

**Sanford School of Public Policy  
Duke University**



**PhD Student Handbook  
2021-2022**

# Duke | SANFORD SCHOOL of PUBLIC POLICY

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## INTRODUCTION

This handbook was prepared by the Public Policy Director of Graduate Studies (DGS) and the staff of the Public Policy PhD Program. It is intended to be of use to current students and faculty, and to prospective applicants to the Public Policy PhD Program. Subjects not covered herein, or those under review, are to be handled provisionally at the discretion of the Director of Graduate Studies.

This handbook is only one source of information. **Students are also responsible for knowing the university guidelines and requirements as described annually in the Graduate School Bulletin.** In addition, the DGS has a Manual for Directors of Graduate Studies which contains necessary information (sometimes in more detailed and specific form than is presented here) regarding all aspects of graduate study at Duke. Do not hesitate to consult with the DGS.

## ABOUT THE PROGRAM

The PhD in Public Policy is an interdisciplinary scientific research degree. By design, the program couples rigorous grounding in a core discipline with exposure to broader perspectives and training in the communication skills required to convey scholarly insight to non-specialists. Graduates of the program are prepared for academic positions in public policy and other policy-oriented schools, as well as for openings in disciplinary departments with an applied orientation. Graduates are also prepared for professional positions in domestic and international public agencies, research organizations and policy consulting firms.

The program requires a two-course sequence in theories of public policy and coursework in three other social science disciplines. Students designate a disciplinary concentration such as economics, political science, sociology or psychology, as well as a policy focus, such as social policy, globalization and development, health policy, child development and social policy and social and behavioral determinants of health.

## STUDYING PUBLIC POLICY AT DUKE

The PhD in Public Policy at Duke enables students to be mentored by Duke's top-rated faculty members in public policy and Duke's departments of economics, political science, sociology, and psychology and neuroscience, among others, all on the beautiful Duke campus. Duke University is located in Durham, N.C., close to both Chapel Hill (and UNC-Chapel Hill) and to the North Carolina state capital of Raleigh, in the dynamic Research Triangle area. Durham is a four-hour drive or 45 minute flight from Washington, DC.

Duke's PhD in Public Policy is distinguished by its truly interdisciplinary nature; the program offers a unique balance of depth in a discipline such as economics, political science, sociology or psychology and the opportunity to focus on a particular policy area such as social policy, global policy, or health policy. The Sanford School is a national and international leader in the dynamic field of public policy studies, with numerous interdisciplinary centers exploring vital policy questions in the field and in the classroom. Members of our faculty are experts in fields ranging from aging, education and the environment to international affairs, media and democracy and welfare reform. In addition to working with Duke's world-class faculties of public policy, economics, history, political science, psychology and sociology, PhD students interact with leading scholars from Duke's Nicholas School of the Environment and Earth Sciences, Duke's Fuqua School of Business, and Duke's Law and Medical Schools.

The relatively low number of students matriculated each year (5-8) enables each public policy PhD student to receive individual faculty attention in courses and in research. Students also enjoy state-of-the-art

academic and research facilities including dedicated doctoral student space in Rubenstein Hall and the 6.3 million volumes in the Perkins Library System.

Most of our students pursue doctoral-level public policy research with the goal of pursuing a self-directed research career in academia or non-profit research organizations. Graduates are also well-positioned for jobs that place their research skills in the service of others, in domestic and international public agencies or policy consulting firms. Students are united by their passion for public policy and their desire to have a positive impact on the world.

## GRADUATE SCHOOL REQUIREMENTS

The following requirements have been taken from the website of the [Duke University Graduate School](#). Please always consult the Graduate School website regarding policies, procedures, deadlines and forms to ensure you are using the most up-to-date information possible. Information published by the Duke University Graduate School supersedes the information below about Graduate School requirements.

### Formal Requirements

The formal requirements for the PhD degree are as follows:

1. payment of six semesters of full-time tuition (or five if credit for previous graduate work has been approved)
2. major and related courses
3. English language proficiency
4. training in the Responsible Conduct of Research
5. a supervisory committee for the student's program of study
6. continuous registration
7. preliminary examination
8. dissertation
9. application to graduate
10. final examination
11. deposit of dissertation

### Major and Related Work

The student's program of study normally demands substantial concentration on courses in the major department, plus coursework in related minor fields as determined by individual programs. If there are deficiencies in a student's undergraduate program, departments may also require certain undergraduate courses to be taken. In all cases the student's supervisory committee will determine if the student must meet requirements above the minimum.

### English Language Proficiency

All international students whose native language is not English must enroll in English language courses as determined by the English language placement exams administered during Orientation, unless formally waived from this requirement by the Graduate School upon certification of competency in English. These courses must be taken during students' initial year at Duke. For more information, see the [English for International Students web site](#).

### [Responsible Conduct of Research](#)

All doctoral students at Duke University are required to complete a series of training sessions in the Responsible Conduct of Research. For students in the social sciences a **total of 12 hours** of training must be completed. Half of this requirement (6 hours) is satisfied by participating in a mandatory orientation during the fall of the first year. The remaining 6 hours of training must be completed by attending three RCR forums (a schedule is provided at the beginning of each semester) by the end of the student's third year.

### Committee to Supervise the Program of Study

As early in a student's course of study as is practicable **and not later than two months before the preliminary examination**, the Director of Graduate Studies in the major department will nominate for the approval of the Dean a supervising committee, using the appropriate form. The committee consists of at least four members, with one member designated as chair. This committee should include at least two graduate faculty members of the Public Policy PhD Program faculty, and at least one member, usually from outside the department, who serves as the Minor Area Representative. The majority of committee members

must be from Duke University. This committee, with all members participating, will determine a program of study and administer the preliminary examination.

### **Residence**

The minimum residence requirement is one academic year of full-time registration at Duke (that is, two consecutive semesters of full-time tuition).

### **Time Limits**

Ordinarily a student registered for full-time study should pass the **preliminary examination** by the end of the third year. A student who has not passed the examination by this time must file with the Dean of the Graduate School a statement, approved by the Director of Graduate Studies in the major department, explaining the delay and setting a date for the examination. Except under unusual circumstances, extension will not be granted beyond the middle of the fourth year.

The **doctoral dissertation** should be submitted and accepted within two calendar years after the preliminary examination is passed. Should the dissertation not be submitted and accepted within four years after the examination, the candidate may, with the approval of the committee and the Director of Graduate Studies, petition the Dean of the Graduate School for an extension of up to one year. If this extension is granted and the dissertation is not submitted and accepted by the new deadline, the student may be dropped from candidacy. The student must then pass a second preliminary examination to be reinstated as a candidate for the degree. In such cases, the time limit for submitting the dissertation will be determined by the Dean of the Graduate School and the candidate's committee.

Ordinarily, credit is not allowed for graduate courses (including transfers) or foreign language examinations that are more than six years old at the date of the preliminary examination. Similarly, credit will not be allowed for a preliminary examination that is five years old at the date of the final examination. In cases of exceptional merit, however, the Dean of the Graduate School may extend these limits. Should the five-year limits be exceeded, the student's department must submit to the Dean specific requirements for revalidating credits or examinations.

### **Preliminary Examination**

A student is not accepted as a candidate for the Ph.D. degree until the preliminary examination has been passed. A student must be registered during the term in which he/she takes the preliminary examination. In the summer a preliminary examination may be scheduled only between the opening and closing dates of the summer session. Successful completion of the preliminary examination requires at least three affirmative votes and no more than one negative vote. The sole exception to this policy is that a negative vote cast by the chair of the examining committee will mean a failure on the examination. A student who fails the preliminary examination may apply, with the consent of the full supervisory committee and the Dean of the Graduate School, for the privilege of a second examination to be taken no earlier than three months after the date of the first. The original committee must conduct the second examination. Successful completion of the second examination requires the affirmative vote of all committee members. Failure on the second examination will render a student ineligible to continue a program for the Ph.D. degree at Duke University.

## The Dissertation

The dissertation is expected to be a mature and competent piece of writing, embodying the results of significant and original research. For requirements and all information for submitting an electronic dissertation, visit the [Electronic Theses and Dissertation section](#). The dissertation must be completed to the satisfaction of the professor who directs the dissertation, members of the student's advisory committee, and the dean of The Graduate School.

Review the [current semester graduation deadlines](#) for the semester in which you plan to graduate.

**Electronic dissertation must be submitted to UMI/ProQuest and the format accepted at least two weeks before the scheduled date of the student's examination.**

All doctoral dissertations are published electronically through University Microfilms, Ann Arbor, Michigan. Authors may copyright them if they wish. Abstracts are published in Dissertation Abstracts International. If copyright is desired, an additional fee of \$65 is charged.

## *Apply to Graduate*

Students must apply to graduate in Duke Hub one month before the dissertation is presented and no later than the dates listed below:

- January 25 for receiving your degree in May
- June 15 for a receiving your degree in September
- October 15 for receiving your degree in December

This application should indicate the approved title of the dissertation and be approved by both the director of graduate studies of the student's major department and the professor who directs the dissertation.

## The Final Examination

The final examination is administered by all members of the supervising committee. The final oral examination shall be primarily on the dissertation; however, questions may be asked in the candidate's major field. The exam normally continues at least two hours, but not more than three. Except in unusual circumstances approved by the Dean, a final examination will not be scheduled when the university is not in session. A student must be registered during the term that he/she takes the final examination.

Successful completion of the final examination requires at least four affirmative votes and no more than one negative vote. If the committee conducting the examination includes the minimum of four examiners, a single negative vote fails the candidate. The sole exception to this policy is that a negative vote cast by the chair of the examining committee will mean a failure on the examination. A student who fails the final examination may be allowed to take it a second time, but no earlier than six months from the date of the first examination. Permission to take the second examination must be obtained from the professor who directed the dissertation and from the Dean of the Graduate School. Failure to pass the second examination renders the student ineligible to continue work for the Ph.D. degree at Duke University.

## Deposit of Electronic Dissertation

After passing the examination, candidates make changes requested by the examining committee and formatting changes requested by The Graduate School to the electronic dissertation that was submitted initially. The Graduate School will be notified that you have revised your dissertation and you will receive an e-mail when your dissertation has been accepted. All dissertations must be accepted before the final



submission deadline for the semester in which the student intends to graduate, or 30 days from defense date, whichever is sooner.

**Commencement**

Graduation exercises are held once a year, in May, when degrees are conferred on and diplomas are issued to those students who have completed requirements by the end of the spring. Those who complete degree requirements by the end of the fall or by the end of a summer term receive diplomas dated December 30 or September 1, respectively. There is a delay in the mailing of September and December diplomas because diplomas cannot be issued until they are approved by the Academic Council and the Board of Trustees.

## PUBLIC POLICY PHD PROGRAM REQUIREMENTS OVERVIEW

Detailed information about each of the following requirements is available below. The Public Policy PhD Program requires students to:

1. Complete a set of core public policy course requirements: Political Economy of Public Policy, Ethics of Public Policy, Microeconomics.
2. Complete disciplinary concentration and research methodology requirements, including sub-field requirements, in one of the following areas:
  - a. Economics
  - b. Political Science
  - c. Sociology
  - d. Psychology
3. Complete at least one course in **three** of the following four disciplines:
  - a. Economics
  - b. Political Science
  - c. Sociology
  - d. Psychology
4. Complete a DGS-approved course of study focusing on a particular policy area.
5. Complete a second-year empirical research manuscript.
6. Pass a comprehensive examination, no later than September 30<sup>th</sup> of the third academic year in residence.
7. Complete a yearlong (two-course) research seminar leading to the dissertation proposal.
8. Complete the equivalent of 16 courses (minimum), equaling 48 credits. Please see checklist below.
9. Attain dissertation status, including meeting qualifying requirements and passing the preliminary exam, by the end of the third year.
10. Pass a final examination, which consists of an oral defense of a dissertation to an approved supervisory committee. This is typically completed by the end of the fifth year.
11. Regularly attend and participate in two weekly colloquia: the Graduate Research Workshop, an informal setting suitable for the presentation of preliminary work by students, and the Sanford Seminar Series, where students, faculty, and outside speakers present work suitable for a broader audience.

### CHECKLIST OF THE 16 (MINIMUM) REQUIRED COURSES – 48 TOTAL CREDITS

1. Political Economy of Public Policy (PubPol 901)
2. Social Choice and Political Economy of Policy Making (PubPol 902)
3. Microeconomics 1 (Economic Concentrators take Econ701, all others take PubPol 810)
4. Microeconomics 2 (Economic Concentrators take Econ 705, all others take PubPol 811)
5. Disciplinary concentration 1 – Research Methods
6. Disciplinary concentration 2 – Research Methods
7. Disciplinary concentration 3 – Subfield Elective
8. Disciplinary concentration 4 – Subfield Elective
9. Disciplinary concentration 5 – Subfield Elective
10. Policy area elective 1
11. Policy area elective 2
12. Policy area elective 3
13. Non-concentration social science 1
14. Non-concentration social science 2 for disciplinary concentration of *Economics* **OR** Elective for disciplinary concentration of *Political Science, Sociology or Psychology*
15. Dissertation proposal seminar 1 (PubPol 908)
16. Dissertation proposal seminar 2 (PubPol 909)

## **PUBLIC POLICY PHD CORE COURSE REQUIREMENTS**

All students in the PhD program take a common set of public policy courses that reflect the interdisciplinary and applied nature of the degree. These courses are intended to introduce students to a core theoretical literature about the nature of political, economic and social institutions and systems, approaches to modeling how policy interventions translate into policy outcomes, and frameworks for normative evaluation of both processes and outcomes. Students are highly encouraged to seek input on course selection from their designated advisors in Public Policy and other faculty in their disciplinary department. All students are required to satisfy the policy core course requirements. These are:

### **Political Economy of Public Policy – PubPol 901:**

A one-semester course to be taken in the first semester of the program intended to introduce students to a core set of social science ideas relevant to public policy. These include theories of collective action, institutions and governance, all of which draw from economics, political science, sociology or psychology. The goal of the course is to provide students with a broad framework for evaluating market, political and social failures; identifying possible policy interventions; and predicting the ways in which such interventions would translate into policy outcomes.

### **Social Choice and the Political Economy of Policy Making – PubPol 902:**

A one-semester course to be taken in the second semester of the program intended to introduce students to normative frameworks for evaluating public policies and governance processes. The course draws on social choice theory, political theory and social theory. The goal of the course is to provide students with normative and analytical bases to evaluate the public good, tradeoffs between efficiency and equity, political legitimacy and justice.

### **Microeconomics:**

Microeconomic thinking is a central skill for understanding how individual preferences and behaviors translate into certain forms of collective action and, therefore, is a key analytic tool for public policy, as it has become for political science and economics. Every student is required to reach a level of proficiency in microeconomics.

For students in the **Economics Disciplinary Concentration**, the Microeconomics requirement is fulfilled by successful completion of **ECON 701** (Microeconomics I) and **ECON 705** (Microeconomics II).

For students in the **Political Science, Sociology or Psychology Disciplinary Concentrations**, the Microeconomics requirement is fulfilled by successful completion of **PUBPOL 810 or PUBPOL 818** (Microeconomics and Public Policy Making) and **PUBPOL 811** (Microeconomics: Policy Applications) and the associated PhD-level discussion sections and problem sets.

## DISCIPLINARY CONCENTRATION REQUIREMENTS OVERVIEW

Although the Public Policy PhD Program is truly interdisciplinary, it is designed to ensure that students have a rigorous grounding in a particular disciplinary tradition. Students designate a disciplinary concentration when applying to the program. They may opt to concentrate in **economics, political science, sociology and psychology**.

A minimum of five courses in a discipline is required. Students take basic research methods courses (a minimum of two courses) in their disciplinary department. Students also take courses satisfying requirements in one designated sub-field in their discipline, and they are expected to meet appropriate qualifying or preliminary standards in that sub-field as would be required of a disciplinary PhD candidate. Economics concentrators may, in certain circumstances, receive limited waivers from meeting the qualifying standards in core microeconomic theory or econometrics courses.

Although we require a disciplinary concentration, we also expect Public Policy PhD students to gain knowledge in the other core disciplines. Thus, we require every student to take at least one course in three of the core disciplines: economics, political science, sociology and psychology.

## DISCIPLINARY CONCENTRATION REQUIREMENTS: ECONOMICS

Public Policy PhD students with a disciplinary concentration in Economics must complete the following courses within the Economics Department:

ECON 701:	Microeconomics I – PhD program microeconomics requirement
ECON 705:	Microeconomics II – PhD program microeconomics requirement
ECON 703:	Econometrics I – Research methods requirement
ECON 707:	Econometrics II – Research methods requirement

AND a minimum of three courses (nine credits) in one of the department's major [field areas](#):

Field
Applied Microeconomics
Econometrics
History of Political Economy
Macroeconomics and International Economics
Microeconomic Theory

**Applied Microeconomics** encompasses many fields, including Development, Environmental, Family, Health, Industrial Organization, Labor, Population and Public Economics. Our belief is that students are best served in applied microeconomics by mixing and matching across course types. The field exam committee would then be dictated by the topic of the field paper and the combination of the courses taken. For a major in **Econometrics**, Econometrics III must be one of the courses comprising the nine graded credits.

### Course structure in the Economics Department for the second year and beyond

After the first year, many (but not all) of the upper level courses in Economics are divided into half semester 'modules'. The purpose of this structure is to allow students to better align coursework with their research interests. By their nature, modules only count for 1.5 credits and students must complete enough of them to fulfill their graded course requirements. Module courses are all currently listed under special topics course number ECON 881-890. Students who wish to major in an Applied Microeconomics field have some flexibility in their choice of courses, but must obtain explicit approval of their course plan from their advisor.

[See here for modules, seminars and workshops.](#)

## **Qualification Requirements in Economics**

Revised May 20, 2013

To: Public Policy Ph.D. students concentrating in economics

From: Jacob Vigdor

Re: Alternate paths to qualification

Students in the economics concentration are subject to a total of four qualification requirements related to their economics department coursework. The standard route to qualification is to earn a B+ in Microeconomic Analysis I, Microeconomic Analysis II, Econometrics I, and Econometrics II.

