Prerequisite

Required and Recommended Courses

Academic and Enrollment Services
308 Research Drive
Levine Science Research Center

Suite A101/Box 90330
Durham, NC 27708

(919) 613-7459
https://nicholas.duke.edu/

If you are currently missing one or more **required** (and/or **recommended**) prerequisite course, please read the information below carefully. Students are encouraged to contact me directly about prerequisite matters that have not already been addressed here. Prerequisite courses may be taken at any accredited college or university; this includes technical, community and junior colleges. Courses must be taken for college credit and the student must earn a minimum grade of B-. Prerequisite requirements may only be completed by formal college level course work. Upon completion of prerequisite coursework, the student must submit an **official transcript** to the Office of Academic and Enrollment Services; unofficial transcripts are not acceptable. Remember, students are not allowed to matriculate in the fall with more than one required prerequisite deficiency.

If the student’s prerequisite transcript(s) is not in English, the student must also provide a certified English translation.

**ENROLLED OR PLAN TO ENROLL IN A COURSE?**

If you are currently enrolled and/or plan to take a course to fulfill a required or recommended prerequisite, please take a few minutes to complete the notification form here. This includes prerequisite courses that you plan to take in fall while at Duke. If you have already submitted this form, please do not resubmit the form unless there have been significant changes in your plans such as the title of the course and/or the institution where you plan to enroll.

**SEND PROOF OF COMPLETION**

Official transcripts are required to demonstrate successful completion of prerequisite course work. Transcripts submitted by hard copy should be in sealed envelopes signed/sealed across the flap by the registrar of the institution. The mailing

**IMPORTANT**

This is an important matter. Please do not ignore it. Students cannot graduate without successful completion of their prerequisite requirements. Also, please be aware that the course credits earned to fulfill a prerequisite requirement do not count toward the 48-credits required to earn the MEM and/or MF degree.

**GRADUATE COURSES**

Completion of graduate level courses that require prerequisites in microeconomics, statistics, calculus, ecology and/or chemistry is not a substitute for completing the prerequisite level course.

**RECOMMENDED versus REQUIRED COURSES**

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address is Nicholas School of the Environment/Duke University Box #90330/308 Research Drive/Durham, NC 27708-0330. Or, if the institution that the student attended uses eSCRIP-SAFE International (or similar agent) for the delivery of official transcripts, please ask the university registrar to send your official transcript to admissions@nicholas.duke.edu.

Once I receive your official transcript(s), I will notify you via Duke E-mail address. In the meantime, if you have any questions and/or concerns about this email, do not hesitate to let me know. I hope that this information has been helpful. Do not hesitate to follow-up as needed.

Students may choose whether or not to take courses recommended for their concentration, but they do not have the option to waive (or test out of) courses that are required for the program and/or their concentration.

ALREADY TAKEN?

If you feel that you have already taken a college level course that meets your prerequisite deficiency, please provide a complete syllabus for review; send the syllabus to e.love@duke.edu. Before you submit the syllabus, please remember the course must have been taken for college credit and a minimum grade of B- earned.

DUE DATE

Students may not matriculate in the fall with more than one required prerequisite deficiency. Proof of completion of prerequisite courses is required by Friday, August 21, 2015. This deadline is especially important for students who were conditionally admitted. Students who enroll in the fall with one required prerequisite course must take that course during their first year, preferably in the fall semester.