

STUDENT HANDBOOK

GRADUATE LIBERAL STUDIES
DUKE UNIVERSITY

November 2009

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THE STUDENT HANDBOOK

The Student Handbook is a guide to the Master of Arts in Liberal Studies (MALS) degree program and to Duke University.

It is a reference tool for a wide range of student concerns: from academic requirements such as the final project process, to registration and financial matters, to the cultural and athletic events offered by Graduate Liberal Studies and Duke University. The Handbook is intended to complement the information available on the [GLS Web site](#) and other information available through the [Duke University Web site](#).

While we make every effort to ensure that the information contained here is current, the university reserves the right to change programs of study, academic requirements, lecturers, teaching staff, the announced university calendar, and other matters addressed in this handbook, without prior notice and in accordance with established procedures. The information in the handbook does not supersede information available from the Graduate School on its Web site.

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

Chapter I

GENERAL INFORMATION

I. GRADUATE LIBERAL STUDIES STAFF

<p>Donna Zapf Director dzapf@duke.edu</p>	<p>Director of Graduate Studies (DGS) for the MALS degree program Academic advising and teaching Core course Program of study Graduate School certificate programs Final project process Independent study approval Leave of absence requests Non-MALS course approval Program policies Withdrawal from courses after drop/add Withdrawal from program Second reader on all final projects</p>
<p>Margaret Dennis Assistant Director mdennis@duke.edu</p>	<p>Scholarships and tuition assistance Financial inquiries and advising (e.g., Bursar's office, Financial aid) Registration inquiries Foreign student visa inquiries Study abroad Technology</p>
<p>Dink Suddaby Staff Assistant dink.suddaby@duke.edu</p>	<p>Director of Graduate Studies Assistant (DGSA) for the MALS degree program Admissions inquiries Appointments: director's calendar and writing consultant's calendar Class material distribution and inquiries Workshop and events registration/RSVP ID cards and building access Registration inquiries Special events and programs</p>
<p>Ellen Levine Staff Assistant ejl3@duke.edu</p>	<p>Appointments: director's calendar and writing consultant's calendar Workshop and events registration/RSVP Special events and programs GLS Newsletter Association of Graduate Liberal Studies Programs</p>
<p>Kent Wicker Writing Consultant kent.wicker@duke.edu</p>	<p>Teaching: MALS core course Final project proposal workshop Individual writing consultations</p>

II. GRADUATE LIBERAL STUDIES ADVISORY COMMITTEE

The academic concerns of Graduate Liberal Studies (GLS) fall under the governance of the program director and the GLS advisory committee. The advisory committee, whose members are graduate faculty appointed by the dean of the Graduate School, ensures the continuing academic quality of the program. The advisory committee interviews applicants, selects new students, and approves new GLS courses and student final projects. It also works with the director in developing new strategies for the recruitment of students and faculty, in developing new program possibilities, and in ensuring that quality and interdisciplinary standards are met.

ADVISORY COMMITTEE MEMBERS (2009-2010)

Deborah Gold

Departments of Psychiatry and Behavioral Science,
Sociology, Psychology and Neuroscience

Craufurd Goodwin

Department of Economics

Melissa Malouf

Department of English

Dan McShea

Department of Biology

Martin Miller

Department of History

R. Larry Todd

Department of Music

III. COMMUNICATIONS

A. EMAIL

Duke University uses email for official communications. Students are provided with a university email account (e.g., name@duke.edu) and are expected to check their Duke email on a regular and frequent basis. **Students are responsible for all email communications through the university system.**

Options for accessing Duke email:

- www.mail.duke.edu
- through personal email software
- use Mulberry email software, available from www.oit.duke.edu
- forward Duke email automatically to an existing email address (instructions available at <https://webacct.acpub.duke.edu/online/>).

Students using their NetID as the email address (e.g., abc12@duke.edu) should **include their full name** in the body of the email so we can identify the sender.

B. GLS WEB SITE: INFORMATION 24/7

GLS is online at www.mals.duke.edu. The Web site contains descriptions of Liberal Studies (LS) seminars, academic and special event calendars, downloadable forms, and other information concerning the Graduate Liberal Studies program.

In addition to the GLS Web site, the Duke Web site (www.duke.edu) provides a wide range of information: course offerings and registration, cultural events, access to grades and bursar account, online telephone directory, library holdings, and certificate program requirements, to name just a few.

C. STUDENT RECORDS

Students can access academic, financial, and personal information online via ACES (Automated Computer Enrollment System) at www.registrar.duke.edu.

ACES is the secure system for course listings and registration. However, registration is just one of many features available via ACES. Students will also find:

- Academic record: courses taken, grades
- Financial account, including financial aid, insurance, bursar account
- Biographical information
- Contact information
- Registration information, including classes and the official class schedule.

D. THE GLS NEWSLETTER

Students and alumni receive the annual GLS Newsletter, *GLS Matters*, which contains news on students, alumni and faculty, course information, graduation news, articles by students, special events, and more.

IV. Honor code

Duke University is committed to promoting honor, integrity, and ethical behavior in university life. To that end, there are policies and processes in place to prevent harassment and discrimination, and policies and procedures to educate students and prevent plagiarism. Students are responsible for complying with these policies.

- Plagiarism
<http://library.duke.edu/research/plagiarism/policies/index.html>
<http://library.duke.edu/research/plagiarism/>
- Harassment
www.duke.edu/web/equity/harassment_prev.htm

Chapter II

ACADEMIC INFORMATION

I. DEGREE REQUIREMENTS

A. CREDIT REQUIREMENTS

The MALS degree requires nine courses and a final project for a total of 30 units of credit.

1. Three Liberal Studies (LS) courses (9 units of credits)

- Core Course
- Two additional LS courses

2. Six Elective Courses (18 units of credit)

- Students choose the remaining six courses from among LS courses and courses from other departments of The Graduate School
- Two undergraduate courses may be taken for degree credit
- One independent study may be taken for degree credit.

3. Final Project (FP) (3 units of credit)

The MALS final project fulfills the remaining three credits required to complete the degree. Although designated as 3 units of credit, the final project is considered a full-time activity. All students must complete a final project in order to graduate.

4. General Requirements

- The first two courses in the program must be LS courses, one of which must be the core course.
- Director approval is required for all non-LS courses.
- Transfer credit does not count towards the 30-credit requirement.
- The MALS degree must be completed within six years, a requirement of Duke University for all Master's degrees.

