

Duke University Records Custodians

University Registrar

Records: Academic records, Veterans benefits certification records

Medical School, Allied Health

Records: Academic records

Departments

Departmental Offices, Chairmen, Director of Undergraduate Studies, and Director of Graduate Studies records: grade reports, biographical data, results of certain examinations, other advisory information (records vary by department)

Colleges and Schools

Deans' Offices, Associate Deans' Offices, and Assistant Deans' Offices records: admissions information, advising notes, progress towards degree information, financial aid information (records vary by department)

Pre-law, Pre-med, and Pre-business records: advising notes, conference notes, letters of evaluation, personal information sheet, transcript, pre-professional recommendations, test scores (records vary by office)

Faculty

Records: grades

Advisors

Records: advising notes

Student Affairs

Undergraduate records: student disciplinary records

Housing, Dining & Residence Life records: on-campus housing records

Graduate and Professional records: See Colleges and Schools

Counseling and Psychological Services (CAPS)

Records: biographical data, summaries of conversations with student test results

Financial Aid

Undergraduate records: financial aid applications, needs analysis statements, awards made

Medical School records: financial aid applications, needs analysis statements, awards made

Graduate and Professionals Schools records: financial aid applications, needs analysis statements, awards made

Career Center

Records: recommendations, unofficial copies of academic records for undergraduates and some graduate students (professional student records in respective professional school career centers)

Bursar's Office

Records: records of financial payments

Office of Student Loans

Records: promissory notes, copies of correspondence

DukeCard Office

University records: records of DukeCard financial transactions

Medical School records: records of DukeCard financial transactions

Student Health Services

Records: immunizations records