

CHAPTER 6: FACULTY RESPONSIBILITIES WITH RESPECT TO STUDENTS¹

Faculty Responsibilities to Students

The Duke faculty takes its teaching very seriously. Members of the faculty expect Duke students to meet high standards of performance and behavior. It is only appropriate, therefore, that the faculty adheres to comparably high standards in dealing with students. The following list of specific faculty responsibilities to students is predicated on the fact that students are fellow members of the university community, deserving of respect and consideration in their dealings with the faculty.

Class Attendance

In accordance with the Faculty Handbook, instructors are expected to attend all class meetings.

Course Content

Instructors will update their courses periodically to reflect the latest scholarship in the fields they teach.

Grading

Instructors will make clear on their syllabi at the outset how grades will be determined, what work in the course will be graded, and what standards will be applied.

Letters of Recommendation

Students depend upon faculty recommendations when applying for jobs or graduate school. If a faculty member agrees to write such a letter, it will be prepared promptly, accurately, and thoroughly.

Office Hours

Faculty members, including part-time faculty, will be available in their offices at least two hours per week. If unable to keep those hours, a faculty member will post a note to that effect.

Scheduling of Field Trips

Faculty may not schedule required field trips on days that other classes are in session. The dates and times of any field trips, whether required or optional, should be published in the course syllabus and made known to students on the first day of class.

Funding Field Trips

Faculty must receive approval from the Dean of Academic Affairs for any fee associated with a trip. If approved, the dean will help coordinate with the bursar's office and the financial aid office to charge and allocate funds back to the program.

Scheduling of Examinations, Papers, and Other Exercises

Examination schedules and deadlines for term papers will be established early in the semester and kept. Ideally, these should be published in the course syllabus.

Syllabi

At the beginning of each semester, faculty members will distribute course syllabi to their classes in order to provide students with a clear prospectus on their attendance and grading policies, and their schedules and deadlines for exams and term papers.

¹ This section contains information pertaining to various policies and regulations regarding student-faculty affairs. It is assumed that, unless stated otherwise, these policies are university-wide. For more details on a specific policy or regulation of a school or college, consult the appropriate university bulletin.

Textbooks

Per the Higher Education Opportunity Act of 2008, all institutions must post textbook and other course materials in the schedule of classes prior to the start of registration each semester. Faculty can provide this information directly to the bookstore via an order form or may enter this information through STORM. In either case it will then be processed by the bookstore and posted on the schedule of classes, and made available to all students.

Academic Integrity

Faculty members have a responsibility to promote a climate of academic integrity. This includes talking with students about the importance of academic integrity, role modeling for students, creating an environment that promotes trust and making clear expectations for the class, including appropriate attribution and the extent to which collaboration is permitted. (See [Appendix X](#): The Duke Community Standard, for further information.)

Exclusion of Disruptive Students – Trinity College and Pratt School of Engineering

The successful conduct of courses depends upon a basic spirit of mutual respect and cooperation among the participants. If a student disrupts a class in such a way that it seriously compromises the educational experience of the course for the students and/or prevents the instructor from accomplishing the goals of the course as outlined in the syllabus the instructor may require the student to leave the class meeting. The student's academic dean will be notified of this action. Subsequent to this action, as necessary and appropriate, the following process will be implemented.

1. It is expected that the instructor and the student will meet to discuss and agree in writing the conditions under which the student may return to the course. The student may not return to the course until the matter has been resolved. The student's academic dean will receive a copy of this written agreement. If the instructor and the student fail to reach an agreement, then the matter is referred to the student's academic dean who will begin the process of removing the student from the course. If the student is permanently excluded from the course, a grade of W will be assigned.
2. If an agreement is reached but the disruptive behavior continues, the instructor may again require the student to leave the class meeting and refer the matter to the student's academic dean who will begin the process of removing the student from the course. If the student is permanently excluded from the course, a grade of W will be assigned.
3. If the student wishes to appeal the decision of the permanent removal, an appeal is to be directed to the academic appellate officer of Trinity College or the Pratt School of Engineering. The decision of the senior associate dean in such a case is final.
4. In addition the academic dean may determine that the matter should also be referred to the Office of Student Conduct for consideration of formal charges in violation of university policies including "Classroom Disruption," "Disorderly Conduct," and/or "Failure to Comply."

Approved by the Arts and Sciences Council, September 14, 2006.

Academic Dishonesty

Students at Duke University are responsible for maintaining high standards of academic honesty and personal integrity in all matters, including reporting the results of their studies and research, and in taking quizzes, tests, and examinations.

Trinity College and Pratt School of Engineering

As of August 2003, Duke undergraduates are expected to adhere to the Duke Community Standard (revised in August, 2007) that states:

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 non-academic 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.

When confronted with a case of possible academic dishonesty, it is important that faculty members deal fairly and consistently with students. Members of the faculty are expected to consult with the Office of Student Conduct regarding cases of possible academic misconduct. They may also consult with their department chair or the appropriate academic dean, who is expected to confer with the Office of Student Conduct.

Staff in the Office of Student Conduct will advise as to the appropriate method for handling the case. Minor, first-time infractions may be resolved between the faculty member and the student. (See Appendix X for details.) However, more serious cases, or second-time offenses, must be handled more formally through the Office of Student Conduct.

An established, centralized procedure ensures that a student who commits repeated academic dishonesty violations will not go undiscovered as a result of being dealt with by independent faculty members in isolation. The Office of Student Conduct is charged with handling cases in a manner that balances students' educational interests with the university's interests in maintaining consistent and high standards.

The university's disciplinary process is independent of, and in addition to, an instructor's decision on how to grade academically dishonest work. Instructors are expected to communicate with students their policy regarding grading of an academically dishonest assignment (e.g., zero on the assignment, reduced/failing grade for the course, or other approach). An instructor may only implement this penalty if the student has accepted responsibility for academic dishonesty or has been found responsible for such through the Office of Student Conduct.

Resources for promoting academic integrity can be found at the Office of Student Conduct web site, <http://www.studentaffairs.duke.edu/conduct>. Information about dealing with a possible case of academic dishonesty can be found at http://bit.ly/faculty_cheating_info or by calling the Office of Student Conduct at 919-684-6938.