B. LIBERAL STUDIES SEMINARS

Each semester, GLS offers five to seven seminars developed exclusively for its students. LS seminars are designed to stimulate the ability to think clearly, analyze problems thoroughly, and view issues in their wider social and philosophical contexts. In addition, all LS courses share the following essential characteristics:

- In content, each cuts across boundaries of academic disciplines of the humanities, social sciences, and physical sciences. While organized around a topic or issue from one discipline, each course is general enough to demand treatment from other perspectives.
- In structure, each emphasizes interdisciplinary approaches and methodologies.
- LS courses are seminars, usually with an enrollment of 15, structured to facilitate participation and discussion.

- Most LS seminars require significant amounts of reading and regular written assignments.
- LS seminars are taught by Duke University graduate faculty.

C. LS CORE COURSE

The LS core course is required of all entering MALS degree students. Designed to equip entering students for graduate-level study in an interdisciplinary environment, the course is both a methods course (addressing crucial skills of academic work – critical reading, critical analysis, and effective writing – and how these vary from discipline to discipline) and a course exploring issues and ideas.

D. NON-LS COURSES

1. Graduate-level courses

Courses in The Graduate School are open to MALS students. Course offerings and description for graduate-level courses (numbered 200 and higher) can be found online through ACES. However, the following conditions apply:

- students must have the appropriate background to fulfill course pre-requisites
- the course must be graded (i.e., may not be pass/fail)
- student has the consent of the course professor
- the course is approved by the GLS director.

2. Undergraduate-level courses

Students may take two undergraduate courses for credit toward the MALS degree, with the following conditions:

- course is approved by the GLS director
- courses numbered below 100 are *not* acceptable for credit
- courses with an “S” designation (e.g., History 195S) are research seminars with limited seat availability.

3. Permission to Take a Non-LS Course

To request permission to take a non-LS course, submit the appropriate form, along with a course outline that includes units of credit and proof of the instructor’s approval (signature or email).

www.mals.duke.edu/forms.html

4. Caveat Emptor

Students should be aware that credits for non-LS courses are variable. It is the student’s responsibility to confirm that chosen courses constitute three units of credit. In addition, courses graded as pass/fail will not be credited towards the MALS degree. Courses in schools other than the Graduate School (e.g., Divinity School, Fuqua School of Business, Law School, Medical School, Nicholas School of the Environment, Pratt School of Engineering) may have registration restrictions or special registration procedures and limited availability to MALS students.

E. INDEPENDENT STUDY

An independent study is an independent research effort on a topic of individual design, that a student pursues under the guidance of a Duke faculty member. The following conditions apply:

- topic may not duplicate an existing course
- one independent study may be taken within the MALS degree
- students are advised to work with a faculty member with whom they've taken a course.

To request permission for an Independent Study, students must submit a completed Independent Study Proposal form, containing a paragraph describing the study and preliminary bibliography (if appropriate), and a description of course requirements (i.e., what will be completed within the semester, upon which the grade will be based). The completed proposal requires the student's and the faculty supervisor's signatures. Upon approval, students are given an authorization number with which to register.

www.mals.duke.edu/forms.html

Deadlines for submission:

- June 30 for fall
- October 31 for spring
- March 31 for summer.

F. FINAL PROJECT

The final project (FP) is the opportunity to integrate knowledge and skills acquired over the course of the program.

- It may involve academic research, applied research, or a creative project. All projects *must* include written analysis. Applied research and creative projects must include a short written analysis that provides context to the work.
- The completed project should be approximately 50 to 60 pages in length if a Master's thesis, or an equivalent effort if a creative project.
- The project must be analytical and interdisciplinary.
- Final projects are considered one-semester efforts, requiring the time typically required of a demanding three-credit graduate course.

1. Final project topic

The final project is an opportunity to explore a topic or creative idea or develop field research that is of significance to the student. A rewarding and successful project is predicated on a well-conceived topic. The final project requires a formal process that begins with a proposal approved by the advisory committee.

Developing a project topic:

This process should begin no later than the eighth course.

- Choose a topic of personal interest.
- We suggest a topic that studied in a LS course, or about which the student has personal knowledge. This could be the expansion of a paper or an area of interest encountered in a course, or the development of an idea that places professional interests within the broader academic context of MALS studies.
- The project should integrate materials, methods, and perspectives from a number of disciplines, and be creative and innovative in approach.
- The project requires focus and a clear goal.
- Final project archives are available for review and are a good way to get a feel for topics, formats, and project size; past final projects may be borrowed.

2. Faculty supervisor

A student's relationship with the faculty supervisor is critical to a successful final project. The supervisor guides the development of the proposal and identifies appropriate approaches, sources, and work methods. During the project itself, the supervisor provides oversight, guidance, and encouragement as work progresses, reviews the final document, and submits a written critique to the GLS director.

Students should select a final project supervisor from among faculty with whom they have studied, preferably one who has taught in the GLS program. The faculty supervisor must be a member of the Graduate faculty. It is the student's responsibility to confirm that the chosen faculty supervisor is available during the project semester. The supervisor must be approved by the GLS director.

3. Final Project Proposal workshop

Each semester, the GLS writing consultant holds a workshop on writing the final project proposal. In addition to the logistics of the proposal process, the workshop should stimulate serious consideration of a project topic.

The workshop is *required* before final project proposal submission and should be attended no later than the beginning of the eighth course.

4. Research with human subjects

Projects involving research with human subjects must have the approval (or waiver) from the Institutional Review Board (IRB), Office of Research Support. Students should apply for approval early in the planning process, since the IRB meets a limited number of times per year. *Research begun prior to approval may not be used.*

- For information, forms, submission deadlines, and meeting schedule, contact the IRB at <http://ors.duke.edu/research-with-human-subjects>; Lorna Hicks (919-681-8773) or Holly Williams-Stafford (919-681-8686).

5. The final project proposal

Students must submit the final project proposal to the GLS office by the deadline (below) in the semester prior to the actual project work. The proposal will be reviewed by the advisory committee for approval, required for registration in LS 350, *Final Project*. Proposals should be prepared in consultation with the faculty supervisor, the GLS director, and the writing consultant.

The proposal must follow the prescribed format for final projects, along with a preliminary bibliography. Proposals must include:

- Final Project Proposal Cover Sheet
- Student Checklist
- Faculty Agreement to Supervise
- Document of approval or waiver from the Institutional Review Board, Office of Research Support if the project involves research using human subjects,.

