

Graduate Student Resources @ Duke

The Graduate School

The overall mission of the Graduate School is to provide a research-based graduate training that will help you learn the analytical skills that will enable you to be future leaders in a wide variety of professions. Although many of our graduates enter academia, the education you will obtain here is intended to be applicable to any job that involves the discovery, creative application, and teaching of new knowledge. The Graduate School exists in large measure to support the research and educational missions of a faculty interested in the frontiers of knowledge, and, in so doing, to advocate for the primacy of scholarship throughout the University.

**Graduate School Offices: 2127 Campus Drive
Box 90065
Durham, NC 27708**

Office of the Dean

The Office of the Dean is responsible for overall administration of the Graduate School and for all its policies and procedures. Although implementation of many of these policies is delegated to the other offices of the Graduate School, the Dean remains the final arbiter on these matters. The office is available to faculty and students who would like general information about the Graduate School or who wish to discuss a particular policy or issue.

Web: <http://gradschool.duke.edu/about/deanmessage.php>

Contact: <http://gradschool.duke.edu/about/contact.php>



Dr. Jo Rae Wright

Dean of the Graduate School and Vice Provost

Senior administrator in the Graduate School. Responsible for all policies and procedures in the Graduate Programs.

Tel: (919) 681-1560

Office of Academic Affairs

The Office of Academic Affairs in the Graduate School has primary responsibility for academic and program administration, including the following:

- to define and interpret all academic policies, procedures, and regulations of the Graduate School, particularly those involving time limitations, forming examination/advisory committees, and all disciplinary matters;
- to establish criteria for any new academic degree or certificate programs with the Executive Committee of the Graduate Faculty (ECGF);
- to coordinate all internal and external program reviews in order to ensure academic quality and maintain accreditation;
- to provide training in Responsible Conduct of Research (RCR) for all doctoral students;
- to offer courses, workshops, and programs in Teaching and Technology through collaborations with the Center for Instructional Technology;
- to manage the English for International Students (EIS) program;
- to provide general academic advising for students who seek help from someone outside their degree program;
- to participate in national initiatives and/or research projects in order to identify 'best practices' in graduate education.

Web: <http://gradschool.duke.edu/academics/index.php>



Dr. David F. Bell

Senior Associate Dean of the Graduate School

Responsible for administration of the academic regulations of the Graduate School, particularly those involving time limitations, forming examination/advisory committees, and all disciplinary matters. He also serves as general academic advisor for students who feel the need to talk to someone outside their own graduate degree programs.

Tel: (919) 681-1559 or dfbell@duke.edu



Dr. Douglas L. James

Assistant Dean for Academic Affairs

Responsible for developing and coordinating professional development for graduate students in teacher training and the Responsible Conduct of Research. Teaches "Introduction to College Teaching," directs the Preparing Future Faculty program, oversees teaching workshops and mini-grant projects, and conducts research on best practices in graduate education.

Tel: (919) 681-3251 or douglas.james@duke.edu

Office of Finance & Enrollment Services

The Office of Finance & Enrollment Services is responsible for all aspects of Graduate School financial management, admissions, student record keeping, degree requirement auditing, and other administrative functions such as human resource management, payroll, and facilities management.

Web: http://gradschool.duke.edu/financial_support/index.php



Cynthia Robertson

Associate Dean for Finance and Enrollment Services

Directs financial operations, admissions, student record keeping and financial, admission and enrollment reporting for the Graduate School . Develops, implements, and communicates policy & procedure regarding financing, admissions, and student record keeping. Serves as the liaison between the Graduate School and departments and other internal and external entities regarding graduate student financial and enrollment policies and procedures.

Tel: (919) 681-3249 or cynthia.robertson@duke.edu

Susan Williford

Coordinator, Student Records

Audits and manages degree records and requirements. Acts as liaison between Graduate School and departments regarding academic requirements and policies. Resolves registration problems.

