians Union, Bouchet Society, Hurston-James Society, and Student National Medical Association. Through its academic forums, luncheons, community service initiatives, social events, and recognition ceremony the group hopes to assist in the development of future minority leadership in the Duke community and in the world.

Religious Life

In partnership with the Division of Student Affairs, the Chapel convenes, supports, and advocates for all of the officially recognized Religious Life groups on campus that serve students, including Buddhist, Catholic, Hindu, Jewish, Latter-Day Saints, Muslim, Orthodox, and Protestant organizations and groups. There are about two dozen Religious Life groups at Duke; find a listing of them at chapel.duke.edu/religiouslife.

With a mission of “bridging faith and learning,” the Chapel holds ceremonies, concerts, Christian worship services, and more. It is a sanctuary open to all people for important personal moments of prayer, reflection, grief, and gratitude. The Chapel’s Student Ministries provides opportunities for undergraduate students to hear and respond to God’s call for their lives on campus, in Durham, and beyond through study, artistic expression, counsel, service, and community. Learn more at chapel.duke.edu.

Intercollegiate Athletics

The Athletic Department fosters intercollegiate athletics by striving for excellence and by providing the best possible framework within which highly accomplished student-athletes can compete. The department has a dual responsibility to provide a high-quality athletic program and environment so that all students have the opportunity to compete to the fullest extent of their abilities. Duke is a member of the National Collegiate Athletic Association (NCAA) and the Atlantic Coast Conference (ACC).

First-year students may participate on all varsity teams. The director of athletics provides departmental leadership and coordinates all athletic policies with the University Athletic Council. The council consists of representatives from the undergraduate student body, the faculty, the administrative staff, the trustees, and the alumni. The council meets with the director of athletics periodically during the school year.
Student Health & Safety

Campus Police

It is the mission of the Duke University Police Department to protect and serve the people and property of Duke. We are guardians of a community of world class education, research and healthcare and must prevent violence, reduce fear, and build relationships. For more information, visit police.duke.edu.

Counseling & Psychological Services (CAPS)

CAPS helps Duke students enhance their strengths and learn to cope with the trials of living, growing, and learning. CAPS offers many services to Duke undergraduate, graduate, and professional students, including brief individual counseling/psychotherapy, consultation, couples and group counseling, and assistance with referrals. CAPS' staff also provide outreach education programs to student communities, promoting an empathic and supportive culture. Staff members are available for consultation with faculty concerning students or other matters relating to mental health in the university community. The CAPS staff includes psychologists, clinical social workers, and psychiatrists experienced in working with college-age adults. CAPS' staff carefully adhere to professional standards of ethics, privacy, and confidentiality. For more information, visit studentaffairs.duke.edu/caps.

DukeReach

DukeReach provides direct case management services including interventions, advocacy, referrals and follow-up services for students who are experiencing significant difficulties related to mental health, physical health, and/or psycho-social adjustment. The Assistant and Associate Deans in DukeReach coordinate student services and provide connections with campus departments as well as outside agencies and providers. For more information, visit studentaffairs.duke.edu/dukereach.

DuWell

DuWell works to enhance the educational experience for Duke students by addressing substance use and abuse issues and promoting healthy physical, emotional and social development, including issues related to sexual health. It offers one-on-one screening (for substance use) and health coaching, workshops and trainings on the different topic areas of wellness (including Social Host Education, Stress and Sexual Health workshops) and programs for student groups upon request. Consultation on prevention of high-risk behavior and promotion of wellness is available to students, faculty, professionals and staff. DuWell is dedicated to fostering a living/learning environment on campus and within the surrounding community that encourages the full development of the individual as an engaged member of the community. For more information, visit studentaffairs.duke.edu/duwell.