See Final Project Guidelines and Forms on GLS Web site:

www.mals.duke.edu/final_project.html

6. Final project proposal approval process

The final project proposal process is a formal one. Proposals must reach the GLS office by the semester deadline (below), follow the proposal format, and include all forms specified above. In addition, students are required to

- Attend the *Final Project Proposal* workshop
- Consult a reference librarian in the relevant subject area
- Meet with the GLS director and the faculty supervisor.

Once all steps have been followed and the final project proposal package is submitted, it will be reviewed by the advisory committee for content and approach to ensure it meets academic standards. *The advisory committee may require additional work before approving the proposal.* Upon approval, students are given authorization to register for LS 350 and begin work.

Checklist for preparing the final project proposal:

Begin this process no later than the eighth course.

- Attend the *Final Project Proposal* workshop. (*required*)
- Project proposal preparation is a consultative process:
 - Meet with the GLS director to discuss the project topic and choice of supervisor.
 - Meet with your supervisor to draft the proposal.
 - Meet with the GLS writing consultant to refine the proposal.

- Consult with the appropriate reference librarian to develop topic and bibliography. *(required)*
- If planning to use human subjects, obtain approval of the Institutional Review Board, Office of Research Support (IRB), before submitting your proposal. *(required)*
- Schedule a meeting with supervisor and the GLS director to review the proposal. It is the student's responsibility to arrange this meeting. Submit proposal draft to the GLS director and supervisor at least a day in advance. *(required)*

7. Final project proposal deadlines

- Meet with final project supervisor and the GLS director by the following dates:

Summer project	2nd Friday in March
Fall project	2nd Friday in June
Spring project	2nd Friday in October

- Completed final project proposal must be submitted to the GLS office by the following dates:

Summer project	last Friday in March
Fall project	last Friday in June
Spring project	last Friday in October

Proposals submitted after the deadlines will be considered for the following semester only.

8. Final project semester

The final project semester is the time to become immersed in the final project topic, bringing to bear the skills and intellectual rigor developed throughout the program. As in any independent effort, it requires substantial discipline. The following suggestions may be helpful:

- Early in the semester, schedule the exit interview (accommodating the availability of both the GLS director and supervisor). Deadlines (i.e., the latest possible time for this interview) are:
 - Late April/early May for a spring final project/program completion
 - Early August for summer final project/program completion
 - Early December for fall final project/program completion.
- Work backwards from that date to plan tasks and milestones.
- Meet regularly with the supervisor to assess progress and direction.
- Attend the Final Project Proseminars *(required)*
- Submit the final project draft to the GLS director and supervisor ten days prior to the exit interview. Students may be asked to make revisions to the final project.

9. Final Project Proseminar

The Final Project Proseminar is *required* of all students in their final project semester(s). It meets twice in the fall and spring and once in the summer, affording students the opportunity to share strategies and tactics in this undertaking, receive feedback on content and process, and benefit from the camaraderie that is so stimulating in regular LS seminars.

10. Exit interview

The exit interview is the final, formal academic event of the MALS degree program and the opportunity for the student to discuss the final project and the entire MALS experience with the director and final project supervisor. Students may be asked to make revisions to the final project.

11. The completed final project

Following the exit interview and any required revisions, students must submit a bound copy of the final project to the GLS office and the supervisor:

- Follow the university title page format, signed by the supervisor (bring three copies to the exit interview for supervisor signature)). (Sample title page)
- Submit one copy to the GLS archive and one to the supervisor.
- Submission deadlines for the bound, signed final project are:
 - June 15 for spring final project
 - August 15 for summer final project
 - January 15 for fall final project.

12. Apply to Graduate

Students are required to complete the Apply to Graduate process in ACES for the semester in which they plan to graduate (i.e., the final project semester). The application, however, *does not carry over* from one semester to the next. If the final project takes an additional semester, students must reapply.

http://gradschool.duke.edu/academics/apply_to_grad.php

Deadlines for applying to graduate:

- January 25 for May degree
- July 1 for September degree
- November 1 for December degree

G. GRADUATE SCHOOL CERTIFICATE PROGRAMS

The Graduate School offers certificate programs that are available to MALS students. An optional program that enables students to undertake a concentration in a specific area of study while maintaining the interdisciplinary breadth of the degree, each certificate program has its own requirements and may include as many as six courses, language proficiency, an independent study, and/or a capstone course. While not a degree, certificate programs offer focus and depth, and are noted on the Duke transcript.

To complete a certificate program, students need to plan course work early in the program in order to meet certificate requirements. Note that some LS seminars are credited as electives in the *African and African American Studies* and *Health Policy* certificate programs.

Current programs include:

- *African and African American Studies* (<http://aaas.duke.edu/graduate-certificate>)
- *Canadian Studies* (www.duke.edu/web/northamer/program/cangrad.htm)
- *East Asian Studies* (www.duke.edu/APSI/programs/eacert.html/)
- *Health Policy* (www.hpolicy.duke.edu/hpcp/grad_cert/index.html)
- *Latin American and Caribbean Studies*
(<http://clacs.aas.duke.edu/program/grad/graduatecert.php>)
- *Slavic, Eurasian, and East European Studies*
(www.duke.edu/web/CSEEEES/certificate_program.html)

If interested in a certificate program:

- Contact the GLS office for more information and
- Contact the certificate program for program requirements, advice, approval, and to register for the certificate.

H. STUDY ABROAD

Every summer, GLS offers one or more intensive study abroad courses that can be applied to the MALS degree. These courses, developed and taught by Duke professors, have included *Medieval Rome*, *London Theater*, *Greek Drama in Its Historical Setting*, *Cathedrals in France*, and *Art Markets: A Perspective on Netherlandish Art and Visual Culture*. They typically entail some on-campus course work and from 10 days to two weeks abroad. GLS develops new study abroad courses every one to two years.

In addition, students may participate in the three-week Oxford University Summer Graduate Programs: *English Literature; History, Politics and Society*; and *Creative Writing* in England.

Details about GLS study abroad courses and the Oxford Summer Graduate Programmes are available in the fall semester preceding the course.

II. ACADEMIC ADVISING

The GLS director is the primary academic advisor for MALS students until final project. Students are encouraged to meet with the director, as well as with professors, as often as necessary to ensure a rich and successful MALS experience.

