

# DUKE UNIVERSITY TRANSCRIPT GUIDE

**CREDIT, ALL SCHOOLS:** The Graduate and Professional Schools, except for the Divinity School, list credit in semester hours. Prior to 1969, credit for Trinity College of Arts & Sciences, the Pratt School of Engineering, and the Divinity School was recorded in semester hours. A semester-hour unit represents one lecture or recitation period of 50 minutes per week for a fifteen-week semester or its equivalent. Beginning Fall 1969, credit for Trinity, Pratt, and the Divinity School has been listed in semester-courses.

**NOTE: One semester-course credit unit is equivalent to four semester hours.**

**UNDERGRADUATE LOAD AND COURSE NUMBERING SYSTEM:** Since 1969, the normal undergraduate load has been four semester-course credits per semester. Full-time status requires three or more semester-course credits. For undergraduate matriculants from Fall 1969-Summer 1988, the graduation requirement was 32 semester-course credits; for matriculants in Fall 1988 and after, it is 34. From 1930-2012, introductory-level courses are numbered below 100; advanced-level courses are numbered 100 and above. Courses numbered 1-49 were primarily for first-year students; courses numbered 200-299 were primarily for seniors and graduate students. Effective Fall 2012, undergraduate (Trinity and Pratt), Graduate School, Nicholas School of the Environment, Sanford School of Public Policy, Divinity School and Fuqua School of Business courses were renumbered. In the new numbering scheme, courses numbered at the 100 level and below are introductory courses; 200- and 300-level courses are above introductory; 400-level courses are advanced undergraduate, capstone-type courses typically taken by seniors; 500- and 600-level courses are graduate courses open to advanced undergraduates; courses numbered 700 and above are for graduate students only. A more detailed description of the course numbering scheme and process can be found at the following website: <http://admin.trinity.duke.edu/course-renumbering>.

**DUKE KUNSHAN UNIVERSITY:** Beginning Summer 2014 Duke University began offering graduate and professional degree programs and undergraduate semester programs at Duke Kunshan University, in Kunshan, China. Credits and degrees are awarded through Duke University and are displayed as such on Duke University transcripts, with a notation indicating the coursework was taken through Duke Kunshan University.

## GRADING SYSTEMS

### UNDERGRADUATE

*Trinity College of Arts & Sciences, Pratt School of Engineering, the School of Nursing, and the Woman's College:*

1967-present				1930-1955				Quality Points per semester hour			
A+	4.0	C+	2.3	A	Exceptional			3			
A	4.0	C	2.0	B	Superior			2			
A-	3.7	C-	1.7	C	Satisfactory			1			
B+	3.3	D+	1.3	D	Low Pass			0			
B	3.0	D	1.0	F	Failure						
B-	2.7	D-	1.0	(1955-1967, quality points per semester hour carried one more point per semester hour.)							
		F	0.0								

In 1972, Trinity College and the Woman's College merged into the coeducational Trinity College of Arts & Sciences.

### GRADUATE AND PROFESSIONAL

*The Graduate School, Pratt School of Engineering, Nicholas School of the Environment, and Sanford School of Public Policy:*

Summer 2004-present				Through Spring 2004			
A+	4.0	B-	2.7	E	Excellent		
A	4.0	C+	2.3	G	Good		
A-	3.7	C	2.0	S	Satisfactory		
B+	3.3	C-	1.7	F	Failure		
B	3.0	F	0.0	P	Passing (Pass/Fail Course)		

From Fall 1967, plus and minus signs have been possible. Through Spring 2004, the undergraduate grading system applies when a graduate student takes a course at the 100 level. All students admitted to The Graduate School, the Engineering Management program, and Sanford School of Public Policy in Summer 2004 and later will have a grade point average calculated, based on the scale noted above. No GPA is calculated for students admitted to those schools prior to Summer 2004. The Nicholas School of the Environment does not calculate a GPA.

*The Fuqua School of Business:*

Sept. 1980-present				Sept. 1977-Sept. 1980			
SP	4.0	Superior		A	Excellent		
HP	3.5	High Pass		B	Superior		
P	3.0	Pass		C	Average		
LP	2.5	Low Pass		D	Low Pass		
F	0.0	Failure		F	Failure		

Prior to September 1977, the School of Business Administration used the same grading system as the Graduate School.

*The Divinity School:*

Fall 1971-present: the Divinity School has employed the same grading scale as the undergraduate schools.

1951-Fall 1971		Before 1951	
A	Excellent	E	95-100
B	Superior	G	85-94
C	Average	S	70-84
D	Inferior	F	69 & below
F	Failure		

*The School of Nursing:*

Spring 1993-present			
A	4.0	C+	2.3
A-	3.7	C	2.0
B+	3.3	C-	1.7
B	3.0	F	0.0
B-	2.7		

From 1974-1992, plus and minus signs were not used.

*The Law School:*

Fall 2013-present

4.1-4.3	Exceptional (<= 5% of any course with 40 or more students)
2.0-4.0	Passing in ascending order of proficiency
1.5	Failing

Fall 2004-2013      Fall 1989-2004

4.1-4.3	4.1-4.5	Exceptional (<= 5% of any course with 40 or more students)
1.6-4.0	1.6-4.0	Passing in ascending order of proficiency
1.1-1.5	1.1-1.5	Failing

Fall 1971-Fall 1989

3.5-4.0	H	Honors
2.7-3.4	HP	High Pass
1.8-2.6	P	Pass
1.3-1.7	LP	Low Pass
1.0-1.2	F	Failure

**OTHER SYMBOLS** (all schools):

—	Completed
*	No Credit
AD	Audited
AP	Advanced Placement Program Credit
CR	Credit Only
I	Incomplete
IPC	International Placement Credit
N	No grade reported at this time from instructor
NC	No Credit
P	Pass - in Pass/Fail course (after 1966)
S	Satisfactory - in Satisfactory/Unsatisfactory course (for undergraduates beginning Fall 2010)
TR	Transfer Credit
U	Failure - in Pass/Fail course (after 1966); Unsatisfactory - in Satisfactory/Unsatisfactory course (for undergraduates beginning Fall 2010)
W	Withdrew from course
WA	Withdrew from an Audited course
WE	Withdrew, Student Registration Error
WF	Withdrew, Failing (after 1974)
WI	Withdrew, Illness
WP	Withdrew, Passing (after 1974)
X	Absent from Examination (with excuse)
Z	Year-long course, grade given next semester

**ACCREDITATION:** Duke University is accredited by the Southern Association of Colleges and Schools, Atlanta, GA 30365.

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