

# Registration & Enrollment

## Requirements

As a recipient of financial aid at Duke, you are required to enroll in classes each semester, meeting the deadlines and procedures established by the university Registrar's Office. We expect you to enroll for and complete a minimum of twelve course units per term to maintain financial aid eligibility for university scholarship funds. Eligibility for some types of federal aid, including Perkins loans, Work-Study, SEOG, and Stafford loans, both subsidized and unsubsidized, requires enrollment for a minimum of eight course units per term. Federal Pell grant and North Carolina Legislative Tuition grant (NCLTG) programs require twelve course units per term for a full grant. Aid will not be disbursed until you have been enrolled for sufficient units, and university funding will not be increased to adjust for any shortfall in your aid award due to your failure to enroll in sufficient number of units. You will be required to pay full tuition unless granted an exception by the Registrar's Office for medical reasons, terminal semester, or other circumstances. Any sanctioned exceptions to full-time enrollment will be reflected in your financial aid award notice. Students auditing classes are not eligible to receive financial aid funds.

## Changes in Status

If you file for a leave of absence before the first day of classes, your charges and financial aid will be canceled for the semester. Financial aid resources must be returned to their sources; e.g., Stafford loans will be returned to the lender, scholarships to the university, etc.

If you take a leave of absence after the first day of classes, you may be entitled to a refund. You should check the Duke Student Bulletin (available on-line [www.registrar.duke.edu](http://www.registrar.duke.edu)) for current refund policies, which are consistent with those recommended by the federal government. You may also be granted housing and dining refunds if you withdraw and move out of the residence system.

If you leave Duke, you must contact the Registrar's Office to initiate a leave of absence. Procedures can be found in the *Duke Student Bulletin*. If we determine that you are entitled to a refund, we will first recalculate your costs and then disburse the refund in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, Parent Loans to Undergraduate Students (PLUS), Pell Grant, Supplemental Educational Opportunity Grant, and other resources of federal, state, private or institutional sources of aid, and finally to you.

## Title IV Refund

When students are unable to complete the semester, and therefore must withdraw in the middle of a term, Financial Aid Administrators are required to calculate the amount of aid the student qualifies for. The financial aid funds are handled differently depending on whether they are federal (Title IV) funds or institutional (Duke) funds. In general, a Dean will notify the Financial Aid Office that a student has withdrawn or is taking a leave of absence. The administrator will look the student up in the system to determine if they are receiving financial aid. If they are not, nothing additional needs to be done. If they are receiving aid, the following steps should be taken:

If the student withdrew after classes have begun, the administrator determines how much of the semester was completed. This will be used to figure the amount of aid the student has earned, and therefore how much aid may be kept. For institutional aid, the amount of aid earned is based on the week in which the student withdraws as follows:

Before classes	0%
1 <sup>st</sup> -2 <sup>nd</sup> week	20%
3 <sup>rd</sup> -5 <sup>th</sup> week	40%
6 <sup>th</sup> week	80%
After 6 <sup>th</sup> week	100%

## Satisfactory Academic Progress

All students who receive financial aid, whether from federal, state, or Duke University funds, must be enrolled degree candidates in good standing. They must also be making sufficient academic progress toward the degree. Students will be considered to be making satisfactory progress and eligible to continue at Duke if they have satisfactorily completed a sufficient number of courses to proceed to the next academic level (sophomore, junior, senior).

The minimum standards for satisfactory progress and continuation are as follows:

To be eligible to continue to the	A student must have passed
2nd semester at Duke	2 semester courses at Duke
3rd semester at Duke	6 semester courses at Duke
4th semester at Duke	10 semester courses at Duke
5th semester at Duke	14 semester courses at Duke
6th semester at Duke	19 semester courses at Duke
7th semester at Duke	22 semester courses at Duke, plus two additional courses <sup>1</sup>
8th semester at Duke	26 semester courses at Duke, plus two additional courses <sup>1</sup>

<sup>1</sup>The additional semester courses may be earned through advanced placement and/or transferred courses.

Courses taken in the summer term at Duke may be used to meet continuation requirements; except as noted, advanced placement may not be used to satisfy it. No more than two courses completed with *D* grades may be counted toward fulfilling this annual continuation requirement.

If aid recipients have not met these criteria in the prior year, they will lose aid eligibility. Students are required to register for four course credits per term. Three course credits are considered full-time. A student must pass at least 3 semester courses a term to progress academically and to receive financial aid. The only exceptions are first semester freshman (see chart above) and second-semester seniors who require less than a full-time course load in order to graduate. No student, except under extraordinary circumstances, will receive more than a total of nine semesters of financial aid. Requests for a tenth term of aid must be made in writing to the student's academic Dean.

For a full statement on Duke's Academic Procedures and Information please see the Registrar's website (<http://registrar.duke.edu/bulletins/undergraduate/2008-09/ugbhtml/undergradbltn2008-09-07-1.html#wp224793>).

## Leaving the University

If you leave the university, you must notify appropriate offices according to current policies described in the Duke Student Bulletin, including the Financial Aid Office and the Registrar's Office. Whether you graduate or take a leave of absence, you must advise your lender(s) and contact the Financial Aid Office for exit counseling or materials covering repayment responsibilities if you have a federal Stafford Loan. If you have a Perkins Loan, you must contact the Student Financial Services Office for exit counseling.

If you notify the Financial Aid Office in advance of the relevant semester(s) you are taking a leave of absence, you may apply that period's scholarship or grant eligibility to a future semester in the same academic year (e.g. summer session). Such notification should be in writing. Failure to notify us of an intended leave of absence or anticipated return may result in the cancellation of your financial aid for the remainder of the academic year.

## Planning Your Return

You will need to plan your return if you take a leave of absence before your graduate. The Financial Aid Office has financial aid application materials available for the upcoming academic year beginning in January, with a filing

deadline in May. You will want to be certain to meet all aid application deadlines if you want to be considered for aid for the next academic year. (Students who leave for a year or longer will be subject to the aid policies in effect when they return). You also should make certain that there are no holds on your student record and that you are not in default on any student loans. In addition, you will need to inform the Registrar's Office of your intent to return.

### **Additional Semesters of Aid**

Every Duke student may receive financial aid for up to 9 academic terms (or 8 academic terms and 2 summer terms). The summer terms must be used for official Duke-sponsored Summer Study Abroad Programs or for attendance at Duke summer school programs.

### **Part-Time Attendance**

Students who are taking 3 credits or more during Fall or Spring Term are considered full-time and are charged full tuition. The three credits may be accumulated through any combination of full and partial credit courses. All full-time students have aid eligibility determined using the standard budget.

Students taking less than 3 credits during an academic term have their tuition prorated based on a per course tuition charge and their book allowance prorated based on the actual number of courses being taken. Such students are subject to the following:

- (1) The tuition component of their budget for the term is reduced to the amount charged on their Bursar's bill.
- (2) The book component of their budget for the term is reduced to 34% of the term book allowance for each course being taken.
- (3) Need-based aid is reduced to reflect the reduced eligibility that results from the lower charges.
- (4) Their eligibility for certain programs is affected. They are NOT eligible to receive NC Tuition Grant for that term. Pell Grant award amounts for that term are reduced. To determine the correct Pell amount the payment schedule for periods less than full-time must be consulted.

Students taking only 1 credit are considered less than half-time and are not eligible for need-based aid, either federal or institutional. The sole exception to this is that Pell Grant may be available for a one-quarter time person.