Communication is crucial to a successful experience in graduate school.

- Meet with professors, email or meet with the GLS director, make use of the writing consultant's workshops and private consultations, stay in active communications with the GLS office.
- Address problems early -- talk with professors to reschedule the deadline for an assignment or clarify an idea and requirements. Utilize the writing consultant help develop a term paper topic or structure a draft of an essay.

Students are scheduled for meetings with the director during the *second* and *fifth* courses in the program.

- The initial advising session during the second course is an opportunity to address concerns or questions, interests that might influence future course selections, and graduate certificate program requirements.
- The fifth course session is an opportunity to reflect on the program at the halfway point, to discuss course selection, as well as to begin thinking about the final project and degree completion.
- Once the final project begins, the faculty supervisor is the primary resource in navigating the process from proposal to completion.

III. THE WRITING PROGRAM

The GLS writing consultant is a dedicated GLS resource available to assist students in the transition to advanced academic thinking, reading and writing. The following services are available:

A. Individual Consultations

The GLS writing consultant keeps regular office hours for private writing consultations. These intensive, one-on-one sessions are designed to provide feedback and tools to improve academic analysis and writing skills. He is available to brainstorm ideas for a specific assignment, develop strategies for implementing those ideas, or analyze and enhance writing abilities in general.

- Contact the GLS office or visit the [GLS Web site](#) for the writing consultant office hours, as they vary by semester. There is no fee for this service, appointments must be scheduled in advance by calling the GLS office.
- Written work must be submitted to the writing consultant 48 hours before the appointment. Shorter papers can often be read on shorter notice; longer papers (greater than 12 pages) may need more time.
- Email work directly to the writing consultant or drop off or fax to the GLS office.

B. Writing Workshops and Seminars

1. Evening Writing Seminars

Several single session weeknight seminars are offered each semester on a variety of writing subjects. These seminars are optional and open to all GLS students. Visit the Web site for seminar descriptions and schedule.

2. From Idea to Proposal: Approaching the Final Project

This required workshop is designed to make clear to students what the MALS Final Project is designed to demonstrate, what the Final Project and Project Proposal look like, what steps are necessary before embarking on a Final Project, and what students can do to develop their ideas and expertise for the Final Project.

IV. ACADEMIC REGULATIONS

A. DEGREE CANDIDACY AND STATUS IN THE MALS PROGRAM

Students entering the MALS degree program are on academic probation through the first two courses. Degree candidacy (eligibility to continue in the program) is achieved upon meeting the following requirements:

- Completion of the LS core course and one other LS course with a grade of **B (3.0) in each course.**
- Completion of the *Using Library Resources* workshop.
- In addition, the GLS director considers such other factors as faculty evaluations of new student performance in the first two LS courses and the student's writing and research skills.

Students who fail to satisfy these standards are withdrawn from the program.

B. GRADES

1. Grades

Grades in The Graduate School are as follows:

- A (exceptional, 4.0 grade point) is the highest grade
- B (good, 3.0 grade point) and C (satisfactory, 2.0 grade point) are the remaining passing grades
- F (failing) is unsatisfactory
- I (incomplete) indicates that some element of the student's work is missing for an acceptable reason at the time grades are reported.

2. Grade requirements

Students must achieve a grade of B (3.0) in the core course and a second GLS course in order to gain candidacy and continue in the program. Students must maintain a 3.0 GPA while in The Graduate School. Students who fail to do so may be placed on probation or withdrawn from The Graduate School. A student who receives a grade of *F* will be automatically placed on academic probation and may be withdrawn from The Graduate School.

3. I (Incomplete)

A grade of Incomplete is given when the professor and student agree that there is sufficient justification to postpone completing course requirements. The professor sets a date for completion in order to change the Incomplete to a substantive grade. *It is the student's responsibility to submit a completed Contract for an Incomplete Grade to GLS prior to the last day of class.* If the course is not completed and the grade changed by the agreed upon deadline, the *Incomplete* becomes permanent on the student's record and does not count in the 30-credit degree requirement.

[Contract for an Incomplete Grade](#)

C. MISSING CLASSES

Although full attendance at all sessions of a graduate class is strongly recommended, circumstances may necessitate the occasional absence. It is the student's responsibility to contact the professor in advance if a class will be missed.

- All absences require that the student notify the professor.
- More than one absence requires the permission of the professor.
- More than two absences in the summer semester or three absences in the spring and fall semesters may jeopardize the ability to complete the course material. Consult with the GLS director as well as with the professor in such instances.

D. AUDITING GLS CLASSES

Upon occasion, students may find it useful to audit, rather than enroll in a course for credit. Auditing allows students to benefit from the course without fulfilling all requirements necessary for credit. Audit students are participating members of the class, however, and are expected to attend all classes and complete reading assignments.

Auditing is permitted with the consent of the instructor and on a space-available basis. Priority in any course is given to students taking the course for credit. Students interested in auditing an LS seminar must contact the GLS office.

E. TIME TO DEGREE

A Master's degree at Duke University must be completed within six calendar years of registration. The average time to degree within the MALS program is four years.

F. TIME AWAY FROM STUDIES

Circumstances may arise that necessitate taking a semester away from graduate studies. There are several options to accommodate this:

- **Continuation registration**

For only one or two semesters, we recommend that registering for *Continuation*, thereby fulfilling the university requirement for continuous registration.

- While registered for *Continuation*, students retain all the privileges of enrolled students: access to faculty, use of the library and other Duke facilities, valid student ID, access to GLS events and academic support services, all mailings from the program and the university.
- While there is no limit to the number of *Continuation* semesters students may take, this status does not extend the six-year completion deadline.

- **Leave of absence**

A leave of absence for a period of time no longer than one calendar year may be granted for medical necessity, temporary relocation from the area, or other acceptable reasons. Consult with the GLS director to consider options before deciding on a leave of absence.

If a formal leave proves to be the best alternative, submit a *Leave of Absence Request Form* to The GLS director for endorsement. This will be forwarded to the dean of The Graduate School for consideration *prior to the beginning of the semester for which the leave is requested*.

http://gradschool.duke.edu/academics/degree_reqs/withdrawals.php

To be reinstated in The Graduate School, notify the GLS office of the intention to return *one month prior to the next registration period* (mid-September for the spring semester, mid-February for the summer and fall semesters).