Student Health

Student Health Services at Duke University is jointly supported by the Division of Student Affairs and the Department of Pediatrics. The Duke Student Health Center is the primary source for a wide range of healthcare services, many of which are covered by the Student Health Fee. Its mission is to provide evidence-based, patient-centered health care to the Duke student community in a professional and compassionate manner that directly contributes to the student's well-being and overall success. For more information, visit studentaffairs.duke.edu/studenthealth.
Housing, Dining, & Transportation

Housing and Residence Life (HRL)

Undergraduate Housing

Housing, Dining and Residence Life manages all aspects of the university’s three-year undergraduate residency requirement. Residential programs are designed to build positive communities that value learning, create new opportunities for faculty engagement, and generate positive social connections. HRL, student residents and others in the Duke community develop and maintain environments that support classroom learning and encourage students to seek learning opportunities in the world around them. HRL promotes opportunities for students to connect with others and develop a strong and enduring sense of belonging; and intentionally provide opportunities for students to grow and develop as they continue to negotiate developmental issues related to identity, autonomy, and responsibility. HRL programs are rooted in the concepts of mutual respect and civility, and recognize and celebrate the dignity and self-worth of all members.

HRL also manages the facilities operations of all university student residences, which comprise approximately 25 percent of all university space. These responsibilities include all long-range planning, renovations, and major projects, managing housekeeping and maintenance efforts, and ensuring that all residence options are safe, secure, comfortable, and well-maintained. For more information, visit studentaffairs.duke.edu/hdrl.

Graduate and Professional Student Apartments

Limited on-campus housing is available to full-time graduate students. Priority for housing assignment will be awarded to graduate students who arrive from abroad on student visa status and it is their first time attending school outside of their home country. Students applying for the full academic year will be given priority in assignment. All students applying for less than the full academic year will be assigned on a space-available basis after all students applying for the full academic year have been accommodated. International students do not receive priority when applying for less than the full academic year. For more information on graduate student housing application timeline and facility amenities, visit this website. Assignments are made in the order of receipt of completed applications.

Off-Campus Housing

The Duke Community Housing Office maintains a listing of rental apartments, rooms, and houses provided by property owners or real estate agencies in Durham at durhamgradhousing.com.

Duke Housing and Residence Life (HRL) operates a website specifically to simplify the off-campus housing search for students, parents, faculty and staff, and for area property owners and managers at nearduke.com/housing.

Duke Dining

Duke is home to one of the most innovative, dynamic, and cutting edge collegiate dining programs in the country. Duke Dining provides access to over 45 dining locations that include 36 on-campus locations, Merchants-on-Points (MOPs-off-campus restaurants that deliver), and food trucks. A community-driven, sustainable, award-winning program, Duke Dining provides opportunities for culinary education and engagement with access to cooking classes, chef demos, nutrition and wellness events and special themed dinners throughout the academic year. For more information, visit studentaffairs.duke.edu/dining.

DukeCard

All Duke students are issued electronic Duke University identification cards through their mobile devices. This identification should be carried at all times. DukeCards are the means of identification for library privileges, athletic events, and other university functions or services open to them as university students. Students will be expected to present their cards on request to any university official or employee. DukeCards are not transferable and fraudulent use may result in loss of student privileges or suspension. For more information, visit dukecard.duke.edu.

Parking & Transportation

Duke Parking & Transportation provides the Duke community with parking options that balance price and convenience while managing supply and demand across the parking system. A valid permit is required in all locations; most locations are gated and the permit activates the entry and exit gates. Visitors who do not have a permit pay by the hour in facilities specially set aside for them. Accommodations are also available for patrons that require accessible parking or transportation.

Options include annual permits and short-term permits that allow for flexible or occasional parking. Anyone affiliated with Duke is
elgible to purchase on-campus parking in available locations. There are also many transportation options available at Duke, including Duke Transit (buses), vans, city and regional buses, private taxi service, and a ride-hailing program. For more information, visit parking.duke.edu.
The Student Disability Access Office (SDAO) recognizes disability as an aspect of diversity that is integral to society and to our campus community. Accessibility is an essential feature of the Duke campus, and the SDAO strives to create an inclusive community for our students. The SDAO strives to ensure that students with disabilities are provided the tools they need to fully access all aspects of student life inside and outside of the classroom.

