CHAPTER 6: FACULTY RESPONSIBILITIES WITH RESPECT TO STUDENTS

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 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 Examinations, Papers, and Other Exercises
Examination schedules and deadlines for term papers will be established early in the semester and kept.

Syllabuses
At the beginning of each semester, faculty members will distribute course syllabuses to their classes in order to provide students with a clear prospectus.

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.

Exclusion of Disruptive Students
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

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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.
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, in fact, 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, the instructor will assign a grade of WP or WF, depending upon whether the student was passing or failing the course immediately prior to the exclusion.

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, the instructor will assign a grade of WP or WF, depending upon whether the student was passing or failing the course immediately prior to the exclusion.

3. If the student wishes to appeal the decision of the permanent removal, an appeal is to be directed to the Senior Associate Dean of Trinity College or the Pratt School of Engineering, the academic appellate officer. 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 Judicial Affairs 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 to take effect immediately.

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 taking quizzes, tests, and examinations.

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.

Trinity College and Pratt School of Engineering

As of August 2003, Duke undergraduates are expected to adhere to the Duke Community Standard that states:

Duke University is a community of scholars and learners, committed to the principles of honesty, trustworthiness, fairness, and respect for others. Students share with faculty and staff the responsibility for promoting a climate of integrity. As citizens of this community, students are expected to adhere to these fundamental values at all times, in both their academic and non-academic endeavors.

Undergraduate students affirm their commitment to uphold the values of Duke University community by signing a Pledge that states:

By signing this pledge, I affirm my commitment to uphold the values of the Duke University community:

I will not lie, cheat, or steal in my academic endeavors, nor will I accept the actions of those who do. I will conduct myself responsibly and honorably in all my activities as a Duke student. Faculty members also are encouraged to have students include on each assignment or exam the statement, “I have adhered to the Duke Community Standard in completing this assignment.”
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 Associate Dean for Judicial Affairs in the Dean of Students Office regarding cases of possible academic misconduct. They may also consult with their department chair or the appropriate academic dean.

The Associate Dean for Judicial Affairs 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 Dean of Students Office.

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 Dean of Students Office is charged with handling cases in a manner which balances students’ educational interests with the university’s interests in maintaining consistent and high standards.

Resources for promoting academic integrity can be found at the Academic Integrity Council’s web site, http://www.integrity.duke.edu. To contact the AIC directly, email academic-integrity@duke.edu. Information about dealing with a possible case of academic dishonesty can be found at http://deanofstudents.studentaffairs.duke.edu/faculty.html or by calling the Dean of Students Office at 668-3853.

**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 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 Registrar each semester, graduate students may change their course registration choices in ACES with the approval of the director of graduate studies in their department. 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. The status of the student at the time of withdrawal is determined and indicated on the permanent record as WP (Withdrawn Passing) or WF (Withdrawn Failing). 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.

**Trinity College and the Pratt School of Engineering**

All students are expected to carry a minimum course load in each semester of enrollment. A minimum course load is defined as four semester courses; 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. When a student is permitted to withdraw from a course, the instructor of the course will assign a grade of WP or WF. 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. A course discontinued without approval results in a grade of F. A WE (withdrawal/student registration error) may be assigned when an error in registration has occurred.

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 sixth 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 sixth class day of a semester are permitted only with the permission of the instructor and dean.

School of Nursing—Graduate
During the two-week drop/add period at the beginning of the semester, students may make changes in their schedule. After the drop/add period no course may be added, and in order to withdraw from a course a student must obtain permission from the academic advisor and the dean. The instructor must certify the student's standing in the course as satisfactory or as failing. In the former case a WP will be entered on the permanent record and in the latter a WF. During the last four weeks of classes in any semester, withdrawal from a course will be granted only if, in the judgment of the dean, compelling and extraordinary circumstances make it necessary for the student to drop the course; otherwise, the course must be continued to the end of the semester. A course discontinued without permission will result in a grade of F. 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.

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 the web-based automated registration system (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; the instructor then assigns a WP or WF grade. 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. Students who wish to audit courses should consult the appropriate bulletin, continuing education office, or academic adviser. Contact the Office of the University Registrar for access to STORM, the faculty/staff student records website.

