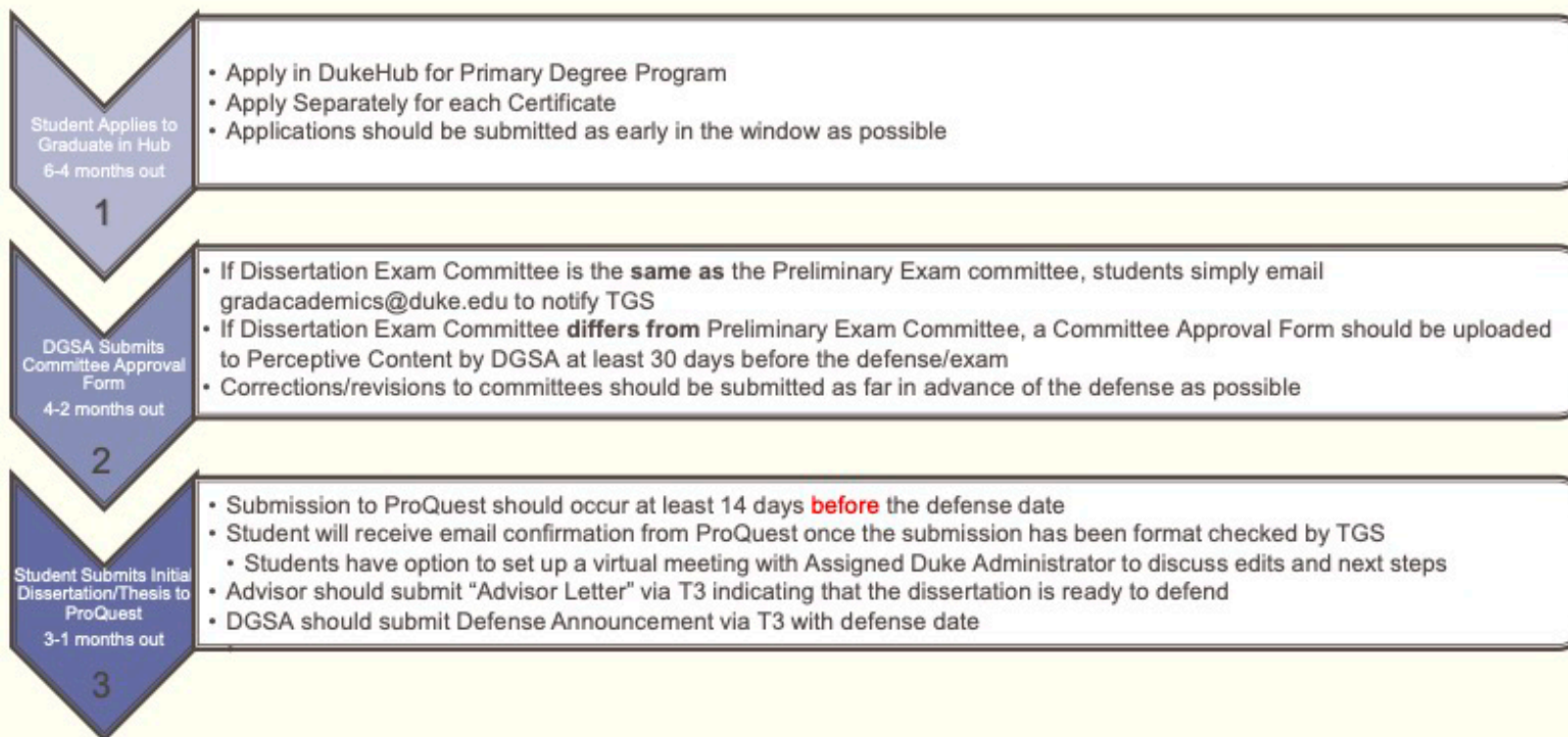
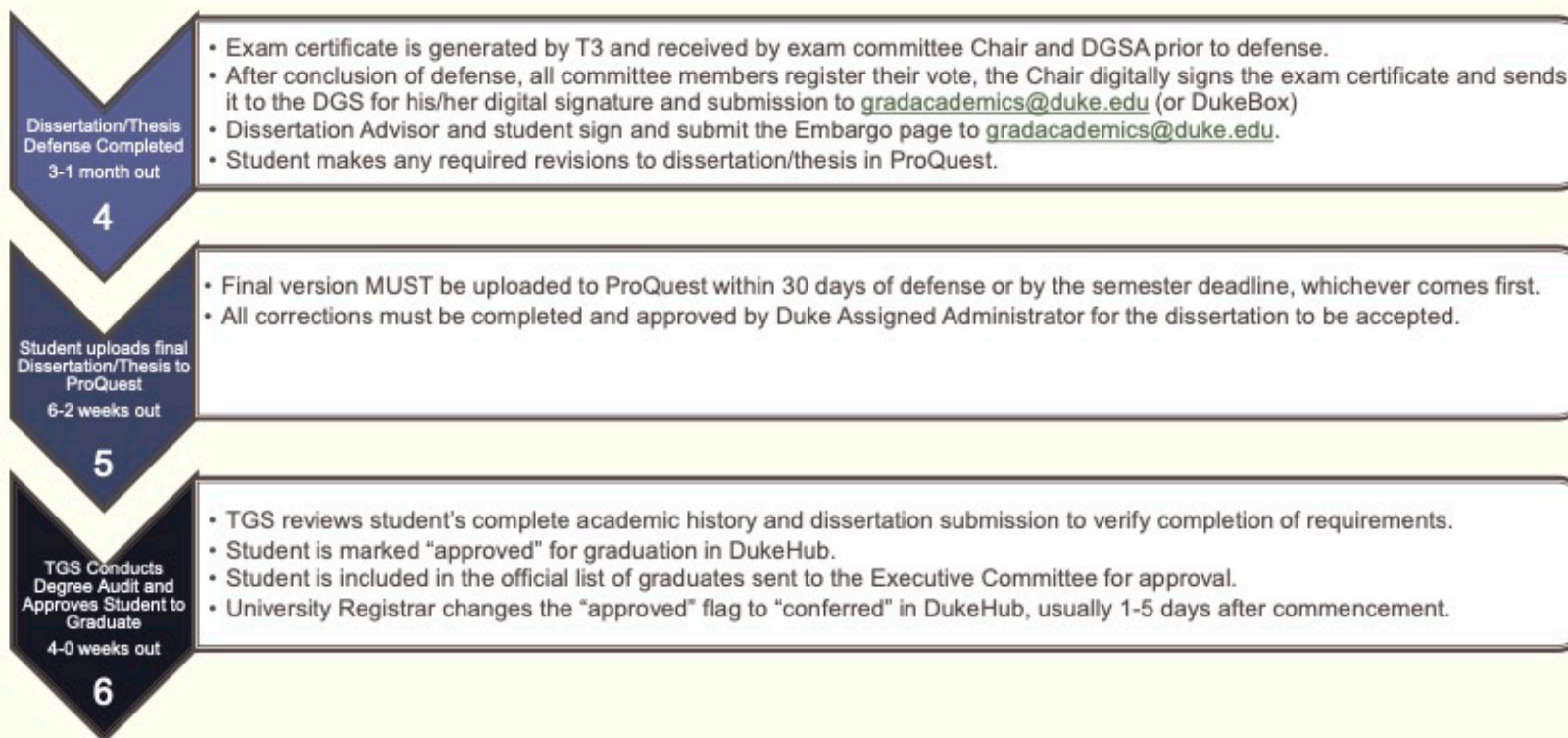