There are two alternative routes to qualification available to all students in the concentration:

- Passing the qualifying examination offered by the economics department in the summer following a student's first year in residence.
- In the event a student qualifies in the second course in a two-course sequence, the public policy program will consider the student to have qualified in the first-semester course as well.

The following alternative routes are available only to students who earn a grade of A- or better in **both** PUBPOL 901 and PUBPOL 902:

- For each A grade earned, the student may apply a credit of one-third letter grade in one subject. For example, a student earning an "A" in both courses may qualify in one course with a grade of B-, or two courses if both have a grade of B. Allocation of credits is at the discretion of the DGS, not the student.
- Students may substitute for one (or both) econometrics qualifying requirement(s) by enrolling in one (or two) graduate-level research methods course(s) and receiving a grade of A- or better. To pursue this option, students must first sit for the economics department qualifying exam(s) in the relevant subject(s).
- Students may substitute for one (or both) microeconomic theory qualifying requirements by enrolling in 3 credit hours' (or 6 credit hours") worth of doctoral-level coursework in the economics department and obtaining a GPA of 3.5 or better. To pursue this option, students must first sit for the economics department qualifying exam(s) in the relevant subject(s).
- Students who fail to qualify by any other means have the option of incorporating a segment on microeconomic theory and/or econometrics into their comprehensive exam. To pursue this option, students must first sit for the qualifying exam(s) in the relevant subject(s) and then complete the relevant substitute coursework described above.

## DISCIPLINARY CONCENTRATION REQUIREMENTS: POLITICAL SCIENCE

Public Policy PhD students with a disciplinary concentration in Political Science must meet Political Science departmental requirements for research methods courses and departmental requirements for one of the Political Science Major Fields. However qualifying standards, including preliminary examinations, are determined by the Public Policy department and described on p. 25 of this manual.

### Methods Requirements

To meet the departmental research methods requirements, students must complete a minimum of two courses. Public Policy PhD students are encouraged to follow the requirements for the Political Science PhD which offers these two introductory courses:

PS630: Probability and Basic Regression

PS631: Introduction to Deductive & Analytical Approaches to Political Phenomena (Game Theory)

Depending upon a student's background and research goals other methods courses may be substituted for one of these courses with the approval of the faculty advisor and DGS.

Please see here for graduate courses: <https://polisci.duke.edu/courses>

Students must also complete a minimum of three courses, including the field seminar, in one of the following [major field areas](#):

- Normative Political Theory and Political Philosophy
- Political Behavior and Identities
- Political Institutions
- Political Economy
- Political Methodology
- Security Peace & Conflict

For a more detailed description of the major fields and coursework visit the [Political Science department website](#).

**DISCIPLINARY CONCENTRATION REQUIREMENTS: SOCIOLOGY**

Public Policy PhD students with a disciplinary concentration in Sociology must complete the following courses within the Sociology Department:

SOC 710: Classical Sociological Theory

SOC 722: Social Statistics I

SOC 720: Survey Research Methods OR a different methods course approved by your advisor

The student will choose either SOC 720 or a different methods course as required by the student's sociology specialization area (see below).

The Department offers expert training in multiple sociological subfields. Students can choose to specialize in one of these areas or create specialty foci of their own, with the guidance of their advisory committee. Current field areas include:

- Economic Sociology
- Medical Sociology
- Population Studies
- Race
- Religion
- Social Networks
- Social Psychology
- Stratification

For a more detailed description of the subfields and coursework visit the [Sociology department website](#).



### **DISCIPLINARY CONCENTRATION REQUIREMENTS: PSYCHOLOGY**

The Department of Psychology and Neuroscience offers expert training in multiple psychological subfields. Students can choose to specialize in one of these areas or create specialty foci of their own, with the guidance of their advisory committee. The most relevant subfields include:

- Developmental psychology
- Clinical psychology\*
- Social Psychology

\*Although students selecting the psychology concentration will not be able to complete training to become clinicians, many of the Psychology and Neuroscience faculty members with expertise in Health Psychology are included in this group.

Note: The Department also offers training in Cognition and Cognitive Neuroscience, and Systems and Integrative Neuroscience.

\*\*\*All Ph.D. students are required to take at least five courses in their disciplinary concentration. The following courses, all in the Department of Psychology and Neuroscience, constitute the curricular requirements for the concentration.

All students electing the psychology concentration are required to take the following methods courses, which are taught each year:

PSY 718: Research Design

PSY 767: Applied Correlation and Regression Analysis

Depending on students' substantive interests, they are required to select three of the following theory courses:

PSY 727: Theories of Developmental Psychology [taught each year]

PSY 722: Advanced Cognitive Development [taught every other year]

PSY 721: Social Development [taught every other year]

PSY 707: Models of Intervention and Prevention [taught each year]

PSY 705: Adult Psychopathology [taught each year]

PSY 706S: Health Psychology Intervention [taught every other year]

## POLICY AREA FOCUS

In addition to gaining strength in a particular disciplinary tradition, Public Policy PhD students acquire depth in the policy area in which they will write a dissertation. Students take a minimum of two courses in a policy area to fulfill this requirement. Students may opt to take an independent study or an individual “Readings Course” to fulfill one or more of these requirements. Every student develops a plan of study to be approved by both the Public Policy Director of Graduate Studies and the student’s faculty advisor that satisfies the policy area requirement and prepares the student for the comprehensive exam.

Students typically focus on policy areas in which Duke has particular strength. These areas of strength can be discerned by reviewing the interests of the [Sanford faculty](#). Students are at liberty, however, to select a policy area of their choosing, subject to approval of the Director of Graduate Studies. Students who have a primary interest in environmental policy should apply to the University Program in Environmental Policy (a joint doctoral program with the [Nicholas School of the Environment and the Sanford School of Public Policy](#)).

### Inter-Institutional Registration

Students may occasionally find relevant coursework at nearby institutions, including UNC-Chapel Hill, NC Central University, or NC State. Students who have found a course of interest should initiate the Inter-Institutional Registration process:

- Contact the course instructor to receive his/her written permission to take the course.
- Print out the [Inter-Institutional Registration form](#).
- Bring this written permission, a description of the course, and the completed Inter-Institutional Registration Form to the PhD Director of Graduate Studies to discuss the course and have the form signed.
- Bring all permission information and forms to the PhD Assistant Director, who will forward them to the Sanford School Registrar Anita Lyon.

## SAMPLE PHD TRACKS

All of our PhD students, regardless of disciplinary concentration or policy area focus, will generally spend their first two years of the program taking classes – a combination of public policy core courses and electives. Students usually spend their third year writing and defending their dissertation proposal, supported by a PUBPOL 908/909. The fourth and fifth years are typically devoted to writing and defending the dissertation. Below are illustrative graduate student career paths, to provide a better idea of what your five years at Duke will encompass.

### Sample Path 1: Disciplinary Concentration in Economics, Policy Focus in Health

	Fall	Spring
<b>Year 1</b>	<ul style="list-style-type: none"> <li>○ Political Economy of Public Policy</li> <li>○ Microeconomics I</li> <li>○ Econometrics I</li> </ul>	<ul style="list-style-type: none"> <li>○ Social Choice and the Political Economy of Policy Making</li> <li>○ Microeconomics II</li> <li>○ Econometrics II</li> <li>○ <i>Theories of Public Policy Qualifying Exam</i></li> </ul>
<b>Year 2</b>	<ul style="list-style-type: none"> <li>○ Health Policy Elective</li> <li>○ Economics Field Elective</li> <li>○ Economics Field Elective</li> <li>○ Political Science Elective</li> </ul>	<ul style="list-style-type: none"> <li>○ Health Policy Readings Course</li> <li>○ Health Policy Elective</li> <li>○ Economics Field Elective</li> <li>○ Sociology OR Psychology Elective</li> </ul>
<b>Year 3</b>	<ul style="list-style-type: none"> <li>○ <i>Comprehensive Exam on Economics and Health Policy</i></li> <li>○ Dissertation Proposal Workshop I</li> </ul>	<ul style="list-style-type: none"> <li>○ Dissertation Proposal Workshop II</li> <li>○ <i>Preliminary examination, including defense of dissertation proposal</i></li> </ul>
<b>Year 4</b>	<b>Write dissertation</b>	
<b>Year 5</b>	<b>Complete and defend dissertation</b>	

### Sample Path 2: Disciplinary Concentration in Political Science, Policy Focus in Globalization and Development

	Fall	Spring
<b>Year 1</b>	<ul style="list-style-type: none"> <li>○ Political Economy of Public Policy</li> <li>○ Microeconomics I</li> <li>○ Political Science Research Methods</li> </ul>	<ul style="list-style-type: none"> <li>○ Social Choice and the Political Economy of Policy Making</li> <li>○ Microeconomics II</li> <li>○ Political Science Research Methods</li> <li>○ Globalization &amp; Development Elective</li> <li>○ <i>Theories of Public Policy Qualifying Exam</i></li> </ul>
<b>Year 2</b>	<ul style="list-style-type: none"> <li>○ Globalization and Development Elective</li> <li>○ Political Science Field Elective</li> <li>○ Political Science Field Elective</li> <li>○ Sociology OR Psychology Elective</li> </ul>	<ul style="list-style-type: none"> <li>○ Globalization &amp; Development Readings Course</li> <li>○ Political Science Field Elective</li> <li>○ Open Elective</li> </ul>
<b>Year 3</b>	<ul style="list-style-type: none"> <li>○ <i>Comprehensive Exam on PoliSci and Development</i></li> <li>○ Dissertation Proposal Workshop I</li> </ul>	<ul style="list-style-type: none"> <li>○ Dissertation Proposal Workshop II</li> <li>○ <i>Preliminary examination, including defense of dissertation proposal</i></li> </ul>
<b>Year 4</b>	<b>Write dissertation</b>	
<b>Year 5</b>	<b>Complete and defend dissertation</b>	

**Sample Path 3: Disciplinary Concentration in Sociology, Policy Focus in Social Policy**

	Fall	Spring
<b>Year 1</b>	<ul style="list-style-type: none"> <li>○ Political Economy of Public Policy</li> <li>○ Microeconomics I</li> <li>○ Sociology Research Methods</li> <li>○ Sociology Theory Course</li> </ul>	<ul style="list-style-type: none"> <li>○ Social Choice and the Political Economy of Policy Making</li> <li>○ Microeconomics II</li> <li>○ Sociology Research Methods</li> <li>○ Social Policy Elective</li> <li>○ <i>Theories of Public Policy Qualifying Exam</i></li> </ul>
<b>Year 2</b>	<ul style="list-style-type: none"> <li>○ Social Policy Elective</li> <li>○ Sociology Field Elective</li> <li>○ Sociology Field Elective</li> </ul>	<ul style="list-style-type: none"> <li>○ Social Policy Readings Course</li> <li>○ Sociology Field Elective</li> <li>○ Political Science Elective</li> </ul>
<b>Year 3</b>	<ul style="list-style-type: none"> <li>○ <i>Comprehensive Exam on Sociology and Social Policy</i></li> <li>○ Dissertation Proposal Workshop I</li> </ul>	<ul style="list-style-type: none"> <li>○ Dissertation Proposal Workshop II</li> <li>○ <i>Preliminary examination, including defense of dissertation proposal</i></li> </ul>
<b>Year 4</b>	<b>Write dissertation</b>	
<b>Year 5</b>	<b>Complete and defend dissertation</b>	

**Sample Path 4: Disciplinary Concentration in Psychology, Policy Focus in Social Policy**

	Fall	Spring
<b>Year 1</b>	<ul style="list-style-type: none"> <li>○ Political Economy of Public Policy</li> <li>○ Microeconomics I</li> <li>○ Research Design</li> <li>○ Social Development</li> </ul>	<ul style="list-style-type: none"> <li>○ Social Choice and the Political Economy of Policy Making</li> <li>○ Microeconomics II</li> <li>○ Applied Correlations Regression Analysis</li> <li>○ Psychology Elective</li> <li>○ <i>Theories of Public Policy Qualifying Exam</i></li> </ul>
<b>Year 2</b>	<ul style="list-style-type: none"> <li>○ Sociology Elective</li> <li>○ Psychology Elective</li> <li>○ Social Policy Elective</li> </ul>	<ul style="list-style-type: none"> <li>○ Social Policy Elective</li> <li>○ Psychology Elective</li> <li>○ Political Science Elective</li> </ul>
<b>Year 3</b>	<ul style="list-style-type: none"> <li>○ <i>Comprehensive Exam on Psychology and Social Policy</i></li> <li>○ Dissertation Proposal Workshop I</li> </ul>	<ul style="list-style-type: none"> <li>○ Dissertation Proposal Workshop II</li> <li>○ <i>Preliminary examination, including defense of dissertation proposal</i></li> </ul>
<b>Year 4</b>	<b>Write dissertation</b>	
<b>Year 5</b>	<b>Complete and defend dissertation</b>	

## QUALIFYING REQUIREMENTS

Throughout their course of study in Duke's PhD in Public Policy Program, doctoral students are required to meet specific qualifying requirements before beginning full time work on a dissertation. Failure to meet any of these requirements may result in dismissal from the PhD in Public Policy Program.

Qualifying requirements for the Public Policy PhD Program include:

- Satisfactory performance in the core public policy and disciplinary departmental courses (3.0 GPA or better average). Students concentrating in Economics must show satisfactory performance (B+ or better) in the PhD-level microeconomics and econometrics courses or pass qualifying examinations held in the summer following the first year. Economics concentrators may be granted limited waivers from this qualifying requirement under certain conditions, including but not limited to outstanding performance in PUBPOL 901/902.
- Passing a *qualifying exam* on theories of public policy. This exam is common to all students, and is normally taken at the end of the first year as part of PUBPOL 902.
- Passing a *comprehensive exam* that encompasses an evaluation of an individual's knowledge of a disciplinary concentration and policy area focus. (See description of Comprehensive Exam Policies and Procedures on the following page.) This exam is typically taken at the beginning of year 3.
- Passing a *preliminary exam*, a defense of a dissertation prospectus, at the end of year 3.

### PhD Student Timeline

#### 1<sup>st</sup> year Students

Take classes and pass a qualifying exam in PubPol 902

#### 2<sup>nd</sup> Year Students

Write a second year paper

Create a reading list for the comprehensive exam

Take the oral and written components of the comprehensive exam

#### 3<sup>rd</sup> Year Students

Pass a Preliminary Exam, defense of a dissertation prospectus

#### 4<sup>th</sup> Year Students

Work on research

#### 5<sup>th</sup> Year Students

Dissertation Defense

## *Comprehensive Exam Requirements and Procedures*

The Comprehensive Exam consists of three components: 1) an empirical research paper requirement, typically satisfied by the submission and subsequent revision of a paper written for a second-year course, 2) a written test or journal-length literature review manuscript, and 3) an oral follow-up with the exam committee. The oral component should be seen as an opportunity to request further explanation, to clarify answers provided on the written exam, or to begin the process of translating mastery of a relevant literature to identification of research questions for the dissertation. The exam encompasses an evaluation of an individual's knowledge of a disciplinary concentration and a policy area focus. Exams are individually designed to test whether a student has achieved a sufficient mastery of their field to warrant granting them the independence to pursue their own research agenda. In the Public Policy program, a "field" may connote some combination of disciplinary subfields and policy areas of interest. *Note: Passing the Comprehensive Exam is a prerequisite for taking the Preliminary Exam at the end of the 3<sup>rd</sup> year. The Preliminary Exam is a defense of a student's dissertation prospectus.*

### Exam Committee

Each student will have a 3-person Comprehensive Exam Committee to conduct and assess the examination. The student will be responsible for selecting a Committee Chairperson to oversee the development of the exam and two additional committee members with expertise in the student's disciplinary concentration and policy area focus, subject to approval by the Director of the PhD Program. At least two committee members will have a primary appointment in Public Policy. Each student will work closely with the exam committee to determine the focus of the exam and to identify a body of knowledge that the student will be responsible for mastering.

### Specific Requirements and Deadlines

***Statement of Academic Purpose:*** Each student must submit a 1-2 page Statement of Academic Purpose that constitutes a coherent, concise summary of the individual's academic plan. Given the inter-disciplinary nature of the PhD Program in Public Policy, this statement should seek to make detailed connections between a student's disciplinary concentration, disciplinary subfield and policy area focus. The statement is not a dissertation proposal, but rather a reflection upon the rationale for the student's body of coursework that can guide the Program Director in appointing and charging an appropriate Comprehensive Exam Committee. **For students in the 2nd year of the program, the statement must be submitted to the PhD Program Coordinator no later than November 1.**

***Reading List:*** After the Statement of Academic Purpose is submitted and the exam committee is appointed, it is the responsibility of the student to meet with members of the committee to discuss compiling a list of readings, subjects, and/or concepts that the student will be expected to know for the exam or read for the manuscript. Ideally, this list should be completed and approved by all members of the exam committee and the Program Director before **April 1**. However, it is strongly encouraged that students consult with their exam committees before the end of the fall semester of the second year to identify any gaps in a student's preparation that could be filled by coursework in the spring semester.

***Second Year Paper:*** Students consult with their committee members to identify a research paper suitable for satisfying the second year paper requirement. In the event the student is not engaged in research writing for any second year classes, it is expected that the student will produce such a paper independently or in the context of an independent study under the direct supervision of an exam committee member. The second year paper is to be submitted to the exam committee by the last day of the spring semester. Committee members will provide comments on the draft to the student in a timely manner, no later than May 31. The student is responsible for providing a revised version of the paper to committee members by the end of the first day of classes for fall semester in a student's third year of study.

**Administration of the Written Exam:** If the written examination is selected by the student, it will be administered in a single eight-hour session. Students are permitted to bring only a clean paper copy of their reading list, without annotations. The exam is typed on electronic bluebook software that precludes access to the internet or to the hard disk of the computer in use. This exam should be completed by the end of the first day of classes for fall semester in a student's third year of study.