Examinations
Trinity College and the Pratt School of Engineering
Instructors for courses offered in Trinity College of Arts and Sciences 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. 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 Pratt School of Engineering, 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.

Block Scheduling. When a department offers six or more sections of a course with at least 100 students enrolled, 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 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.
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
P Pass
U Failing (for pass/fail courses)
X Incomplete, absent from final exam
Z Continuing 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.

A grade of F 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.

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, WF
Fuqua School of Business SP, HP, P, LP, F, I
Graduate A, B, C, F, I, Z
Graduate Nursing A, B, C, F, I
Law Numerical grades from 1.1 to 4.3, I
Medicine P, F
Nicholas School A, B, C, F, I, Z

Within the Divinity School, the Graduate School, the School of Nursing, and the Nicholas School of the Environment and Earth Sciences, 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 in the deans' offices. A Pratt student who has earned a grade of D-, D, or D+ in a required mathematics course or a required
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: 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.

**Pass/Fail Grading Option**

With the consent of the instructor, students in Trinity College of Arts and Sciences who have declared a major may choose to be graded on a pass/fail basis in one elective, non-major course each semester. With the consent of the instructor, and director of undergraduate studies, a student may take for pass/fail credit independent study or internship courses in any department including that of the major. No degree requirements, except for the requirement for thirty-four course credits and the continuation requirements, may be met by a course passed under the pass/fail option, unless the course is offered only on that basis. Preceptorials, discussion sections, seminars, and tutorials may not be taken on the pass/fail basis, unless the course is offered only on that basis.

With the consent of the instructor and the faculty adviser, a Pratt School of Engineering student may choose to be graded on a pass/fail basis in up to four unrestricted electives or social sciences/humanities electives within the thirty-four course program. A student may take no more than one course on a pass/fail basis each semester.

Students enrolling in a course on a pass/fail basis complete all the work of the course but receive either a pass (P) or fail (U) grade in lieu of a standard grade. They may not change status to or from a pass/fail basis after the first two weeks of classes in any semester, or the first three days of the summer term. Students must follow the procedures described on ACES for recording the grading status by the published deadline. A pass grade may not be converted subsequently to a regular letter grade, nor may the course be taken again on a regular grade basis.

Pass grades do not count in the grade point average; however, a failing grade (U) in a pass/fail course is computed in the GPA.

**Audit**

With the instructor's permission, students may register to audit one or more courses 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.

**Z-Satisfactory Work in Progress**

The grade Z may be used only in year-long courses 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 students arrange with the dean and the instructor for a makeup examination to be given at the earliest possible time. An X not cleared by the end of the fifth week of the following semester 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

If because of illness, emergency, or reasonable cause a student cannot complete work for a course, 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. 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) or a grade of F will be recorded for the course. An I taken in the fall semester must be resolved in the succeeding spring term; an I taken in the spring or summer must be completed 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. 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 and the Fuqua School of Business.

In the Graduate 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.

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.

WP, WF, W--Withdrawal from a Course

The grade symbols WP and WF are used to indicate officially approved withdrawal from a course after the drop/add period. A W is used to designate an administrative withdrawal from courses during a summer term. In order to withdraw from a course, students must first secure permission from their deans after which a grade of WP or WF is assigned by the instructor. If a student discontinues a course without the permission of the appropriate dean, a grade of F is recorded.

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, Graduate Nursing, Nicholas School of the Environment and Earth Sciences, Divinity School, Fuqua School of Business

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

The instructor submits the grades, via STORM, to the Office of the 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.

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 permanent records, but midterm grade reports are available to students on ACES and are sent to their parents or guardians.

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/index.

The university requires that changes in grades other than those designated by I or X be indicated in a letter written on departmental stationery, 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.

A student who questions a final grade received in a course should first discuss the matter with the instructor within thirty days of receiving the grade. 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, 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."

(The last four paragraphs were approved by the Arts & Sciences Council (April 12, 2007) and by the Engineering Faculty Council (April 13, 2007), effective May 17, 2007.)

Undergraduate Grade Review Procedure

A student who questions a final grade received in a course should first discuss the matter with the instructor within thirty days of receiving the grade. 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, 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.