Sanford School of Public Policy

The Sanford School Code of Professional Conduct requires students to abide by the Duke Community Standard and provides an Honor Code for graduate and professional students. The code is published on the school website: <http://www.pubpol.duke.edu/>.

Graduate and Professional Schools

A separate Graduate School Judicial Code and Judicial Board have been established to govern situations of academic dishonesty in the Graduate School. A full description appears in the Bulletin of the Graduate School. Professional schools have their own policies governing academic dishonesty that appear in their respective bulletins.

School of Medicine Code of Professional Conduct

All entering health professional students are provided at orientation with the Code of Professional Conduct attesting to high ethical standards in school performance. The rights and responsibilities of students with regard to university-wide regulations pertaining to student conduct can be found in the current School of Medicine Bulletin, <http://registrar.duke.edu/university-bulletins/school-medicine>.

There also exists a compact between teachers and learners of medicine. Preparation for a career in medicine demands the acquisition of a large fund of knowledge and a host of special skills. It also demands the strengthening of those virtues that undergird the doctor/patient relationship and that sustain the profession of medicine as a moral enterprise. This compact serves both as a pledge and as a reminder to teachers and learners that their conduct in fulfilling their mutual obligations is the medium through which the profession inculcates its ethical values. *In this document, the resident is considered a teacher as well as a learner. For more information, please refer to the School of Medicine bulletin, <http://registrar.duke.edu/university-bulletins/school-medicine>.*

Academic Freedom of Students

When and if a complaint is lodged against any faculty member asserting that he or she has abridged an individual's academic freedom, the dean of the appropriate school or college shall receive that written complaint and use his or her good offices to resolve the matter in an agreeable fashion. If the dean wishes faculty aid in establishing the merits or extent of the complaint, the dean should appoint a disinterested two-person subcommittee of the Faculty Hearing Committee to provide advice. Cases not resolved by the dean may be brought to the attention of the provost.

Class Changes: Withdrawals and Additions, Academic Year

Divinity School

Policies concerning registration, changes thereof, refunds, withdrawals from single courses, and withdrawal from school are outlined in the Bulletin of Duke University, Divinity School.

Graduate School

Before the final deadline for the drop/add period set by the University Schedule Committee each semester, graduate students may change their course registration choices in ACES. If a course is discontinued after the drop/add deadline, the student must obtain permission from the director of graduate studies and the instructor before the Graduate School can process the withdrawal. Any withdrawal after the drop/add deadline will result in a grade of W. **Note for master's students:** the student is responsible for paying any charges incurred for courses from which a student withdraws after the drop/add deadline.

Sanford School of Public Policy

Policies concerning registration, changes thereof, refunds, withdrawals from single courses for master's programs in public policy, and withdrawal from the school are found in the Bulletin of Duke University, Sanford School.

Trinity College and the Pratt School of Engineering

All students are expected to carry a normal load of four courses in each semester of enrollment unless an underload is authorized by their academic deans. Any enrollment above four is considered an overload. Students may drop/add courses, as desired, until the beginning of the second week of classes. While students may add at their discretion in the first week, a permission number from the appropriate instructor must be obtained during the second week. After the first two weeks no course may be added and, in order to withdraw from a course, the student must obtain permission from the appropriate academic dean. After the drop/add period but prior to the last class day preceding the final four weeks of classes, students taking a course overload, i.e., more than four semester courses, may by course withdrawal reduce their schedule to four courses with the permission of the academic dean. With the permission of their academic dean, students enrolled in four full-credit semester courses may for compelling reasons withdraw from one course after the drop/add period but prior to the last class day preceding the final four weeks of classes. During the last four weeks of classes in any semester, or its equivalent in summer terms, a student may withdraw from a course if, in the judgment of the student's dean, compelling and extraordinary circumstances make it necessary for the student to discontinue the course; otherwise, the course is continued to the end of the semester. Whenever a student is permitted to withdraw from a course (no matter the time or circumstances), a grade of W will be recorded on the student's academic record. A course discontinued without approval results in a grade of F.

School of Medicine

Policies concerning registration, changes thereof, refunds, withdrawals from single courses, and withdrawal from school are outlined in the School of Medicine Bulletin, <http://registrar.duke.edu/university-bulletins/school-medicine>.

Withdrawal from the MST program prior to completion of the PhD degree requirements: Students who leave the MST Program in their *first year* of graduate school will be required to complete **all** of the requirements of the Medical School's third year. For the complete Withdrawal from MST program policy, please refer to the School of Medicine Bulletin, <http://registrar.duke.edu/university-bulletins/school-medicine>.

School of Law

All students are required to register on the dates prescribed by the School of Law, at which time class schedules must be completed. A student's registration for any semester is not complete until all indebtedness is settled with the Office of the Bursar. Students are not eligible to attend classes or make use of university facilities if they have any outstanding debt to the university.

Students may alter their registration by adding or dropping courses prior to the end of the seventh class day of a semester, except that in specified seminars in which enrollment is limited, no withdrawals will be permitted without the permission of the instructor and dean. Withdrawals after the seventh class day of a semester are permitted only with the permission of the instructor and dean.

School of Nursing--Graduate

Using ACES (Duke's online student registration system), students are able to drop a course or add a course during the designated Drop/Add period at the beginning of each semester. Detailed instructions for using ACES are available online. The decision to withdraw from a course after the scheduled Drop/Add period requires the student to meet with their faculty advisor and the faculty of the respective course(s). If the faculty of the respective course(s) agree to the withdrawal, the student completes the Course Withdrawal Form and:

- obtains the signature of the faculty advisor,
- obtains the signature of the faculty member teaching the course.