G. RETROACTIVE CREDIT FOR GRADUATE COURSES TAKEN AT DUKE UNIVERSITY PRIOR TO BEGINNING A MALS DEGREE

Credit for graduate work taken at Duke University prior to admission to The Graduate School may be applied to the MALS degree if the following conditions are met:

- Recommended by the GLS director and approved by the associate dean of the Graduate School
- The work has been completed within the last two years
- The grade is *B* or higher.

Students may not transfer more than six such credits into the MALS program. This option is available to students who have taken graduate classes at Duke through Continuing Education, within The Graduate School as a non-degree student, and in the Summer Session as an unclassified student. Undergraduate courses and graduate courses taken as an undergraduate at Duke cannot be credited towards a graduate degree.

H. TRANSFER CREDIT COMPLETED AT ANOTHER INSTITUTION

Up to six units of graduate credit (with a minimum grade point of 3.0 or *B*) completed at other institutions may be transferred to Duke for transcript purposes only. Students must still complete 30 units of credit at Duke to earn a Master's degree.

I. TAKING COURSES FOR CREDIT AT OTHER INSTITUTIONS

Duke University has an inter-institutional agreement with the University of North Carolina at Chapel Hill, North Carolina Central University in Durham, and North Carolina State University in Raleigh. This agreement allows for enrollment in courses at these institutions *provided the student is enrolled in an equal number of units at Duke*.

- Up to two courses at another institution may be taken during the spring or fall semesters.
- During the summer session, one course may be taken.

- Credit earned through this agreement is not considered transfer credit and will count toward the 30-unit degree requirement.
- Duke tuition applies to all courses taken at other institutions.

To take advantage of this opportunity, students must obtain permission from the GLS director and make formal application to the registrar. Additional information is available at www.registrar.duke.edu/.

J. WITHDRAWAL FROM A COURSE

Students may withdraw from a course without penalty by the Drop/Add deadline in fall and spring or before the second class meeting in the summer semester. After this deadline, status at the time of withdrawal is noted on the permanent record as *Withdrew Passing (WP)* or *Withdrew Failing (WF)*. In addition, tuition will not be refunded.

- During the fall and spring semesters, drop courses through ACES. After the drop/add deadline, students must contact the GLS office to change registration.
- During the summer, withdrawal cannot be done through ACES. Contact the GLS office before the second course meeting to change registration.

- Consult the academic calendar for the exact drop/add deadlines for the fall and spring semesters.
- Tuition will be charged for courses not dropped by the deadlines.

K. WITHDRAWAL FROM THE GRADUATE SCHOOL

To withdraw from the program and, by extension The Graduate School, students must notify the GLS director in writing prior to the beginning of the semester. If the request is received after the published Drop/Add deadline for that semester, tuition will be charged.

L. DISMISSAL FROM THE PROGRAM

Students are expected to meet academic requirements and financial obligations in order to remain in good standing. Failure to meet these requirements may result in dismissal from the university. For example, students who fail to meet the requirements for degree candidacy in MALS will be asked to leave the program. The university states that it “reserves the right, and matriculation by the student is a concession to this right, to request the withdrawal of any student whose academic performance at any time is not satisfactory to the university.”

V. REGISTRATION

Graduate students are required to maintain continuous registration by registering for a course each fall, spring, and summer terms, or by registering for *Continuation*. Registration takes place in October for spring term, February for summer term, and April for fall term. Detailed registration instructions are available on the GLS Web site prior to registration. *Registration procedures change often* -- be sure to consult the MALS Registration Guide on www.mals.duke.edu.

A. CHOOSING COURSES

- Prior to registration, LS and other courses for the following semester(s) are listed on ACES (Automated Computer Enrollment System), the Duke University registration Web site.
(www.registrar.duke.edu/registrar/studentpages/student/acesinfo.html)
- LS course descriptions are also posted on the GLS Web site.
- GLS offers a course preview evening, usually held in the week before registration for fall and spring courses, where faculty present their courses to GLS students. The course preview is intended to provide information about upcoming courses, course syllabi, and an opportunity to meet and speak with professors.
- Syllabi for upcoming courses are available from the GLS office.
- A rich selection of courses within The Graduate School is also available to MALS students. Courses outside of the LS curriculum might be especially useful to pursue a personal research interest or furthers a final project topic. Graduate certificates may well require non-LS courses to satisfy certificate requirements. Prior to registration, courses are listed on ACES. If a course synopsis is not available, contact the faculty member directly.

B. CONTINUATION

Students are required to maintain continuous registration whether or not they are taking a course. If not taking a course, register for *Continuation* (“CTN” in ACES).

Note that procedures for fall and spring registration are different from those for the summer.

- During registration for fall and spring semesters, ACES will automatically prompt for registration for *Continuation* before registering for a course. In other words, even when registering for a course, students must also be registered for *Continuation*.
- For summer semester, students must register for *Continuation* only if not taking a course. If registering for a course, students are not required to also be registered for *Continuation* and ACES will not prompt for *Continuation*.

Continuous registration is required in order to maintain good standing in the Graduate School.

If planning to take a semester off, and not a leave of absence, register for *Continuation* before the drop/add deadline to avoid a late registration fee and maintain continuous registration as required by the University.

C. THE REGISTRATION PROCESS

1. Registration

Registration at Duke is available *exclusively* online through ACES. Detailed instructions are available online at www.mals.duke.edu prior to registration.

Bursar accounts must be up-to-date and in good standing prior to registration. If not, accounts will be blocked, preventing registration until the account is current or payment arrangements are made with the GLS assistant director.

Plan registration to get into your first-choice classes.

- Registration begins at 7:00 am and LS courses fill quickly. Visit ACES in advance of registration to become accustomed to the process and load book bags with your desired course(s).
- Take advantage of priority registration to register for non-LS courses during the registration period.

2. Changes in registration

- **Drop/add**

The drop/add period begins the day after registration and continues through the second week of the new semester. *Verify the exact date that the drop/add period ends by consulting the academic calendar.* During this period, courses may be dropped or added without penalty.

It is important to finalize registration before the end of the drop/add period in order to receive a tuition refund and avoid a course withdrawal noted on the transcript.

- Courses dropped *after* the end of the drop/add period will *not* be refunded and will be billed to the bursar account. In addition, late withdrawal from the course will be recorded on the transcript.