Optimal Graduation Process Flow Chart



Optimal Graduation Process Flow Chart (continued)



Special Considerations and Reminders

- Once a student has completed all degree requirements, he/she must graduate.
 - A valid academic program reason must be present to request an extension.
 - **International students** formally approved to extend their degree programs must check the I-20 or DS-2019 program end date to ensure it will not expire before the new graduation date.
- Students who have applied to graduate in the current term but cannot meet the deadlines must contact Helene McAdams (hmca@duke.edu) to cancel the application and reset the expected graduation term.
 - Students will be required to re-apply to graduate in DukeHub and register for CTN 1-01 in the revised graduation term.
 - To graduate beyond Y7, PhD students must submit a Degree Completion MOU for TGS approval.
- Students enrolled in a graduate certificate program (e.g., CCT) must either apply to receive it in the term they complete their highest degree or have it discontinued by TGS.
 - Students must apply **separately** in DukeHub for the degree and **each** certificate.

Checking Your RCR Credits

1. Log into [Duke Hub](#).
2. Click on *Academics* in the left pane.
3. Click on *Degree Progress*.
4. Note that you can expand/collapse details of your RCR Requirements on the right.

Please allow sufficient time after any RCR training event for information to be compiled in The Graduate School, submitted to the registrar, and entered onto your official university transcript. All credit is entered after the completion of the event, and this process may take until the end of the academic term. (Note that registration for RCR events is not in DukeHub. Registration links are in the event descriptions: [Orientation](#); [Forums](#).)

Notes

- In October 2020, The Graduate School updated RCR programming, and as part of this process, renamed/renumbered RCR forums. At that point, all non-basic medical science PhD students who'd completed GS710 as RCR orientation (and would need to complete three additional forums to fulfill graduation requirements) received credit for *RCR711.99 RCR Correction*. This allowed the advisement system in DukeHub to work equally well for them and for students matriculating in Fall 2020 who took a different orientation (GS714 & GS715) and were required to take four additional forums in addition to the new orientation. In short, this correction allowed DukeHub to track all non-BMS PhD students with the same graduation requirements: orientation + four forums.
- Beginning Fall 2018, RCR events are notated with 0 (zero) credits and a - (dash) grade to avoid confusion with regular, credit-bearing classes. If an RCR forum/orientation appears on a student's transcript with zero credits and a dash grade, it is still valid towards the degree requirement.