The faculty member teaching the course then forwards the signed form to the appropriate Program Director for approval. The withdrawal will be indicated on the student's transcript as a Withdrew (W). If the withdrawal is denied, the student must complete the course and will receive the final earned grade on his/her official academic transcript. When a withdrawal is approved, the student should be aware that the Duke University School of Nursing cannot guarantee registration in the course the next time it is offered. Consequently, the student may be delayed in completing the respective program for which he/she is matriculated. The student may be required to take a leave of absence from the respective program since required courses are not taught each semester. Students who find it necessary to interrupt their program of study should formally request in writing a leave of absence following the procedures outlined in the Student Handbook and utilizing the form available online through the Office of Admissions and Student Services. A maximum of one calendar year's leave may be granted. Please refer to the section below on Leaves of Absence for further details. Refunds of tuition and fees will not be made except as applicable within the established parameter of a total withdrawal from the program after the Drop/Add period. The Course Withdrawal Form may be obtained via the School of Nursing website, or in the Office of Admissions and Student Services.

Summer Session

Prior to or during the first three days of classes in a summer term, a student may add or drop a course by using ACES. Financial penalties may apply. After the third day of class, no course may be added. With permission of the academic dean (the director of the summer session serves as dean for all non-Duke students) or director of graduate studies, students may withdraw from a course until the end of the twentieth class day of a regular summer term, in which case a grade of W will be recorded on the student's academic record. Course work discontinued without the approval of the dean or director of graduate studies will result in a grade of F.

Class Lists

Updated class lists are available to faculty, at any time, via STORM. Contact the Office of the University Registrar for access to STORM, the faculty/staff student records website.

Examinations

Trinity College, Sanford School of Public Policy, Pratt School of Engineering, Nicholas School of the Environment, and Graduate School

Instructors for courses offered in Trinity College of Arts and Sciences, the Sanford School of Public Policy, and the Pratt School of Engineering must announce during the first week of classes the form of the final exercise, if any. Unless departmental or school policy stipulates otherwise, the form of the final exercise is determined by the instructor. Final written examinations may not, however, exceed three hours in length, and final take-home examinations may not require more than three hours of actual writing. A final paper is not an examination. Take-home examinations are due at the regularly scheduled hour of an examination, based on the time period of the class. In courses in which final examinations are not scheduled, an exam that substitutes for a final examination may not be given in the last week of classes. Hourly tests may be given in the last week of classes, whether or not a final examination is administered during the exam period.

Instructors must retain all final examination papers for at least one year. They should be available for reference in instances where a grade is questioned.

Regular Scheduling. The official schedule of final semester examinations for Trinity College of Arts and Sciences, the Sanford School of Public Policy, the Pratt School of Engineering, the Nicholas School of the Environment, and the Graduate School is prepared and distributed by the University Schedule Committee, and is available on the Office of the University Registrar website (www.registrar.duke.edu), and no changes may be made in it without the committee's approval. Generally, final examinations are scheduled according to the day and hour at which the course meets during the semester. The Registrar's Office will contact instructors when students are authorized to reschedule a final examination because they have three examinations within a 24-hour period.

Block Scheduling. When a department offers six or more sections of a course, OR multiple sections with a total enrollment of at least 300 students, and when the instructor in each of those sections agrees to give a uniformly graded common examination, a written request for a block final examination time period may be made to the University Registrar and chair of the University Schedule Committee. Such requests must be made by the end of the second week of classes in the previous semester, in order that the Schedule Committee can attempt to meet the request while it is establishing the final examination schedule.

Tests to be given during the regular semester also may be scheduled on a block basis when as many as six or more sections of a course with 100 students are being offered, and when the instructors in those sections agree to give a uniformly graded common examination. Block tests must be approved by the University Schedule Committee. Such tests are scheduled on Tuesday or Thursday between 7:30 a.m. and 8:45 a.m.

School of Law

Examination requirements, submission of papers, and marks of incomplete in the School of Law are governed by its Rules 3-16 through 3-18. The Rules of the School of Law are available from the office of the dean and on the web at <http://www.law.duke.edu/about/community/rules/index>.

School of Medicine

Retesting, Absences, and Testing Policy: The Duke University School of Medicine curriculum is an intense, fast-paced curriculum designed to provide students with the core knowledge and skills necessary for early clinical exposure, for a productive year of individual scholarly activity in the third year, and for success in the transition to graduate medical education. The School of Medicine has established policies and procedures to guide students and faculty regarding the issues of absence, testing, retesting, and remediation in core elements of the curriculum. For more information, please refer to the School of Medicine bulletin, <http://registrar.duke.edu/university-bulletins/school-medicine/>.

Grading

Undergraduate Symbols

The grading symbols used at Duke at the undergraduate level are as follows:

A	Exceptional
B	Superior
C	Satisfactory
D	Low pass
F	Failing
I	Incomplete
S	Satisfactory (issued when a course is completed on a Satisfactory/Unsatisfactory basis, equivalent to a letter grade of C- or better)
U	Unsatisfactory (issued when a course is completed on a Satisfactory/Unsatisfactory basis, equivalent to a letter grade of D+ or worse)
X	Absence from final exam (+/- additional work)
Z	Continuing course
W	Withdrawal
AD	Audited course
WA	Withdrawal from an audited course

Grades of A, B, C, and D may be modified by a plus (+) or a minus (-). Although the D grade represents low pass, in Trinity College not more than two courses passed with a D grade may be counted among those required for graduation or annual continuation. Courses for which a D grade is earned do, however, satisfy all other requirements.

The Pass/Fail grading basis option was replaced with a Satisfactory/Unsatisfactory grading option beginning in fall, 2010. When a student elects this option, a grade of S will be recorded when the student earns a grade equivalent to a C- or better and a U grade if the student earns a grade equivalent to a D+ or worse. Students may count no more than 4 courses taken on the S/U basis toward the 34 courses required for graduation. Note: students enrolled in a course on the S/U basis may subsequently change to a letter grade basis by filing a request with the registrar's office up to the first day of the final four weeks of classes. Students may not change from a letter grade basis to an S/U option after the end of the correction period (end of third week of the semester).

A grade of F or U indicates that the student has failed the course and does not receive credit. The course must be repeated and a passing grade earned in order for credit to be awarded. The letter N indicates no grade was assigned. A grade of W indicates the student officially withdrew from the course.

