



*Master of Arts*  
**BIOETHICS & SCIENCE POLICY**

*Science asks, "Can we?" Bioethics asks, "Should we?" Policy asks, "How?"  
Join the conversation.*

## Introduction

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We live in a society saturated with technology. Technology has extended our lives, elevated our standard of living, and created a global community. It has also irreparably changed our lived environment, raised fundamental questions about when life begins and ends, challenged our understandings of our own thoughts and actions, and forced us to confront novel moral questions. Is it ethical to clone a human being? Should we use technologies that enhance or alter our brains? Will we permit the government to store DNA forever, even for those who have never committed a crime? How do we combat misinformation and disinformation? How will the expanding applications for artificial intelligence impact our lives and culture? Can our existing legal and regulatory frameworks effectively control these technological developments? What does privacy mean?

The Duke MA in Bioethics & Science Policy gives students the opportunity to explore these questions and many more. The program provides students with a solid foundation in history and philosophy of bio- and tech ethics; legal, social, and theoretical approaches to these subjects; and foundational knowledge in science policy and political processes. The program also teaches students how to thoughtfully identify, analyze, and propose solutions to complex problems at the intersection of science, technology, ethics, and policy. The curriculum addresses:

1. The ethical, legal, and social policy concerns arising from advances in science and technology, particularly at the intersection of life sciences, biotechnology, innovative technologies, artificial intelligence, information, medicine, politics, law, and philosophy
2. Principles of bioethics, including respect for persons, beneficence, justice, nonmaleficence and democratic deliberation as they apply both to biosciences and emerging technologies.
3. Methodologies, including foundational principlism, casuistic, communitarianism, virtue ethics, legal and political systems and analysis, deliberative decision-making, and data analysis.

The Duke Master of Arts in Bioethics & Science Policy is distinct in its focus on bioethics, tech ethics, and science policy, rather than bioethics alone. Today's world of rapid progress in science and technology has seen an increased demand for professionals with expertise in the ethical and policy implications of an increasingly broad range of scientific and technical areas. Duke's expanded focus provides a broader education, opens more opportunities to graduating students, and prepares students to meet an ever-growing need in society.

The program is directed by [Nita Farahany, JD, Ph.D.](#), a leading scholar on the ethical, legal, and social implications of biosciences and emerging technologies, particularly those related to neuroscience and behavioral genetics.

## Welcome

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Dear Prospective MA Students,

Welcome to the Duke Master of Arts in Bioethics & Science Policy! I am delighted that you are interested in joining our community.

The Master of Arts of Bioethics & Science Policy is a one-of-a kind program. Together with an extraordinary team, I helped found this program at Duke to train students who are passionate about the interrelationships between science, law, ethics, and policy. Together with our outstanding faculty and staff, I invite you to explore our innovative curriculum and community.

While at Duke, you will have the opportunity to engage with and be mentored by some of the foremost scientists, ethicists, philosophers, and policy and legal academics in the world. You will also work closely with talented members of our team who will help you navigate and tailor your educational program.

I look forward to getting to know you and to working with you.

Warmly,



Nita A. Farahany, JD, PhD

## Faculty and Administration

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Visit the Science & Society “People” page at <https://scienceandsociety.duke.edu/about-us/people/leadership-staff/> to learn about current faculty and admin.

## The Degree

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The Master of Arts in Bioethics & Science Policy requires a minimum of 36 credits: 4 core courses (12 credits), electives (15 credits), and 1 capstone project (9 credits).

The Duke MA in Bioethics & Science Policy consists of:

- 4 core classes
  - Law, Research, & Bioethics
  - Science, Law, & Policy
  - Contemporary Issues in Bioethics & Science Policy (*taken over two semesters*)
  - Clinical Bioethics & Health Policy *or* Digital Intelligence: Ethics of Emerging Technologies
- 15 elective credits
- 1 capstone project, also known as a capstone

The MA program engages an amazing group of Duke faculty from all over campus to offer a robust selection of intellectually stimulating core and elective courses (see the following pages for course listings). Further, faculty members work with students on designing the capstone project, which may be either a research paper or a capstone with a written report.

### Core Courses

#### **BIOETHIC 602S-01. Law, Research, & Bioethics (Fall; 3 credits)**

*Instructor: Dr. Aubrey Incorvaia, PhD*

An examination of the relationship between the law and bioethical issues, particularly in research and medical contexts. The course will explore the ways scientific advances affect law and other social institutions, and, conversely, how law affects the development and use of scientific knowledge. Topics include the history of human subject protections, current regulatory and statutory issues in research, and legal decisions governing informed consent, confidentiality, privacy, and other issues.

#### **BIOETHIC 603S. Clinical Bioethics & Health Policy (Spring; 3 credits)**

*Instructor: Dr. Janet Malek, PhD*

An examination of the leading issues in bioethics, especially those that arise in the context of clinical decision-making and the doctor-patient encounter. The focus will be on the ethical dilemmas faced by medical providers, patients, and their families: how issues are analyzed, what values are considered, and how disputes are resolved. Topics will include end-of-life care; withdrawal or refusal of life-sustaining treatment; pediatric ethics; transplantation; and rationing of scarce drugs or resources. The course will use real case examples to illustrate these dilemmas and challenges.