Continuation Requirements

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

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.

Religious Holidays

In recognition that observances of religious holidays may affect the 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.
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.

Excused Absences: Trinity College and the Pratt School of Engineering

In October of 2003, the Faculty Councils of Arts and Sciences and the Pratt School of Engineering approved a new policy for notifying instructors when students miss graded work due to short-term illness. For full details on the new policy, see the Short-Term Illness Notification Procedure on T-Reqs. Dean’s Excuses will no longer be issued for short-term illness.

In accordance with faculty policy, students who miss graded assignments for the following reasons may receive a Dean’s Excuse: 1. Long-term illness; 2. Personal or family emergency (known to and approved by the Dean); 3. Authorized representation of the University off campus.

If a student misses a graded assignment due to one of the three circumstances listed above, the student should contact his/her academic Dean. A Dean’s Excuse does not exempt the student from completing the assignment. Rather it makes the student eligible for accommodation according to the policy set by the instructor in the course.

No Dean’s Excuses are issued for missing classes, only graded assignments. However, in the case of long-term illness or personal or family emergency, it may be appropriate for the academic Dean to notify instructors that the student will be away from class for a period of time.

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.

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 at http://www.aas.duke.edu/trinity/acadregs/uta.pdf
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 or interdepartmental major 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 Trinity College, 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 adviser's signature is necessary for registration and all course changes. In engineering the adviser's signature is required only after the drop/add period.

The deans of the college and school maintain continuous surveillance over academic records. They also advise students on their academic progress.

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.

Recommendations for Students

Faculty members who have been requested by a student to write a letter of recommendation or who have other stated educational purposes may review the student's academic records, with the written consent of the student, in
the Office of the University Registrar or in the office of the appropriate academic dean. However, it is university policy that faculty members respect confidential information that they acquire about students.

**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 Office of Student Affairs**

**Counseling and Psychological Services (CAPS)**

The CAPS staff of psychologists, clinical social workers, and psychiatrists provides a range of counseling services, covered by the student health fee, available to all undergraduate, graduate, and professional students enrolled in the university. These services include evaluation and counseling for personal problems related to family, social, academic, vocational, and sexual matters, as well as psychotherapy for more serious psychological problems. Individual, couples, and group counseling are offered. CAPS staff also provide outreach education programs to student groups, particularly programs supportive of at-risk populations. CAPS maintains a policy of strict confidentiality. Staff members are available for consultation with faculty concerning students or other matters relating to mental health in the university community.

**Career Center**

The Career Center serves to educate the students of Duke University in the arts of self-assessment, career exploration, career planning, and job hunting with the goal of helping them develop rewarding and fulfilling careers. The Center serves the students and alumni of Trinity College, the Pratt School of Engineering, and the Graduate School. It provides career counseling and advising, career focused programming, and access to job and internship listings. Orientations to the services of the Career Center are held at regular intervals throughout the year. Workshops on resume/curriculum vitae and cover letter writing, interview techniques, researching employers, and general job-hunting strategies are designed to aid students in their on-going searches. Members of the professional staff are on hand for daily advising hours to answer quick questions and handle immediate concerns with no appointment necessary. Other resources include the Duke Source alumni database, the Ventures Internship Program, the Health Careers Internship Program, the Service Learning Project, and On-campus Recruiting Program.

The Career Center Resource Room houses a collection of guide books, periodicals, and specially developed materials to assist in career exploration. The collection provides information on a wide range of career fields and employers. The Career Center website can be accessed at [http://career.studentaffairs.duke.edu/](http://career.studentaffairs.duke.edu/).

**Dean of Students Office**

The Dean of Students Office, the undergraduate dean’s office, coordinates new student orientation and parent/family programs, offers a mediation service, and responds to emergency situations involving students through 24-hour, seven days a week emergency coverage. This office advises and refers individual students regarding personal concerns and follows up with student victims of crime, illness, or harassment. Judicial Affairs, a component of the Dean of Students Office, responds to undergraduate violations of university policy through the disciplinary process (which includes the Undergraduate Judicial Board). Fraternity and Sorority Life is also a unit of the Dean of Students Office. The Dean of Students office advises a number of student organizations, including Project WILD and Project BUILD. The Community Housing Office joined the Dean of Students Office in July 2007.
2003 and supports faculty, staff and students in finding off-campus rental housing. The Dean of Students web site can be accessed at [http://deanofstudents.studentaffairs.duke.edu/](http://deanofstudents.studentaffairs.duke.edu/).