Graduate and Professional School Symbols

At the graduate and professional school level, various systems of symbols are used:

Divinity	A, B, C, D, F, P, NC, I, W
Fuqua School of Business	SP, HP, P, LP, F, I
Graduate	A, B, C, F, I, W, Z
Graduate Nursing	A, A-, B+, B, B-, C+, C, C-, F, Cr (credit), NCr (no credit), W
Law	Numerical grades from 1.5 to 4.3, I, W, WP, WF; single course uses P, LP, F

Medicine	H, HP, P, F, I
Nicholas School	A, B, C, F, I, W, Z
Sanford School	A, B, C, F, I, W, X, Z

Within the Divinity School, the Graduate School, the School of Nursing, the Sanford School of Public Policy, and the Nicholas School of the Environment, all grades except F may be modified with plus (+) or minus (-). Such modifications are entered on the permanent record.

Repetition of Courses: Trinity College and the Pratt School of Engineering

A Trinity College student who receives a grade of D-, D, or D+ in any course will be allowed to repeat the course at Duke with permission of his or her academic dean. Forms to request permission are available on T-Reqs, the Trinity Requirement website. A Pratt student who has earned a grade of D-, D, or D+ in a required mathematics, science, or engineering course may, with permission of his or her adviser, director of undergraduate studies, and academic dean, repeat the course.

The grade earned in the repeated course as well as the grade earned originally will appear on the transcript, the former identified as a repeat; both grades will be computed in the grade point average, but the course credit will be counted only once toward the minimum number of courses for continuation or toward fulfilling graduation requirements.

Repetition of Courses: Sanford School of Public Policy

Students earning a failure (F) in a required course will normally be asked to withdraw from the degree program.

Repetition of Courses: Divinity School

Students earning a failure (F) in a required (core or foundational) course must retake the course. Students earning a D (D+, D, D-) in a core or foundational course shall be obliged to retake a regularly scheduled final examination in that course and pass said examination with a grade of C- or better. The retake does not alter the existing grade.

Repetition of Courses: School of Law

Repetition of courses in the School of Law is governed by Law School Rule 3-15. The Rules of the School of Law are available from the office of the dean and on the web at <http://www.law.duke.edu/about/community/rules/index>.

Satisfactory/Unsatisfactory Grading System

With the consent of the instructor and academic dean, an undergraduate student may register for grading on a satisfactory/unsatisfactory (S/U) basis in one course each semester and summer session, although only four (4) courses taken on this basis may be counted toward the 34 courses required for graduation. The limit of four does not apply to courses that are only offered on the S/U basis. A grade of S will be awarded if the student has earned the equivalent of a letter grade of C- or better, while a U will be awarded for the equivalent of a D+ or worse grade. Neither an S nor a U will be factored into the grade point average. Students who receive a U will receive no credit for the course and will be ineligible for dean's list in that semester. Courses taken on an S/U basis (whether offered only on this basis or elected by the student) do not count toward general education requirements, except the requirement for thirty-four course credits and continuation requirements. No other degree requirements (major, minor, certificate, including prerequisites) may be met by a course passed under the S/U option, unless by special permission from the director of undergraduate studies of the department or program. Taking a course on the S/U basis may make one ineligible for the dean's list (see the section on academic honors in this chapter). Students studying abroad or on domestic study away programs may not receive credit for courses taken on an S/U or pass/fail basis.

Students who wish to take a course on an S/U basis must obtain permission from the instructor and their academic dean. Students have until one week after the drop/add period ends in the fall or spring semester to secure permission to take a course on the S/U basis. (Summer term students must do so by the end of the drop-add period). Students who have elected to register for a course on an S/U basis may subsequently change to a letter grade basis

by filing a request with the university registrar up to the first day of the final four weeks of classes. An S grade earned in a course may not be converted subsequently to a letter grade, and the course may not be retaken.

School of Medicine Grading: A grading basis is established for each course with Curriculum Committee approval. Currently there are three grading schemes established: Pass/Fail; Honors/Pass/Fail; and Honors/High Pass/Pass/Fail. Where appropriate, certification by the individual faculty person or by the delegated representative of each departmental chairman that a student has satisfactorily completed requirements for a course shall constitute grounds for a grade of Pass (*P*), High Pass (HP), or Honors (*H*). Honors are reserved for those students who have performed in an exemplary manner in the opinion of the faculty. For more information concerning the Grading policies, please refer to the School of Medicine bulletin, <http://registrar.duke.edu/university-bulletins/school-medicine>.

Audit

With the instructor's permission, students may register to audit no more than one course in a semester except those classified as physical education activity, dance activity, applied music, and studio art. Auditors are not required to submit assignments or take examinations and receive no credit for audited courses. Once audited, a course cannot be repeated for credit. The record shows AD to indicate that a course has been audited. Students may not change a course to or from audit after the end of drop/add. Students must follow the procedures described on ACES for recording the grading status by the published deadline. If a student fails to attend an audited course regularly or abandons it midway, the instructor is expected to submit a grade of WA at the end of the semester.

School of Medicine course audit: With the consent of the appropriate instructor, fourth year students are permitted to audit one course a semester in addition to the normal program. Students who audit a course do not actively participate, submit work, or receive credit for the course. Because of the nature of an audited course, most clinical science courses cannot be audited. However, those offered in a lecture format (as indicated in the Electives Book provided to fourth year students) may be audited with the written permission of the instructor. After the first week of classes in any term, no course taken as an audit can be changed to a credited course and no credited course can be changed to an audit. Further, an audited course may not be repeated for credit. Please refer to the School of Medicine Bulletin, <http://registrar.duke.edu/university-bulletins/school-medicine>, for the Course Audit policy.

Z-Satisfactory Work in Progress

The grade Z may be used only in courses that extend beyond one semester to indicate satisfactory work in progress at the end of the first semester when no regular grade is applicable. At the end of the second semester of the course a single grade for the year's work is assigned, and credit added to the cumulative calculation.

