

**Nicholas School of the Environment and Earth Sciences
Student Handbook
2004-2005**

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Academic Calendar

The Academic calendar, including all academic dates, is available [online](#).

Staff

For a complete list of Nicholas School staff members, please go to the [website](#).

Introduction

This manual attempts to answer the most commonly asked questions concerning both professional study in the Nicholas School of the Environment and Earth Sciences and graduate study in the Department of the Environment.* It should be considered only as a supplement to the Bulletin of the Nicholas School of the Environment and Earth Sciences and the Bulletin of the Graduate School. Students are expected to become familiar with those sections of the current bulletins that describe the general procedures and regulations pertaining to their

program of study. Additionally, professional students are expected to become familiar with their program area guidelines and the guidelines for master's project preparation. Copies of these documents are available in the Enrollment Services Office, A142 Levine Science Research Center. Program descriptions and other documents are also available on the Nicholas School home page on the World Wide Web, accessible through several computers in the computer lab and reading room.

Other manuals, such as the [Graduate and Professional Students Council \(GPSC\) Handbook and Crime Prevention and Safety Guide](#), should also be read and kept for reference during the student's period of residence at Duke.

Students should be aware that, from time to time, policies may need to be put in place or changed throughout the academic year. Every effort will be made to inform the school community as these changes occur.

*NOTE: The PhD in Environment is administered by the Graduate School of Arts and Sciences through the Director of Graduate Studies and his/her assistant. When referring to graduate (PhD) study, the Nicholas School is considered the Department of the Environment of the Graduate School.

Facts of Daily Life for All Students

Alcoholic Beverages

For all events at which alcoholic beverages are to be served, Duke University policy must be observed. This policy is written in full in the Bulletin of Information and Regulations, available from the dean of student's office. Some important highlights follow:

Events held in our own facilities (i.e., the Nicholas School wing of the Levine Center) do not have to be preregistered with the Office of Student Activities and Facilities; however, such events must be scheduled in advance with the Dean's office.

Alcoholic beverages may not be served to or consumed by persons under age 21.

Alternative beverages and food must be provided.

The sponsoring group is responsible for the tone of the event. It cannot be advertised as an "all-you-can-drink" event.

The sponsoring group and all participants are responsible for conduct at the event.

One or more persons must be designated to monitor consumption of alcoholic beverages and be prepared to intervene if the health or safety of an event participant is in question.

Audiovisual Equipment

The Nicholas School has PC projection systems (Proxima), 35mm slide projectors, TV monitors with VCRs, laser pointers and other related equipment. Access may be gained to the A/V Room (A101A LSRC) using any faculty/staff office key.

Items must be reserved in advance using the A/V Equipment Reservation book located in Room A101A LSRC. An Eiki projector is owned by Arts & Sciences and can be reserved online at <http://www.aas.duke.edu/cgi-bin/av/user>.

Overhead transparency projectors are located in all Nicholas School A-wing classrooms and conference rooms and do not have to be signed out. Problems with A/V equipment should be reported to the IT Department it@env.duke.edu.

Building and Office Entry

The Nicholas School's wing of the Levine Science Research Center can be entered at all three levels. Exterior doors are unlocked between the hours of 7:30 a.m. and 5:30 p.m. Monday through Friday. At all other times, a valid DukeCard is required for entry. Please do not prop open doors at any time.

Individuals who are in the building after regular workday hours should be aware that doors to offices and labs are locked for security reasons. If there is a security problem, call the Duke Police at 911 or 684-2444 for non-emergencies. The telephone number is posted on the telephones in the hallways leading to the Student Commons and on other emergency telephones located throughout the building. However, Duke Police does not have keys and cannot provide access to rooms in the LSRC or any other building on campus.

Building Maintenance

Report burned out lights, water leaks, heating and cooling malfunctions, problems with the building's automatic locks, and other such problems to the Dean's office staff.