**Core Functions of SDAO**

- Partner with students with disabilities to establish services for their access and inclusion on campus
- Manage, coordinate, implement and evaluate accommodation/service programs
- Serve as a resource to students/faculty/staff to ensure effective provision of services
- Provide educational and resource support to the campus community to increase awareness regarding how to create and sustain access and inclusion for students with disabilities in all aspects of the university
- Provide resource and referral information to the campus community and prospective student and their families

SDAO works with each student individually to establish academic adjustments and auxiliary aids and services, more frequently referred to as academic accommodations for the purpose of eliminating the environmental barriers impacting the student's equitable access to the campus facilities, programs and activities.

In order to receive consideration for reasonable accommodations under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008, a student must have a physical or mental impairment that substantially limits one or more major life activities. Students requesting accommodations under the provisions of the ADA, ADA Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973 (e.g., academic, accessibility, housing) must contact the Student Disability Access Office to explore possible coverage. Students with medical conditions not covered under the provisions of the ADA and the ADA Amendments Act may wish to contact Duke Student Health Service. Additional information and requests for accommodations may be found on the SDAO website.

For more information, visit access.duke.edu/students.
Continuing Studies

Academic Study

Admission to the Continuing Studies Program is discretionary. For consideration for admission, applicants to the Continuing Studies Program must meet at least one of the following two criteria.

- Earned bachelor's degree from a college or university accredited by a national or regional accrediting body recognized by the Department of Education.
- Age 25 or older, and intend to initiate or complete academic study in a Duke University academic program.

Students are given academic counseling by the Office of Continuing Studies and Summer Session, and are subject the regulations set forth for degree candidates, unless explicitly noted otherwise. A junior or senior who is currently enrolled at an external college or university who wishes to pursue an academic discipline unique to Duke University, may apply through the Office of Continuing Studies for admission as a nondegree, full-time visiting student for one or two semesters. Students with unique circumstances should contact the Office of Continuing Studies.

Minimum GPA Requirement

Successful applicants are expected to have earned a minimum 3.0 GPA in their most recent program. Applicants who fail to meet the minimum GPA requirement, are subject to additional review and may be admitted on a provisional basis. As part of the additional review, the following will be taken under consideration:

- the applicant has not been enrolled as a full-time student in the last 4 years, and
- the applicant demonstrates the ability to successfully complete college level coursework by earning a passing grade (B or better) in a minimum of 4 courses during the last 2 years.

As part of a provisional admission, a student must earn a minimum 3.0 GPA in the semester immediately following the provisional admission.

Withdrawal

If a student enrolled in a Duke University program withdraws from the program, or is no longer in good academic standing, they must wait two academic terms before re-applying to any Duke program, including Continuing Studies (see the Satisfactory Continuation Requirements outlined on page 51 of the Bulletin of Undergraduate Instruction).

Semester Continuation Requirements

Semester continuation requires that you earn a passing grade (C- or better) in a minimum number of courses to remain in good standing. Students who receive at least one failing grade (D, D-, F) are subject to academic probation or academic dismissal.

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<th>Academic Probation</th>
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<tr>
<td>• Earned D or D-in at least one course</td>
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<tr>
<td>• Earned F in one course, and C- or better in at least two courses</td>
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<tr>
<th>Academic Dismissal</th>
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<tr>
<td>• Earned F in at least one course</td>
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Students placed on academic probation must acknowledge their probationary status in writing to the academic dean for Continuing Studies students, in order to continue into the next academic term. They are also expected to seek assistance from campus resources and have their course selection approved by their academic dean. In the probationary term they must earn grades of C- or better in all courses to continue. Students who withdraw from all courses must wait two semesters to submit a request to return to study.