X-Absence from Final Examination

Whenever students are absent from a final examination, they receive an X instead of a final grade unless the student's grade in the class is failing, in which case the instructor may submit an F. If no acceptable explanation for the absence has been presented to the appropriate dean's office within forty-eight hours after the scheduled examination time, the X is converted to an F. In extraordinary circumstances, an academic dean may excuse a student's absence from a final examination. It is the responsibility of the student to consult the academic dean within forty-eight hours of the missed exam. However, deferral of a final exam will not be authorized by the academic dean if it is ascertained from the instructor that the student has a history of excessive absence or failure to complete coursework in a timely fashion for the class. If the absence is excused, the student arranges with the dean and the instructor for a makeup examination to be given at the earliest possible time. An undergraduate student's X not cleared by the end of the fifth week of the following semester (or an earlier date if continuation is at issue) is converted to an F. If not enrolled in the university during that following semester, students are given until the end of the fifth week of the next semester of matriculation to clear the X. The short-term illness notification procedure cannot be used for final exams. In the School of Law, arrangements for makeup examinations are made with the dean or his/her designate only.

I-Incomplete Work

In Trinity College and the Pratt School of Engineering, the end of the semester is formally defined as the end of the final examination period. If, due to illness, emergency, or reasonable cause, a student cannot complete work for a course before the end of the semester, the student may request in writing to his or her academic dean the

assignment of an I (incomplete) for the course. If the request is approved by the instructor in the course and by the student's academic dean, the I is given by the instructor. Although normally a Trinity College of Arts and Sciences student's request for the assignment of an I must be approved by the instructor in the course and by the student's academic dean, from whom the appropriate request forms are available, in certain cases the instructor may elect to assign an I without a written request from the student or the approval of the academic dean. In Trinity and Pratt the student must satisfactorily complete the work prior to the last class day of the fifth week of the subsequent semester (or earlier if there is a question of the student's continuation in school). If a grade is not reported by the end of the sixth week, a grade of F will be recorded for the course. An I taken in the fall semester must be resolved at the latest in the succeeding spring term; an I taken in the spring or summer must be completed at the latest in the following fall term. A student not enrolled in the university during that subsequent semester will have until the end of the fifth week of the next semester of matriculation to clear the I. Students may not complete work in a course after graduation.

To clear an I, the instructor submits to the University Registrar a final grade recorded on the appropriate form available from the University Registrar's office. The instructor may also submit a final grade via a letter to the University Registrar on departmental stationery and signed by the instructor. When the course grade is added to the student's official record, a notation of the I remains on the record, except in the Graduate School, the Sanford School of Public Policy, and the Fuqua School of Business.

In the Graduate School, Fuqua, Sanford, and the Nicholas School, one year is allowed for completion. When the course grade is added to the student's official record, the I is removed from the record. If the course requirements are not completed within one year, the grade of I remains permanently on the student's record and no credit is received for that course. In the School of Nursing one year is allowed for completion. If a grade is not reported by the end of that year an F will be recorded for the course. In the School of Medicine, a grade of I becomes part of the permanent record. The Grading Policy for each class can be found in the School of Medicine Bulletin <http://registrar.duke.edu/university-bulletins/school-medicine>.

For the purpose of determining whether a student satisfies continuation requirements, an I is counted as failing to achieve satisfactory performance in that course. If at the end of the fall semester or the summer session an incomplete is a factor in determining continuation, it must be satisfactorily completed in time for final grades to be submitted to the registrar no later than the day preceding the first day of classes for the next semester. If the question arises at the end of spring semester, the I must be resolved prior to the first day of classes for the second term of summer session, whether or not the student plans to attend any terms of the summer session. No student who has incomplete course work from both the spring semester and the summer session may continue into the fall semester.

W--Withdrawal from a Course

Students withdraw from courses for a variety of reasons, including medical circumstances. Because withdrawal from a course always requires approval by the student's academic dean, instructors should refer students to their dean to discuss whether a course withdrawal is advisable or permitted. The grade W is used to indicate officially approved withdrawal from a course. In order to withdraw from a course, students must procure a course withdrawal form from their academic dean, secure the signature of the instructor, and return the form to the dean's office. If a student discontinues a course without the permission of the appropriate dean, a grade of F is recorded. Note: The use of W grades only, instead of WP, WF and WE grades, was approved by the faculty, effective Fall 2008, for Trinity, Pratt, the Nicholas School, the Sanford School, the Graduate School, the School of Nursing, and the Engineering Professional students. At this point, the Law School still uses the WP and WF system. In the School of Medicine, a grade of W becomes part of their permanent record. The Grading Policy and procedures required to withdraw from a course can be found in the School of Medicine Bulletin, <http://registrar.duke.edu/university-bulletins/school-medicine>.

W—Medical Leave of Absence

A medical leave of absence may be authorized at any time in the semester before the last day of classes and is authorized by the academic dean if, due to personal health problems, it becomes impossible for a student to continue in courses. Grades of W are issued in each of the student's courses. Medical leaves are not granted once classes have ended. In support of a request to take medical leave, a student must provide a letter from a health professional or therapist.

W, F--Withdrawal from the University

Students who wish to withdraw from the university must give official notification to their academic dean. For students withdrawing from the university on their own initiative prior to specified times (given in the bulletin for each college or school) before the end of the semester, a W is assigned in lieu of a regular grade for each course. Thereafter an F is recorded for each course unless the withdrawal is caused by an emergency beyond the student's control. For additional information, consult the bulletin of the appropriate college or school or the student's academic dean.

Reporting Grades: Trinity College, Pratt School of Engineering, Graduate School, School of Nursing, Nicholas School of the Environment, Divinity School, Fuqua School of Business, Sanford School of Public Policy

At the appropriate times each semester, instructors are notified via email that on-line grading for that semester is open.

The instructor submits the grades, via STORM, to the Office of the University Registrar. All grades must be submitted within forty-eight hours after the final examination is given. Graduating students' grades are due within twenty-four hours after the final examination is given. Grades are available to students via ACES, as soon as they are posted.

Reporting Grades: School of Law

Reporting of grades in the School of Law is governed by Law School Rule 3-19. The Rules of the School of Law are available from the office of the dean and on the web at <http://www.law.duke.edu/about/community/rules/index>.

Reporting Grades: School of Medicine

The Liaison Committee on Medical Education (LCME) requires that grades be submitted to the Office of the School of Medicine Registrar and made available to students within six weeks of the last day of classes. There is a shorter grade submission period for the last section prior to graduation and for the first section of the fall term for fourth year students, due to the Medical Student Performance Evaluation deadline of October 1.