### **BIOETHIC 605S-01. Contemporary Issues in Bioethics & Science Policy Professional Writing (Fall; 1.5 credits)**

*Instructor: Misha Angrist, PhD, MS, MFA*

This course is a semester-long consideration of how to express scholarly ideas about bioethics and science policy in writing. Students will explore everything from titles to bibliographies and dive deeply into ways to convey complex concepts to broad audiences using clear, accessible language. We will read widely and closely and strive to understand how accomplished, professional writers do what they do and how we might emulate them.

### **BIOETHIC 605S-02. Contemporary Issues in Bioethics & Science Policy (Spring; 1.5 credits)**

*Instructor: Program Staff*

This course provides students in the sciences with practical training in the communication of scientific research to non-scientists, and helps them develop skills essential to doing meaningful outreach. Topics covered include the empirical benefits of communicating science; development of speaking, writing, and storytelling practices for diverse audiences; answering difficult, controversial, and critical questions from the media; and tweeting, blogging, and presenting research to engage non-scientists (including the lay public and policy-makers).

### **BIOETHIC 704/LAW 333. Science, Law, & Policy (Fall; 3 credits)**

*Instructor: Buz Waitzkin, JD, LLM*

An exploration of questions at the intersection of science, law, and policy. This course will cover government regulation of science, legal monopolies, the politicization of science, access and control of information, immigration law as a tool of science policy, the history of government funding for research and development, the role of the courts in science and related topics.

### **SCISOC 585/586. Digital Intelligence: Ethics of Emerging Technologies (Spring; 3 credits)**

*Instructor: Sarah Rispin, JD*

An introduction to technology policy and ethics. The course will cover current issues in technology policy, such as privacy, antitrust, harmful content and free expression, law enforcement, human rights, and market entry. Students will be expected to approach these policy issues from the perspective of a decisionmaker in the field, and to integrate ethical considerations into concrete product and policy decisions.

### **Subplans**

A distinctive, but not required, feature of Duke's MA in Bioethics & Science Policy is the opportunity to focus on a specific area. Subplans provide students with the opportunity to focus on an existing or emerging area that poses fundamental yet complex questions about the relationship between science, ethics, and society. The program provides frameworks for two subplans: (1) Bioethics and

Science Policy and (2) Tech Ethics and Policy.\* We encourage students to explore the issues most relevant to their specific interests. We invite students to take advantage of all the opportunities available through Duke University and many students elect to undertake a highly diverse curriculum rather than concentrating.

A concentration consists of 3 electives in the concentration, including:

- Course in biostatistics or methodologies\*\*
- Background course in concentration\*\*
- 1 general elective in concentration

Students then take 1 general elective to complete the elective requirement.

\*Pending approval from Provost's Office

\*\* May be replaced with another concentration elective for students with relevant professional experience or coursework.

### **Bioethics and Science Policy Subplan**

In the bioscience subplan, students might follow paths in Genomics, Neuroscience, Public Impact and Engagement, as just a few examples. We encourage our students to customize their education by selecting electives from the many multi-disciplinary course offerings made available throughout most Duke schools, institutes, and departments. More information on the Bioethics and Science Policy Subplan can be found at <https://scienceandsociety.duke.edu/learn/ma/curriculum/bioethics-science-policy-masters-program/>.

### **Tech Ethics and Policy Subplan**

Students focused on technology in the Duke Master of Arts in Bioethics & Science Policy program explore topics at the intersection of technology, ethics, law, and policy. Areas of study include big data and data privacy, artificial intelligence, and the increasing overlap between research, medicine, and technology.

Our hope is that through a rich multidisciplinary experience, our students will be well-prepared to partake in the critical ethical and policy discussions that are too often outpaced by the technological advances from which they originate. More information on the Tech Ethics and Policy Subplan can be found at <https://scienceandsociety.duke.edu/learn/ma/curriculum/tech-ethics-and-policy-graduate-program/>.

### **Representative Electives**

In addition to the core courses, students take courses across Duke's Schools and Departments. A representative sample of potential electives can be found at <https://duke.box.com/s/9yoktc012rvezu8p3v9g9965zzlr9j4f>. This list is not intended to be limiting,

but rather to be suggestive. Please note that not all elective courses are offered every semester. [You can search Duke course catalog on Duke Hub.](#)

Students may take undergraduate courses (typically courses with a designation lower than 500), but may not count the credits toward their elective requirement. Please consult with the DGS and DGSA if you wish you take an undergraduate course.

### **Independent Study**

Many students undertake independent study projects under the supervision of and/or in the research lab of a faculty advisor. A student proposing to undertake an Independent Study project must submit a brief statement of the proposed project, the number of credit hours sought, and the faculty advisor as indicated in the form below. The completed and signed form must be submitted to Director of Graduate Studies for the approval one week prior to the end of drop/add each semester. After the form is approved, the senior program coordinator will issue you a permission number, which allows students to enroll in the course with their faculty advisor. You can find the independent study proposal form at [https://scienceandsociety.duke.edu/wordpress/wp-content/uploads/Independent\\_Study\\_Proposal\\_Form.docx](https://scienceandsociety.duke.edu/wordpress/wp-content/uploads/Independent_Study_Proposal_Form.docx).