The heating and air-conditioning system in the LSRC is very sensitive to changes that may occur throughout the building. Occasionally this may result in

temperature fluctuations in individual laboratories and offices. The system should return to normal within a few hours. Thermostats are properly set and should not be adjusted. Windows should remain closed and locked at all times.

Bulletin Boards, Posting Announcements

Nothing is to be taped to the painted walls or woodwork at any time. All notices must be posted on bulletin boards as designated below. Everyone is encouraged to save paper and limit visual pollution in the building by using e-mail for publicizing events whenever possible.

Any items posted in spaces other than those designated will be removed on a daily basis. Persons posting flyers are responsible for removing them immediately after the event has occurred. If advertising, the ad will remain up only for two weeks. Please write the date of posting on the flyer.

The Dean's Office maintains the plasma screen mounted in the main lobby. Announcements appropriate for the plasma screen are for seminars and programs of educational and intellectual interest to the Nicholas School community.

Announcements may be posted on bulletin boards as designated:

"Environment Activities" (first floor, main lobby) includes announcements of events, seminars, guest speakers, group meetings, workshops, etc.). School activities and social events will be posted here.

"Administrative Notes" (first floor, main lobby) is for registration and financial aid information, undergraduate advising, Marine Lab notes, and other important information.

Duke Forest news and information (first floor, corridor to Duke Forest offices).

FOREM announcements and activity sign-up sheets (first floor, in the Student Commons). Other student groups (first floor, left corridor leading to Student Commons). All information for SAF, NAEP, SETAC, SIDG, AWRA, GAS.

SAC notices such as meeting times, minutes, etc. (Student Commons)

Employment opportunities (first floor, right corridor leading to the Student Commons)

Career Services notices, including sign-up sheets for workshops and interviews (first floor, next to conference room A109, left board).

Graduate study programs (first floor, next to conference room A109, right board).

Undergraduate program information (first floor across from A106)

Office of Continuing and Executive Environmental Education activities, workshops, courses, and events (first floor, outside A106)

Professional/field skills and professional student advising notices (second floor, at end of hall near exit)

Graduate student notes/announcements (third floor, right board outside room A308)

Faculty notes/announcements (third floor, right board outside conference room A312).

Programmatic information and other postings of interest (individual bulletin boards outside faculty offices).

News releases and clippings, general school information (second floor, outside room 207)

There are additional bulletin boards in the following locations for the following purposes: Outside A142 for MEM and undergraduate information

Outside A246 for seminar information

In the 1st-2nd floor stairwell for general announcements. Students may post to this board

Third floor top of stairs for seminars

Student commons above microwave for student use

Community Watch Program

CALL 9-911 for emergencies. The Nicholas School has joined forces with Duke Public Safety to establish its own Community Watch Program. The program is designed to increase student, faculty and staff involvement in crime prevention and personal safety practices. The following individuals have been identified as your point of contact to report suspicious behavior, thefts, security infractions or other criminal activity:

Karen Kirchof, room 108A - Office of Career Services, 613-8016

Staff Assistant , room A246 - Dean's Office, 613-8004

A student representative will be identified at the beginning of each academic year to help promote the Community Watch Program.

Community Watch needs everyone to be aware of their surroundings. Help support the Community Watch Program!

Community Watch activities and safety reports are posted at the following locals:

- 1st floor - next to conference room A109
- 2nd floor - in foyer near stairs
- 3rd floor - left board outside conference room A312

Computer Laboratory

The Nicholas School maintains a computer laboratory in room A153 for use by students, faculty and staff. Access is by Duke ID Card only. The door must be kept closed at all times except for personal entry. The Duke Card system provides essential security for the room. **Do NOT prop the door open**; that will cause an alarm to sound at the Duke Card office and Public Safety will be dispatched to check it out.

The equipment in the computer lab is updated continuously. Please check the [Nicholas IT website](#) for specifics. Please be aware that the main focus of the lab is to provide Nicholas School students access to class-specific software that is not available on the other public machines on campus. This means that people needing access to class-specific software take priority over students needing to do word processing or check their e-mail. The Computer Annex, next door to the computer lab in A152 is available for individual and group use.