Tel: (919) 681-3248 or susan.williford@duke.edu

Graduate School Admissions Office

The Graduate School Admissions Office develops the policies and procedures by which applications to all graduate departments are processed. This office communicates with applicants regarding requirements, application status, and final admissions decisions and also handles issues related to the preparation of visa documents for incoming international students. Web: <http://gradschool.duke.edu/admissions/index.php>

Thomas Steffen

Director, Graduate Admissions

Manages the daily operations of the Admissions Office, including workflow, staff supervision, and technology planning.

Tel: (919) 684-3913 or ts93@duke.edu

Office of Budgets & Finance

The Office of Budgets & Finance oversees the payments of all institutional fellowship awards to graduate students, as well as payments from federal financial aid programs and national fellowships. This office strives to help students obtain their education with as little financial stress as possible while adhering to the guidelines and policies set forth by the University, government agencies, and funding institutions. The office operates with an open-door policy and places a high value on customer service to our students.

Web: http://gradschool.duke.edu/financial_support/index.php

Christin Marten

Director, Budgets and Finance

Direct financial operations for the Graduate School and oversee the development and implementation of policies, new processes, and technologies.

Tel: (919) 684-6710 or c.marten@duke.edu

Betty Jones

Coordinator, Graduate Financial Aid

Manages all aspects of Graduate Financial Aid, particularly relating to federal programs and regulations. Determines eligibility and processes student loans, including emergency loans. Contact person for National Fellowships (NSF, Howard Hughes, etc.). Provides information on legislation, which affects students concerning tax laws and student aid.

Tel: (919) 681-1552 or gfabbj@duke.edu

Office of Graduate Student Affairs

The central mission of the Office of Graduate Student Affairs (GSA) is to enhance the quality of graduate student life by working closely with individual students, student organizations, faculty, and other campus offices. The aim is to provide a broad array of programs on issues related to graduate student life, such as health, safety, housing, mentoring, and professional development. GSA also has a particular role in establishing support services that address the specific needs of students from different ethnic backgrounds, international students, gay and lesbian students, students with disabilities, women, and other groups. This office is committed to helping students become active participants in the Duke University community. Located at 2111 Campus Drive, Graduate Student Affairs serves as a principal point of contact for all graduate students wishing to express their comments and concerns about the quality of graduate student life here at Duke. We urge you to take full advantage of the services offered by our office. You are welcome to come by at any time to talk about your experiences as a student or just to say hello.

Web: <http://gradschool.duke.edu/gsa/index.php>

Contact: grad-gsa@duke.edu



Dr. Jacqueline Looney

Senior Associate Dean for Graduate Programs & Assoc. Vice Provost for Academic Diversity

Senior administrator for the Office of Graduate Student Affairs. Responsible for collaborating with graduate departments, student organizations, and other administrative units to provide services that enhance the academic, social, personal, and cultural needs of graduate students.

Tel: (919) 684-2056 or jlooney@duke.edu

Dr. Alan Kendrick

Assistant Dean for Graduate Student Development

Responsible for overseeing efforts to design, deliver, and improve services and programs that support graduate students from entry to completion of their degrees. Also responsible for daily administration and development of recruitment and retention initiatives, as well as mentoring, leadership, and professional development programs.

Tel: (919) 668-0416 or jak8t@duke.edu

Office of the University Registrar

The Duke University Office of the University Registrar's mission is to facilitate the educational process by assisting students, faculty, and staff by providing:

- a welcoming and encouraging service environment, in person and via other modes of contact;
- accurate and timely processing of data related to course offerings, registration and academic records;
- support and advice regarding academic policies and procedures;
- data to a variety of constituents, in support of the academic decision making process;
- security and privacy for the university's academic records, including advice and training for faculty and staff on privacy issues;
- leadership in the areas of technological development as related to student administrative services and systems.

The Office of the University Registrar supports the overall educational goals of the university by providing these critical components in the academic support structure. We act as a "behind the scenes" facilitator for faculty, students, and staff as they pursue the academic goals of the university.

Web: <http://www.registrar.duke.edu/>

Contact: **Bruce Cunningham**

University Registrar

(919) 684-9007 or bruce.cunningham@duke.edu

Bursar's Office

The Bursar's Office serves the student community by assisting students with their bursar accounts and by functioning as a depository for the University's departments. The Bursar's Office mails statements to students on a regular basis, manages the collection of the student receivables, and records departmental deposits.