- **Wait lists**

When an LS class becomes full, the ACES registration system will automatically generate a wait list. Registration, and consequently the wait list, is determined on a first-come, first-served basis.

- Because of the many changes to registrations before the beginning of the new semester, there is a good chance that wait-listed students will get into that class.
- If a space opens in the class, the student next on the wait list is automatically registered. It is the student's responsibility to monitor registration status to verify registration for either the class or *Continuation*. Wait lists are erased at the end of the first week of classes.

D. COURSE MATERIALS

Required readings may be available in e-reserves in the library, through a course Blackboard site, distributed to the class by the professor, or purchased by the student.

Chapter III

FINANCIAL INFORMATION

I. TUITION AND FEES

A. TUITION

Tuition for Master's degree students at Duke University is charged on a per-unit basis. Each spring, the per-unit rate is set for the upcoming academic year (fall, spring, summer). The tuition rate is posted at www.mals.duke.edu. When budgeting the cost of the MALS degree, be aware that the per-unit rate usually increases by 2-5% each year. A MALS degree requires 30 units of graded credit.

Non-LS courses taken during the summer session are charged at the rate published by Continuing Education at www.summersession.duke.edu/. *GLS scholarships are not available for non-LS courses in summer session.*

B. CONTINUATION FEE

Graduate students at Duke are required to maintain continuous registration. If not registered for a course for credit or audit, students must register for *Continuation*. There is a \$100 *Continuation* fee.

Students registered for *Continuation* retain all the privileges of enrolled students: access to faculty, use of the library and other Duke facilities, valid student ID, and access to GLS events and academic support services, all communications from the program and the university.

See the Academic Information chapter for policies and procedures for registering for *Continuation*.

C. AUDIT FEE

If auditing a class and enrolled in less than 12 units of credit, students are charged an audit fee. Contact the GLS assistant director for current fee information.

See the Academic Information chapter for policies and procedures for auditing classes.

D. OTHER EXPENSES AND FEES

1. Transcript fee

Entering students are assessed a one-time transcript fee of \$40. The fee is billed on the first bursar statement. Payment of this mandatory fee entitles students and graduates to unlimited copies of official transcripts.

2. Late registration fee

If registering after the posted registration period, students are charged a \$25 late registration fee. Consult the current Academic Calendar for registration dates and deadlines.

www.registrar.duke.edu/registrar/studentpages/student/acacad2009.html

3. Reinstatement fee

Students who withdraw from the university and subsequently apply for and are approved for reinstatement are assessed a one-time administrative fee and a *Continuation* fee for each semester from the time of withdrawal to time of reinstatement.

4. Recreation fee

This mandatory fee is waived for GLS students. However, students may elect to pay the fee in order to use the university's recreation facilities. If interested in using the facilities, complete a Recreation Facilities Membership application, and submit it with the fee to the Duke Card Office at 100 West Union Building. The facilities are available to students, spouses, same-sex partners, and children under 18. Applications are available online at <http://dukecard.duke.edu/>

5. Course materials

GLS students should budget between \$100 and \$150 per semester for course books and materials. Most courses will have additional material available through the library on e-reserves or on the course Blackboard site.

6. Duke identification cards

Students are issued a Duke identification card, which give them access to parking lots after business hours, academic buildings, and is the library card. The cost of a replacement card is \$10.

7. Library fines

Students are charged fines for materials returned to the library after the date due, lost materials, and recalled materials not returned by the stated date in the recall notice. The library sends all communications, including notification of recalled items, via Duke email accounts. Fines are billed to the bursar account.

8. Parking fees and fines

There is no fee for parking in the evening. Students who take courses before 5:00 pm and need to park on campus can contact parking services regarding parking pass availability and permit charges at <http://parking.duke.edu/parking/index.php>.

Students who park in non-designated parking space (e.g., on the lawn or sidewalk, or other restricted areas) or in violation of permit requirements will be ticketed and possibly towed. Parking fines vary depending on the violation and are billed to the bursar account.

E. GLS STUDY ABROAD EXPENSES

Students who participate in a GLS study abroad seminar should budget for costs above tuition. These expenses fall into two categories: (1) course expense fees payable to GLS,

and (2) transportation, travel insurance, meals, and personal expenses paid directly by the student.

Non-tuition costs vary depending upon destination, length of stay, seminar activities, and accommodations. This cost is usually available early in the fall semester preceding the summer course, in order to help expense planning.

Frequently asked questions regarding study abroad expenses:

1. *Will my GLS scholarship apply to a study abroad course?*

GLS scholarships are applicable only to the tuition portion of a study abroad course. Note that tuition can be paid through GLS deferred payment plan or payroll deduction (see payment information, below).

2. *What does the course expense fee cover and when is it due?*

Course fees vary depending upon course. The fee usually covers lodging, in-country travel, guest speakers, *required* event tickets and entry fees (e.g., theater tickets and museums), partial or full board, group meals. These fees can range from \$800 to \$2,000.

Study abroad courses usually require a non-refundable deposit in mid-January, with the balance due before the course begins. These fees are billed by and payable to the GLS office. Although course fees are not included in the tuition deferred payment plan, students can contact the GLS assistance director to arrange installment payments. *Course fees must be paid in full before departure.*

3. *How do I budget other expenses?*

Other expense considerations are:

- Airfare. Students are responsible for arranging and paying for airfare.
- Meals. LS courses might include room only or bed and breakfast. Budget for other meals.
- Spending money.

II. HEALTH INSURANCE

GLS students are not eligible to participate in the Duke University Student Health Insurance Plan and are not charged the Duke University Student Health Fee.

III. PAYMENT OPTIONS

A. PAYMENT IN FULL

Account information is posted online. Payment in full is due by the deadline stated. Delinquent accounts are charged a late fee. Mail checks, payable to Duke University, as follows:

<u>With remittance form:</u> Duke University Bursar's Office – Payment Processing Center PO Box 403636 Atlanta, GA 30384-3636	<u>Overnight, express, or payments without remittance form:</u> Duke University Bursar's Office 705 Broad Street, Suite 201 Durham, NC 27705
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B. GLS DEFERRED PAYMENT PLAN

The Deferred Payment Plan is designed exclusively for GLS students. It is a simple, no-cost installment plan that allows students to make monthly tuition payments. The plan divides tuition payments into four equal installments due on the fifth of each month, with the following payment schedule:

Fall	Spring	Summer
September 5	January 5	May 5
October 5	February 5	June 5
November 5	March 5	July 5
December 5	April 5	August 5

Since the plan is offered as a benefit for GLS students, application is made directly to the GLS office. Students must apply prior to the semester for which the plan will begin. Payments should be sent to the address noted above under *Payment in Full*. Once enrolled, students remain on the payment plan until a removal request is received or payment terms are not met.