Midterm Grades for Undergraduates

Midterm grades are required for all first-year students and only those upper-class students who are doing unsatisfactory work (i.e., D or F). Instructors should submit their midterm grades via STORM to the registrar by the date listed on the university schedule. Midterm grades are not recorded on transcripts, but midterm grade reports are available to students, advisors, and academic deans on ACES and STORM.

Grade Changes

It is important to note that with the exception of I grades and X grades, changes in grades may be made by the instructor only because of an error in calculation or an error in transcription. Changes in grades may not be based on the late submission of required work, the resubmission of work previously judged unsatisfactory, or on additional work. No changes may be made in a grade after the end of the semester following the one for which the grade was assigned, although cases of error discovered after the deadline may be appealed by the student or the instructor to the Office of the Provost. The purposes of these regulations are to promote accurate record keeping and careful grade reporting, and to protect instructors from student pressure. The procedures vary slightly in the School of Law as governed by Law School Rule 3-20. The Rules of the School of Law are available from the office of the dean and on the web at <http://www.law.duke.edu/about/community/rules>.

The university requires that changes in grades other than those designated by I or X be indicated in a letter written on departmental letterhead, signed by the instructor, and mailed or faxed directly to the university registrar. Grade change requests may not be delivered by the student. The letter should contain the name of the student, the student's ID number, the semester, the course and section number, the incorrect grade, and the correct grade. The letter must also state that the reason for the change in grade is either an error in calculation or an error in transcription.

School of Medicine Grade Appeal Process: A student wishing to appeal an official grade or comment must present his/her appeal to the course director within two weeks of the grade being posted. If requested as part of the appeals process, a student should have access to the actual checklists or comments that have been compiled as part

of the grade, though identity of the evaluators submitting these data may be kept confidential. If a satisfactory resolution cannot be accomplished, the student may appeal the grade to the Grade Review Panel within two weeks of the meeting with the course director by completing the “Request for Grade Review” form and submitting it to the Office of Curriculum. The Grade Review Panel, designated by the Curriculum Committee will consist of one basic science faculty, one clinical science faculty, and one advisory dean other than the student’s dean, and should be convened ad hoc within one month of receiving the notification of appeal. Both the student and the course director will be asked to present information regarding the appeal. For information concerning the complete grade appeal process, please refer to the School of Medicine Bulletin, <http://registrar.duke.edu/university-bulletins/school-medicine>.

Undergraduate Grade Review Procedure

A student who questions a final grade received in a course should first contact the instructor within thirty days of receiving the grade to discuss the matter. It is the obligation of the instructor to respond in a timely fashion. After meeting with the instructor, if the student still believes the instructor has assigned an inaccurate or unjustified grade, the student should discuss the matter with the Director of Undergraduate Studies. If no satisfactory resolution is reached, the student may make a formal complaint to the Director of Undergraduate Studies in the department or program concerned.

The DUS will present the case to the Chair of the department or program Director (or, in the Sanford School, the senior associate dean), and the two of them will review the case with the instructor involved. If the Chair or the DUS agrees with the instructor that there are no legitimate grounds for which to change the grade, the grade stands as recorded. If the DUS and Chair believe there are grounds to consider a change and the instructor is unwilling to change the grade, the DUS will notify the student that he or she may request a review of the case by writing to the dean of Arts and Sciences or the dean of the Pratt School of Engineering, depending on which college or school offered the course in question. A written request must be submitted before the end of the drop-add period of the semester following that for which the instructor recorded the grade.

The dean will review the case and decide whether there are grounds to convene an ad hoc Committee for Review of Grade. If the dean decides there are no grounds then the grade is not changed.

If the dean decides that there are grounds to proceed, the dean will charge and convene an ad hoc Committee for Review of Grade. The committee shall consist of the dean and two regular rank faculty members from the same division but not the same department (or from different departments in Pratt School of Engineering). The two faculty members of the committee are to be nominated by the appropriate faculty council, either the Executive Committee of the Arts and Sciences Council or the Engineering Faculty Council. This committee will then evaluate and review the case, and the dean may initiate a grade change if that is the recommendation of the committee.

Approved by the Arts & Sciences Council (April 12, 2007) and by the Engineering Faculty Council (April 13, 2007), effective May 17, 2007.

Continuation Requirements

All students must show satisfactory progress toward graduation in order to remain in good academic standing. Consult the appropriate Bulletin for specific semester and annual continuation requirements.

Accommodation of Students with Disabilities

Students with disabilities officially recognized by the University may apply for accommodations, and if they qualify, their instructors will be notified of and are expected to grant them the specific accommodations specified by the Student Disability Access Office.

Scheduling of Classes and Attendance Regulations

Deviations from Regularly Scheduled Class Times

Classes must be met only at the times for which they are regularly scheduled unless prior permission is received from the University Schedule Committee. No class time changes can be made after students are enrolled in the course.

Religious Holidays

In recognition that observances of religious holidays may affect classroom attendance and the submission of graded work, members of the various religious organizations inform the dean of major religious holidays that occur when classes are being held each semester. In the event of a conflict, students wishing to observe a specific religious holiday should request their instructors to arrange for a postponement or makeup of work. If an instructor is unable or unwilling to grant the request, students should consult their academic deans.

In Trinity College and the Pratt School of Engineering, students are expected to notify their instructor that they will miss class in order to observe a religious holiday by completing the secure, online Religious Observance Notification Form, available on T-Reqs, where the procedure is also described in detail. Instructors are expected to accommodate students wishing to observe a religious holiday. Dean's Excuses will not be issued for absences due to observance of religious holidays.

Instructors' Absences

In the event that instructors have legitimate professional commitments that result in absence from class, they should notify both the department chair and the students as early as possible. The class time must be made up by appropriate means to be approved by the department chair or academic dean.

Students' Absences

The university places the responsibility for class attendance upon the student. Students are expected to attend classes regularly and punctually, and to recognize and accept the consequences of failure to attend. Instructors may refer to the appropriate academic dean those students who are causing their work or that of the class to suffer because of their absence or tardiness.