**Literature Review Option (\*\*replaces the written exam):** Instead of an eight-hour written test, students will be allowed to write a journal-length manuscript that reviews and synthesizes a literature and/or makes a theoretical contribution to a field. The manuscript should indicate mastery of literature, and the author should synthesize and critically examine a field of research. The intent is to help students grow these research skills and add to their academic accomplishments/vita.

Each student and the faculty research mentor must **declare which option will be pursued by April 1** through an email that copies the research mentor and indicates which option will be pursued and a tentative manuscript title.

For students electing the manuscript option, they should consult with all committee members well ahead of the deadline about the topic, readings, and thesis. The deadline is the same as for students electing the written test option. The oral exam must be scheduled for at least one week after turning in the manuscript, and all components must be completed no later than two weeks after the first day of school.

**Administration of the Oral Exam:** The oral examination occurs no later than one week after the written exam of the student's third year in residence and no later than two weeks after the first day of classes. The oral exam is typically scheduled for 90 minutes, which incorporates time for the committee to deliberate. The committee may ask the candidate about his or her second year paper, his or her responses to written exam questions or the literature review, or any other topic germane to assessment of the candidate's preparedness to pursue an independent research agenda.

**Assessment:** Successful completion of the Comprehensive Exam requires a passing vote from all committee members. If the vote is split (2:1), the DGS will decide whether the student will pass the exam. In the event of a failure, the student will be permitted one retake to be scheduled no later than the end of the fall semester of their third year in residence.

Note: Students who cannot complete the assignment by two weeks after the first day of classes in the fall semester of their third year should ask the DGS for an extension.

### **Deadlines for 2<sup>nd</sup> year:**

November 1st—Statement of Academic Purpose (submit to DGS and DGSA)

April 1<sup>st</sup>—Reading List (submit to DGS and DGSA)

April 1<sup>st</sup>—Declaration of written test or literature review (submit to DGS and DGSA)

May (last day of spring classes)—Second Year Paper (submit to exam committee)

Summer—schedule written and oral exam dates with your committee

August (First Day of Classes in Fall Semester in third year of study)—Final draft of second year paper, and literature review option/for written exam

Late August/early September—Oral exam must be completed one week after your written exam and no later than two weeks after the first day of classes in the fall semester in third year of study.

## DISSERTATION OVERVIEW

A successful Public Policy PhD dissertation must constitute a significant contribution to policy-relevant knowledge, either through innovative application of social science methods to policy problems, or by innovation in theory or methods appropriate for addressing public policy problems.

Students are expected to develop and defend a PhD prospectus before a dissertation. The committee consists of at least four members, with one member designated as chair. This committee should include at least two graduate faculty members of the Public Policy PhD Program faculty, and at least one member, usually from outside the department, who serves as the Minor Area Representative. The majority of members must be from Duke University. This committee, with all members participating, will determine a program of study and administer the preliminary examination.

Students are generally expected to have defended a dissertation proposal (the oral defense constitutes the *preliminary exam*) by the end of their third year. Normally, in years four and five, students work on their dissertations, defending their dissertations by the end of the fifth year.

## THE PHD COMMITTEE

The committee will be appointed by the Director of Graduate Studies, in consultation with the student, early enough to advise in the formulation of the student's program and in defining the research topic for the dissertation.

The committee must be appointed and approved by the Associate Dean of the Graduate School **at least two months before the student's preliminary examination.** The Director of Graduate Studies recommends the committee's composition to the Dean by means of a [committee approval form](#) provided by the Graduate School.

The date of the Associate Dean's signature on the committee approval form serves as the official date of record for committee approval. The Director of Graduate Studies and/or the student is responsible for notifying the members of the committee of their appointment and for scheduling all examinations.

**Normally, the same committee administers both the preliminary and the dissertation examinations.** The procedure for establishing the original committee should be followed in making any necessary changes in a student's committee. All such changes in a committee must be formally approved by signature of the Associate Dean of the Graduate School before the exam takes place, or the exam may be invalidated.

Members of the committee are drawn from the graduate faculty of Duke University. At least one member of the committee must represent the student's minor or related area; at least three must represent the major. Occasionally requests to appoint persons not on the full-time graduate faculty — especially members of the graduate faculties of the University of North Carolina and North Carolina State University — are approved by the Associate Dean. A person not on the graduate faculty should be appointed an ad hoc member for a term that corresponds to the projected duration of the committee service. Please contact the DGSA who will use the [forms available](#) on the Graduate School web site.



## THE DISSERTATION PROPOSAL AND THE PRELIMINARY EXAMINATION

In their third year, students take a yearlong (two course) Dissertation Proposal Workshop (PUBPOL 908/909). Approximately one-third of the workshop consists of guided discussions of topics in professional development, including methods of identifying research questions, strategies for securing research support, writing for an interdisciplinary audience, oral presentation strategies, and navigating the peer-review process at academic journals and scholarly presses. Two-thirds of course sessions consist of student presentations. Students begin the academic year by making general presentations regarding their fields of interest, then move over the course of the semester to identify a specific dissertation topic.

All students are required to prepare a dissertation proposal. The proposal should describe a research project in detail sufficient to permit an evaluation of both its merit and feasibility. The PhD program expects that this dissertation proposal will include a statement of the research question, a thorough discussion of how answering this question will advance existing academic literature, and a statement of the prospective consequences of the research findings for policy. The proposal should identify the methods to be used and data sources to be procured in the course of answering the research question.

A student is not accepted as a candidate for the PhD degree until the preliminary exam has been passed.

**The student is required to submit his or her dissertation proposal to all members of the PhD Committee at least two weeks before the preliminary exam.** The preliminary exam includes an oral defense of the dissertation proposal, which may incorporate an evaluation of the depth of dissertation area knowledge and the research methodologies to be used in the dissertation.

The voting to pass or fail the student at the preliminary examination, and to allow or deny a re-examination, will be by written ballot. Passing the preliminary examination requires at least four affirmative votes and not more than one negative vote. If the chair of the committee casts a negative vote, the student will not pass the examination. The Director of Graduate Studies is responsible for submitting the Preliminary Examination Form to the Graduate School, and for ensuring that all preliminary committees understand and follow the correct Graduate School procedures. Should the student fail, he or she may apply, with the consent of the examining committee and the Associate Dean, for the privilege of a second examination to be taken no sooner than three months after the date of the first. The original committee must conduct the second examination. For the student to pass this second examination, the committee's vote must be unanimous. A second failure will render the student ineligible to continue in the doctoral program.

## THE DISSERTATION

The doctoral dissertation should normally be submitted and accepted within two calendar years after the preliminary examination is passed. Should the dissertation not be submitted and accepted within four years after the examination, the candidate may, with the approval of the committee chair and DGS, petition the dean of the Graduate School for an extension of up to one year. If this extension is granted and the dissertation is not submitted and accepted by the new deadline, the student may be dropped from candidacy. Students dropped from candidacy must then pass a second preliminary examination to be reinstated as a candidate for the degree. In such cases, the new time limit for submitting the dissertation will be determined by the dean of the Graduate School in consultation with the candidate's committee.

PhD and master's students are required to complete the Apply to Graduate process in Duke Hub for the semester in which they plan to graduate. 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.

## *Graduation Deadlines*

**\*\*\*Please Note these Deadlines for May Graduation:**

- January 25, 2022—Deadline to Apply to graduate
- March 15, 2022----Deadline for initial submission of a student's electronic doctoral dissertation
- April 1, 2022-----Final Deadline to defend your dissertation
- April 15, 2022----Deadline for Final Submission of electronic dissertation thesis

Check here: [All Graduation-Related Deadlines](#) for other graduation deadlines.

### **Approval from Adviser**

**PhD candidates and master's candidates writing a thesis:** Before the Graduate School can release your examination certificate, we must receive an adviser letter and a defense announcement via e-mail ([gradacademics@duke.edu](mailto:gradacademics@duke.edu)). The adviser letter must be sent by your adviser and needs to state that he or she has read your dissertation or thesis and that it is complete and ready for defense. The defense announcement must be sent by your program's director of graduate studies assistant.

**Non-thesis master's candidates:** An adviser letter must be submitted to The Graduate School via e-mail ([gradacademics@duke.edu](mailto:gradacademics@duke.edu)) no later than the deadline for submission of the Apply to Graduate procedure in Duke Hub. The letter must be sent by your adviser and needs to state that you are ready to graduate.

The basic [requirements for preparing the dissertation](#) and submitting it electronically are prescribed on the Graduate School Website: <https://gradschool.duke.edu/academics/theses-and-dissertations>. For more specific aspects of form and style, the student is advised to use *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian, or other approved manuals of style.

Doctoral students frequently co-author research articles with their advisors or other faculty. The standard expectation in the public policy program is that no more than one chapter of a student's dissertation may reflect such co-authored work. This presumes that a dissertation consists of a minimum of three chapters. This restriction does not apply to work co-authored with fellow students, however it is expected that joint work between two or more students will be submitted as part of only one dissertation. Any deviation from this norm must be approved in advance by the Director of Graduate Studies.

### **DISSERTATION DEFENSE**

The Director of Graduate Studies sends a notice of the time, place, date, student's name, title of dissertation, and names of the committee members to the Graduate School **at least two weeks before the scheduled examination.** An initial version of the dissertation manuscript must be submitted to the graduate school by this deadline as well. The Final Examination Certificate will not be released by the Graduate School until this notification is received from the Director of Graduate Studies and the student has brought the dissertation to the Graduate School for a format check. **Members of the doctoral committee should have at least two weeks prior to the defense to read the dissertation.**

The final examination is administered by the student's supervising committee. Successful completion of the final examination requires at least four affirmative votes and not more than one negative vote. If the committee conducting the examination includes more than four examiners, the candidate fails if two adverse votes are cast by members of the committee or if a single adverse vote is cast by the professor supervising the dissertation. A single adverse vote by a member of the committee other than the supervising professor does not prevent a candidate from passing, unless the person casting the negative vote records a protest in writing within three days with the Dean of the Graduate School for submission to the Executive Committee of the Graduate Faculty. After hearing the members of the committee state the reasons for and against passing the candidate, the Executive Committee shall decide the matter. In all cases, the certificate carries a complete record of the vote as cast and, if passed, the dissertation bears only the signatures of the committee members voting affirmatively.

Questions asked on the final examination should concern the candidate's dissertation and related matters. The examination is oral and normally continues at least two hours, but not more than three. The decision on whether the candidate has passed the examination should be by written ballot. If all members vote affirmatively, they sign their names on at least the acid-free and the first copy of the dissertation title page, on the acid-free and first copy of the abstract title page, and on the certificate of examination to the Dean (doctoral exam card). These signatures signify that the latter is an abstract of the dissertation suitable for publication in Dissertation Abstracts. The final examination certificate should be returned promptly to the Graduate School Office, either by the student or by the chairperson of the student's committee. A committee that finds the candidate has passed except for minor revisions should sign the dissertation examination certificate and abstract, with the understanding that the supervisor sees and approves the revisions before the dissertation is submitted to the library. The student has up to one month after the examination to make changes in the dissertation requested by the committee. If the student needs longer than one month for making these changes, you may request an extension of time, stating the reason for the delay and specifying the date the dissertation will be returned. The period of one month after the examination for returning the final copies of the dissertation and all required forms cannot apply if the examination occurs just prior to the end of the Summer Session, or the fall or spring semesters. At those times the corrected dissertation and required forms must be returned immediately to meet specified deadlines for the awarding of degrees. If, at the end of the semester or term, the student cannot meet these deadlines and takes longer than one month to return the dissertation, the student will be required to register for the ensuing term or semester in which the degree will be awarded.

***Remote Participation for the Preliminary Exam and/or the Dissertation Defense:***

All members of the approved committee must participate in the examination and are expected to be present. The candidate, the chair and the majority of the committee must be present in person. If there are four members, one member may participate remotely. In a five person committee, two members may participate remotely.

Permission for committee members to participate remotely will be requested by the Director of Graduate Studies. It must be approved by the Associate Dean of the Graduate School prior to the exam. The remote participate will follow the instructions for remote participation (usually a short letter on university of letterhead indicating the remote participants vote for the exam).

If a member fails to appear for a defense and previous agreement for his or her remote participation has not been secured, the exam must be rescheduled.

## M.A. Degree Requirements

PhD Students in good standing become eligible to receive an M.A. degree upon successful completion of the **comprehensive exam**, typically administered at the beginning of a student's third year in residence. Students who elect to exit the Ph.D. program, or who fail one or more qualifying requirements up to and including the comprehensive exam, may be eligible to earn an M.A. in Public Policy, under conditions described below.

### I. Option 1: Non-thesis master's degree

#### Description:

Students enrolled in the PhD Program in Public Policy who have met all coursework requirements and successfully passed the Comprehensive Exam may apply for an M.A. in Public Policy as they continue to work toward the PhD degree. Students interested in obtaining the MA must apply to receive it and bring the necessary forms to be signed by the Comprehensive Exam Committee. Receipt of the MA in Public Policy precludes students from obtaining Master's degrees in any other area during the course of their doctoral studies.

#### A. Coursework

Students must pass at least **10** three-credit graduate courses. These courses must include the following:

- PubPol 901
- PubPol 902
- 2 courses in Research Methods
- 2 courses in a Disciplinary Subfield within Economics, Political Science or Sociology (See Course Planning Requirements)
- 2 Public Policy Electives in a specific Policy Area (500 level or above).

#### B. Completion Exercise: the Comprehensive Exam

The Comprehensive Exam is designed to assess a student's mastery of existing scholarly work in an area delimited by traditional disciplinary subfield and policy area and is taken at the beginning of a student's third year in the PhD program. The Comprehensive Exam will consist of three components: 1) a paper to be initially submitted in advance of the exam, with a revision due on the date of the written exam, 2) a written exam or literature review that will prove mastery of the reading materials 3) an oral follow-up with the three-member examination committee. The paper and written test/literature review collectively serve the role of a completion exercise, and the oral follow-up serves as the defense of this completion exercise. The standard for passing the comprehensive exam at the MA level is intended to be lower than the standard for passing at the Ph.D. level, thus a comprehensive exam committee may simultaneously deliberate (a) whether a student has met the standard to continue in the Ph.D. program in good standing and (b) conditional on failing to meet this threshold, whether the student has met the requirements to receive the MA degree. For more specific information regarding exam content, preparation and assessment see the Comprehensive Exam Requirements in the PhD Student Handbook. **Students must register to graduate in DukeHub and their adviser must submit a letter to graduate school stating that they are ready to graduate.** Please see the following link for more details: <https://gradschool.duke.edu/academics/preparing-graduate>

## II. Option 2: “accelerated” MA

### Rationale:

The proposed “accelerated” Master’s degree for PhD students in Public Policy draws heavily from similar degrees available to PhD students in the Political Science, Economics, and Sociology departments at Duke. The option is primarily intended for those students that have completed the majority of the coursework for the doctoral program but were unable to meet one or more specific qualifying requirements, or for those students who have elected to leave the program voluntarily.

Students interested in pursuing option 2 must obtain approval from the DGS of the Public Policy Ph.D. program prior to the oral defense of the M.A. project.

### A. Coursework

The course requirements for option 2 are identical to those for option 1 above. Students must pass at least **10** three-credit graduate courses. These courses must include the following:

- PubPol 901
- PubPol 902
- 2 courses in Research Methods
- 2 courses in a Disciplinary Subfield within Economics, Political Science or Sociology (See Course Planning Requirements)
- 2 Public Policy Electives in a specific Policy Area (500 level or above).

### B. Completion exercise: the M.A. Project

Students, who elect to leave the program before the administration of the comprehensive exam, or those who fail to complete an earlier qualifying requirement, complete an M.A. project in lieu of the comprehensive exam. The M.A. project should demonstrate the student's ability to collect, interpret, and analyze pertinent material on a research problem. Ideally, the M.A. project will be a paper of approximately 20-30 pages double spaced. Students may choose to expand upon a term paper to fulfill this requirement. Student projects will be completed under the supervision of a faculty advisor. The project will be the principal topic of a final oral examination conducted by the advisor and two other Public Policy faculty members and scheduled to meet posted [Graduate School deadlines for Master’s examinations](#).

## JOINT DEGREE REQUIREMENTS

As of 2018, the PhD program has offered joint degrees with our allied disciplines of Economics, Political Science, Psychology and Sociology. Students may enter the joint degree program in two ways: 1) through the admissions process and 2) through an application process as a current student. Students would need to be admitted before they take their preliminary exam. In both processes, students will have applications reviewed by both departments. If both departments, agree the student will be admitted into the joint degree program. In order to obtain the joint degree, students must complete requirements. Since this program is new, we are still tweaking requirements. And, therefore, might be slightly different from year to year.