Note:

- The Deferred Payment Plan is for tuition only. All non-tuition fees and fines (e.g., library and parking fines, computer purchases, etc.) must be paid in full per the terms of the bursar bill.
- The Deferred Payment Plan is administered by GLS and not the bursar's office. As a result, the bursar bill will not indicate the monthly payment due. As long as the account is current according to the Plan agreement, students will not be charged late fees or have the account blocked.

Duke employees are not eligible for the Deferred Payment Plan but can make use of a payroll deduction plan.

C. PAYROLL DEDUCTION (DUKE EMPLOYEES ONLY)

Duke employees have the option of payment in full or payroll deduction. Payroll deduction is set up through the bursar's office. Submit the completed payroll deduction form to the bursar's office.

www.bursar.duke.edu/FormsPubs/payrolldeductform.php

Make payroll deduction work for you.

- File early to ensure that your payments start at the beginning of the semester. Apply at least one month prior to the date you want payments to begin.
- Your bursar account must be current in order to qualify for payroll deduction.
- Remember that fines (e.g., library fines and parking fines) cannot be paid through payroll deduction.
- For assistance calculating the monthly payment, contact an account representative in the bursar's office.

IV. FINANCIAL ASSISTANCE

A. TUITION ASSISTANCE

1. GLS tuition scholarships

GLS scholarships, usually between 30% and 70%, are awarded on need-based criteria for one course per term. During the fall and spring terms, scholarships may be applied to LS courses, courses in the Graduate School, and undergraduate courses. During the summer term, scholarships may be applied *only* to LS courses.

Students may apply for a GLS scholarship at any point in the degree program, and must reapply for scholarship each year.

Deadlines for scholarship application and renewal are as follows:

- First-time applications must be submitted by October 15 for spring and summer and May 15 for fall terms.
- Annual renewal applications are due May 15.

Students may be considered for scholarship for more than one course per term. Submit request to the GLS assistant director.

www.mals.duke.edu/forms.html

2. Employer tuition benefit

Many employers offer full or partial tuition assistance and, in some cases, reimbursement for books and expenses. Before applying for a GLS scholarship, students should determine if employer support is available. If necessary, the GLS director will provide information about the program that might be useful in employers' consideration of the request.

Should employer assistance be an option, students are still responsible for payment of tuition and fees. Contact the employer's human resource department to determine the

payment or reimbursement process. In addition, there may be tax consequences to this benefit.

3. Duke employee tuition assistance

Duke employees may be eligible for a tuition benefit and should contact the Duke Human Resources office to determine eligibility and make an application.

www.hr.duke.edu/benefits/education/

4. Student loans

For Federal Student Aid, visit <http://www.fafsa.ed.gov/>. Students who are enrolled at least half time (six or more units), who are U.S. citizens or permanent residents, and who meet the federal criteria for need, are eligible for Stafford Loans under the Federal Family Education Loan Program.

To apply for student loans, consult the Duke Graduate School Financial Aid Web site (www.gradschool.duke.edu/financial_support/) for additional information. For questions, contact the Graduate School Financial Aid office at 919-684-5708.

B. OTHER FINANCIAL ASSISTANCE

1. Research assistantships

Occasionally, GLS offers a limited number of research assistant positions to students whose special training and qualifications meet the research needs of a LS faculty member. The positions typically require ten hours per week, for fifteen weeks. The pay is about \$10 per hour and is unrelated to tuition assistance or scholarships the student may receive. Contact the GLS assistant director for additional information.

2. Other awards and fellowships

Students are encouraged to explore non-GLS scholarship and fellowship opportunities. MALS degree students have received university awards such as:

- Women's Studies awards (<http://web.duke.edu/womstud/grad/awards.html>)
- Center for Slavic, Eurasian, and East European Studies Foreign Language and Area Studies fellowship (<http://www.duke.edu/web/CSEEEES/>).
- Latin American Studies fellowship (<http://clacs.aas.duke.edu/funding/>).
- American Association of University Women fellowship (http://www.aauw.org/education/fga/fellows_directory/index.cfm).

Students are encouraged to do their own research to find a appropriate scholarships. Duke University Office of Research Support (<http://www.ors.duke.edu>) houses a library of reference materials pertaining to available research funding and graduate fellowships. A valuable resource to both faculty and students, ORS publicizes grant opportunities and holds regular seminars on grantsmanship and the availability of funding.

3. Conference travel fellowships

GLS encourages participation at professional conferences by offering a limited number of travel fellowships, available to students who are presenting papers. Up to four fellowships are awarded each fiscal year (July 1 through June 30).

- Awards may cover conference registration fees, primary travel, lodging, and a per diem (up to \$25 per day). Amounts vary and are determined on a case-by-case basis.
- For applications that meet all criteria, awards are granted on a first-come, first-served basis.

Application forms are available on the GLS Web site:

www.mals.duke.edu/forms.html.

Chapter IV

STUDENT RESOURCES

I. ACADEMIC SERVICES

A. GLS HOUSE

The Graduate Liberal Studies House is located at 2114 Campus Drive. The house is equipped with wireless Internet access and has a student lounge/library and seminar/meeting room. Students are invited to use the facility whenever they are on campus and may reserve the seminar/meeting room.

B. DUKECARD

The DukeCard is necessary for

- entry to campus buildings (locked in the evenings)
- access to parking lots
- checking out library books
- free admission to some campus sporting events and movies
- as a debit card for purchases at some campus stores, vending machines, and copy machines.

To report a lost or stolen card, call 919-684-5800. Replacement DukeCards are issued for a fee at the DukeCard office, 100 West Union Building (open 24 hours a day, seven days a week).

C. LIBRARIES

The extensive library system of the university consists of the William R. Perkins Library and its seven branches on campus (Lilly, Biology-Forestry, Chemistry, Engineering, Music, Mathematics-Physics, and Special Collections), the independently administered libraries of the Divinity, Law, Medicine, and Business schools, and the Pearse Memorial Library at the Duke Marine Laboratory in Beaufort.