Approved School of Medicine Holidays for Medical Students

Memorial Day; Labor Day; Thanksgiving Day (and the day after Thanksgiving); Christmas Day (and additional days as outlined on school academic calendar); New Year's Day; Martin Luther King, Jr. Holiday; Independence Day.

Excused Absences: Trinity College and the Pratt School of Engineering

Missed work due to absence from class is officially permitted in four circumstances (see below). It is the responsibility of the instructor to determine the arrangements (e.g. early submission of work, an alternative assignment, rescheduling an exam, etc.) to be followed when this occurs.

1. Illness:

- **Short-term illness:** Students notify instructors and their academic deans by means of the [Short-Term Illness Notification Form](#) when they are temporarily incapacitated and hence are unable to attend class or complete an assignment on time. Students submit the STINF on their honor, and are expected to meet with (or otherwise contact) the instructor within 48 hours to discuss how the absence can be accommodated under the circumstances in accordance with the course policy. Instructors are expected to accept their pledge that they are incapacitated.
- **Long-term or chronic illness:** In cases of long-term or chronic illness/injury, a student's academic dean will send an email notice to his/her instructors authorizing the absence.

2. Personal emergencies known to the dean: When extraordinary personal emergencies are brought to the attention of the student's academic dean, the dean will generally send an email notice to his/her instructors authorizing the absence.

3. Religious observance:

If a student anticipates the need to be absent from class due to observance of a religious holiday, they are expected to submit a [Religious Observance Notification Form](#) to the instructor(s) affected **no later than one week prior to the date of the holiday**. Because religious holidays are scheduled in advance, instructors have the right to insist that course work to be missed should be completed prior to an anticipated absence in accordance with the course attendance policy.

4. Varsity athletic participation:

Varsity athletes, whose athletic travel schedules are governed by strict NCAA rules that apply across all varsity sports and all divisional schools, are recognized as officially representing the University in

NCAA varsity athletic competitions away from campus. Accordingly, student athletes are expected to notify their instructors at the beginning of the semester of their status and to submit to them a [Notification of Varsity Athletic Participation Form](#) **no later than one week prior to participation in each varsity athletic competition out of town**. Because varsity athletic events out of town are scheduled in advance, instructors have the right to insist that course work to be missed should be completed prior to an anticipated absence in accordance with the course attendance policy.

Missed work associated with any other absence is not covered by this policy. Students are encouraged, however, to discuss any absence planned or unexpected with their instructors to determine whether accommodation is possible. Instructors are not obligated to accommodate such absences but are expected to make clear in their attendance policy the implications of any such absence.

Absence Due to Severe Weather Policy

Duke University is largely a residential campus. It is for this reason that only under extremely critical weather conditions may classes officially be canceled. In some circumstances, certain categories of staff employees will not be expected to report to work even though classes are held. In other circumstances, classes will be cancelled and only the most essential employees for our residential and health care operations will be expected to report to work. The decision to cancel classes will be made only by the president or the provost and will be explicitly communicated as part of media announcements about severe weather closings.

It is understood that weather conditions may make it impossible for an individual faculty member to conduct a specific class meeting even though classes have not been cancelled university-wide. Faculty members should alert their school or departmental administrative office in this case. The university expects individual instructors who are unable to meet scheduled classes to make appropriate alternative arrangements to meet their teaching obligations.

School of Medicine Severe Weather Attendance Policy: The School of Medicine will handle the cancellation of classes in the following manner: All School of Medicine students will follow the provost's decision in regards to cancellation of classes. If classes are cancelled, students should not report for any medical school activities (classes, labs, clinical assignments, etc.). If students are in classes/rotations when the severe weather policy is implemented, they should leave when classes are cancelled. Course directors, mentors, and faculty are aware of this policy so that individual decisions should not be made. These decisions can be determined by calling 684-INFO or by visiting the School of Medicine Office of the Registrar's website at <https://medschool.duke.edu/education/student-services/office-registrar>, <http://emergency.duke.edu/>, or <http://today.duke.edu/>. Please note that 684-INFO and <http://emergency.duke.edu/> are considered the official communication for inclement weather announcements.

Statement of Harassment of Students Policy

The university has adapted a harassment policy that applies to all members of the university community. This policy and the procedures for resolution of harassment claims may be found in Appendix W.

Student Assistants

Undergraduate

Faculty members wishing to employ undergraduate students as assistants should consult their department chair in Arts and Sciences, Engineering, and Medicine, or dean in other professional schools.

Trinity College has formulated guidelines regarding use of undergraduate teaching assistants including tasks, selection, training, supervision and mentoring, evaluation, and compensation that are to be followed by all departments and faculty. These guidelines may be viewed on T-Reqs.

Graduate

Graduate pre-doctoral candidates with special training and qualifications are frequently appointed to serve as either research or teaching assistants to individual faculty members in certain departments and schools. The nature of the work assigned to an assistant and amount of time spent at it vary. Faculty members should consult their chair or dean concerning the expected duties of such assistants.

College Work-Study

Employment of students under the federal College Work-Study Program must be arranged through the applicable financial aid office to assure compliance with the regulations governing that program.

Academic Advising, Trinity College and the Pratt School of Engineering

The undergraduate advising system places responsibility on the students for their academic progress, but provides assistance whenever it is needed. In addition to the formal advising system, described below, most faculty members also advise on an informal basis.

The orientation and pre-matriculation advising of undergraduates are handled by the college and school. Subsequent advising differs for Trinity College of Arts and Sciences and the Pratt School of Engineering. Before declaring a major in Trinity College, students confer regularly in the Trinity College Academic Advising Center or in faculty offices with their academic advisers, with the academic deans for pre-major students, and, as needed, with pre-professional advisers. Each student selects a department/ program major, interdepartmental major, or Program II in the second, third, or fourth undergraduate semester. After the major is chosen, the responsibility for advising rests with the major department; the academic deans for the various divisions are also available for consultation. Faculty members may be called upon by the dean of academic affairs, the department chair, or both, to do formal academic advising either in the Trinity College Academic Advising Center or within the department.

Undergraduates who desire certification as teachers should be referred to the advisers in the Program in Education as early as possible for advice in planning their program so that they will be eligible for student teaching to meet certification requirements. Each year some upper-class students find that they cannot qualify because they did not begin their planning early enough.