Students are encouraged to talk to the Sanford Contact for each discipline to make sure they are fulfilling requirements,

Economics: Professor Subhrendu Pattanayak  
 Political Science: TBA  
 Psychology: Professor Anna Gassman-Pines  
 Sociology: Professor Giovanna Merli (on sabbatical 2021-2022)

Below are requirements for each program:

**\*\*\*\*PLEASE NOTE THAT WE ARE STILL WORKING WITH DEPARTMENTS TO TWEAK REQUIREMENTS. AND, THE INFORMATION IN THESE SECTIONS MIGHT CHANGE— ESPECIALLY FOR ECONOMICS AND POLITICAL SCIENCE**

### Economics Joint Degree Program and Course Requirements

Possible Sanford Public Policy and Economic Joint Ph.D. Program Course Requirements					
Year 1	Course	Course Name		Course	Course Name
Fall	Econ 701	Microeconomics I	Spring	Econ 705	Microeconomics II
	Econ 703	Econometrics		Econ 707	Econometrics II
	PubPol 901	Political Economy of Public Policy		PubPol 902	Social Choice and Political Economy of Policy Making
Year 2					
Fall	Econ 702	Macroeconomic Analysis I	Spring	Econ 706	Macroeconomic Analysis II
		Econ Field Course			Econ Field Course
		Non Econ Course			Non Econ Course
Year 3					
Fall	PubPol 908	Dissertation Proposal Seminar	Spring	PubPol 909	Dissertation Seminar
		Econ Field Course or			Non Econ Course

**Year 1**

- Courses (see table)

**Summer after year 1**

- Comprehensive Exam in Microeconomics
- Comprehensive Exam Econometrics

**Year 2**

- courses (see table)

**Summer after year 2**

- Comprehensive exam Macroeconomics
- Hand in second year paper (public policy)

Note: Economics comprehensive exams replace oral/written exams

**Year 3**

- Courses (see table)  
Note: Field courses and non-concentration courses are interchangeable in Years 2 and 3
- Hand in Econ Field Paper
- Dissertation Prospectus and Defense
- Econ Field Exam

**Year 4**

- Research
- Dissertation Preparation
- Job Market Preparation

**Year 5**

- Dissertation Defense

Note: Students will complete the following 16 (minimum) required courses—48 Total Credits

- Set of core Public Policy Courses (901, 902, 908, 909)
- Required disciplinary concentration courses in Economics (701, 703, 705, 705)
- Macro-Theory Courses (702, 706)
- A minimum of three courses (nine credits) in one of the [department's major field areas](#)
- Three non-concentration social science courses. One course will be completed in the concentrations of political science, sociology, or psychology

## Political Science Joint Degree Program and Course Requirements

Sanford Public Policy and Political Science Joint Ph.D. Program Course Requirements					
Year 1	Course	Course Name		Course	Course Name
Fall			Spring		
	POLSCI 630	Probability and Basic Regression		POLSCI 631L	Introduction to Deductive & Analytical Approaches to Political Phenomena
	PubPol 901	Political Economy of Public Policy		PubPol 902	Social Choice and Political Economy of Policy Making
		Elective or Field Course			Elective or Field Course
Year 2					
Fall			Spring		
	POLSCI 748 or 732	Introduction to Causal Interference or Research design and Qualitative Methods		POLSCI 748 or 732	Introduction to Causal Interference or Research design and Qualitative Methods
		POLSCI Field Course			POLSCI Field Course
		Non POLSCI Course			Non POLSCI Course
Year 3					
Fall	PubPol 908	Dissertation Proposal Seminar	Spring	PubPol 909	Dissertation Seminar
		POLSCI Field Course			Non POLSCI Course

See here for Political Science PhD Requirements: <https://polisci.duke.edu/graduate/phd>

### Year 1

- Courses (see table)

Note: A

### Summer after year 1

**STA 230 Probability (recommended)**

### Year 2

- courses (see table)



**Summer after year 2**

- Comprehensive exam (Oral and Written/paper option)
- Hand in second year paper (public policy)

**Year 3**

- Courses (see table)  
Note: Field courses and non-concentration courses are interchangeable in Years 2 and 3
- Dissertation Prospectus and Defense

**Year 4**

- Research
- Dissertation Preparation
- Job Market Preparation

**Year 5**

- Dissertation Defense

Note: Students will complete the following 16 (minimum) required courses—48 Total Credits

- Set of core Public Policy Courses (901, 902, 908, 909)
- Required disciplinary concentration courses in Political Science (630, 631L, 748 and 732)
- A minimum of three courses (nine credits) including the field seminar, in one of the following [major field areas](#):
  - Normative Political Theory and Political Philosophy
  - Political Behavior and Identities
  - Political Institutions
  - Political Economy
  - Political Methodology
  - Security Peace & Conflict
- Three non-concentration social science courses. One course will be completed in the concentrations of economics, sociology, or psychology

**Psychology and Neuroscience (Social) and Sanford Public Policy Joint Ph.D. Program  
Course Requirements**

Year 1	Course	Course Name		Course	Course Name
Fall	PUBPOL 901	Political Economy of Public Policy	Spring	PUBPOL902	Ethics of Public Policy
	PUBPOL 810	Microecon. I		PUBPOL811	Microecon. II
	P&N Core I			P&N Core II	
	P&N First Year Seminar			P&N First Year Seminar	
Year 2					
Fall			Spring		
	PUBPOL	New PUBPOL Methods		PUBPOL	Experimental design for behavioral and social sciences OR Qualitative methods (PhD level)
	P&N Core III			P&N Core IV	
	Stat / Methods Course			Stat / Methods Course	
	TAship or Practicum/Elective		TAship or Practicum/Elective		
Year 3					
Fall	PUBPOL908	Dissertation proposal workshop I	Spring	PUBPOL909	Dissertation proposal workshop II
	Stat / Methods Course				
	TAship			TAship	

By third year, defend Major Area Paper (P&N)/Qualifying Exam (PubPol)\*\*\*\*\*

\*\* **one of the three stats/methods courses for P&N** could be **micro-economics** (PubPol810, which is a required core course for PubPol); a second microeconomics course (PubPol811), causal inference, and other advanced statistics courses are also available to fill additional required required statistics/methods requirements in P&N if desired by the student.

\*\*\* students in public policy are expected to complete a **second year empirical manuscript**; it is likely that students originating in Psychology would also be completing this type of paper as the course of their training.

\*\*\*\*the **dissertation proposal seminar** is a required course for Sanford Ph.D. students. Perhaps there is an opportunity to run a seminar course that covers both dissertation proposal and grant writing in Year 3.

\*\*\*\*\* there appears to be significant amount of overlap in the **Major Area Paper Requirement in P&N** and **Qualifying Exam Paper requirements** in Public Policy; the requirements for both departments could

be fulfilled with the same paper/oral defense and a committee made up of members from both Psychology and Neuroscience and Public Policy, the details of which would need to be worked out between the two departments/areas.

**P&N practicums** could be designed to facilitate interaction with faculty from Sanford.

**Both Sanford and P&N require students to attend seminar series/brown bag lectures and give at least 2 talks in these series. This requirement is consistent across departments and could also provide an opportunity to bring students from across the Joint PhD program together.**

### **Joint policy/sociology PhD courses and requirements**

#### **1st Year Fall**

1<sup>st</sup> Year Proseminar (SOC 701)  
Stat I (SOC 722)  
Logic of Inquiry (SOC 720S)  
\*Classical Theory (SOC 710) or Pub Pol 810  
Pub Pol 901

#### **1st Year Spring**

1<sup>st</sup> Year Proseminar (SOC 701)  
Stat II (SOC 723)  
Research Practicum (SOC 721S)  
Contemporary Explanations (SOC 711) or Pub Pol 811  
Pub Pol 902

1<sup>st</sup> year exam (Two essays/lit reviews in two areas chosen by student and read by faculty in sociology)

#### **2nd Year Fall**

2<sup>nd</sup> year paper seminar (SOC 702)  
\*Pub Pol 810 or Classical Theory (SOC 710)

#### **2nd Year Spring**

2<sup>nd</sup> year paper seminar (SOC 702)  
Pub Pol 811 or Contemporary Explanations (SOC 711)

Qualification in two areas is required by Sociology (for sociology; policy can be one)

Students originating in policy: Comp to be taken before the beginning of 5<sup>th</sup> semester – for joint policy/sociology students comp will consist of 1<sup>st</sup> year exam (two essays/lit reviews), a polished version of the 2<sup>nd</sup> year paper and an oral exam in which the lit reviews in the two areas chosen by student and the 2<sup>nd</sup> year paper will be discussed.

#### **Third Year fall**

#### **3<sup>rd</sup> year spring**

Public Policy Dissertation Seminar  
PubPol 908 in Fall

Public Policy Dissertation Seminar  
PubPol 909 in Spring

Dissertation proposal (Preliminary Exam) by end of third year (graduate school requirement)

#### **Any Semester**

2 advanced methods electives  
4 sociology/policy electives (at least two must be in sociology)

\*Note that in order to be successful in the joint policy/soc PhD, it would be ideal for the student to take Econ 810 and Econ 811 (Microeconomics and Public Policy Making sequence) in the first year. If that is not possible, students should take the sequence during their second year at the latest

## PREPARING TO GRADUATE

PhD and master's students are required to complete the Apply to Graduate process in Duke Hub for the semester in which they plan to graduate. 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.

**Note:** If you require special characters in your name, contact Academic Affairs ([gradacademics@duke.edu](mailto:gradacademics@duke.edu)).

### *Graduation Deadlines*

- September 2019 Graduation: Apply to graduate by June 17, 2019
- December 2019 Graduation: Apply to graduate by October 25, 2019
- May 2019 Graduation: Apply to graduate by January 25, 2019
- 

See [all graduation-related deadlines](#)

### *Approval from Adviser*

**PhD candidates and master's candidates writing a thesis:** Before the Graduate School can release your examination certificate, we must receive an adviser letter and a defense announcement via e-mail ([gradacademics@duke.edu](mailto:gradacademics@duke.edu)). The adviser letter must be sent by your adviser and needs to state that he or she has read your dissertation or thesis and that it is complete and ready for defense. The defense announcement must be sent by your program's director of graduate studies assistant.

**Non-thesis master's candidates:** An adviser letter must be submitted to The Graduate School via e-mail ([gradacademics@duke.edu](mailto:gradacademics@duke.edu)) no later than the deadline for submission of the Apply to Graduate procedure in Duke Hub. The letter must be sent by your adviser and needs to state that you are ready to graduate.

### **Contact**

Office of Academic Affairs  
The Graduate School  
[gradacademics@duke.edu](mailto:gradacademics@duke.edu)

## THE JOB MARKET

Students in years 4-6 will likely be on the job market searching for an academic, government or private sector position. The PhD program supports students in numerous ways by working with them extensively on job market talks, acting as a point person for recommendation letters, and guiding students through the process. Students are encouraged to use the resources of the [Graduate School, Duke Career Services](#) and Sanford Career Services throughout their academic career to prepare for the job market.

The job market may start as early as August and as late as mid-October. Typically, students interested in the general public policy, sociology and political science should be looking for job announcements starting in August. The economic market will start mid-fall. For more information on what is required by different disciplines for the job market, please see the job market handbook found on the Sakai site.

### **Suggested Timeline**

- Years 1-4:
  - Teach/TA: Learn about teaching styles
  - RA: Apprenticeship for research
  - Present on campus: Improves the research and your presentation skills
  - Build your social media profile by updating your Scholar at Duke profile, LinkedIn and other media
  - Go to conferences: Make connections with researchers; explore universe of research
  - Attend job market panel during orientation: Start thinking about the job market early
- Spring/Summer Year 4
  - Begin gathering application materials (CV, Job Market Paper, Research Statement, etc.)
  - Update your Scholar at Duke profile
  - Create a website
  - Request recommendations (whole committee, plus any others that might be useful—TA, etc.)
  - Discuss with your advisor: what types of jobs you are interested in. Any restrictions?
  - Talk with Donna Dyer
  - Create accounts on job boards; begin frequenting them
- Year 5
  - Job listings start in late summer (August) and continue throughout the year; varies by discipline
  - Keep spreadsheet with places applying to and deadlines
  - Coordinate with DGSA to send out applications/recommendations
  - Reach out to professors—see if they have connections to departments/companies you are interested in; make contacts
  - Set up practice job talk on a Wednesday in the fall
  - Apply everywhere (that's better than unemployment)

## **WITHDRAWAL, LEAVE OF ABSENCE AND REINSTATEMENT**

### **Withdrawal - Voluntary**

If a student wishes to withdraw from the Graduate School for any reason, he or she must send written notice to both the Director of Graduate Studies in his or her department and to the Associate Dean prior to the date of anticipated withdrawal. Students may request subsequent reinstatement to the Graduate School. If reinstated, the student must pay the continuation for all the terms not registered plus a \$200 reinstatement fee. A student who has successfully completed a minimum of one semester of graduate study before the completion of a graduate program may, with the approval of the major department, be issued a Certificate of Graduate Study.

### **Withdrawal - Involuntary**

A grade of "F" in a major course normally occasions withdrawal from a degree program. Students are also administratively withdrawn from the Graduate School for failure to pay their debts to the University. Such withdrawal normally occurs in the early part of a semester. The Director of Graduate Studies will be informed of students from the department who have not cleared their Bursar's account and be given a date by which they will be withdrawn if their bills remain uncleared. When a student is withdrawn from school for failure to pay his or her debts to the University, he or she will not be allowed to attend classes, to receive stipend payments, or to function as a student in any fashion. Any student so withdrawn may not be registered in the Graduate School again until (1) all debts to the University have been cleared, and (2) reinstatement has been requested by the department and approved by the Dean. A reinstatement fee will also be charged. Students may also be administratively withdrawn for failure to comply with the State of North Carolina immunization laws. Students may obtain immunization forms from the Student Health Clinic. Finally, all students who have placed into English language proficiency courses and who fail to make satisfactory progress in their English proficiency requirements during their initial year of residence may not be allowed to register for a second year. In that case, they may be administratively withdrawn no later than the first day of classes in what would be their third semester at Duke. (Normally, the end of August for students matriculating in the preceding fall semester.)

### **Leave of Absence**

A leave of absence differs from voluntary withdrawal in that the student granted a leave is insured a place in the graduate program if he or she returns to Duke within the time limit specified. Leaves of absence may be granted because of:

- a. medical necessity;
- b. full-time employment at Duke University;
- c. acceptance of an external award judged likely to benefit the student as an individual but not related to degree requirements;
- d. other reasons approved by the Associate Dean.

Students who request a leave of absence must obtain the endorsement of the Director of Graduate Studies, as well as that of their major professor. All requests for a leave of absence must be submitted to the Associate Dean for consideration before the first day of classes in a semester. No fees are charged to students who are on a leave of absence, but time limitations on degree requirements and time schedules for the completion of incomplete coursework are not waived during a leave. Only students who have completed at least one semester at Duke are eligible to request leaves of absence.

A leave of absence may be granted for a period of time no longer than one calendar year. Before the end of the period of time granted for a leave of absence, the student must notify the Associate Dean and the Director of Graduate Studies of his or her intention to resume graduate study.

*To Note:*

Non-US citizens with a student visa normally cannot take a leave of absence, since doing so jeopardizes their student visa status. Although the International Office cannot advise students about the academic validity of a leave request, non-US students with student visas would be well-advised to check with a representative of the International Office before submitting a leave of absence request to the Graduate School.

**Tuition and Fees**

After withdrawal from the Graduate School, refunds are made according to the schedule printed in the Bulletin. Tuition or other charges paid from grants or loans will be restored to those funds, not refunded to the student or carried forward.

**Reinstatement**

Students who fail to register continuously in the Graduate School, who do not return to school after an approved leave of absence, who have been withdrawn for failure to pay tuition and fees, or who have been withdrawn for failure to comply with the State of North Carolina immunization law or the Graduate School English proficiency requirement, must seek reinstatement before they can be enrolled again. To be reinstated the student must send a letter to the Director of Graduate Studies for endorsement before it is forwarded to the Dean for approval. The student must, as a condition of readmission, pay a reinstatement fee as well as “continuation” fees for all semesters not covered by a leave of absence before any subsequent registration can be accepted.

**APPEALS AND GRIEVANCES**

**Required Courses:** A student may petition the Director of Graduate Studies for permission to substitute coursework taken elsewhere for courses required by the department.

**The Preliminary Examination/Dissertation Proposal Defense:** This examination is subject to Graduate School rules, specified in the Bulletin, regarding both the requirement that it be taken within three years of matriculation and the procedure for a petition for a second attempt in case of failure on the first. Students wishing to petition for an extension of the Graduate School-imposed deadline must submit a written statement to the Director of Graduate Studies, who will then decide whether to forward the petition to the Dean of the Graduate School for formal approval. This statement must explain the reason for the delay and propose a specific date for the examination, and provide space for the signature of the Director of Graduate Studies.

Appeals and grievances on other matters can be made by written appeal to the full faculty, either through the Director of Graduate Studies or the Steering Committee for the Public Policy Ph.D. program. For further grievance procedures, see the [Bulletin of the Duke University Graduate School](#).

# Duke | SANFORD SCHOOL of PUBLIC POLICY

## The Sanford School of Public Policy Code of Professional Conduct

PhD students are members of the Graduate School of Duke University and are governed by the Standards of Conduct and Judicial Procedures of the Graduate School. <http://gradschool.duke.edu/academics/academic-policies-and-forms/standards-conduct>

Please see here for behaviors that are prohibited by the Graduate School and Duke University: <https://gradschool.duke.edu/academics/academic-policies-and-forms/standards-conduct/prohibited-behaviors>

And here for the Judicial Code and Procedures: <https://gradschool.duke.edu/academics/academic-policies-and-forms/standards-conduct/judicial-code-and-procedures>

And finally here for Student Grievance Procedures: <https://gradschool.duke.edu/academics/academic-policies-and-forms/standards-conduct/student-grievance-procedures>

**\*NEW\*** Guide to reporting harassment, discrimination, and other concerns: an interactive guide for graduate school students: <https://projects.gradschool.duke.edu/reporting/>

**Below is the Sanford School of Public Policy Code of Professional Conduct for your reference only. Please refer to the above sites for rules for PhD students.**

### The Sanford School of Public Policy

#### ***Code of Professional Conduct***

##### The Duke Community Standard

Duke University is a community dedicated to scholarship, leadership, and service and to the principles of honesty, fairness, respect, and accountability. Citizens of this community commit to reflect upon and uphold these principles in all academic and non-academic endeavors, and to protect and promote a culture of integrity.

To uphold the Duke Community Standard:

- I will not lie, cheat, or steal in my academic endeavors;
- I will conduct myself honorably in all my endeavors; and
- I will act if the Standard is compromised.

##### Objective and Applicability of the Code of Professional Conduct at the Sanford School

*Objective.* The objective of the Sanford Code of Professional Conduct is to promote the Duke Community Standard. Since the entire Duke community benefits from the atmosphere of trust fostered by the Code, each of its members is responsible for upholding the spirit, as well as the letter, of the Code.



*Applicability.* The Sanford Code addresses standards expected of, and violations committed by, Master of Public Policy (MPP) or Master of International Development Policy (MIDP) students of the Sanford School of Public Policy or other students taking courses for graduate credit at the Sanford School. MPP and MIDP students who violate the Honor Code within other schools or programs remain under the jurisdiction of the Sanford School of Public Policy and will have their cases reviewed and acted upon, as necessary, according to the Honor Code and procedures described in this document. For dual degree students simultaneously enrolled in the Sanford School and another school at Duke University, the Dean of the Sanford School and the Director of the MPP or MIDP program will discuss any Honor Code violations committed with administrators in the dual degree student's sister program to determine the appropriate course of action. Disciplinary action, including revocation of a diploma, may be taken against someone who has graduated but later determined, in accordance with procedures established by the Dean, to have committed a Code violation while a student in the MPP or MIDP programs.