Program and application information is available from Duke Continuing Studies. Application deadlines: August 1 for the fall semester, December 1 for the spring semester, April 15 for Term 1 of the summer session, and June 1 for Term 2 of the summer session.

Certificate Programs

Professional certificate programs offered include human resource management, management accounting, digital media and marketing, big data and data science, technical communications, business communications, business ethics, paralegal studies, financial planning, event development, Six Sigma Green Belt, entrepreneurship, supply side management, sustainable management, online learning, finance essentials, legal nurse consulting, and others.
Nonprofit Management Program
Students interested in the nonprofit sector or in community development are invited to explore the noncredit course offerings of this program. Taught by experts and practitioners, these short courses offer instruction concerning financial and resource management, management of personnel and volunteers, leadership development, fundraising, planning and evaluation, board development/governance, and media relations.

Osher Lifelong Learning Institute (OLLI) at Duke
OLLI at Duke began in 1977 as the Duke Institute for Learning in Retirement. Since 2004 the membership organization has been a member of the Osher Lifelong Learning Network, a group of more than 120 institutes across the country dedicated to meeting the needs of older learners and extending the demographic served by traditional universities. OLLI sponsors noncredit course offerings in the fall, winter, and spring as well as fall and spring retreats, language tables, reading groups, film and lecture series, and volunteer opportunities.

Duke Youth Programs
For more than thirty-five years, Duke Youth Programs has offered academic enrichment opportunities for middle and high school students in the summer. Current offerings range from camps in biosciences and engineering, forensic science, game design, drones, math, cryptography, neurosciences, creative writing, SAT preparation, video production, and a college admissions boot camp.

For more information, call the Office of Continuing Studies and Summer Session at (919) 684-6259, or visit learnmore.duke.edu.
**Duke University Libraries**

The Duke University Libraries are the shared center of the university’s intellectual life. The William R. Perkins Library, Bostock Library and Rubenstein Rare Book & Manuscript Library comprise the main West Campus library complex, which is joined by Lilly and Music libraries on East Campus, the Pearse Memorial Library at the Duke Marine Lab and the separately administered libraries serving the schools of Business, Divinity, Law and Medicine. Together they form one of the nation’s top ten private university library systems.

**All Libraries**

- Perkins & Bostock Libraries ([library.duke.edu](http://library.duke.edu))
- David M. Rubenstein Rare Book & Manuscript Library ([library.duke.edu/rubenstein](http://library.duke.edu/rubenstein))
- Duke University Archives ([library.duke.edu/rubenstein/uarchives](http://library.duke.edu/rubenstein/uarchives))
- Lilly Library ([library.duke.edu/lilly](http://library.duke.edu/lilly))
- Music Library ([library.duke.edu/music](http://library.duke.edu/music))
- Marine Lab Library ([library.duke.edu/marine](http://library.duke.edu/marine))
- Library Service Center ([library.duke.edu/lsc](http://library.duke.edu/lsc))
- Divinity School Library ([library.divinity.duke.edu](http://library.divinity.duke.edu))
- Ford Library, Fuqua School of Business ([library.fuqua.duke.edu](http://library.fuqua.duke.edu))
- Goodson Law Library ([law.duke.edu/lib](http://law.duke.edu/lib))
- Medical Center Library ([mclibrary.duke.edu](http://mclibrary.duke.edu))

**University Institutes**

**Duke Institute for Brain Sciences (DIBS)**

The Duke Institute for Brain Sciences (DIBS) provides a vibrant hub for all who share our vision of making neuroscience greater than the sum of its parts by integrating schools, disciplines, analysis and education to accelerate breakthroughs and benefit society. It is an exciting place to be! The DIBS mission is to promote interdisciplinary brain science and translate discoveries into solutions for health and society. Each year, DIBS touches thousands of people, from our 190-member Faculty Network and hundreds of students and trainees to the many who benefit from campus, community, and outreach activities. For more information, visit [dibs.duke.edu](http://dibs.duke.edu).