Each library has its own policies and practices, and hours. Visit the Duke Libraries Web site for details, <http://library.duke.edu>.

D. ACADEMIC COMPUTING

1. Office of Information Technology

OIT provides computing support for Duke students and faculty. Contact OIT for free software, connecting personal computers to the Duke network, your email address, and hardware and software assistance. In addition, there are options for at-home support. For details as to these and other services, visit the OIT Web site, www.oit.duke.edu.

- The help desk (919-684-2200) is open Monday through Thursday, 8 am - 7 pm; Friday, 8 am – 5 pm; and Sunday, 3 pm – 7 pm. *Note that they are not open on Saturdays.*
- Location: 232 North Building on Research Drive.
- Email: <mailto:help@oit.duke.edu>.

2. On-Campus Computer Access

Computers for student use can be found in the libraries and at various sites around campus. In addition, most of the campus will accommodate personal laptops through wireless capability. Visit the OIT web site for additional information, www.oit.duke.edu.

3. Duke Computer Repair

Duke Computer Repair services are available to MALS students. They are located off campus at 3523 Hillsborough Road, 919-684-6760. <http://dukestores.duke.edu/cpufix/>

4. Duke University Computer Store

MALS students are eligible to participate in the Computer Purchase Plan that enables enrolled students to finance the purchase of a personal computer. The Computer Store is located in the Bryan Center.

E. OFFICE OF RESEARCH SUPPORT

The Office of Research Support coordinates graduate research funding opportunities, grant and contract management, policy development, and regulatory compliance. MALS students who engage in research with human subjects are required to contact the Institutional Review Board at the ORS to ensure compliance with university policies. ORS is located on the third floor of North Building on Research Drive (919-684-3030; www.ors.duke.edu).

F. GRADUATE STUDENT AFFAIRS

The Office of Graduate Student Affairs serves as an information resource center dedicated to enhancing the quality of student life and fostering a sense of connection to the scholarly community. The GSA office is located at 2111 Campus Drive (919-684-2056; <http://gradschool.duke.edu/gsa/index.php>).

In addition, there are a variety of student organizations to meet the varied interests of graduate students at the university. The Graduate and Professional Student Council, the Graduate and Professional Women's Network, and the Black Graduate and Professional Student Association, are but a few of the organizations providing support and information to the Graduate School community. For details on these and other organizations, visit <http://gradschool.duke.edu/gsa/index.php> and <http://web.duke.edu/gpsc/index.html>.

II. GENERAL SERVICES

A. PARKING

Parking on campus is a challenge, but shouldn't be a problem for MALS students attending evening Liberal Studies classes. Restrictions on all lots are lifted at 5:00 pm, and the DukeCard allows access to all gated lots as of 4:50 pm.

- If parking is required during the day, contact Parking Services (919-684-PARK or <http://parking.duke.edu/parking/index.php>) for a permit.
- Campus maps: <https://www.admissions.duke.edu/jump/campus/maps.html>

B. UNIVERSITY STORES

For current hours and detailed information, visit www.dukestores.duke.edu.

- **University Store**
The University Store is located in the Bryan Center on West Campus, and sells everything from school supplies to sweatshirts, greeting cards to bath towels.
- **The Lobby Shop**
Located right outside the University Store, the Lobby Shop is the on-campus convenience store. There is also an East Campus location, with a limited selection of merchandise.
- **University Bookstore**
The University Bookstore is located on the lower level of the University Store. The store carries texts (new and used), will place orders for out-of-stock books, and will purchase books from students.
- **Gothic Bookshop**
The Gothic Bookshop offers scholarly, reference, computer, and general titles to the university community. Discounts of 20% off hardcover and 10% off paperbacks are generally offered.
- **Computer Store**
The Computer Store, specializing in sales of personal computers, peripherals, and software, is located on the lower level of the Bryan Center. Students and faculty may purchase equipment and supplies at 15% – 30% discounts from market prices.

C. DUKE CAREER CENTER

The Career Center is a confidential resource for students enrolled in the Graduate School and offers a wide range of services concerning careers and job searching. These include on-campus recruiting and job postings, access to over 4,000 Duke alumni willing to offer career information and advice, resource materials, and career workshops and programs. The Career Center is located at 100 Page Building (919-660-1050; <http://career.studentaffairs.duke.edu/graduate/index.html>).

D. UNIVERSITY CULTURAL, ACADEMIC, AND ATHLETIC OPPORTUNITIES

1. Events

There is no end to the academic, cultural, and social events sponsored by the university and student groups, that are either free or offered at a discount to MALS students.

- Duke Event Calendar, <http://calendar.duke.edu/cal/main/>
- Duke Academic Calendar, www.registrar.duke.edu/registrar/studentpages/student/academicalendar.html

2. Organizations of interest

While there are a wide range of interests represented by departments and organizations throughout the university and we encourage you to explore them all, the following is a short list of particularly popular organizations.

- *Duke University Museum of Art (Nasher Museum of Art)*
www.nasher.duke.edu/
- *Franklin Humanities Institute* is a unique consortium of programs committed to revitalizing notions of how knowledge is gained and exchanged. The Institute offers workshops, lectures, exhibits, and other public events.
<http://fhi.duke.edu/>
- *The Center for Documentary Studies* is an interdisciplinary educational organization dedicated to advancing documentary work that combines experience and creativity with education and community life.
<http://cgs.aas.duke.edu/>
- *Sarah P. Duke Gardens* offers a tranquil respite from the demands of daily life. With five miles of allees, walks, and pathways among gardens of the southeastern U.S., plants of eastern Asia, and a wisteria-covered gazebo, the gardens are a gem for all to enjoy.
<http://www.hr.duke.edu/dukegardens/>

III. PUBLISHING OPPORTUNITIES

A. GRADUATE STUDENT PROFESSIONAL DEVELOPMENT CONFERENCE

Graduate Student Affairs offers a variety of programs and services in support of academic and professional development.

<http://gradschool.duke.edu/gsa/programs/gspdevconf.php>

B. *Confluence: The Journal of Graduate Liberal Studies*

The Association of Graduate Liberal Studies Programs sponsors a journal devoted to the publication of scholarly and creative works by students, faculty, and alumni of graduate liberal studies programs. Published two times a year, the journal welcomes essays, research papers, short stories, poetry, and other creative work.

<http://www.confluence.ou.edu/>