PhD students are members of the Graduate School of Duke University and are governed by the Standards of Conduct and Judicial Procedures of the Graduate School. Undergraduates are governed by the policies and procedures of the Duke University Division of Student Affairs – Office of Student Conduct. For all students, any conduct arising under Duke University's pickets and protests regulations and cases involving students across communities (Sanford, Fuqua, Divinity, Undergraduate, etc.) also fall under the jurisdiction of the University Judicial Board.

### Student Obligations, Professionalism, and Grievance Procedures

*Student Obligations.* Students will uphold the Sanford Code of Professional Conduct and the Duke Community Standard, including its obligation to take action if the Standard is compromised.

*Student Professionalism.* Integral to upholding the Duke Community Standard is the obligation to develop and maintain a professional atmosphere in every aspect of graduate student life. This includes complying with the Honor Code, as set out in further detail below, and according dignity and respect to other students, faculty, and staff, both on and off campus. This obligation extends to official and unofficial activities and events.

*Student Grievance Procedures.* It is the responsibility of the Director of the MPP or MIDP program to inform students of the appropriate channels for redressing complaints or grievances other than Honor Code violations. Normally students should bring their concerns to the attention of the person who is the subject of the complaint to see if they can resolve the matter. Although students may also discuss their complaints with any member of the faculty or staff in a position to advise or assist them, students should submit their complaints to the Director of the MPP or MIDP program for resolution. If the complaint cannot be resolved satisfactorily at this level, the student may appeal to the Dean of the Sanford School. An appeal must be filed in writing within two weeks from the date that the student receives notice of the decision by the program directors mentioned above.

### The Sanford School of Public Policy Honor Code and Violations

*Honor Code.* An essential feature of Duke University is its commitment to integrity and ethical conduct. Duke's honor system builds trust among students and faculty and maintains an academic community in which a code of values is shared. Instilling a sense of honor and of high principles that extend to all facets of life is an inherent aspect of a professional education. A student, by accepting admission to the Sanford School of Public Policy, thereby indicates willingness to subscribe to and be governed by the rules and regulations of the University as currently are in effect or, from time to time, are put into effect by the appropriate authorities of the University, and indicates willingness to accept disciplinary action, if behavior is adjudged to be in violation of those rules or in some way unacceptable or detrimental to the University. A student's responsibility to the authorities and the regulations of the University in no way alters or modifies responsibilities in relation to civil authorities and laws.

*Violations.* Violations of the Sanford School of Public Policy Honor Code include the following:

- *Unsanctioned collaboration on any examination or assignment.* All academic work undertaken by a student must be completed independently unless the faculty member or other responsible authority expressly authorizes collaboration with another. Students may not discuss exams until all students have taken the exam.

- *Plagiarism.* “Plagiarism” occurs when a student presents any information, ideas or phrasing of another as if they were his or her own. Proper scholarly procedures require that all quoted material be identified by quotation marks or indentation on the page, and associated with a particular source, be identified and attributed to that source. Instructors should make clear what their expectations are with respect to citing sources for each project. Students unsure about the University definition of plagiarism should consult the undergraduate bulletin, *The Duke Community Standard in Practice*, at: <https://studentaffairs.duke.edu/conduct/about-us/duke-community-standard> and this link on the Duke Student Affairs website: <https://studentaffairs.duke.edu/conduct/z-policies/academic-dishonesty>. The Duke Library website offers guidelines for citing sources and avoiding plagiarism at: <https://library.duke.edu/research/plagiarism> and <http://library.duke.edu/research/citing/>.
- *Harassment.* “Harassment” is any persistent, unsolicited behavior that threatens, intimidates, or torments another and is likely to interfere with an individual’s work or education, or to affect adversely an individual’s health, welfare, safety, or living conditions. Students unsure about the University definition of harassment should consult The Office of Student Conduct harassment policy statement at: <https://studentaffairs.duke.edu/conduct/z-policies/harassment>.
- *Cheating.* “Cheating” is the act of wrongfully the source of information and ideas, if closely using or attempting to use unauthorized materials, information, study aids, or the ideas or work of another in order to gain an unfair advantage. It includes, but is not limited to, the following: plagiarism; giving or receiving unauthorized aid on tests, quizzes, assignments, or examinations; consulting unauthorized materials or using unauthorized equipment or devices on tests, quizzes, assignments, and examinations; altering or falsifying information on tests, quizzes, assignments, and examinations; using without prior instructor permission any material portion of a paper or project to fulfill requirements of more than one course; submitting an altered examination or assignment to an instructor for re-grading; or working on any test, quiz, examination, or assignment outside of the time constraints imposed. See more at: <https://studentaffairs.duke.edu/conduct/z-policies/academic-dishonesty>.
- *Computer-Related Offenses.* It is expected that any student of the Duke community using its computer resources (all hardware, software, and network connections) will act in a legal and ethical manner. For more information, see <https://web.duke.edu/policies/students/universitywide/computing.php>.
- *Stealing.* “Stealing” is the theft, mutilation, or any other unlawful or improper appropriation or use of any property that does not belong to oneself. This includes funds or property found in student common areas, faculty and staff offices, classrooms, library and reserve materials; intellectual property of anyone other than oneself; and other funds or property, whether or not related to Duke University. Refer to: <https://studentaffairs.duke.edu/conduct/z-policies/academic-dishonesty>
- *Lying.* “Lying” includes, but is not limited to, communicating a falsehood in order to gain unfair academic, professional, personal, or employment advantage that impacts the students, faculty, and administration of Duke University. Refer to: <https://studentaffairs.duke.edu/conduct/z-policies/academic-dishonesty>
- *Any Other Misconduct,* whether committed on or off campus, which is adjudged detrimental to the University community.

*A comprehensive list of violations included in the **Sanford Honor Code** appears in **The Duke University Community Standards in Practice**, found at <https://registrar.duke.edu/university-bulletins/duke-community-standard-practice-guide-undergraduates>, which defines authoritatively the violations described in the **Sanford Honor Code**, and is incorporated, along with its subsequent changes, herein by reference.*

### Honor Code Procedures

*Student Response to Suspected Violations.* A student’s signature on the Duke Community Standard obligates him or her to take constructive action if he or she witnesses, or knows about, behavior that he or she perceives to be inconsistent with the Standard. Although there are no disciplinary sanctions associated with failure to act, a student is, nonetheless, expected to take action as a responsibility of membership in the Duke community.

If any member of the Sanford community believes that an Honor Code violation has occurred, then he or she should, if practicable, approach the suspected violator to clarify the situation. If, after the approach, the person making the allegation realizes no violation occurred, then the issue may be dropped. If, however, the person making the allegation still believes a violation may have occurred, he or she must promptly bring the matter to the attention of the faculty member concerned and Director of the MPP or MIDP program. For cases involving social behaviors of concern, a student should alert a faculty member, a senior staff member, or the Director of the MPP or MIDP program to address the matter through the appropriate informal or formal channels.

*Action by Directors of Graduate Programs.* The Director of the MPP or MIDP program will conduct a preliminary review of the information available about the allegations and provide the accused student an opportunity to respond. The Director and concerned faculty member will jointly determine whether to dispose of the allegations themselves through penalties or corrective measures, with the student's concurrence, or through referral to the Sanford School Honor Board for formal review. The Director is responsible for assembling the relevant documents and records to provide to the Board.

The accused will be notified of the decision to refer the case to the Sanford School Honor Board, and may elect at any time to have the case reviewed directly by the Dean of the Sanford School in lieu of the Sanford School Honor Board.

*The Sanford School Honor Board.* The Board will be constituted to hear cases involving an accused MPP or MIDP student who has been referred by the Director of the MPP or MIDP program.

The Sanford School Honor Board shall sit with five members: a. One MPP student and one MIDP student, each elected by the student body of his or her respective program as an "Honor Board Representative." b. Three members of the faculty appointed by the Dean of the Sanford School and serving staggered three-year terms that can be renewed by the Dean.

The senior faculty member of the Board (by length of service on the Board) shall serve as Chair. The Board shall be supported by a staff member to assemble, prepare, and maintain the record of proceedings, including the Board's findings, in confidential files.

After the official request for a hearing has been received, the Chair must convene the Board within a reasonable period of time. During this time, it is the responsibility of the Chair fully to inform the Honor Board members concerning the case and to provide copies of the relevant documents and records to the Board and the accused.

The accused has the right to challenge any member of the Honor Board if he or she believes there is a significant conflict of interest with that panelist. If the Board decides by simple majority vote to excuse one or more of its members for reasons given by the accused, the Dean shall name a replacement for that case only. If any member of the Board believes he or she has a conflict of interest that might preclude a fair and impartial decision with respect to the accused, that Board member shall recuse himself or herself from the case, and the Dean shall appoint a replacement for that case only.

The accused has the right to be present at the hearing and to choose an advisor to assist him or her in the hearing process. The advisor must be a current Duke student, a Duke faculty member, or a Duke employee. The role of the advisor is to assist and support the student through the disciplinary process. The advisor may not address the hearing panel or any witness during the hearing.

The hearing shall be closed to the public. All proceedings shall be confidential. The hearing of any case shall begin with a reading of the allegations by the Chair in the presence of the accused. The Honor Board may call or question any witness with information relevant to the case. The accused shall have the right to offer written and oral information, question any witness, and call witnesses. The Honor Board shall consider only the documents and records provided by the Chair, documents submitted at the hearing, and any testimony of the accused and other witnesses at the hearing in reaching its decision(s).

After consideration of all the evidence, the accused will be excused, and the Honor Board will discuss the case and vote on whether the allegations are supported by clear and convincing information that the accused violated the Honor Code. A simple majority vote of the Honor Board will determine the finding to recommend to the Director of the graduate program in which the accused is enrolled. If the allegation is substantiated, the Honor Board will then recommend a penalty, again determined by a simple majority vote.

The Honor Board shall have the power to impose the following penalties, or a combination thereof:

- *Expulsion*, dismissal from the University with recommendation never to readmit;
- *Suspension*, dismissal from the University and from participation in all University activities for a specified period of time, during which the substantiation of any other Honor Code violation may result in more serious disciplinary action;
- *Restitution*, payment for all or a portion of property damage caused during the commission of an offense. Restitution may be imposed alone or in addition to any other penalties.
- *Appropriate apology*, as determined by the Director or Dean.
- *Disciplinary probation* or other actions deemed appropriate.

The Honor Board Chair shall prepare a written statement of the findings for the Director of the graduate program concerned. The Director shall review and implement the Honor Board's findings unless the student appeals.

Pending the final decision on the disposition, the student's status shall not be changed, nor the right to be on campus or to attend classes suspended, except that the Dean may impose an interim suspension upon MPP or MIDP students who demonstrate by their conduct, that their presence on campus constitutes an immediate threat to the Duke community or its property.

*Appeals.* Only the accused student may appeal the decision of the Honor Board to the Dean of the Sanford School of Public Policy. Appeals shall be initiated in writing within two weeks from the date that a student receives notice of the decision by the Honor Board and shall be made directly to the Dean of the Sanford School of Public Policy. The Dean may conduct an independent review of the student's case, or the Dean may choose to appoint an Appeals Committee as part of his or her review. The Appeals Committee will not include anyone who served on the Honor Board that considered the appellant's case.

The Chair of the Honor Board shall supply the Dean and/or the Appeals Committee with the record of proceedings, documents, and records related to the case. The Dean may approve the Honor Board's findings, or disapprove or modify them in whole or in part, but may not disadvantage the student. The Dean's decision is final.

#### Authority and Revision of Sanford Code of Professional Conduct

The Dean and leadership community of the Sanford School of Public Policy approved this initial version of the Sanford Code of Professional Conduct, effective July 1, 2009. The Code may be amended at any time with due notice or publication by consent of the Executive Committee of the Sanford School, in consultation with student representatives. Questions and problems not answered or anticipated by the foregoing may be resolved by use of other existing institutions or by amendment. The Dean retains final authority for addressing all student misconduct, including conduct not covered in this Code and referral of matters for resolution in the civil or criminal justice systems.

## AVOIDING PLAGIARISM

As students you will inevitably spend a lot of time writing. The Sanford Code of Professional Conduct states: “Plagiarism” occurs when a student presents any information, ideas or phrasing of another as if they were his or her own. Proper scholarly procedures require that all quoted material be identified by quotation marks or indentation on the page, and the source of information and ideas, if closely associated with a particular source, be identified and attributed to that source. Students unsure about the University definition of plagiarism should consult the undergraduate bulletin, the *Duke Community Standard in Practice* at: <https://registrar.duke.edu/university-bulletins/duke-community-standard-practice-guide-undergraduates>

Information below is from the Duke Library Website: <https://library.duke.edu/research/plagiarism>

### **Remember, you can be charged with plagiarism if you:**

- Copy, quote, paraphrase or summarize any source without adequate documentation.
- Purchase a paper by mail or email.
- Allow another person to write a paper for you.
- Submit another person's unpublished work in your name.

More Resources:

[Plagiarism Tutorial](#)

Short Video by Duke Library [“Whose Idea Was That”](#)

[Information for Citing Sources](#)

## FINANCIAL AID

Duke University and the Sanford School of Public Policy are committed to supporting Public Policy PhD students for five years through a combination of scholarships, fellowships, research or teaching assistantships and stipends, *provided that* students maintain satisfactory progress in the program.

In addition to tuition, fees and health insurance students will receive a 9-month stipend in the amount determined annually by the Sanford School in consultation with the Duke Graduate School. Students may seek summer employment on or off campus to supplement this annual stipend. In order to receive this stipend, PhD Students in Public Policy will typically be required to work in a research, teaching or graduate assistantships according to their year of study:

Year 1: Full fellowship, no work requirements

Year 2 & 3: 19.9 hours/week RAship for the year or TA for each semester for 15 hours per week assistantship.

Year 4+: Dissertation Fellowships or full-time (19.9 hrs/ week) assistantship as an RA or TA

Please note the recent changes to the PhD TAships (July, 2021):

PhD students in years 2 and above without other support will TA one course each semester for 15 hours per week). We expect 5 hours to be dedicated to the fixed costs of being a TA (attending class and completing readings). The other ten hours will be a mix of service and activities that more directly benefit the PhD student (see below).

### RA Requirements

There are no changes to RA Requirements. PhD students in years 2 and above without other support will RA each semester for 19.9 hours per week.

Students may petition the Director of Graduate Studies to postpone their fellowship support. For example, a student may petition to accept a 10 hour per week work commitment in the first year in exchange for half-fellowship support in the 4<sup>th</sup> year, which would reduce the expected work obligation from 19.9 to 10 hours per week. Petitions will be considered on a case-by-case basis.

Starting in Year 3, students are expected to apply for all applicable sources of external funding to support their dissertation research. However, we strongly encourage *all* students to seek fellowships from external sources, which can offer generous multiyear support packages.

Revised 8/11/2021

## FINANCIAL SUPPORT

Generally speaking, The Graduate School covers the tuition and fees for a Ph.D. student's first five years. After that, students are responsible for tuition and fees, and most students obtain external or departmental funding that helps cover those costs. The Graduate School also covers health insurance for years 1-6 if students choose the Duke student medical insurance plan. [Visit our Statistics section](#) to see the typical time to completion for your degree program. | [More details on financial support for Ph.D. students](#)

Stipend support for the 2020-2021 academic year (9 months) is \$24,750.

First and second year students are awarded a summer fellowship for \$7,500.

The Graduate School also supports students with the following:

- Internal fellowship awards
- Medical Expense Assistance Program
- Childbirth and Adoption Accommodation
- Childcare subsidy
- GradParents Study Group
- Professional Development
- Short-Term Loans

See the [overview of Ph.D. student financial support and benefits](#) (PDF) found on [this page](#) for more information.

### 2021-2022 Cost of Attendance for Ph.D. Students in Years 1-3

Note: Tuition, fees, and health insurance (for the Duke student medical insurance plan) in years 1-3 are generally covered by The Graduate School's financial support package.

	<b>Fall 2021</b>	<b>Spring 2022</b>	<b>Summer 2022</b>	<b>12 Months</b>
Tuition, Years 1-3	\$28,950	\$28,950	\$4,000	\$61,900
Health Fee	\$429	\$429	\$302	\$1,160
Transcript Fee	\$120			\$120
Activity Fee	\$18	\$19		\$37
Grad Student Services Fee	\$10	\$10		\$20
Recreation Fee	\$171	\$171		\$342
Health Insurance	\$3,605			\$3,605
<b>Total - Tuition/Fees**</b>	<b>\$33,303</b>	<b>\$29,579</b>	<b>\$4,302</b>	<b>\$67,184</b>
Books & Supplies	\$316	\$316	\$316	\$948
Housing	\$4,688	\$5,860	\$3,516	\$14,064
Board	\$1,500	\$1,875	\$1,125	\$4,500
Local Transportation	\$748	\$935	\$561	\$2,244
Personal & Misc	\$1,624	\$2,030	\$1,218	\$4,872
<b>Total - Living Expense</b>	<b>\$8,876</b>	<b>\$11,016</b>	<b>\$6,736</b>	<b>\$26,628</b>
<b>Total Cost of Attendance</b>	<b>\$42,179</b>	<b>\$40,595</b>	<b>\$11,038</b>	<b>\$93,812</b>

## 2021-2022 Cost of Attendance for Ph.D. Students in Years 4+

**Note: The Graduate School's financial support package generally covers tuition and fees for years 4-5, as well as health insurance (for the Duke student medical insurance plan) for years 4-6. Starting in year 6, students are responsible for tuition and fees, and most of our students obtain external or departmental funding to help cover those costs. Duke also provides [sixth-year tuition scholarships](#) for students who applied for but did not obtain external or departmental tuition support.**

	<b>Fall 2021</b>	<b>Spring 2022</b>	<b>Summer 2022</b>	<b>12 Months</b>
Tuition, Years 4+	\$4,000	\$4,000	\$4,000	\$12,000
Health Fee	\$429	\$429	\$302	\$1,160
Activity Fee	\$18	\$19		\$37
Graduate Student Services Fee	\$10	\$10		\$20
Recreation Fee	\$171	\$171		\$342
Health Insurance	\$3,605			\$3,605
<b>Total - Tuition/Fees**</b>	<b>\$8,233</b>	<b>\$4,629</b>	<b>\$4,302</b>	<b>\$17,164</b>
Books & Supplies	\$316	\$316	\$316	\$948
Housing	\$4,688	\$5,860	\$3,516	\$14,064
Board	\$1,500	\$1,875	\$1,125	\$4,500
Local Transportation	\$748	\$935	\$561	\$2,244
Personal & Misc	\$1,624	\$2,030	\$1,218	\$4,872
<b>Total - Living Expense</b>	<b>\$8,876</b>	<b>\$11,016</b>	<b>\$6,736</b>	<b>\$26,628</b>
<b>Total Cost of Attendance</b>	<b>\$17,109</b>	<b>\$15,645</b>	<b>\$11,038</b>	<b>\$43,792</b>

\* – The Graduate School will pay the recreation fee for all Ph.D. students during their first five years at Duke. Starting in year 6, students will be responsible for paying it if they want to continue using campus recreation facilities.