**Kenan Institute for Ethics**

The Kenan Institute for Ethics is an interdisciplinary think and do tank committed to promoting moral reflection and commitment, conducting interdisciplinary research, and shaping policy and practice at Duke and beyond. From current policy debates about the ethics of migration, cyber-security, or artificial intelligence to historical interrogations of the rise of a post-secular society and nature of genocide to philosophical puzzles about the limits of individual responsibility or foundations of happiness, the Kenan Institute for Ethics takes seriously the notion that ethical questions and problems are indeed everywhere. For more information, visit [kenan.ethics.duke.edu](http://kenan.ethics.duke.edu).

**Duke Global Health Institute (DGHI)**

Formed in 2006 as part of Duke University’s commitment to spark innovation in global health research and education, the institute brings together knowledge and resources from across the university to address the most important global health issues of our time. DGHI faculty, staff and students are engaged in research and educational projects in more than 40 countries, including the United States. In several of these countries, DGHI has built longstanding, bilateral collaborations with local institutions and organizations, including Duke-affiliated partners such as Duke Kunshan University in China and the Duke-NUS Medical School in Singapore. For more information, visit [globalhealth.duke.edu](http://globalhealth.duke.edu).

**John Hope Franklin Humanities Institute (FHI)**

Founded in 1999, the John Hope Franklin Humanities Institute (FHI) is built on a fundamentally collaborative model befitting the Duke University emphasis on knowledge in the service of society. Through interdisciplinary cross-fertilization, we seek to encourage the
conversations, partnerships, and collaborations that continually stimulate creative and fresh humanistic research, writing, teaching, and practice at Duke. Inspired by the scholarly and civic example of John Hope Franklin, we also support work that engages questions of race and social equity in their most profound historical and global dimensions. For more information, visit fhi.duke.edu.

The Social Science Research Institute (SSRI)
The Social Science Research Institute (SSRI) brings together researchers with interests in problems that cross the various social and behavioral sciences, including problems that connect with the humanities and natural sciences. It promotes multidisciplinary collaboration among such scholars as they work on important social issues that are challenging to address fully from within any given discipline. For more information, visit ssri.duke.edu.

The Nicholas Institute for Environmental Policy Solutions
The Nicholas Institute for Environmental Policy Solutions at Duke University improves environmental policymaking worldwide through objective, fact-based research to confront the climate crisis, clarify the economics of limiting carbon pollution, harness emerging environmental markets, put the value of nature's benefits on the balance sheet, develop adaptive water management approaches, and identify other strategies to attain community resilience.

The Nicholas Institute is part of Duke University and its wider community of world-class scholars. This unique resource allows the Nicholas Institute's team of economists, scientists, lawyers and policy experts to not only deliver timely, credible analyses to a wide variety of decision makers, but also to convene these decision makers to reach a shared understanding regarding this century's most pressing environmental problems. For more information, visit nicholasinstitute.duke.edu.

Bass Connections
Bass Connections bridges the classroom and the world beyond the university, giving students from all of Duke's schools a chance to tackle complex societal problems alongside our superb faculty. We support research teams that draw on perspectives and methods from multiple disciplines, as well as robust engagement with communities, stakeholders and decision-makers.

Named in honor of founding donors Anne T. and Robert M. Bass P'97, the program exemplifies Duke's commitment to interdisciplinary, collaborative inquiry. The Basses' $50 million gift sparked a new approach to integrating research, education and civic engagement within the university; by including a $25 million matching challenge, their donation has already inspired more than 65 donors to support this innovative program.

Through Bass Connections, Duke is channeling its unique culture of collaboration, ambitious entrepreneurial spirit and established record of applying classroom learning to pressing global problems, to create a distinctive new model for education. For more information, visit bassconnections.duke.edu.