Web: <http://www.bursar.duke.edu/>

Contact: American Tobacco Campus, Washington Bldg, Bay 10, 324 Blackwell Street

Box Number 104145, Durham, NC 27708

(919) 684-3531

bursar@duke.edu

Office Hours: 8am-5pm, Mon-Fri

Duke Student Service Center

Centrally located office that provides the following services:

- General information about registration, records, student accounts, and financial aid
- Student account payment
- Loan and scholarship check endorsements
- Student reimbursement check distribution
- Cash advances
- Student biographical and demographic information changes (name, address, date of birth, and social security number changes)
- International Student Identity card (ISIC)
- Replacement Work-Study authorization form
- GRE fee waiver
- Classroom reservations for meetings and events
- Form completion and drop-off (change of major, inter-institutional agreement, drop/add)
- Notary Public
- Transcripts
- North Carolina Legislative Tuition Grant (NCLTG)

Web: <http://web.duke.edu/studentsservicecenter/>

(con't on next page - location info)

Duke Student Service Center con't

Location & Contact Information:

Room 101 Allen Building
P.O. Box 90058
Durham, NC 27708

- * Phone: (919) 684-2001
- * Fax: (919) 668-3526
- * Email: studentservicecenter@duke.edu

Graduate and Professional Student Council (GPSC)

The Graduate and Professional Student Council of Duke University (GPSC – pronounced 'gypsy') is the umbrella student government organization for Duke's 7 graduate and professional schools. Location: 101-3 Bryan Center. GPSC website: <http://gpsc.duke.edu>

Our purpose is to:

- represent and advocate on behalf of graduate and professional students at Duke University;
- serve as a liaison among the student governments of the graduate & professional schools;
- serve as a liaison between graduate & professional students and the University Administration;
- nominate graduate and professional student representatives to University committees;
- program events of interest to the graduate and professional student community;
- and financially support the programming of graduate and professional student groups.

Duke University School of Medicine

The youngest of the nation's leading medical schools, Duke is one of the world's premier centers for medical education, clinical care and biomedical research.

Planning for the school began in 1925, when businessman James Buchanan Duke, benefactor of Duke University and The Duke Endowment, bequeathed \$4 million to establish the Duke School of Medicine, the Duke School of Nursing and Duke Hospital.

Less than five years after the school opened in 1930, the Association of American Medical Colleges ranked Duke in the top quarter of medical schools in the country.

Now, more than 75 years later, the Duke University School of Medicine is firmly in the top 10 medical schools nationally. The medical campus encompasses 90 buildings on 210 acres and employs over 1,500 faculty physicians and researchers.

Web: http://medschool.duke.edu/modules/som_rt/index.php?id=1



Nancy C. Andrews, M.D., Ph.D.
Dean and Vice Chancellor for Academic Affairs
Chairman Office , School of Medicine
125 Davison Building
Nancy.Andrews@duke.edu
(919) 684-2455

Vice Deans and Senior Staff

Scott Gibson

Executive Vice Dean, Administration

Billy Newton

Vice Dean, Finance & Resource Planning

Sally Kornbluth, Ph.D.

Vice Dean, Research

Edward Buckley, MD

Vice Dean, Medical Education

Augustus Grant, M.D., Ph.D.

Vice Dean, Faculty Enrichment

Michael Cuffe, M.D.

Vice Dean, Medical Affairs

Duke University School of Medicine con't

Dean's Office Departments

Find a directory of Dean's Office departments and personnel on the website:

<http://medschool.duke.edu/modules/liaise/>. A listing of the chairpersons of the 16 academic departments, and the school's institutes and research centers, is http://medschool.duke.edu/modules/som_academic/index.php?id=1

Duke Basic Science Research & Office of the Vice Dean for Research

Duke provides rich opportunities for trainees interested in basic research projects, including graduate students working towards Ph.D degrees in our 12 biomedical graduate programs, third year medical students who engage in research, M.D. Fellows and postdoctoral fellows. About 15 percent of Duke Medical students are enrolled in the Medical Scientist Training Program, which leads to both M.D. and Ph.D. degrees. Created to train highly qualified students as physician-scientists, the program has graduated more M.D./Ph.D.s than any such program in the country and is highly regarded nationally.