### **Capstone Project**

Each student will spend 8-10 weeks working remotely either on a sponsored project with an external organization or on an independent research project, for which the student receives 9 credit hours. The objective of the capstone is for our students to engage with bioethical and science policy issues, as well as issues in tech ethics, in a real-world setting, and through their work, demonstrate that they have acquired knowledge of current thinking in bioethics, tech ethics, and policy, are able to critically reflect upon these issues, and have developed competence in writing and analysis. To fulfill this goal, we expect our students to spend their summer immersed in the work of their host organization or topic through which they will develop a bio- or tech-ethics/policy focused project with the guidance of their faculty advisor.

Our students also should use their skills and knowledge to help their host organization to further its mission in other ways. Students are encouraged to take advantage of opportunities to attend meetings and get involved in a range of projects, in order to get a full understanding of what the organizations do and provide them with the greatest amount of assistance.

Each student will have a faculty advisor from Duke. Sponsoring organizations are asked to designate a specific individual to serve as the student's mentor and advisor. At midsummer and, then again, at the end of the summer, the student's advisor will complete an evaluation form for feedback on the student's performance.

For the capstone, students typically:



- Work full time for eight to ten weeks, beginning shortly after the end of spring semester exams on early May and concluding in time to complete the MA Final Exam in early August;
- **For those working on a sponsored project:** Submit two brief (2-3 page) “journal entries” to their faculty advisor, reflecting on the bioethical and policy issues encountered. The dates for these will be set based upon the commencement date of your capstone. These will be reviewed and commented upon by the student’s faculty advisor;
- **For those working on an independent research project:** Submit two brief (2-3 pages) “journal entries” to their faculty advisor, reflecting on the bioethical and policy issues encountered and the progress of their research. The dates for these will be set based upon the commencement date of your capstone. These will be reviewed and commented upon by the student’s faculty advisor;

### Summer Capstone outside the US

Several of the capstone programs undertaken by our students have involved travel outside of the United States. To ensure students receive adequate assistance in time of emergency, students are required to enter their travel information in the [Duke Travel Registry](#). Also, students are required to check the traveler’s health requirements on CDC’s [website](#) to ensure they have required vaccinations for the countries that they are traveling to. After figuring out the vaccination requirements, students can refer to [Wellness Center](#) to receive the necessary immunization. It is also suggested that students visit the [Global Duke’s website](#) and carefully review the [pre-travel checklist](#) and safety tips. You should also wish to review Duke’s travel policies and restricted regions list.

### Master’s Thesis

Students are permitted, with the approval of the Director of Graduate Studies, to write a formal master’s thesis in satisfaction of their capstone requirement. Given the short timeframe allowed, writing a thesis is exceedingly challenging and will be permitted only in limited circumstances.

### The MA Final Non-Thesis Option

For those undertaking a Sponsored Project or Independent Research project in satisfaction of their capstone, the MA final most commonly takes the form of a poster session. This session allows the students to demonstrate their communications skills in presenting the content of their capstone projects to fellow students, faculty and staff. The presentation will be made shortly before the end of the student’s final term in the program.

The presentation will be evaluated by an MA Final Committee, consisting of three faculty members, two of whom must be from Science & Society. The members of the MA Final Committees are selected by the students and must be submitted for approval by the Graduate School **no later than a month before** the date of the poster presentation.

The MA Final is PASS/FAIL and the student must PASS their MA Final to receive their degree.

## Thesis Option

For those undertaking a thesis, the Graduate School provides no strict requirements or guidelines for the thesis. Students are expected to deliver a minimum of a 25-page written paper (not including the title page or reference section) of near-publishable quality, which reflects a substantial body of work demonstrating students' mastery of the subject matter and the insights they gained through their research and the course curriculum. The thesis may be something that the student has produced as part of his/her/their work or a separate paper analyzing a bioethical, policy or tech ethics issue encountered. A detailed outline of the anticipated written product is to be submitted to the student's faculty advisor no later than the beginning of July. This written work product will form the basis of the student's presentation and the faculty inquiry at the MA Final Exam. While the overall structure of the paper should reflect the type of papers written during program course work, students should review their outlines with their capstone mentor to assure that the content is within acceptable parameters.

The content and structure of the thesis will be specific to the project being undertaken, but should follow or include the following:

- Choose a [formatting style](#) (e.g., APA, MLA, Blue Book, etc.) and use it throughout the *entire* paper
- An explanation of the project and the student's role in it;
- The bioethics, tech ethics, and/or science policy issues raised by the project;
- the research methodology employed in preparing the project;
- insights gained by the student in preparing the project;
- analysis and conclusions.

Students interested in completing the thesis option should consult early on with the DGS and DGSA.