\*\* – Estimated amounts due to bursar

For more information about financial support for PhD students at Duke, please visit:  
<https://gradschool.duke.edu/financial-support>



## FELLOWSHIPS

Internal Sanford Fellowships:

The Sanford School offers special fellowships including the following:

- 1) The John S. and James L. Knight Foundation Doctoral Fellowship on Philanthropy, Media and Democracy
- 2) The Joel L. Fleishman Civil Society Ph.D. Fellowship

Application deadlines for these usually occurs in the spring. Please see [here](#) for more information:

Duke Graduate School awards internal fellowship each spring. These fellowships can be very lucrative. Students have been recipients of the following internal awards:

- Chancellor's Scholarship
- Dean's Graduate Fellowship
- James B. Duke Fellowship
- University Scholars Fellowship
- Dissertation Research Travel Award: Domestic and International
- James B. Duke International Research Travel Fellowship
- Otis Green Fellowship for PhD Students in Humanities and Social Sciences
- Katherine Goodman Stern Fellowship
- Summer Research Fellowships for Third-Year PhD Students and Beyond
- Conference Travel Awards
- Bass Instructional Fellowships

For more information about Duke University Graduate School Fellowships, please visit:

<https://gradschool.duke.edu/financial-support/find-funding>

In addition to those awards available through the university, applicants are urged to compete for national and foundation awards available for graduate study. A website maintained by Duke's Office of Research Support lists awards available from a variety of federal and private sources, as well as awards funded by the university. External awards, which are prestigious and a valuable acknowledgement of a student's intellectual project and promise typically replace departmental or Graduate School awards. Please visit the Office of Research Support website for detailed information about external financial awards:

<https://ors.duke.edu/funding-opportunities/graduate-and-professional-student-funding>

**Also, check out the spreadsheet on the Sakai site (resources section) which lists grants and fellowships that students have been awarded. This is a great tool.**

For more information about financial support for PhD students at Duke, please visit:

<https://gradschool.duke.edu/financial-support>

## Supplemental Employment During the Academic Year

Duke Graduate School regulations govern student compensation for any academic year employment obtained outside the standard graduate awards budget system. For example, if you are on an external fellowship and wish to supplement that income with TA or RA work, that is permissible in some cases. ***In every case, the DGS must approve the arrangement.*** The DGS possesses the sole authority to determine whether earnings from such work will be offset by a reduction in the stipend amount.

Any student wishing to pursue this type of supplemental arrangements should take the following steps in exactly this order:

- 1) Fully read and comprehend the regulations governing supplemental employment:  
[https://gradschool.duke.edu/sites/default/files/documents/policy\\_stipend\\_supplementation.pdf](https://gradschool.duke.edu/sites/default/files/documents/policy_stipend_supplementation.pdf)
- 2) Fully read and comprehend any regulations provided by the institute or agency providing external-to-the-Sanford School fellowship funds.
- 3) Obtain the written permission of any such institute or agency to seek supplemental employment, if any permission is required.
- 4) Approach the DGS to obtain written permission to seek such supplemental employment. The student will be expected to demonstrate their compliance with steps 1) - 3).
- 5) In the event said written permission is granted, seek such supplemental employment. Prospective employers should be made aware that they will be expected to cover the costs of compensation from resources at their disposal, not Ph.D. program funds.
- 6) Once a suitable employment arrangement has been identified, return to the DGS for final approval.

Students receiving unsolicited offers of employment in exchange for supplemental pay during an academic year should immediately inform the offering party of these regulations and proceed through these six steps exactly as outlined.

Requests to approve supplemental employment arrangements that do not conform to this protocol will be denied.

This protocol does not apply to students who do not receive funding through the standard graduate awards budget system.

### Department Funding for Research-Related Expenses

The PhD Program has limited resources to support travel to conferences, attend supplemental training programs, and reimburse some start-up costs for research projects. The majority of these funds are allocated in an annual Small Grants competition. The call for proposals is typically issued in the fall with a deadline in mid-October. Applications will be accepted during other parts of the year only as funds are available.

### Note the following rules from the Graduate School:

- 1) Students enrolled full-time in a degree program may not work more than 19.9 hours per week or their 'student' status may be jeopardized
- 2) Students receiving external awards should request from the grantee the funds to be dispersed during the academic term for which they wish the funding to be counted. If they are dispersed in summer, they could affect any internal summer graduate school awards.

## STUDENT EXPENSE REIMBURSEMENT POLICIES AND PROCEDURES

There are occasions during the PhD program where students may be reimbursed for travel, research or miscellaneous expenses. Examples include small grant reimbursements and reimbursements for grant work with faculty.

All reimbursed trips and expenses must be pre-approved by the Director of Graduate Studies or the DGSA. You will be required to submit documentation through [Concur](#).

### How To Make the Most of Your Award and Get Reimbursed Faster:

1. Please make sure to use the correct fund code. If you are working with faculty on a grant and using their fund code, change that at the beginning.
2. **Itemized receipts are required. Receipts must show what is purchased** and show the method of purchase with a charge (i.e. credit/cash)

3. **You can be reimbursed for the following:**

**Air/rail/bus:** Original ticket receipt, not email confirmation. Boarding passes are recommended to be submitted for proof of flight

**Rental car:** Original receipt/contract showing itemized charges

**Hotel/motel:** Original receipt showing itemized charges

**Registration fees:** Receipt, cancelled check or registration confirmation form indicating payment of registration fees (**Note: if it is a Graduate School award, they will not reimburse your for conference membership fees**).

**Meals:** Original itemized receipts for all meals. Per Duke and Sanford Accounting, **NO Alcohol is reimbursable and should not be on any receipts**. Please have alcoholic beverages put on a separate receipt and pay with personal funds.

**Taxi, shuttle, public transportation:** Original receipts

4. If you are splitting expenses, please write how much you paid on the receipt
5. You will be reimbursed for main meals (breakfasts, lunch, and dinner), lodging, mileage and transportation
6. You will not be reimbursed for snacks between meals
7. If you drive, you can be reimbursed for mileage from your Sanford office location to the destination and for the return trip. But not for travel during the conference. **Please include a Google printout showing your travel from your office location to the destination and the mileage.**
8. Receipts need to be turned in within 30 days of your conference
9. Purchases are for the individual student only



## ***Duke International Travel Registry***

During the course of study, PhD students may travel abroad for program-related or personal reasons. Conferences, workshops and jobs offer students extended opportunities for study, research, and professional development outside of the U.S.

The Duke University International Travel Policy requires that all Graduate/Professional students enter their travel plans in the Duke Travel Registry if a trip abroad will be funded by, sponsored by, or entails earning credit to be transferred to Duke or used to earn a Duke degree. This University-wide policy applies to Graduate/Professional students in all programs at any of Duke's schools, institutes, departments, programs, and labs and went into effect March 1, 2017.

In addition to registering, Graduate/Professional students planning to visit a destination on Duke's Restricted Region List must also sign and remit a High Risk Travel Waiver-Release form to the Travel Policy Administrator prior to departure. The Waiver-Release will be tailored for the individual, noting his/her travel dates and destination, and it will include the most up-to-date travel warning or alert. To begin the Waiver-Release process, use this link and go to the bottom right-hand corner of the page under “graduate and professional students” and select the button that best describes your travel (restricted or non-restricted destination): <https://travel.duke.edu/registry>.

Registration information is considered confidential and will only be used in the event of an emergency.

Even if a student's international travel destination is not on included in the RRL, it is strongly recommended that the student register his/her trip. In the case of an emergency, the information provided in the trip registration form can help Duke administrators locate you and coordinate support and evacuation services, if needed.

The Restricted Regions List (RRL) is a list of destinations deemed unsafe for travel by Duke University. Restriction decisions are made by the Provost based on recommendations from the Global Travel Advisory Committee (GTAC). GTAC assesses safety and security by reviewing U.S. State Department, International SOS, other government's foreign affairs information, the World Health Organization and the Centers for Disease Control and Prevention. GTAC also consults with Duke Faculty and Staff who are identified as having research or travel experience in the destination being reviewed. The RRL is updated whenever specific conditions warrant and it is reviewed twice a year in its entirety. Further, any member of the Duke community can ask for a GTAC review of a destination or a review of a planned activity. To sign up for RRL and Travel Policy related announcements, email your request to [globaltravel@duke.edu](mailto:globaltravel@duke.edu).

Restricted Regions List: <https://travel.duke.edu/restricted-regions-list>

## **FACULTY**

Our Public Policy PhD faculty members represent diverse disciplinary backgrounds and numerous research interests. The Public Policy PhD Program faculty consists of all members of the graduate faculty of Duke University with primary or secondary appointments in the Department of Public Policy as well as members of the graduate faculties in the Departments of Political Science, Economics, Sociology and other relevant departments, and of the faculties of the Nicholas School of the Environment and Earth Sciences, the Fuqua School of Business, the Law School, and other professional schools.

[Public Policy Faculty](#)

### **Economics**

<https://econ.duke.edu/people/other-faculty/regular-rank-faculty>

### **Political Science**

<http://polisci.duke.edu/people>

### **Sociology**

[Nicholas School of the Environment and Earth Sciences](#)

<https://nicholas.duke.edu/people/faculty>

### **Duke Global Health Institute**

<https://globalhealth.duke.edu/people#dghi-faculty>

### **Duke Law School**

<http://law.duke.edu/fac/>

### **Fuqua School of Business**

[http://www.fuqua.duke.edu/faculty\\_research/faculty\\_directory/](http://www.fuqua.duke.edu/faculty_research/faculty_directory/)

**SANFORD SCHOOL FREQUENT CONTACTS**

<b>Name</b>	<b>Title</b>	<b>E-mail Address</b>	<b>Phone</b>	<b>Office</b>
<b>GRADUATE PROGRAMS OFFICE</b>				
Subhrendu Pattanayak	Director of Graduate Studies	<a href="mailto:subhrendu.pattanayak@duke.edu">subhrendu.pattanayak@duke.edu</a>	919/613-9306	124 RH
Lisa Kukla	PhD Director of the PhD Program (DGSA)	<a href="mailto:lisa.kukla@duke.edu">lisa.kukla@duke.edu</a>	919/613-9214	166 RH
<b>CAREER SERVICES OFFICE</b>				
Donna Dyer	Assoc. Dean for Career and Professional Development	<a href="mailto:donna.dyer@duke.edu">donna.dyer@duke.edu</a>	919/613-7383	257 SB
Carmella La Bianca	Director of Global Career Advising	<a href="mailto:Cl209@duke.edu">Cl209@duke.edu</a>	919/613-7328	255 SB
<b>GRADUATE SCHOOL OFFICES</b>				
Caroline Morris	Fellowship Coordinator, Payroll processing	<a href="mailto:Caroline.morris@duke.edu">Caroline.morris@duke.edu</a>	919-684-4665	
TBA	Student Financial Aid Coordinator External Fellowships	<a href="mailto:Lisa.roop-wioskowski@duke.edu">Lisa.roop-wioskowski@duke.edu</a>	919/681-3247	
Natavan T. Mammadli	Staff Assistant—manages thesis/dissertation process	<a href="mailto:Natavan.mammadli@duke.edu">Natavan.mammadli@duke.edu</a>	919/681-5985	
Helene McAdams	Registrar - Grad Student Records	<a href="mailto:Helene.mcadams@duke.edu">Helene.mcadams@duke.edu</a>	919/681-3248	
<b>NETWORK/COMPUTING</b>				
Stan Paskoff	Network Administrator	<a href="mailto:paskoff@duke.edu">paskoff@duke.edu</a>	919/613-7368	227 SB
Neil Prentice	Director of Information Technology	<a href="mailto:neil.prentice@duke.edu">neil.prentice@duke.edu</a>	919/613-9355	015 SB
<b>KEY CONTACTS</b>				
Khalil Nasir	Building Manager/School Parking Contact	<a href="mailto:khalil.nasir@duke.edu">khalil.nasir@duke.edu</a>	919/613-9200	104 SB
Kaitlin Briggs	Special Events Coordinator	<a href="mailto:mary.lindsley@duke.edu">mary.lindsley@duke.edu</a>	919/613-7312	205 SB
Emily Totherow	AV Services Specialist	<a href="mailto:Emily.totherow@duke.edu">Emily.totherow@duke.edu</a>	919/613-9269	106 RH
Ryan Denniston	Public Policy Librarian	<a href="mailto:ryan.denniston@duke.edu">ryan.denniston@duke.edu</a>	919/660-5876	Perkins Library
Nancy Shaw	Human Resources/ Payroll Manager	<a href="mailto:nancy.shaw@duke.edu">nancy.shaw@duke.edu</a>	919/613-7316	122 SB
Kirsten Khire	Assistant Dean of Communications & Marketing	<a href="mailto:kkemp@duke.edu">kkemp@duke.edu</a>	919/613-7394	129 SB
Belinda Keith	Accounting Supervisor	<a href="mailto:belinda.keith@duke.edu">belinda.keith@duke.edu</a>	919/613-7308	121 SB
Joseph McNicholas	Director of Research Opportunities	<a href="mailto:Joseph.mcnicholas@duke.edu">Joseph.mcnicholas@duke.edu</a>	919/613-7611	017 SB

## STUDENT RESOURCES

### Campus Resources for Graduate Students

In addition to the resources and support services available to students within the Sanford School, PhD's have access to University facilities, resources, and programs to meet their needs and expand their knowledge and skills beyond the classroom. Some frequently accessed campus resources are listed below.

#### Health and Wellness

**Student Health:** This is the primary resource for health care services at Duke, offering general medical care, nutrition counseling, immunizations, physical therapy, allergy immunotherapy, a pharmacy, and other services.

Website: <https://studentaffairs.duke.edu/studenthealth>

Appointments: 919-681-9355

Location: Student Wellness Center, 305 Towerview Drive, across the street from Sanford

**CAPS** (Counseling and Psychological Services): This office provides individual, couples, and group counseling services as well as health coaching and workshops to build and enhance life skills that allow students to thrive in graduate school.

Website: <https://studentaffairs.duke.edu/caps>

Phone: 919-660-1000

Location: Inside the Student Wellness Center, 305 Towerview Drive, across the street from Sanford

**Student Disability Access Office:** This office is dedicated to providing and coordinating accommodations, support services and programs that enable students with disabilities to have equal access to all Duke programs, activities and services. Students qualifying as disabled in accordance with the Americans with Disabilities Act of 1990 and/or the ADA Amendments Act of 2008 should contact this office as early as possible to initiate the accommodations request process.

Website: <http://access.duke.edu/students/index.php>

Phone: 919-668-1267

Location: 402 Oregon Street; Suites 102 and 103

**Women's Center:** This center offers support and services to promote gender equity and prevent and address instances of gender violence. All members of the Duke community are welcome to consult with center staff and participate in center-sponsored activities.

Website: <https://studentaffairs.duke.edu/wc>

Confidential Crisis Support: 919-684-3897 (M-F, 9:00 AM – 5:00 PM)

Location: Crowell Hall – 10 Epworth Lane; East Campus

**DukeReach:** Is a collaborative university program which connects *students in crisis* to the appropriate counseling, medical, and personal assistance services they need. Members of the Duke community may complete a DukeReach report via the web to share concern about a student's health or behavior.

Website: <https://studentaffairs.duke.edu/dukereach1>

Phone: 919-681-2455



## Culture and Identity

**International House:** Celebrating its 51<sup>st</sup> year in 2016, this center provides educational services, outreach, and advocacy to international students and their families as well as other members of the Duke community who want opportunities to socialize and engage with international students. Popular IHouse programs and services include Duke Language Partners, Global Café, and Connect/Learn/Grow.

Website: <https://studentaffairs.duke.edu/ihouse>

Phone: 919-684-3585

Location: 300 Alexander Avenue (Central Campus)

**Center for Multicultural Affairs:** This center serves as a space for students to learn how to navigate a complex cultural environment from unique, multicultural perspectives. The center frequently sponsors panel discussions, workshops, and events to explore issues about race, ethnicity, socio-economic status, national origin, and gender.

Website: <https://studentaffairs.duke.edu/cma>

Phone: 919-684-6756

Location: 0010 Bryan Center

**Mary Lou Williams Center for Black Culture:** This center strives to cultivate cultivate understanding, build community, and foster appreciation for Black culture as well as provide support services that contribute to successful academic and personal development of Black students at Duke University.

Website: <https://studentaffairs.duke.edu/mlw>

Phone: 919-684-3814

Location: 101 Flowers Building

**Center for Sexual and Gender Diversity:** The mission of this center is to provide education, advocacy, mentoring and support for LGBTQ and allied students, staff, faculty, and alumni/ae. During the academic year, the center maintains a very active calendar of events and programs as well as training programs for allies, and in 2015, a dedicated online magazine (*WE magazine*) celebrating the gender diverse community at Duke.