Initiatives

Rhodes Information Initiative at Duke (iiD)
The Rhodes Information Initiative at Duke (iiD) is an interdisciplinary program designed to increase "big data" computational research and expand opportunities for student engagement in this rapidly growing field. Started in 2013, the program is led by Robert Calderbank.

Launched as an initiative of Duke University, Rhodes iiD is partnered with the Duke University Quantitative Initiative, which promote cross-pollination of ideas throughout Duke's programs and research projects, and works to increase the number of quantitative faculty in all disciplines on Duke campus. For more information, visit bigdata.duke.edu.

Innovation & Entrepreneurship Initiative (I&E)
I&E believes all Duke students benefit from learning about innovation and entrepreneurship—from those who wish to found a company, to those who want to change the world with innovation, to those who simply want to cultivate a more creative and entrepreneurial mindset.

I&E partners with schools and departments across Duke to offer interdisciplinary, experience-based education. Whether students are working on their own idea with a mentor, or advancing an exciting faculty innovation through a course, students learn via experiences that are in service of ambitious, worthy goals and offer opportunities for meaningful collaboration. For more information, visit entrepreneurship.duke.edu.
The Duke Initiative for Science & Society

The Duke Initiative for Science & Society ("Science & Society") fosters research, education, communication, democratic deliberation, and policy engagement on the ethical progress of science and technology in society. Science & Society takes an interdisciplinary approach, with a focus on applied ethics and policy, to advance the responsible use of science and technology for humanity. For more information, visit scienceandsociety.duke.edu.

MEDx

MEDx (Medicine + Engineering at Duke) was forged in 2015 to enhance existing ties and foster new interdisciplinary collaborations between the School of Medicine and Pratt School of Engineering as the first part of a Provost initiative to create opportunities at the intersection of academic units, Together Duke. An initiative rather than an institute, MEDx is structured to enhance existing ties and encourage new collaborations among faculty from both schools as well as other schools, institutes and initiatives at Duke.

MEDx fosters the exchange of ideas and creates research opportunities between physicians, engineers, computer scientists, researchers and innovators. We promote the training of the next generation of researchers and clinicians to work symbiotically on new solutions to complex clinical problems, and we develop strategic commercialization opportunities to translate research advances into effective devices, therapeutics and care delivery systems. For more information, visit medx.duke.edu.

Centers

Margolis Center for Health Policy

The Robert J. Margolis, MD, Center for Health Policy was established in January 2016 with a $16.5 million gift from Duke medical school alumnus Robert J. Margolis and his wife Lisa, through the Robert and Lisa Margolis Family Foundation. Duke-Margolis catalyzes Duke University’s leading capabilities including interdisciplinary academic research and capacity for education and engagement, to inform policy making and implementation for better health and health care.

Duke-Margolis partners with funders and experts in healthcare policy and practice from around the world and is advised by an accomplished board of healthcare leaders representing academia, patients, policy research, payers, and providers. The Center has offices and staff on Duke University’s campus in Durham, North Carolina and at the Duke in DC offices in the heart of the nation’s capital.

For more information, visit healthpolicy.duke.edu.

Duke University Center for International and Global Studies (DUCIGS)

The Duke University Center for International and Global Studies (DUCIGS) grounds its research, teaching, and programming on the deep, region and culture-specific knowledge and experience of its organizational units while exploring global topics, pursuing interdisciplinary and cross-regional collaboration, and welcoming new approaches within areas studies and global studies. The mission of DUCIGS is to:

- Support, engage, and connect researchers, students, departments, and schools to work on international issues
- Promote interdisciplinary research and education to understand and engage with challenging global issues
- Support and coordinate the activities of the area studies centers, councils, and initiatives

DUCIGS is home to various international area studies centers, councils and initiatives including:

- Africa Initiative (AI)
- Asian Pacific Studies Institute (APSI)
- Duke Brazil Initiative (DBI)
- Center for Latin American and Caribbean Studies (CLACS)
- Concilium on Southern Africa (COSA)
- Center for Slavic, Eurasian, and East European Studies (CSEEES)
- Slavic and Eurasian Languages Resource Center (SEELRC)
- Duke India Initiative (DII)
- Duke Islamic Studies Center (DISC)
- Duke University Middle East Studies Center (DUMESC)
- Global Asia Initiative (GAI)
- Observatory on Europe
Center for Documentary Studies

The Center for Documentary Studies (CDS) at Duke University offers an interdisciplinary program in the documentary arts—photography, audio, film/video, narrative writing, new media, and other means of creative expression—that emphasizes active engagement in the world beyond the university campus. Much more than a traditional educational center, CDS encourages experiential learning in diverse environments outside the classroom, with an emphasis on the role of individual artistic expression in advancing broader societal goals. Programs range widely to include university undergraduate courses, popular summer institutes that attract students from across the country, international awards competitions, award-winning book publishing and radio programming, exhibitions of new and established artists in the center’s galleries, an international documentary film festival, nationally recognized training for community youth and adults, and fieldwork projects in the United States and abroad. For more information, visit documentarystudies.duke.edu.

Dewitt Wallace Center for Media and Democracy

The DeWitt Wallace Center for Media & Democracy (DWC) is Duke University's hub for the study of journalism. DWC studies the interaction between news media and policy, supports watchdog and accountability reporting in the United States and around the world, and teaches about the media’s role in democracy. The center is part of the Sanford School of Public Policy, and shares in the Sanford School’s mission of teaching, research, and policy engagement, with the goal of putting knowledge in service to society. The center offers over twenty undergraduate courses designed to give students a thorough understanding of the principles and the practice of journalism. Together with support from Trinity College of Arts & Sciences, the center hosts the Policy Journalism and Media Studies Certificate, an undergraduate certificate program for students aspiring to become future journalists, or private and public sector leaders who will interact with the media. In addition, the center hosts the Duke Reporters’ Lab and administers the undergraduate Melcher Family Award for Excellence in Journalism. For more information, visit dewitt.sanford.duke.edu.

DukeEngage

DukeEngage provides fully-funded opportunities that enable students and faculty to collaborate with organizations across the globe to address critical societal needs through an immersive summer of civic engagement. Each year, Duke undergraduates work with communities on a variety of local issues while developing an understanding of their role in affecting social change and gaining a more nuanced perspective of self, purpose & place in the world. For more information, visit dukeengage.duke.edu.

Duke Civic Engagement

Duke Civic Engagement (DCE) strengthens and connects the ways in which Duke partners with communities. DCE supports Duke’s collaborations on pressing social challenges by increasing the capacity of the campus to sustain partnerships and sharing best practices in community engagement. DCE provides trainings, workshops, and consultations; volunteer and partnership opportunities through the ConnectCommunity platform; and a listing of community-based federal work study opportunities. In these ways, DCE aims to advance civic engagement and promote equitable approaches to strengthen partnerships between Duke and the community. For more information, visit civic.duke.edu.

Technology Resources

The Office of Information Technology

The Office of Information Technology (OIT) is responsible for computing and technology services and support for the university community. OIT’s searchable website offers access to free software, Duke-supported applications, news and training, technical support, and many other resources to help students, faculty, and staff make the most of information technology at Duke. For more information, visit oit.duke.edu.

Computing and Networking

All campus buildings, including residence halls, as well as the outdoor space near Bryan Center plaza, are equipped with secure high-speed wireless Internet. Residence halls are also wired for access to Duke’s network. Members of the Duke community are assigned their own email accounts, which they may access from their own computers, the web or from any mobile device using their NetID and password. For more information, visit wireless.duke.edu.