The MA Final for a student writing a thesis will be held before a Committee of three faculty members. The final thesis must be provided to the Committee Members no later than 10-days before the thesis defense.

The MA Final is PASS/FAIL and the student must PASS their MA Final to receive their degree.

## Preparing to Graduate

Master students are required to complete the Apply to Graduate process for the semester in which they plan to graduate. You can apply for graduation through Duke Hub. According to the Graduate School's webpage, "There is no penalty if you apply to graduate and do not graduate during that semester. However, the form data does not carry over from one semester to the next, so you will be required to re-apply for the next graduation." For more information, please visit [here](#).

## RCR Training

The Graduate School requires MA students to complete 6 hours of training in the Responsible Conduct of Research. MA students complete training by participating in a 4-hour RCR Orientation during Orientation week and also complete an additional 2-hour forum before graduation. If you are unable to attend the RCR training during Orientation, please consult with the DGSA to enroll in alternative RCR offerings.

Bioethics and Science Policy students will receive credit for the additional 2-hour forum when they complete BIOETHIC 602-01: Law, Research and Bioethics, a core requirement for the MA in Bioethics & Science Policy degree.

More information on the RCR requirements can be found at <https://gradschool.duke.edu/professional-development/programs/responsible-conduct-research/rcr-requirements>.

## Timing

Most students begin the program full time in the fall semester, although a limited number of students may be admitted to begin in the spring semester. Typically, full-time students complete the program in 1 full year (3 semesters—including fall, spring, and summer). Students may also enroll on a part-time basis and take 1-2 courses per semester. Part-time students generally are expected to complete their degree within 3 years. While most students matriculate in the Fall semester, a limited number of students are admitted each year for Spring entry.

<b>Fall Start Sample Schedule for Students Completing the MA in 1 year (3 semesters; 36 credits)</b>		
<u>Fall (13.5 credits)</u>	<u>Spring (13.5 credits)</u>	<u>Summer (9 credits)</u>
<ul style="list-style-type: none"> <li>• BIOETHIC 602S (3 credits)</li> <li>• BIOETHIC 605S-1 (1.5 credits)</li> <li>• BIOETHIC 704 (3 credits)</li> <li>• Electives (6 total credits)</li> <li>• BIOETHIC 585 (instead of 3 elective credits)</li> </ul>	<ul style="list-style-type: none"> <li>• BIOETHIC 605S-2 (1.5 credits)</li> <li>• BIOETHIC 603S <b>OR</b> SCISOC 586* (3 credits)</li> <li>• Electives (9 total credits)</li> </ul>	<p style="text-align: center;"><i>Summer Session 1</i></p> <ul style="list-style-type: none"> <li>• BIOETHIC 705 (4.5 Credits)</li> </ul> <p style="text-align: center;"><i>Summer Session 2</i></p> <ul style="list-style-type: none"> <li>• BIOETHIC 705 (4.5 Credits)</li> </ul>

\*Students may take BIOETHIC 585 *or* BIOETHIC 586 in lieu of BIOETHIC 603S, and are not required to take both BIOETHIC 585 and 586.

- Students who started their studies in fall and intend to graduate after finishing the summer semester, need to apply to graduate by the deadline given by the Graduate School listed [here](#). If a student is considering to stay for additional semester but unsure, he/she **should** still apply for his/her intent to graduate per the Graduate School's strict deadlines. The Graduate School will not allow the student to graduate if he/she if has missed the deadline.

Students starting in the spring should consult with the DGS and DGSA on structuring their curriculum.

### **Additional Semester Option**

Master's students who are in good academic standing (3.0 GPA or higher) and have successfully completed all of their required core curriculum (including the 4 Core classes and the 9-unit Capstone) are invited to extend their enrollment at Duke for a fourth semester. Students are to request this extension via the MA Semester Extension Form (shown on appendix 2). This form is to be submitted to the Assistant Director of Educational Programs/DGSA no later than one week before the [Graduate School's deadline for declaring an intention to graduate](#) at the end of the semester during which they would normally be scheduled to graduate.

Should this request be approved, the student will delay the date of expected graduation by one semester. The student may choose to take up to a full load of courses. Science & Society will award the extending student a full tuition scholarship for this additional semester. However, the student will remain responsible for paying to Science & Society \$2,000 to cover fees assessed by the Graduate School for continuing students. The student will still be responsible for all other fees and health insurance coverage on their Bursar invoice.

Please note that international students are required to take a full course load in order to maintain their visa status. Please confirm these requirements with Duke Visa Services.

Approved extended semester students are still fully enrolled in the Master's program, and still will be invited to participate in Science & Society programs and events. Extended semester students will be called upon to provide mentoring to new students during orientation week and throughout the semester.

### **Costs of Extension:**

The examples below show sample bursar accounts for students extending their studies. The MA BSP scholarships in these cases have not yet been applied. Fees include health insurance, required for all students. Students can apply to waive this if they have insurance elsewhere.

**Example 1: FULL TIME EXTENSION STUDENT ON CAMPUS**

Below is a student who will take a full load (6+ credit hours) during the Fall 2022 semester.