**Faculty and Student Activities**

Members of the faculty are often called upon to serve on governing boards of, or as advisors to, student organizations. The University Union and the Publications Board oversee many of the major cultural programs and publications on campus including the Broadway at Duke Series, the yearbook, and the literary magazine. Faculty members serve as advisors to a variety of clubs and organizations involved in community service, religious affairs, political organizing, cultural activities, club sports and residential life. They serve as resource people rather than in a supervisory role.

The Office of Student Activities serves as a clearing house/advising center for student organizations and can help faculty members with information about student groups involved in activities of interest to the faculty.

**Office of Residence Life and Housing Services**

The Office of Residence Life and Housing Services houses students in the residence halls and Central Campus Apartments. This office is responsible for the physical facilities of the residence halls/apartments as well as programmatic support for residents. Through Residence Coordinators (full-time professional staff living in the halls), graduate assistants, and resident advisors, Residence Life and Housing Services develops strong residential communities. Campus Council and East Campus Council are residentially based governing bodies advised by this office.

**Sexual Assault Support Services**

Duke's Office of Sexual Assault Support Services (SASS) was created within the Division of Student Affairs to provide a central on-campus resource for information on and assistance after sexual violence. SASS offers prevention education to the Duke community and direct service to student survivors, their friends, and families. The SASS office works closely with other university departments to provide comprehensive counseling, medical services, and law enforcement, judicial, legal, academic or residential intervention and advocacy.

To obtain information, request educational programming or to schedule an appointment, contact the SASS Coordinator during business hours by calling (919) 684-3897 or by visiting the Women’s Center located on West Campus (126 Few). For crisis information and referral after hours, contact the crisis information line at (919) 681-6882 or the Dean-on-Call at (919) 970-4169. For more information, visit [http://wc.studentaffairs.duke.edu/sass/index.html](http://wc.studentaffairs.duke.edu/sass/index.html).

**Services Provided by the Duke University Health Center**

**Student Health Center**

The Student Health Center is a division of the Department of Community and Family Medicine and a department in the Division of Student Affairs.

The primary site for care is the Student Health (SH) Center, located at the Flowers Drive entrance to the Duke Clinic Building. The SH Clinic operates on an appointment system and students should call (919) 681-WELL (9355) to schedule a time to be seen between 8:30 a.m. to 4:30 p.m., Monday through Friday except 9:30 a.m. to 4:30 p.m. on Wednesday. The East Campus Wellness Center (ECWC) is located in Wilson House and offers nursing advice and treatment for minor illness and injury. No appointment is needed. The ECWC is open Monday through Friday from 8:00 a.m. to 1:30 p.m. and 3:00 to 5:00 p.m. except on Wednesday when the clinic opens at 10:00 a.m. Nurse advice is available after hours by calling (919) 681-WELL. Physical Therapy Consultation is available in the basement of Card Gym.

In the event of a life-threatening emergency, students should call 911 or go directly to the Emergency Department in Duke Medical Center. Visits to the Emergency Department are not covered by the Student Health Fee. The Duke University Police Department (911 or (919) 684-2444) is available to provide on-campus transportation to the Emergency Department. In addition, Duke EMS, a student team of Emergency Medical Technicians, is on-duty 24 hours a day and will assist with medical emergencies.
In addition, Duke Student Health Center is the home of the Health Promotion Office. This group provides educational and outreach services on a wide range of topics including sexual health, gender specific health (men’s and women’s), alcohol, tobacco, and other drugs, nutrition and body image, fitness, stress management and spiritual wellness, wellness theory, violence prevention, and sleep. The Health Promotion staff trains a group of interested students as peer health educators each year. These students are available by request to do presentations on the subjects listed above in the residence halls, classrooms and other venues on campus.