Website: <https://studentaffairs.duke.edu/csgd>

Phone: 919-684-6607

Location: 100 Bryan Center

**Duke Human Rights Center at the Franklin Humanities Institute:** This interdisciplinary center includes faculty, staff, and students interested in promoting human rights and is committed to the goal of social justice and the study of accountability and reconciliation. Sanford faculty members Bob Korstad, Sandy Darity, Catherine Admay, and Bob Cook-Deegan are affiliated with the center.

Website: <http://humanrights.fhi.duke.edu/>

Location: Smith Warehouse; 114 S. Buchanan Blvd. 1<sup>st</sup> Floor, Bays 4 & 5

**Religion and Spirituality at Duke:** Visit this Student Affairs website for information about spirituality, religion and wellness at Duke: <https://spiritualityandhealth.duke.edu/>

## Sanford Communications Team

The Sanford School Central Communications Team provides a wide range of resources and support for our community. Below are key points of contact related to communications and marketing needs for faculty and staff of the Sanford School of Public Policy. The contacts below are the best resources for an initial conversation. Note that different or additional team members might be assigned to work with you depending on workload and deadlines.

For other requests not listed here or if you are unsure of the best contact to reach us, email [ppscomm@duke.edu](mailto:ppscomm@duke.edu). Please provide advance notice for any request. We will get back to you!

**Kirsten Khire**, APR, Associate Dean of Communications & Marketing [kirsten.khire@duke.edu](mailto:kirsten.khire@duke.edu) (919) 613-7435

**Jackie Ogburn**, Senior Public Relations Manager [jacqueline.ogburn@duke.edu](mailto:jacqueline.ogburn@duke.edu) (919) 613-7315

**Mary Lindsley**, Communications and Events Manager [mary.lindsley@duke.edu](mailto:mary.lindsley@duke.edu) (919) 613-7312

**Carol Jackson**, Digital Communications Strategist [carol.m.jackson@duke.edu](mailto:carol.m.jackson@duke.edu) (919) 613-9248

**Malu (Maria Luisa) Frasson-Nori**, Multimedia Fellow (after July 27)

### WHAT WE DO

**Brand Management:** We strive for design consistency among print and electronic products created by the school and its affiliates. It's our job to ensure that uses of the school logo are consistent and high quality. Visit the Duke brand guide for more information: <https://brand.duke.edu/>

- Before using the school logo on anything (T-shirt, mug, website, etc.) the design needs to be reviewed. Please send proofs to Kirsten Khire: [kirsten.khire@duke.edu](mailto:kirsten.khire@duke.edu)
- SHOW YOUR SANFORD PRIDE! Products with Sanford logos are available at [Duke Stores](#).
- Create your Duke Sanford e-mail signature with the Sanford logo. [Download the logo here.](#) *Inside.sanford.duke.edu/print-digital-communications/logos/*
- Use school PowerPoint templates when presenting your academic work. [Download presentation templates here.](#) *Inside.sanford.duke.edu/print-digital-communications/powerpoint-templates/*

**Media Relations:** We inform the public about Sanford School and its work, though online, print, radio, TV and social media. We field queries from reporters, send out news releases and capture videos about faculty research, student accomplishments, awards, speakers, etc. We track media mentions of Sanford faculty, students, and sometimes

alumni. We help faculty and students edit and distribute op-ed (commentary) pieces and work closely with University Communications to track breaking news.

- *Please let Kirsten or Jackie know if you are contacted by a journalist. We can help you prepare for interviews.*

**Community (internal) communications:** We keep the community informed via SNAPshot, the weekly newsletter, and keep communications resources fresh on Inside Sanford, the school's intranet site. Sanford also has email listserves. The Sanford listserves exist to facilitate communication to and among those affiliated with the Sanford School of Public Policy primarily for work and administration purposes of the Sanford School. Please be sure to follow the [listserve guidelines](#). [Inside.sanford.duke.edu/it-support/sanford-listservs/](mailto:Inside.sanford.duke.edu/it-support/sanford-listservs/)

- *Please contact Mary if you have ideas for SNAPshot or community communications.*

**Events:** We coordinate and promote annual endowed lectures, sponsor and co-sponsor other special events, and manage the use of Sanford's online and in-person meeting space. We welcome your suggestions for the main endowed lectures (Sanford Distinguished Lecture, Crown Lecture in Ethics, Rubenstein Lecture).

- FALL 2020: Please add ALL online events/meetings to the [Sanford 25Live Virtual Events Reservations](#) as soon date/time are set. Thank you for helping us to improve coordination, support and promotion of our virtual events.
- Request rooms for in-person meetings and events at <https://25live.collegenet.com/duke>
- *When planning events, please talk with Mary Lindsley.* Our team is happy to assist with advice on logistics and event promotion. There are established channels for promoting events such as the [Duke online calendar](#). Duke University and the Sanford School host many events and coordination is important.
- *Please submit ideas for consideration to Mary Lindsley.*

**Sanford website:** We manage the website, [www.sanford.duke.edu](http://www.sanford.duke.edu), and help manage several related sites. NOTE: Center sites are managed by center teams.

- *You can find the faculty directory, news, events calendar, and more on the Sanford website.*
- *Please contact Carol Jackson to report website content issues.*

**Podcasts, Videos, Social Media:** We produce the "Ways & Means" podcast, the "Policy 360" podcast hosted by Dean Judith Kelley, and numerous marketing and news videos.

- Podcasts: <https://sanford.duke.edu/connect/newsroom/podcasts>
- Videos: <https://www.youtube.com/channel/UCRfoJqjnOCHU5nKJvw5JIOA>
- Social media: <https://sanford.duke.edu/policy-connect/social-media-directory>
- *Contact Carol Jackson if you have an idea for podcasts, videos or social media.*

## TOP 10 WAYS TO STAY IN THE KNOW

1. **Read SNAPShot** (Sanford News and People) – This weekly e-newsletter for all professional/graduate students, faculty and staff arrives in your Duke email inbox on Mondays. Read it to hear what’s happening at Sanford.
2. **Join the [Sanford School Facebook Page](#)** – Find events here, too, and see who else is going. Interact with alumni.
3. **Follow [@DukeSanford on Twitter](#)**. Tag us in your tweets so we can find you!
4. **Follow [Duke Sanford on Instagram](#)** (Find the popular #humansofDukeSanford series here.)
5. Expand your professional network by joining the school’s [LinkedIn page](#) and [LinkedIn group](#) to connect with students, alumni, faculty and staff.
6. **Subscribe to podcasts** on iTunes: [Policy 360](#) and [Ways & Means](#) (listen on websites, or on Apple Podcasts or Spotify).
7. **Subscribe to [Sanford’s YouTube channel](#)**.
8. **[Share your Sanford photos with us on Flickr](#)**.
9. **Check out [Duke Today](#)**, a daily online news magazine with university news, videos, events, etc.
10. Duke has many other social media accounts and newsletters. **Find them [here](#)**.

## Building Facilities Information

**Please note: policies and procedures for Sanford and Rubenstein facilities may vary during the 2020-20201 academic year due to COVID-19 precautions. You will receive relevant information from your PhD program staff. Please contact David Arrington or Khalil Nassir with questions.**

**Building Maintenance, Housekeeping, and Parking Issues:** For building maintenance and housekeeping issues for both Rubenstein Hall and the Sanford Building, contact Khalil Nasir by completing a “Maintenance Request” form located on the Sanford School Intranet, accessed through the Sanford website: [https://duke.qualtrics.com/jfe/form/SV\\_0Nz6QJDkPXNzfQp](https://duke.qualtrics.com/jfe/form/SV_0Nz6QJDkPXNzfQp).

**Building Hours:** The Sanford School buildings are open to students 24 hours a day, with the exception of the first floor office corridors and the second floor of Rubenstein Hall. These areas are open during normal business hours. During the school year, the buildings are open to the public Monday through Friday from 7 AM to 7:30 PM. Use your Duke Card to access both buildings at all other times. From midnight to 6 AM, the air conditioning/heating may be reduced to conserve energy and cut costs. When maintenance that affects building utilities (water, air, electricity, etc.) is scheduled to be done, email notification will be sent out to all faculty, staff, and students.

**Cubicles and Office Space:** You will be assigned a cubicle or office in Rubenstein Hall room 147. Please note the cubicles do not contain phones or computers. An office space is available to Ph.D. students who sign up to use it for TAships office hours

**Computer Labs:** The computer lab in the Sanford Building is located in Room 09 on the ground floor of the building. The Sanford Building lab is always open (except when classes are being conducted) and is accessible to those students who have accounts on the Public Policy local area network (LAN). Class schedules will be posted on the doors of the labs each semester. For assistance with your personal computer, contact the OIT helpdesk, 919-684-2200. For computer, network, or email assistance, contact the PPS Helpdesk at 919-613-7400 or [ppshelp@duke.edu](mailto:ppshelp@duke.edu).

**Student Parking:** Students who park motor vehicles on campus Monday through Friday (generally 8 AM to 5PM), must purchase a parking permit from Duke Transportation Services; exceptions are restricted, handicapped, service vehicle only or specially designated areas where you cannot park at any time. Parking in the three visitor spaces adjacent to the Sanford traffic circle during the business day is prohibited and subject to a \$100 fine. Parking in the traffic circle, in the loading dock of either building, or in one of the two handicap spaces at the traffic circle is prohibited and subject to up to a \$250 fine. If, during the course of your time at Duke, you become temporarily disabled due to an accident or other illness, please visit the Duke Parking and Transportation Services website (<http://parking.duke.edu/policies/permits/handicapped.php>) for instructions.

When you purchase your parking permit, you should receive a campus map and guidelines for parking on the University campus. Please read this information. If you have questions regarding parking please contact Duke Parking and Transportation Services, 2010 Campus Drive; 919-684-7275; [tranpark@duke.edu](mailto:tranpark@duke.edu).

**Guest Parking:** A limited number of visitor parking spaces is available in the ungated portion of the Sanford lot, or (if those spaces are full) in the Card Lot on Towerview Road, for guest speakers, committee members, etc. These passes are not for students. All guests must receive and display an official parking permit to occupy these spaces in either lot. Vehicles without permits will be towed at the owner’s expense. To obtain a permit for a guest, please contact Victoria Pearce [victoria.pearce@duke.edu](mailto:victoria.pearce@duke.edu); 103 Sanford Building; 919-613-7338 at least 48 hours in

advance of the guest's arrival. Permits may be picked up in 103 Sanford between 8:15 AM and 4:45 PM on business days. Please contact Victoria to discuss parking for disabled guests, who may require a special permit to park in the gated portion of the Sanford lot.

**Sanford Eatery:** Saladelia Café is located on the ground floor of the Sanford Building adjacent to the Fleishman Commons and operates Monday through Friday during the academic year. Flex account, credit card and cash payments are accepted.

**Mailroom:** Student mailboxes are located in Rubenstein Hall room 145. Your campus mail box number is 90315. USPS mail is picked up and delivered at this location Monday through Friday before 2 PM. All business-related student mail should be addressed to Box 90315, Durham, NC 27708.

**Students are strongly advised to have all personal mail and UPS/FedEx deliveries addressed to their local off-campus mailing address.** UPS and FedEx will not deliver packages to PO boxes. If you must ship a large USPS package that cannot be easily picked up from 08 Sanford, please bring it to the Duke Post Office, located in the Duke Technology Center on the ground floor of the Bryan Center building).

**Copy Machines:** One student copy machines, located in 08 Sanford, is available for personal (non-Teaching or Research Assistantship) use and require Flex Account (Duke ID swipe) payment. If problems arise with the copier, contact Khalil Nasir by completing a maintenance request form located on the Sanford School website:

[https://duke.qualtrics.com/jfe/form/SV\\_0Nz6QJDkPXNzfQp](https://duke.qualtrics.com/jfe/form/SV_0Nz6QJDkPXNzfQp).

**Room Reservations:** To reserve any rooms except the four student study rooms, students must complete an official reservation request through the 25-Live system available on the Sanford website through the website "About Us/Our Location" – Facility Rental" section. By requesting a room, you are agreeing to follow Sanford's room use policies which are found on that webpage.

25-Live requires users to "sign in" with their net IDs and passwords before accepting room reservations, and every student who wishes to use the system must first sign up with the 25Live administration. To do this, please send an email to [mary.lindsley@duke.edu](mailto:mary.lindsley@duke.edu) with the subject line: "25Live new student registration." Be sure to include your full name and Net ID in the body of the email.

There are four types of space available for use in the Sanford Building and Rubenstein Hall: small meeting rooms, classrooms, technical rooms, and event rooms. Small meeting rooms (rooms 140, 142, 207 and 287 in Rubenstein Hall) are assigned if they are available. You should "star" these and other preferred rooms in your 25Live profile which will make your request for meeting rooms more efficient. Classroom, technical, and event rooms will have to be approved by the Events and Resources Coordinator. You should receive an email confirmation of your space assignment within 72 hours. Unauthorized use of rooms/facilities will result in your being asked to leave the room.

For questions and suggestions when planning special events (guest speakers, catered events), please contact Mary Lindsley ([mary.lindsley@duke.edu](mailto:mary.lindsley@duke.edu)) to discuss your event and how the Sanford School can help make it a success.

**Audio-Visual Equipment:** If you require audio-visual equipment, contact Emily Totherow, Video Services Specialist, Room 295 Rubenstein Hall, 919-613-9269, email: [emily.totherow@duke.edu](mailto:emily.totherow@duke.edu). Requests should be made with ample lead time, to ensure that equipment can be located, tested/installed, etc.

**Events:**

**In-person events**

As of now, in-person event and meeting planning in Sanford is on hold until further notice. Sanford is taking cues from Duke, local and state guidelines, and we will follow up with more information about using building space for meetings and events when we have those details.

**Virtual events**

Please add plans for virtual events to the 25Live Sanford Virtual Events calendar as soon as you settle on a date or time. [Here is the link](#) to the Sanford Virtual Location. Thank you for helping us to improve coordination, support and promotion of our virtual events. (This tool does not need to be used for online meetings, just events).

**Event calendar**

You can find many Sanford events online at: <https://sanford.duke.edu/policy-connect/events>

August 2020

**The Sanford Network:**

The Sanford School provides network storage for graduate students in both a private directory and, if needed, shared space for group projects. You can access this space from any windows or OS X computer. The network is backed up every night and backups are available for 3 months. More information about [file storage](#) is available on the Sanford Intranet, under Computer Support.

In addition, Duke offers storage space in the cloud via [Box](#) and [OneDrive](#). There will be a training session to get you familiar with these alternatives.

Duke University has a robust, secure, wireless network available across campus named [Dukeblue](#). You can connect to the Duke wireless network with your netid and password. The “visitor” wireless network (does not require authentication) is also available but is more limited. You should always use Dukeblue. Duke University is a member of the [Eduroam](#) campus wireless community. This is comparable to using Dukeblue.

For classroom training, presentation or Audio-Visual needs at Sanford (video conferencing, Zoom, skype, and use of classroom equipment) please contact the AV support specialist at 919.613.7400, **option 2**.

**Hardware:**

We provide computers in lab 09 in the Sanford Building. This space is equipped with computers running Windows 10 and MS Office 2016. All of these computers have Stata 16 IC. When a lab is reserved for a class the schedule will be posted on the door. Until the time comes when social distancing is no longer necessary, it is possible to remote in to the lab computers. Directions are posted on the intranet, <https://inside.sanford.duke.edu/>, under the IT Support tab and FAQs. See Remote Desktop: Mac or Remote Desktop: Windows.

There are four “study/team rooms”. They are 203 and 254 in the Sanford Building, and 103 and 160 in Rubenstein Hall. Students can use these rooms for group projects. Each room has a display panel, with a assorted adapters to attach your laptop, and a web camera for room zoom meetings. The rooms can accommodate two to six people. Students can reserve these rooms using the sign-up sheet posted on the door of the room. For security reasons the doors to these rooms should not be propped open. During orientation, you will get a key for these rooms.

***Sanford IT does not provide support for personal computers. If you have a problem with your personal laptop, contact Duke OIT at 919-684-2200, or bring it to [The Link](#)***

**eMail:**

Your Duke email address is [netid@duke.edu](mailto:netid@duke.edu) Your E-mail address alias is: [firstname.lastname@duke.edu](mailto:firstname.lastname@duke.edu).  
You can access your email via <http://mail.duke.edu>.

**Software:**

Duke OIT offers a wealth of [free and discounted software](#) including adobe products, Stata and other statistical software, research tools, Office suites, and operating systems.



## Reporting IT Problems:

For problems related to email, call the [Duke OIT Helpdesk](#) at 919-684-2200 or email at [help@oit.duke.edu](mailto:help@oit.duke.edu). For computer/printer related problems, call the PPS Helpdesk at 919-613-7400 or email [ppshelp@duke.edu](mailto:ppshelp@duke.edu) to tell us the problem. When reporting a problem on a lab computer, please be specific, including any error messages and the computer number posted on the front of the computer. Answers to common Sanford IT questions is found on our intranet page: <https://inside.sanford.duke.edu/sspp-it/faqs/>

## Printing:

### *Duke's ePrint System:*

ePrint is a University managed print service offered by Duke OIT rather than Sanford IT. ePrint printers are located in the alcove off the Fleishman Commons in the Sanford Building, Sanford 09 Computer Lab, room 145 in Rubenstein Hall, and near Rubenstein 291. Please visit the [ePrint](#) website for information on other locations, quotas, and the required ePrint software download.

*Personal copies:* For personal copies, you will need to load FLEX money onto your DukeID card, which you will swipe through the copier's card reader in the same way you swipe a print/copy card. Copiers are in Sanford 133 and 223D, and Rubenstein Hall 104, 195, 205, and 285.

## Printer Paper and Toner:

Paper and toner cartridges in the computer lab will be restocked by employees. If any of the eprint printers are out of supplies please email [ppshelp@duke.edu](mailto:ppshelp@duke.edu). Students are advised to check the condition of the toner cartridge (by printing a sample page and checking it for readability) prior to printing a large number of pages, to reduce waste of paper. This paper is for the lab and is not intended for personal use.