	Full Time Student - Extended Semester Fall 2022	
	Per Semester	
Tuition	\$ 30,110	
S&S Extension Tuition Scholarship	\$ ((28,110))	
Health Fee	\$ 449.50	
Activity Fee	\$ 18.25	
Student Services Fee	\$ 11	
Recreation Fee	\$ 170.75	
<b>Subtotal Tuition + Fees</b>	<b>\$ \$2649.50</b>	
Health Insurance	\$ 3,375	may be waived if you have insurance or prorated for 1 semester.

**Example 2: PART TIME EXTENSION – OFF CAMPUS**

Student taking a 1-unit course. Tuition = \$3,360 per unit (Fall 2022 or Spring 2023). MA Award = \$1,360 (tuition of \$3,360 less \$2,000)

	Part-Time Student - Extended Semester (Fall 2022)	
	Per Semester	
Tuition	\$ 3,495	1 Credit
S&S Extension Tuition Scholarship	\$ (1,495)	
Health Fee	\$ 449.50	
Activity Fee	\$ 18.25	
Student Services Fee	\$ 11	
Recreation Fee	\$ 170.75	
<b>Subtotal Tuition + Fees</b>	<b>\$ 2,649.50</b>	
Health Insurance	\$ 3,375	may be waived if you have insurance or prorated for 1 semester.

## Tuition and Scholarships

Estimated Cost of Attendance - Duke Master's in Bioethics & Science Policy						
		Fall 2022	Spring 2023	Summer I	Summer II	Total
Tuition		30,110	30,110	15,050	15,050	90,320
Science & Society Merit Scholarship - Est. at 20%		(6,000)	(6,000)	(3,000)	(3,000)	(18,000)
Health Fee		450	450	224.75	224.75	1,349
Transcript Fee		120		-		120
Activity Fee		18	18			37
Grad Student Service Fee		10	10			20
Recreation Fee		171	171			342
<b>Tuition and Fees - No Insurance</b>		<b>24,879</b>	<b>24,759</b>	<b>12,275</b>	<b>12,275</b>	<b>74,187</b>
Health Insurance*		3,375		-	-	3,375
<b>Tuition and Fees - With insurance</b>		<b>28,254</b>	<b>24,759</b>	<b>12,275</b>	<b>12,275</b>	<b>77,562</b>
	<b>Monthly est</b>					
Books/Supplies		332	332	332		996
Loan Fees - est.		532	532	266	266	1,596
Housing	\$ 1,231	6,153	6,153	1,231	1,231	14,767
Board	\$ 394	1,969	1,969	394	394	4,725
Local Transportation	\$ 196	982	982	196	196	2,356
Personal/Misc	\$ 426	2,132	2,132	426	426	5,116
Work/Study** - est.		(1,600)	(1,600)			(3,200)
Subtotal Living Expenses		10,499	10,499	5,249	5,249	26,356
<b>Total Cost of Attendance - with Health Insurance</b>		<b>38,753</b>	<b>35,257</b>	<b>17,524</b>	<b>17,524</b>	<b>103,917</b>
** Est. 10 week/semester @ 10 hrs/week @ \$16/hour						

Students registering for the ensuing semester will receive bills from the Bursar's Office prior to the beginning of the semester. The schedule can be found on [here](#).

## Billing Schedule

Tuition bills are payable August 1st. Your merit scholarship will be uploaded in mid-August. You will receive an email when these are available on [DukeHub](#). Students should check these bills to assure that their accounts have been credited with the proper amount of award or scholarship funding, which they may be receiving from the Graduate School, Science & Society, or outside agencies. Balances on accounts should be cleared as soon as possible; otherwise, students will be charged late fees and/or blocked from further registration. Students who do not fulfill payment obligations, including penalties and fines, are administratively withdrawn from the Graduate School and will be subject to the normal reinstatement penalties if they continue their programs. Installment payments for appropriate tuition and fees can be arranged only via payroll deduction from university paychecks. You may obtain the necessary forms for such payroll deductions from the director of graduate studies in your department at the time of registration.

According to the Student Affairs' website, health insurance open enrollment for Fall 2022 will begin in June 15th. All students are required to maintain adequate medical insurance during their enrollment at Duke University. You must complete either the enrollment or waiver process within the open enrollment period (see below). Failure to do so will result in a delay in coverage or a charge for insurance you do not need. More information regarding the Health Insurance can be found [here](#).

Students finance Duke tuition and fees through the following:

- External Fellowships/Scholarships such as the [NSF GRFP](#) and [Fulbright Scholarships](#)
- Student Loans via the [FAFSA](#) or private loans
- Merit Scholarships from Science & Society
- Work/Study
  - Duke Work/Study. MA students who qualify for Federal or Duke Work/Study may apply for and work throughout Duke University in W/S positions. See JobX.

## Other Financial Information

For information on the cost of graduate education at Duke, please visit <https://gradschool.duke.edu/financial-support/cost-attend#masters>, keeping in mind we are a 3-semester program.