Printing, Software, and Labs
The ePrint system enables students to print from computers and mobile devices (using the Pharos print app) to printers distributed throughout campus. Up-to-the-minute status information for all printers is available at the ePrint status page. Dozens of software packages are available for free or at a discount through software.duke.edu. There are also several physical computer labs across campus and a growing array of virtual computer resources as well. Students can also visit specialty labs such as the Multimedia Project Studio and the three Co-Lab Studios (located at the Technology Engagement Center (TEC), the Rubenstein Arts Center, and East Campus), which house 3D printing and other fabrication tools. For more information, visit oit.duke.edu/category/printers-and-labs.

**Technology Training**
Undergraduate and graduate students can take advantage of free in-person or online training on programming, app development, web design, IT security, Adobe Creative Cloud, and more. Online training is accessed through the LinkedIn Learning online training library. The Roots training series offers in-class workshops via the Innovation Co-Lab (colab.duke.edu). For additional information on available opportunities and to sign up for a monthly newsletter, visit oit.duke.edu/training.

**Storage and Backup Services**
Duke offers services for securely storing, backing up, and recovering your personal files. Students receive 50 GB of secure cloud storage through Duke Box at box.duke.edu. Box and most Duke services are protected by Duke’s Multi-Factor Authentication (MFA) two-step verification. Enroll and set up the Duo app at oit.duke.edu/mfa.
Career Center

The Career Center, working in partnership with faculty and colleagues, provides career advising to all Duke undergraduates, graduate students, and alumni. Recognizing the unique talents and needs of each individual, the Career Center encourages students to make the most of their Duke experience by accessing relevant campus resources, developing career interests and values, and establishing and maintaining important human relationships with their peers as well as Duke faculty, staff, and alumni. The Career Center works to build and maintain relationships with alumni and employers who can provide internships and learning opportunities, entry-level positions, and opportunities for experienced professionals. For more information, visit careerhub.students.duke.edu.
Agreements with other Universities

Neighboring Universities

Under a plan of cooperation—the interinstitutional agreement among Duke University and The University of North Carolina at Chapel Hill, North Carolina State University, North Carolina Central University, The University of North Carolina at Charlotte, and The University of North Carolina at Greensboro—a student regularly enrolled in Duke University as a degree-seeking student and paying full fees may enroll for one approved course each semester at one of the institutions in the cooperative program unless an equivalent course is offered at Duke in the same academic term. Under the same conditions, one interinstitutional course per summer may be taken at a neighboring institution participating in this agreement provided that the student is concurrently enrolled at Duke for one full course credit. This agreement does not apply to contract programs such as the American Dance Festival or to study abroad programs.

Approval forms for courses to be taken at these neighboring institutions may be obtained from the offices of the academic deans and the university registrar. Forms are also available online at the Office of the University Registrar website (registrar.duke.edu), in the Registration section. Only those courses not offered at Duke will be approved. Approval must be obtained at Duke from the director of undergraduate studies of the subject of the course and the student's academic dean. Credit so earned is not defined as transfer credit since grades in courses taken under the interinstitutional agreement are entered on the official record and used in determining the grade point average. The courses may be eligible for Areas of Knowledge and Modes of Inquiry coding. The student pays any special fees required of students at the host institution.

Courses taken at The University of North Carolina at Chapel Hill by Duke students in the Robertson Scholarship Program (a joint scholarship program for students at Duke and The University of North Carolina at Chapel Hill) are interinstitutional courses. However, the restriction on the number of courses and the kind of courses (i.e., those not offered at Duke) permitted does not always apply. Robertson Scholars should refer to program materials for specific regulations.

Domestic Exchange Programs

Trinity College has exchange programs with two domestic institutions: Howard University in Washington, DC, and Spelman College in Atlanta, Georgia. Duke students may study for a semester at either institution, while students from these institutions enroll for the same period at Duke. Students may enroll in a wide variety of courses at either Howard University or Spelman College for which they will receive transfer credit at Duke. Transfer credits earned under this exchange program do not count against the maximum allowable domestic or study abroad transfer credits. For more information about these programs, visit 011 Allen.