Within the Pratt School of Engineering, students are assigned to faculty advisers who help them plan a suitable program from the time of entrance to the school. Efforts are made to maintain continuity by assigning the same advisers each year, but changes are possible upon request. Advising appointments are necessary at each registration. The deans of the college and school continuously monitor academic records. They also advise students on their academic progress.

Student Personal and Professional Advisory System for M.D. Program Students *The advisory dean system is the heart of the Office of Student Affairs. Developed in 1986 in response to the need for personal advising in a highly elective curriculum, it is the current mission of the advisory program to:*

- help each medical student derive the maximum benefit of his/her medical school experience and opportunities
- promote the personal, academic, and professional development of each student
- aid each student in making deliberate and thoughtful curricular and career decisions
- promote each student toward his/her future endeavors, and
- celebrate with students the milestones of personal and professional growth

Education Records

Family Education Rights and Privacy Act

In accordance with the Family Education Rights and Privacy Act of 1974, Duke University generally permits students to inspect their educational records and protects the information in such records from disclosure to third parties without the student's consent. Since all educational institutions that receive federal financial assistance are subject to the terms of the act, faculty members should be aware that the letters of recommendation they write on behalf of their present or former students may be accessible to those students unless they have voluntarily waived their rights to access. The university's complete policy on student records is attached to this handbook as Appendix R.

Evaluation of Faculty by Students

The academic administration of the university urges strongly that each member of the faculty administer an evaluation in each class at the end of each semester. Departments and professional schools are free to prepare and use any evaluation form.

Trinity College

The College provides to the departments teacher-course evaluation forms that the faculty are to distribute to the students in their courses each semester. The completed forms are gathered by a student in the class and taken to the departmental office. All the forms from a department are transmitted to the Office of Assessment for Trinity College, which is responsible for scanning the forms and producing a report for each individual course and for the department as a whole which are sent to the department for distribution to their faculty. The Office of Assessment inquires all faculty whether they desire the evaluation data for their course(s) to be available to students through the ACES website and provides an opportunity for faculty to comment on the student evaluation of their course.

Services Provided by the Division of Student Affairs

studentaffairs.duke.edu

The Division of Student Affairs encompasses a wide array of departments, programs and services, primarily focused on student programs and services. Some areas such as Duke Dining and Event and Production Services also provide services to visitors, departments and other members of the larger Duke community.

Departments in Student Affairs are critically engaged in all aspects of students' lives – housing, feeding, healing, challenging, counseling, and educating them throughout their time at Duke. Overseen by the vice president for student affairs, the education and direct service departments in the Division include:

Campus Life - education, advocacy and support for Duke students through advising, leadership development and experiential education. studentaffairs.duke.edu/campuslife

Career Center - career services for students and alumni up to four years after graduation enrolled in or graduated from Arts & Sciences, Pratt School of Engineering and The Graduate School. For more information, visit studentaffairs.duke.edu/career

Case Management - provides comprehensive outreach services to identify and support students in managing all aspects of their wellbeing. studentaffairs.duke.edu/case-management

Center for Sexual and Gender Diversity - 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. For more information, visit studentaffairs.duke.edu/csgd

Center for Multicultural Affairs - community engagement, multicultural education and leadership development for students. For more information, visit studentaffairs.duke.edu/cma

Counseling & Psychological Services (CAPS) - mental health services and outreach education for students; consultations with faculty and staff regarding student concerns. For more information, visit studentaffairs.duke.edu/caps

Dean of Students - 24/7 response to emergency situations involving students; DukeReach program to assist faculty in finding help for students in need; general consultation to staff and faculty on student issues. For more information, visit studentaffairs.duke.edu/dos

Duke Dining - campus dining venues for the Duke community. For more information, visit studentaffairs.duke.edu/dining

Event and Production Services – planning services and equipment for the Duke community in support of meetings, conferences and special events; space reservations; scenic design and construction services; University box office and ticketing services; media production and broadcasting services. For more information, visit events.duke.edu/.

Fraternity & Sorority Life - leadership development and advising of Greek student organizations and communities. For more information, visit studentaffairs.duke.edu/greek.

Housing and Residence Life - programs and facilities supporting student residential communities. For more information, visit studentaffairs.duke.edu/hdrl.

Housing, Dining and Conference Services-Duke Marine Lab - residential and dining services for students and conferences at Duke's Marine Lab in Beaufort, NC.

International House - services and advocacy for international students and scholars. For more information, visit studentaffairs.duke.edu/ihouse.

Jewish Life at Duke - social, educational, religious and cultural activities in support of Jewish life on campus. For more information, visit studentaffairs.duke.edu/jewishlife.

Mary Lou Williams Center for Black Culture - community engagement, social and educational activities focused on Black history and culture. For more information, visit studentaffairs.duke.edu/mlw.

Muslim Life at Duke - social, educational, and religious activities in support of Muslim life. For more information, visit studentaffairs.duke.edu/muslimlife

New Student Orientation - transition programs for new undergraduates, For more information, visit studentaffairs.duke.edu/new-students.

Parent & Family Programs - programs and services for parents of Duke undergraduates. For more information, visit studentaffairs.duke.edu/parents

Student Conduct - student honor code education (Duke Community Standard), investigation and resolution of alleged violations of university policies by students. For more information, visit studentaffairs.duke.edu/conduct

Student Health - student primary care, nutrition counseling, travel/immunization clinics and management of the student health insurance program. For more information, visit studentaffairs.duke.edu/studenthealth

Student Wellness Center - individual wellness planning, substance abuse education for individual students and student organizations. For more information, visit studentaffairs.duke.edu/duwell.

University Center Activities and Events (UCAE) - student activities and facilities operations for student life, student organization advising and financial oversight, event planning, student leadership development. Also see Event and Production Services. For more information, visit studentaffairs.duke.edu/ucae

Women's Center - services and advocacy around issues of gender equity and social change. For more information, see studentaffairs.duke.edu/wc.

Office of the Vice President - student concerns and emergencies; policies and processes related to student residential and co-curricular life; residential and student social space facilities; administrative operations for the Division. For more information, visit studentaffairs.duke.edu/ovp.