For information about need-based financial assistance, please visit <https://gradschool.duke.edu/financial-support/find-funding>

For information about International Student Financial Aid, please visit <https://financialaid.duke.edu/graduates-professionals/apply-aid>



## Course Registration

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### Regular and Late Registration

Registration is completed via [DukeHub](#). DukeHub is the student self-service application providing students with an array of information and direct access to their academic, financial, and personal data. Access to DukeHub is gained by the use of your NetID and password.

[DukeHub](#) is available every day (except some Saturday mornings and holidays), seven days a week, twenty-four hours a day. As a security precaution, students should change their NetID password periodically. This ID and password are your key to accessing all of the personal information contained on these pages. **DON'T SHARE YOUR PASSWORD WITH ANYONE!**

The use of [DukeHub](#) to gain access to or alter the record of registration of another person, or to gain access to restricted classes without proper permission, is a violation of the [Duke Community Standard](#) and is subject to disciplinary action.

If you need help with registration policies and procedures, call the Office of the University Registrar at 919-684-2813 during regular office hours, or send an email to [registrar@duke.edu](mailto:registrar@duke.edu). The office will be open at 7:00 a.m. during all registration windows. If you need technical help or browser information, contact the OIT Help Desk at 919-684-2200.

Registration and drop/add are available to all students with no outstanding financial or other obligations to the university. Students with outstanding financial obligations must make arrangements with the bursar's office before registering or attempting to drop/add. Those students who have not paid billed fees owed to, or fines imposed by, the university (such as laboratory fees, library fines, and parking fines) will not be permitted to register until the fees and fines have been paid, even if the student has paid tuition for the upcoming term.

See the [Academic Calendar](#) for the official semester schedule and registration deadlines.

### Required Registration Loads

Full-time master's candidates may register for less than 9 course units only in the final semester. If degree requirements are not met in that final semester and no further course work is necessary for the master's degree, the registration should be Continuation each semester and summer (if in residence during the summer) until degree requirements are completed.

International master's degree students must be registered full-time (see above) every term or their visa status will be in jeopardy. The one exception to this requirement is for students who are in their final term of enrollment at Duke. Full-time enrollment is not required to maintain visa status if all course and examination requirements will be met by the end of that final term. Please understand that if you declare a term as your final one and you are registered for less than full time, you *must*

graduate at the end of that term. There is no compelling reason we can offer for extending your program, and thus your student visa for study at Duke will expire at the end of the declared final term. Failing a course is not considered justifiable grounds for an extension.

Students in master's programs requiring a thesis may register for up to six units of "Research" while preparing and writing the thesis (consult your program concerning its requirements)."

The term "Research" may also be used to designate the counterbalancing registration required in master's programs where units of credit have been transferred from another school into the degree program at Duke.

The minimum course load for part-time graduate students in a degree program is three units per semester, as long as the student is not receiving financial support from Duke. Part-time students are not eligible to take courses under the interinstitutional agreements with neighboring institutions or to receive institutional financial support.

All students (including part-time) must maintain continuous registration during the two semesters of the academic year from the time they are admitted to a degree program until its completion, unless a leave of absence is approved by the senior associate dean. Students are not required to register in the summer unless they are receiving financial support or need summer residency for course work or other research.

A typical course load is 13.5 credits per semester. If you seek to take an overload, please consult with the DGS and DGSA. Overloads must be approved by the Graduate School and loads in excess of 15.5 credits are rarely approved.

### **Permission Codes**

All of core classes for the MA in Bioethics and Science Policy require faculty or department consent. Students will need permission codes to register. Permission codes will be provided at the beginning of the registration period and should be used before the expiration period, as indicated by the DGSA.

The course registration page for each course will indicate whether a permission code is required. For non-core classes, contact the Director of Graduate Studies, or the faculty teaching the course. We recommend contacting the DGS prior to reaching out to the class instructor.

### **Leave of Absence**

Students in good academic standing can be granted leave of absence for no more than two semesters. Leave of absence requests must be submitted prior to the first day of class. Before completing and submitting the [Leave of Absence Request Form](#), please make sure that you meet all the requirements. For more information please visit [Duke Graduate School's Bulletin](#). Students, who requested leave of absence because of health-related challenges, must present evidence of

treatment upon arrival. For more detail please visit: <https://trinity.duke.edu/osr/policies-expectations-while-away>.

International students on F-1 or J-1 visas must be enrolled full-time during the academic year. A leave of absence or a temporary separation from Duke suggest that student can no longer meet the requirement of U.S Department of Homeland Security. This would terminate the student's F-1, J-1 visa and can affect the student's future entries to the U.S. Please review laws and regulations [here](#).

### **Visa Process for International Students**

Students accepted to the Duke University must send appropriate documentation to Duke University so that Duke University can request the visas that reflect their Duke activities. The designated department administrator will send an email with a link to the Duke Visa Services Electronic Webform Application System. The completion of this electronic application by the nonimmigrant and the department administrator will give Duke Visa Services the information required to prepare the documentation for the nonimmigrant to request a visa and entry to the U.S. All the visa categories will also require supporting paper documentation, which must be mailed to the designated department. For more information please visit [here](#).

