CONTINUING STUDIES IN THE GRADUATE SCHOOL

WHO MAY APPLY: A student seeking admission as a non-degree Continuing Studies graduate student at Duke must have a bachelor’s degree and must either reside in the area or be moving to the area with the intention of residing here for a substantial period of time.

Note: International students who will require a visa eligibility form (an I-20) from the Graduate School may not apply through the Office of Continuing Studies.

ADVISING: The Director of Continuing Studies serves as Director of Graduate Studies for Continuing Studies graduate students. Advising by telephone (919-684-5375) is possible prior to submitting your application. The Office of Continuing Studies is located on East campus in the Bishop’s House (corner of Markham and Buchanan).

TUITION: Students will be charged by the unit (credit hour) for courses studied. The per-unit cost is the same as that charged to regular matriculated graduate students. Continuing Studies students do not pay a registration fee.

DEGREE STUDY: Students who plan later to apply for admission to a Duke graduate degree program should keep in mind that admission as a non-degree student is separate and distinct from admission as a degree candidate. Admission as a non-degree student does NOT imply future admission as a degree candidate.

SUMMER SESSION: Students who plan to attend only in the summer should apply directly through the Summer Session office. Please note that there are virtually no graduate level courses offered in the summer.

DUKE EMPLOYEES: Duke Employees with at least two years full-time, continuous service may be eligible to participate in the Employee Tuition Assistance Program administered by Duke Human Resources. This program provides a reimbursement of tuition for a maximum of two classes per semester, up to $5250 per calendar year. In order to qualify for reimbursement you must receive a grade of “C” or better in the course, and remain at Duke for at least 2 years. For more detailed information and an application, please visit http://www.hr.duke.edu/benefits/education/ tuition_assistance/index.php

Note: The Special Tuition Rate for Employees offered through the Office of Continuing Studies is only available for undergraduate coursework.
Important Information for Students Who Plan to Apply for Admission to a Degree Program in the Graduate School

The application process for admission to a degree program is handled through the Graduate School’s Office of Admissions and is not directly related to your status as a Continuing Studies student. Information about applying to degree programs and an on-line electronic application are available at http://gradschool.duke.edu/. Read carefully and follow all instructions.

NOTE: It is Graduate School policy that a Continuing Studies student must have obtained at least a solid “B” (formerly “G”) average in relevant Duke coursework before admission to a degree program can be considered. Obtaining this average does not guarantee admission, however.

If you want transcripts or other documents that were used in your Continuing Studies application to be added to your Graduate School application, please include a statement about this (on a separate sheet of paper) with your Graduate School application materials.

You must request the Registrar’s Office to send to the Graduate School Admissions Office an official copy of your transcript for classes taken at Duke as a Continuing Studies student. Transcripts are released only at the student’s request.

General Graduate School requirements for a complete application to a degree program are:
- application form accompanied by $80 application fee;
- three recommendations, at least two of which should represent your major field;
- official, confidential transcripts from each college/university attended (including Duke);
- GRE General test scores, required by all departments, and where specified, GRE Subject test scores; and
- For any student whose native language is not English, the Graduate School seeks to admit only those students with a minimum TOEFL score of 83 (internet-based test). In many departments, a higher score may be required. Please visit http://gradschool.duke.edu/ for more detailed information.

Transfer of Credit: Credits earned by non-degree students taken at Duke before full admission to the Graduate School may be carried over into a graduate degree program if (1) the action is recommended by the student’s Director of Graduate Studies and approved by the Dean; (2) the work is not more than two years old; (3) the amount of such credit does not exceed one semester at full-time tuition; and (4) the work has received grades of “B” or better.

For the most complete and current information about application procedures, requirements, and deadlines, visit http://gradschool.duke.edu/. If you have questions, contact the Graduate school Admissions Office.

Duke University Graduate School Office of Admissions
2127 Campus Drive
Box 90065
Durham, North Carolina 27708-0065
WHAT ELSE DO I NEED TO KNOW ABOUT TAKING COURSES AT DUKE?

Here are a few additional tips intended to help you think about studying with us.

✓ Almost all regular university courses are offered only during the daytime. No science or technical courses (such as in engineering) are offered in the evening. A small number of courses—typically in humanities areas such as history, English, and religion—are offered as evening courses.

✓ There is no “across the board” rule at Duke regarding how many semester hours of non-degree graduate level coursework can be used in completing a degree program. Each department establishes its own limit for the number of hours it will accept from non-degree study towards a degree; generally, the limit ranges from 6 semester hours to 12 semester hours. So, if you are thinking about doing a graduate degree in the future be sure to check with the department in which you are interested to find out about departmental regulations.

✓ Course Schedules can be found on the Duke website. The schedule for the Spring Semester is usually posted by the middle of October; the schedule for the Summer & Fall Semester is usually posted by the middle of March. Summer Session information can be found at www.summersession.duke.edu by mid-February. The most up-to-date Duke Course Schedule is always available on the web through the Duke University Registrar’s website: http://www.registrar.duke.edu/

✓ Duke has renumbered all undergraduate and graduate courses beginning fall 2012.

Please use the following as a guide:
- **100 - 199** -- Introductory-level undergraduate courses; basic skills / activity courses; foundation courses; Focus program courses
- **200 - 399** -- Undergraduate courses above introductory level
- **400 - 499** -- Advanced undergraduate, senior seminars, capstone courses, honors thesis courses
- **500 - 699** -- Graduate courses open to advanced undergraduates
- **700 - 999** -- Graduate only courses (not open to undergraduates).

Note: If you wish to take a course numbered 699 and below, you may apply as a non-undergraduate student and save a bit on tuition.

2014-2015 GRADUATE TUITION

Non-degree Graduate Tuition*: $2,765.00 per unit. Most courses are 3 units (or $8,295.00 in tuition); a few courses are 1, 2 or 4 semester hours.