## Security

To keep your information secure you are offered several services through Duke's IT Security Office. We will talk about these at greater length during orientation:

- Multi-factor authentication to protect duke websites you log in to that have personal information <https://oit.duke.edu/net-security/security/multi-factor-authentication.php>
- [LastPass](#) Premium password manager
- Box, 50 GB of encrypted storage in the cloud <https://box.duke.edu>
- Phone and mobile device security: <https://security.duke.edu/anti-theft-tracking>

## Sanford School Computing Staff:

Ed Ocampo Rubenstein	Computer Technician	<a href="mailto:edwin.ocampo@duke.edu">edwin.ocampo@duke.edu</a>	Room 295,
Astrid Gatling Sanford	Computer Technician	<a href="mailto:astrid.gatling@duke.edu">astrid.gatling@duke.edu</a>	Room 019,
Emily Totherow Sanford	Video Services Specialist	<a href="mailto:emily.totherow@duke.edu">emily.totherow@duke.edu</a>	Room 017,
Stan Paskoff Sanford	Manager, Desktop Services	<a href="mailto:stan.paskoff@duke.edu">stan.paskoff@duke.edu</a>	Room 019,
Neil Prentice Sanford	Director of IT	<a href="mailto:neil.prentice@duke.edu">neil.prentice@duke.edu</a>	Room 015,

## Research Management Tools at Duke University

Looking for ways to manage your research notes and citations and to format in-text citations and bibliographies? Duke provides access to two tools that may just fit the bill:

EndNote is a powerful desktop reference management application designed to help researchers keep track of citations and prepare bibliographies. EndNote is compatible with Microsoft Word and other word-processing software, allowing users to import references into documents as they write and automatically format papers in thousands of bibliographic styles, including Turabian, MLA, APA, and Chicago 15th. Download EndNote to your computer by visiting

<http://library.duke.edu/research/citing/endnote>

For subject specific help, contact:

Ryan Denniston (Political Science, Public Policy) at [ryan.denniston@duke.edu](mailto:ryan.denniston@duke.edu) or 919-660-5876

Rather have a web-based application? Then RefWorks is the research management tool for you. RefWorks offers many of the same functions as EndNote but resides online rather than your personal computer. Register for a free account by visiting

<http://library.duke.edu/research/citing/refworks>

Want to look at other research tools look here:

<http://library.duke.edu/research/citing/tools>

and you can compare all the research tools here:

<http://library.duke.edu/research/citing/tools-comparison>

Consider beginning to use EndNote or RefWorks early in your program – you'll thank yourself as you put the finishing touches on your papers.

Still have questions? Use the Research Support site by the library at:

<http://library.duke.edu/research>

## Sanford School Emergency Plan

This emergency plan for Sanford School of Public Policy (SSPP) outlines actions the SSPP Emergency Management Team should take to respond to incidents including accidents, severe weather, fires, explosions, and floods, hazardous materials releases, extended power outages, mass casualty events, and potential or actual terrorism events. It also applies to emergencies in the larger Duke community that could affect SSPP staff, faculty, students, programs, and facilities.

This protocol is part of the larger [Duke University Emergency Management Plan](#) created to prevent and respond to emergencies, protect students, faculty, and staff, secure infrastructure, and guard physical and reputational integrity. The SSPP emergency management team should follow the lead established at the university level during emergency response.

Emergency notifications may be distributed via the following email address: [PPS-emergency-mgmt@duke.edu](mailto:PPS-emergency-mgmt@duke.edu), which covers all SSPP faculty, staff, graduate and undergraduate public policy majors.

## Emergency Response Procedure

### Step 1 Gain Situational Awareness

Gain situational awareness (hazards, safety and/or operational concerns) to determine the severity, scope and potential duration of the emergency.

### Step 2 Alert First Responders

Alert First Responders in order to safeguard human life, safety and health, and the material assets of the university through the following:

- **Accident or Medical Emergency:** Call Duke Police immediately by dialing 911 from a campus telephone land line, 919-684-2444 from a cell phone, or using the LiveSafe app.
- **Crime/Violence:** Call Duke Police immediately by dialing 911 from a campus telephone land line, 919-684-2444 from a cell phone, or using the LiveSafe app.
- **Explosion, Fire, Flood:** Call Duke Police immediately by dialing 911 from a campus telephone land line, 919-684-2444 from a cell phone, or using the LiveSafe app; evacuate according to policy posted for individual locations.
- **Information Technology Breaches:** Report immediately to Neil Prentice (SSPP Director of Information Technology) at [neil.prentice@duke.edu](mailto:neil.prentice@duke.edu) or 919-613-9355.
- **Power Outage or Severe Weather Impact:** Call Duke Police immediately by dialing 911 from a campus telephone land line, 919-684-2444 from a cell phone, or using the LiveSafe app; alert Khalil Nasir at 919-613-9200 or at [khalil.nasir@duke.edu](mailto:khalil.nasir@duke.edu).
- **Mental Health Issues:** Contact **DukeReach** (<https://studentaffairs.duke.edu/dukereach1>) or using the LiveSafe app; at 919-681-2455 to assist students who need psychological counseling. *For emergencies after business hours*, call Duke Police (919-684-2444) or page the Dean On-Call

(919-970-4169). Staff and faculty seeking psychological counseling will be referred to Personal Assistance Service (PAS) at 919-416-1727 and <http://pas.duke.edu/>.

### **Step 3 Notify SSPP Emergency Management**

**Primary** SSPP Emergency Management members as follows:

**Emergency Manager:** David Arrington, Associate Dean for Finance & Administration

Office: 919-613-7310      Cell: 919-812-2937      Home: 336-364-2070

**Backup Emergency Manager:** Neil Prentice, Director of Information Technology

Office: 919-613-9355      Cell: 919-491-7785      Home: 919-405-3927

**Secondary** SSPP Emergency Management members as follows:

Khalil Nasir, Building Manager

Office: 919-613-9200      Cell/Home: 919-698-0773

Emily Totherow, Video Services Specialist

Office: 919-613-9269      Cell/Home: 919-717-2266

Jonathan Abels, Executive Director, Duke Center for International Development

Office: 919-613-9230      Cell: 919-604-3546      Home: 919-493-3546

Kate Walker, Assistant to the Dean

Office: 919-613-7309      Cell/Home: 919-308-2294

Linda Lytvinenko, Assistant Dean for Academic Programs and Student Affairs

Office: 919-613-9250      Cell/Home: 919-409-5797

Linda Simpson, Staff Assistant

Office: 919-613-9363      Cell/Home: 919-624-6118

David Schanzer, Faculty Member

Office: 919-613-9279

Tom Taylor, Faculty Member

Office: 919-613-9252

#### **Step 4 Emergency Management Team Manager Continue Notification**

The SSPP Emergency Manager will continue to notify central Duke and Sanford School senior administration.

1. Notify Duke's Emergency Coordinator or designee.
2. Notify senior administration in Sanford School.

#### **Step 5 Emergency Recovery Operations**

The exact steps for returning to normal operations will depend on the emergency and will be dictated by the Office of the Dean in collaboration with the Duke Emergency Coordinator.

### **Policy & Priorities**

In the event of an emergency situation, the Sanford School of Public Policy will:

- Place the highest priority and concern on human life, safety, and health.
- Be compassionate, caring and make every effort to address the needs of our faculty, staff, students and visitors.
- Be open, straightforward, and accessible.
- Consider all stakeholders in our actions, keeping them fully abreast of the situation through normal channels, to the best of our ability.
- Acknowledge appropriate responsibility immediately.
- Make emergency response and all associated elements the top priority during an emergency event.

Priorities that must always be addressed when managing any emergency event:

1. **First Priority:** Ensure the life/safety of all employees and visitors.
2. **Second Priority:** Stabilize the situation through reestablishment of essential organizational services.
3. **Third Priority:** Reduce confusion and misinformation by following a clearly define chain of communication and response.

### **Sanford School Emergency Management Plan & Team**

Sanford School of Public Policy will maintain an Emergency Management Plan and an Emergency Management Team (EMT).

#### **Emergency Management Team & Responsibilities**

The EMT consists of individuals covering key functional areas of the School, i.e., Faculty, Central Administration, Academic Administration, Facilities, Communications, Information Technology, Events Management and School Centers/Programs.

The EMT will be chaired by the Associate Dean for Finance & Administration and will be advised by the Duke University Emergency Coordinator, as required. During an emergency event, representation on the EMT may vary according to the crisis at hand. SSPP abides by Duke University's Emergency Management Plan.

The EMT will develop, exercise, and maintain the processes, procedures, and tools necessary to effectively and efficiently manage through any emergency situation that may arise. Team responsibilities include:

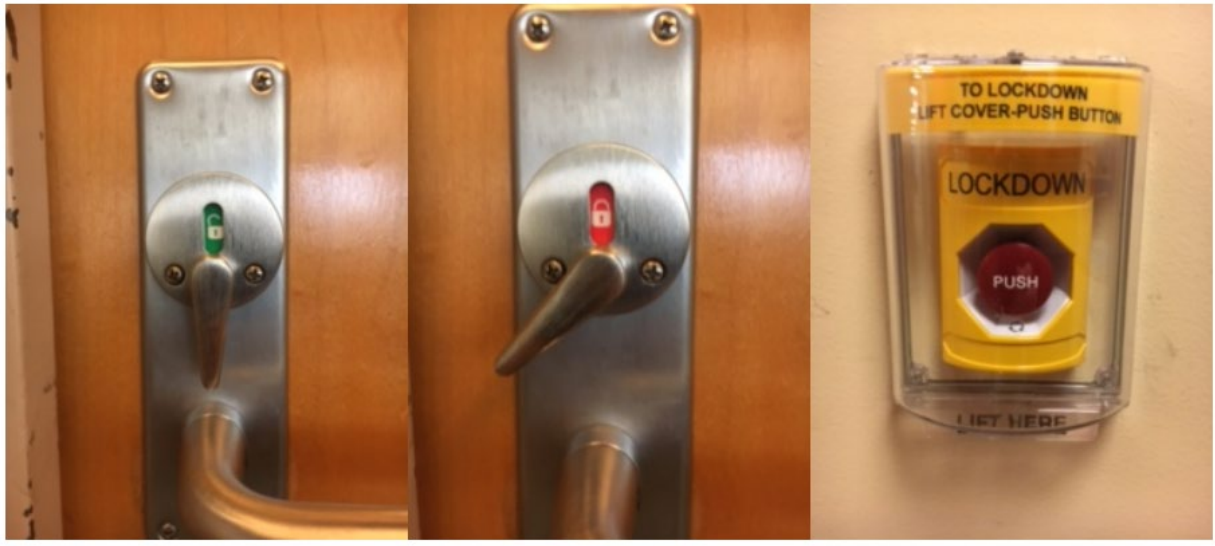
- Acting quickly
- Obtaining all relevant facts regarding the situation
- Considering impact to all key audiences (internal and external)
- Establishing goals to defuse/remedy the situation
- Engaging assistance, if necessary
- Communicating with key audiences as needed

Appropriate emergency reporting, tracking, documentation, and post-crisis review practices will be implemented and adhered to. The EMT will work closely with leadership at the emergency "site" during any emergency and ensure mutual coordination.

### **Emergency Management Plan**

The EMT has developed and implemented local Emergency Response and Evacuation Plans for its two buildings.

All public spaces (classrooms, Rubenstein Hall Resource Room, most meeting rooms) and Rubenstein Hall first floor corridor doors are equipped with door locking mechanisms to prevent access when appropriate. Door locking mechanisms are either a thumb turn lock or a push button lock. Thumb turn locks are housed on the door itself, above the door handle, and are color-coded to indicate whether locked (red color) or unlocked (green color). Yellow 'LOCKDOWN' push button locks are located on a wall adjacent to the entry door and are activated by lifting the cover and pushing the red button; you will hear a clicking sound that denotes the door has been locked. To deactivate the push button lock, turn the red button slightly to the right and the red button will pop back out and you will hear another clicking sound that denotes the door has been unlocked. Keep in mind that you can always exit out of a room whether either door locking mechanism is engaged or not.



All public spaces have two types of posted signage inside each room as follows:

- *In Case of Emergency* signage that provides building information (location, room #, building #, room phone # if applicable), closest fire extinguisher and fire alarm pulls, and designated storm shelters for that building (which may include the room you are in).
- *Floor Plan* of the building and room you are in (red star with "You Are Here" reference that shows your specific location), where emergency exits are, where designated storm shelters are located, and specific location of fire extinguisher and fire alarm pulls.

The School maintains a team of fire safety monitors for each building and floor level, each of whom is assigned specific offices/public spaces/restrooms to cover. Their primary role is to assist with building evacuation in the event of a fire/drill but may be called on in other ways as needed.

This Plan is an evolving operational document; departures from this plan in actual crisis/emergency/disaster are likely to be appropriate and will be reviewed and revised based upon lessons learned from new events and/or exercises and/or changes in standards or best practice.

### **Objectives of the Plan**

The objectives of our plan include the following:

1. Identify and assess vulnerabilities and hazards which may have a direct or indirect impact on the organization;
2. Strategic planning for emergency response, business continuity, and disaster recovery;
3. Ensure the safety and security of faculty, staff, students and visitors;
4. Maintain the continuity of our research and teaching services, products, and operations;
5. Effectively manage disaster assets and resources;
6. Provide relevant training based upon staff knowledge and lessons learned; and
7. Integrate the SSPP Emergency Management Plan with the broader Duke University Emergency Management Plan.

Emergency response will address four phases of emergency (crisis) management: mitigation, preparedness, response and recovery, which are defined below:

- **Mitigation** activities are taken to reduce the risk of and lessen the impact due to a crisis.
- **Preparedness** activities are taken to organize and mobilize essential resources to a crisis before one occurs (i.e. training, obtaining and storing emergency supplies).
- **Response** strategies and actions are activated to respond to the crisis when it occurs
- **Recovery** strategies and actions are taken during and after the crisis to restore systems critical to resuming normal operations. Considerations of recovery should begin early in the response phase and can extend into a long-term period after a major event.

### Emergency Levels

Duke University utilizes a tiered response structure that encourages local management of incidents and coordinated communication involving senior leadership. Information on the University Emergency Management decision-making process can be found on the emergency website: <http://emergency.duke.edu/>.

### Employee Responsibilities

It is the expectation of the Sanford School of Public Policy for employees to report any potential or developing emergency up through line management so that an appropriate response can be made. Management should quickly analyze the situation, then alert the appropriate authorities. This response may also include the activation of the SSPP Emergency Management Plan & Team.

### What to do in an Emergency

For specific steps on what to do in case of an emergency, employees are asked to review [Duke guidelines](#):

- Tornadoes
- Armed Intruder
- Winter Weather
- Hurricane
- Evacuation
- Extreme Heat
- Fire
- Hazmat

### How Campus Emergencies are Communicated

To stay informed about emergencies and/or potential situations, review the [University's 'How You'll Be Notified'](#) site which outlines how information is distributed:

- Outdoor siren system
- Text messaging (opt in system; [sign up](#) for DukeALERT text messages)
- Email
- Duke Emergency Website & alert bar on Duke-hosted sites



- Phone (alert message posted on 919-684-INFO, Duke's emergency and severe weather information line)
- Direct contact
- LiveSafe App

### **Personal Responsibilities**

We encourage you to be situationally aware:

Know where the building emergency exits.

Know where the designated storm shelters are in each building.

Know the location of fire extinguishers, fire alarm pulls and first aid kits.

When fire alarm activated, exit the building.

If anyone is interested in serving as a fire safety monitor, then contact Sanford School Building Manager.

### **LiveSafe App**



You are also encouraged to download and use the [LiveSafe](#) app, which is free for Duke students, staff and faculty. LiveSafe allows community members to submit various real-time tips through the touch of a button – everything from assault/abuse to suspicious activity – to Duke Police, which monitors messages 24/7 in its dispatch center. With the “SafeWalk” feature, the app uses GPS technology that enables individuals to invite others to “virtually escort” and monitor their location on a real-time map.

## FORMS

For the most up-to-date forms from the Graduate School visit here:

<https://gradschool.duke.edu/academics/academic-policies>

For the most up-to-date Sanford School forms visit here:

<https://sanford.duke.edu/academics/registrar>

Click the links to access these frequently used forms:

- [Graduate Student Independent Study Permission Form](#)
- [Inter-Institutional Registration Form and Instructions](#)
- [Course Add Form](#)
- [Course Withdrawal Form](#)
- [Committee Approval Form](#)
- [Leave of Absence Form](#)
- [Preliminary Exam Report](#)
- [Course Audit Form](#)
- [Graduate Student Enrolling in a course below 500 request form](#)

**\*Manual** - Download the form use [Acrobat Reader](#) to fill out the form. Students are responsible for obtaining authorized signatures from their instructors, DGS and then submitting the signed form to the Registrar as specified on the form.

## SPECIAL SECTION ON COVID-19

In spring of 2020, COVID-19, a global pandemic, created hardship for the Duke community. Duke University responded with resources to help students, financially, academically and emotionally. The pandemic will have lasting results on our student population. Therefore, some of these resources will be given to students for years to come such as opportunities for financial support for students in years 6 and 7 whose research has been significantly affected by COVID-19.

### Resources:

Pandemic-related information for Graduate School students. This site includes information on travel, finances, milestone exams and other useful information: [Pandemic-Related Information for Graduate School Students | Duke Graduate School](#)

Duke's Coronavirus website: <https://coronavirus.duke.edu/> (a great source that can help answer many questions including what to do if you feel sick, vaccine information, mask protocols and other the most recent updates)

Blue Devils Care: <https://www.timely.md/blue-devils-care-faq/> This is a new, free, 24/7 mental telehealth service for students.

Student Assistance Fund: <https://studentassistance.duke.edu/> This offers financial support for students experiencing increased adversity as a result of COVID-19

More Resources for Mental Health Support: <https://coronavirus.duke.edu/support/>