## GRADES

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Grades in the Graduate School are as follows: A, B, C, F, and I. The Graduate School does not employ a recommended curve for faculty to apply in grading. An I (Incomplete) indicates that some portion of the student's work is lacking, for an acceptable reason, at the time the grades are reported. For students enrolled in the Graduate School, the instructor who gives an I for a course specifies the date by which the student must make up the deficiency. If a course is not completed within one calendar year from the date the course ended, the grade of I becomes permanent and may not be removed from the student's record. The grade of Z indicates satisfactory progress at the end of the first semester of a two-semester course. For graduate students enrolled in the summer session, a temporary I for a course may be assigned after the student has submitted a written request. If the request is approved by the instructor of the course then the student must satisfactorily complete the work prior to the last day of classes of the subsequent summer term. A grade of F in a major course (courses within a student's department or field) occasions dismissal from a degree program, except in extraordinary circumstances beyond a student's control. A grade of F in any other course occasions at least academic probation and may also occasion dismissal.

To be certified as making satisfactory progress towards the degree and to be in good academic standing, graduate students must maintain at least a 3.0 (B) cumulative grade point average (GPA). Students falling below this average jeopardize not only their financial support, but their continuation in the graduate program and eventual graduation. Note that students who are not in good academic standing cannot receive federal financial aid.

However, grades alone are insufficient to qualify a student as being in good academic standing. Research progress and the potential to accomplish master's or Ph.D. level research successfully and to present research results cogently, will also be taken into account in assessing the academic standing of a student. Progress and potential are determined by a student's committee who has the right to recommend withdrawal of a student at any time.

Any student who is not in good academic standing, for whatever reason, will be placed on probation if there is not a need for more immediate dismissal. The terms of probation will be determined by the Associate Dean in consultation with the student's DGS. A letter detailing the terms of probation and requirements to be taken off probation will be provided to the student at the start of the probationary period and added to the student's record. Usually, probation is for a period of one semester, with a requirement that terms be met or the student will be dismissed.

Except in extraordinary cases approved by the dean (e.g. a 2.99 GPA and a strong capstone project or thesis), a student can graduate only if he or she is in good academic standing.

## Standards of Conduct

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The Standards of Conduct cover expectations specific to the Graduate School. Graduate Students are also bound by a set of University-wide policies that are applicable to all academic communities within Duke University (<http://web.duke.edu/policies/students/universitywide/index.php>). Alleged violations of these policies by graduate students are addressed using procedures established by the Graduate School. For more information, please review the Graduate School Handbook.

Graduate students at Duke University freely choose to join a community of scholarship predicated on the open exchange of ideas and original research. At Duke University, students assume the responsibility to foster intellectual honesty, tolerance, generosity, and to encourage respectful debate and creative research. By accepting admission to Duke University, graduate students pledge to uphold the intellectual and ethical standards of the University, as expressed in the Duke Community Standard, to respect the rights of their colleagues, to abide by University regulations, and to obey local, state, and federal laws. The Graduate School and the University specifically prohibit the following:

- 1. Lying:** Knowing misrepresentations to gain illicit benefit or to cause harm to others. Examples include misrepresentation in applications for admissions or financial aid, lying during a formal inquiry by the University, and false accusations of misconduct by others.
- 2. Cheating:** A dishonest or unfair action to advantage an individual's academic work or research. Such dishonesty would include the falsification of data, plagiarism, and tampering with another person's documents or research materials.
- 3. Theft:** Misappropriation of property, services, credentials, or documents. Theft includes the misuse or willful damage of University property, equipment, services, funds, library materials, or electronic networks.
- 4. Harassment:** The creation of a hostile, intimidating, disrespectful environment based on race, religion, gender, ethnicity, or sexual orientation, in which verbal or physical conduct because of its severity or persistence, is likely to interfere significantly with an individual's work or education, or affect adversely an individual's living conditions. Duke University is committed to protecting academic freedom for all members of the university community. This policy against harassment is, therefore, applied so as to protect the rights of all parties to a complaint. Academic freedom and freedom of expression include but are not limited to the expression of ideas, however controversial, in the classroom, in residence halls, and—in keeping with different responsibilities—in workplaces elsewhere in the University community.
- 5. Sexual harassment:** Coercion through speech or action for sexual purposes. Examples include verbal or written threats, unwanted sexual solicitation, stalking, and the use of a position of

authority to intimidate or coerce others. Duke teaching personnel, employees, and graduate students are expected to report consensual sexual relationships between individuals in a supervisory or teaching relationship to their superiors. Examples of such supervisory or teaching relationships include instructor and student; advisor and student; and supervisor and staff member. You can access Student Sexual Misconduct Policy Handbook [here](#).

**6. Assault:** An attack on another person resulting in either physical or psychological injury.

**7. Possession of illicit drugs on University property or as part of any University activity:** Students are prohibited from manufacturing, selling, delivering, possessing, or using a controlled substance without legal authorization. The North Carolina Controlled Substances Act defines a controlled substance as any drug, substance, or immediate precursor, including but not limited to opiates, barbiturates, amphetamines, marijuana, and hallucinogens. Possession of drug paraphernalia is also prohibited under North Carolina law and University policy. Drug paraphernalia includes all equipment, products, and material of any kind that are used to facilitate, or intended or designed to facilitate, violations of the North Carolina Controlled Substances Act.