Duke offers a collaborative research environment where scientists at all levels work to address scientific problems of fundamental importance. To foster the success of its investigators, Duke offers a variety of core facility services, seminar series, and professional development programs. We hope that you will find the information in these webpages useful for accessing these and other features of the basic research enterprise at Duke.

Website: http://basicscience.medschool.duke.edu/modules/bsci_adept/index.php?id=1

Dr. Sally Kornbluth, Ph.D.

Vice Dean for Research

128 Dean's Suite

Green Zone, Davison Building

E-mail: <mailto:kokornb001@mc.duke.edu>

Phone: (919) 613-8637

Dona Chikaraishi, PhD

Associate Dean, Biomedical Graduate Education and Leadership Services

Duke University School of Medicine

Dean's Suite - DHS / Green Zone, Box 2927

Durham, NC 27710

Phone: (919) 613-8637

Student Health Center

The Duke Student Health Clinic, Student Health Physical Therapy, Student Travel Clinic, and Office of Health Promotion are located in the Duke Student Health Center on Flowers Drive. An additional site for medical care is the East Campus Wellness Clinic. Medical services are provided by board-certified faculty physicians, physician assistants, nurse practitioners, nurses, and nurses aids. Resident physicians, under faculty supervision, also provide care at the Student Health Center.

Mission: To provide high quality health care for Duke students and facilitate access to specialty consultants; to provide this care in an accessible and timely fashion a supportive, respectful, and non-judgmental atmosphere; to inform students about the health implications of various behaviors so that they will make lifestyle choices which will enhance their health; and to identify environmental health risks to students and work with other groups on and off campus to reduce these risks.

See contact info on next page.....

Duke Student Health con't - Contact Information

If you have a question or comment, please feel free to drop us a note using the convenient web form, <http://www.studentaffairs.duke.edu/email/?dept=healthydevil>
Comments sent by this form will be answered within 24 - 48 hours.

Telephone: 919-681-WELL (9355)

Administration: 919-681-3069

Immunizations: 919-681-4912

Medical Records: 919-684-0030

Email Address: HealthyD@mc.duke.edu

Web: <http://healthydevil.studentaffairs.duke.edu/index.html>

Physical Address: Duke Clinic, Trent Drive
Sub Basement, Orange Zone
Durham, NC 27710

Parking @ Duke

Most Graduate and Professional students commute from off campus to Duke. Parking is provided to graduate and professional students in mid- to low-priced commuter lots throughout campus:

http://www.parking.duke.edu/parking/zones_lots/full_listing.php#proximate

Please visit the Duke University Parking and Transportation Services website for information on how to acquire a parking permit for on-campus parking:

<http://www.parking.duke.edu/>

Resources for International Students

International House

Address: 2022 Campus Dr., Box 90417, Durham, NC 27708

Phone: (919) 684-3585

Fax: (919) 684-8241

Office Hours: Monday–Friday, 8:30 a.m.–5:00 p.m.

Web site: <http://ihouse.studentaffairs.duke.edu/>

- To assist internationals and their families with orientation and acclimation,
- To enhance cross-cultural interaction through programming & community outreach,
- To provide advocacy and support for the Duke International Community

Visa Services

114 South Buchanan Boulevard , Smith Warehouse: Bay 7-1st Floor
Durham, NC 27708

Phone: (919) 681 – 8472

Office Hours: Monday - Friday, 8:00 am - 5:00 pm, and by appointment.

Web site: <http://www.visaservices.duke.edu/index.html>

The Duke Visa Services office serves as a nexus for monitoring and shaping legislation, regulations, and policies at the federal, state and local levels that affect international educational exchange, and for interpreting and applying those directives and controls in the Duke environment in support of the teaching, research, patient care, and community service goals of the university, medical center, health system and affiliated institutions.