**8. Refusal to comply with the directions of a University police officer:** Students must comply with the lawful directions of the University police. In addition, interference with the proper operation of safety or security devices, including emergency telephones, door locks, fire alarms, smoke detectors, or any other safety device is prohibited.

**9. Trespassing:** Students may not enter University property to which access is prohibited.

**10. Possession of explosives, incendiary devices, or firearms on University property:** Students are expected to meet academic requirements and financial obligations, as specified elsewhere in this bulletin, in order to remain in good standing. Failure to meet these requirements and to abide by the rules and regulations of Duke University may result in summary dismissal by the dean of the Graduate School or the provost. In accepting admission, students indicate their willingness to subscribe to and be governed by these rules and regulations and acknowledge the right of the University to take disciplinary action, including suspension and expulsion, as may be deemed appropriate for failure to abide by such rules and regulations or for conduct adjudged unsatisfactory or detrimental to the University.

## Student Experience and Resources

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Our goal is to give every student an excellent academic experience. To meet that goal, program faculty and staff will work individually with students to provide advice and mentoring. Prior to arrival at Duke, all students meet with our Director of Graduate Studies (DGS) and DGSA to plan a course of study and begin thinking about options for a capstone or research paper. For students designing their own concentrations in biosciences or tech ethics, our DGS and faculty mentors will help identify an appropriate set of courses.

### Mentoring

The MA program recognizes that each student has unique academic needs and career goals, so students are paired with student academic mentors who provide feedback and guidance throughout the educational experience. Mentors can offer advice on everything from course selection and capstone topics to the best place to get a pizza in Durham; our goal is to provide students with the support they need to enjoy a rich learning experience. A mentorship training will be offered at the beginning of each semester for students interested in acting as mentors.

### Careers

The MA program works individually with students to tailor the capstone experience and explore job opportunities. We have an extensive database of internship, fellowship, and job opportunities to help students find the best fit for their interests and expertise. We also have developed networks among governmental agencies, health systems, pharmaceutical and scientific companies, law firms, non-profits, and other organizations to help students enter or return to the workplace after graduation. To receive more information on career resources, contact the DGSA.

### Activities

Throughout the year, we sponsor activities for students to learn together, solidify their connections to each other, and expand their networks. For more information please visit [here](#).

### Life at Duke

Attending a Duke program means joining a vibrant and active community of individuals from a wide variety of backgrounds. That diversity and energy is reflected in our campus life and in the lively city of Durham that surrounds us. If you'd like to learn more about Durham, visit <http://durham.duke.edu/>.

### Housing

There is no on-campus housing for graduate students. It is the responsibility of the student to obtain housing. [NearDuke.com](#) and [DukeList](#) are the two main off-campus housing resources for graduate and professional students.

## **Accommodations, Accessibility, Assistance**

The Disability Management System (DMS) provides necessary and appropriate accommodations and resources for students with disabilities. After matriculation, students can request accommodations by submitting forms and supporting documents. The review process can take up to four weeks. In order to provide a welcoming and inclusive environment, students and instructors should be fully aware of students' rights and responsibilities. For more information, please visit: <https://access.duke.edu/students>

## **Student Wellness Center**

Duke's Student Wellness Center provides a broad range of services including physical health, nutrition, dental, pharmacy, physical therapy, and Counseling and Psychological Services (CAPS). For more information please visit: <https://studentaffairs.duke.edu/studenthealth>

## **ePrint**

ePrint system enables students to print from hundreds of print stations throughout campus. Students can connect to e-printers using computers or mobile devices. Before printing, please make sure that you have the ePrint Client Software on your computers or Pharos App on your mobile device. Using software, you can connect to the closest e-printer and print your document. For students, who are taking classes in North Building, the closest e-print is located on the lobby of North Building. Students receive an allocation of \$32/semester for printing. All documents sent to the ePrint will be charged at \$0.04/page for single-sided and \$0.02/page for double-sided printing.



## Academic Calendar

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The 2022-2023 Academic Calendar can be found at <https://registrar.duke.edu/2022-2023-academic-calendar>.

## Appendix A: Duke Graduate School Academic Policies and Forms

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The Duke Graduate School lists documents related to its policies, handbook, and forms you will need at <https://gradschool.duke.edu/academics/academic-policies>.

Important forms include:

- [Concurrent Master's Degree in another Discipline en route to the Ph.D. \(PDF\)](#)
- [Committee Approval \(PDF\)](#)
- [Departmental Defense Announcement \(PDF\)](#)
- [Leave of Absence \(PDF\)](#)
- [Permission to Audit Course \(PDF\)](#)
- [Permission to Enroll in A Course Below the 500 Level \(PDF\)](#)
- [Permission to Take A Course Overload \(PDF\)](#)
- [Preliminary Exam Report \(PDF\)](#)
- [Student Course Withdrawal \(PDF\)](#)