The Nicholas School operates under an honor code system. However, you should take steps necessary to protect work that you may do in the computer lab. To this end, you should not store your work on the hard drive of the machines in the Computer Lab. Each student is given personal space on the Nicholas School server to store files. Also, do not put any paper in the recycling bins in the computer lab that contain information that you wish to remain your property.

There are many other public computer clusters on campus with MacIntosh, UNIX and Windows machines. Please plan to make use of these other facilities toward the end of the semester when demand for the software in the school's lab becomes most intense. The closest public PC cluster is in North Building, located next door to the LSRC.

The school has full-time PC support and a network administrator (e-mail it@env.duke.edu) who employ two student assistants during the year to help keep the lab in working order and supplies on hand. Please notify the administrator or one of the assistants of any problems.

Copiers

Copiers are available in A101A LSRC and the second floor lobby for school use only. Priority is (1) Dean's office, (2) faculty, (3) staff, (4) student assistants for the above. A coin-operated copier is also available in the Student Commons. Students are responsible for reporting problems with this copier.

Students who have copy privileges are encouraged to use the copier during the following hours: 8:00-9:00 a.m., 4:00-5:00 p.m. If you need multiple copies of a document 25 pages or longer, you should use the campus copy service at the University Publications Center on Kangaroo Drive (obtain forms from room A118 or A308 LSRC) or at Devil's Duplicates located on the lower level of the Bryan Center.

Problems with the school copiers should be reported to the Dean's Office (room A246 LSRC).

Public copiers are available in the second floor hallway between the A and B wings of the Levine Science Research Center, Biological and Environmental Sciences Library, Engineering Library, Perkins Library, and the Bryan Center and elsewhere.

Dogs in Campus Buildings

University policy prohibits dogs (and other pets) in any building on campus. This is for reasons of hygiene, health, safety, and the maintenance of research laboratories.

E-Mail

E-Mail is used extensively throughout Duke University and the Nicholas School to communicate important information. Upon entrance into the School, students are assigned an e-mail address and assigned to various lists (by program, by year, by location, etc.) to facilitate communication of important information. Since e-mail is considered an official means of communication at the University, you are encouraged to check your mail regularly so that you will not miss important information.

Fax Machine

Students may send and receive faxes at the Devil's Duplicates, lower level of the Bryan Center (phone 684-8383; FAX 684-3200). There is a fee for outgoing and incoming faxes. Students may also use the school's fax machine located in the faculty/staff mail room. To send long-distance faxes, students must use a personal calling card. The number to be used for incoming faxes to the School's machine is 919-684-8741.

Keys: Offices, Lockers, Duke Forest

For PhD students who are assigned office space, key request forms can be obtained in the Dean's office, room A246. Please fill out the form and take it to your advisor for his/her signature. Students who have requested and been assigned lockers may obtain the key from the Dean's office, with a \$10.00 deposit. Deposits are refunded to students upon return of keys.

Gate keys for the Duke Forest are available in room A116 for students working on projects within the Forest. There is a \$10.00 deposit, which is refundable upon return of the key.

Kitchen

The kitchen area located in the hallway to the Student Commons is provided for student use. Users are responsible for cleaning up after themselves, including spills in microwave, refrigerator, or counter top. The refrigerator is available for use on a daily basis; it is not intended for long-term food storage. Periodically the refrigerator will be emptied for a thorough cleaning. Each cleaning will be announced in advance.

Mail, Phone Messages, Federal Express

Student mail and telephone messages are placed in student mailboxes in the Student Commons daily following mail delivery to the school.

Stamped personal mail may be placed in the "outgoing, stamped" bin in the faculty/staff mail room. Stamps and other postal needs may be obtained at the US Post Office branch in the Bryan Center.

Federal Express forms and envelopes are in the mail room and may be used only for official school business as directed by a supervising faculty or staff member. Fill out the forms yourself. Check the FedEx website for online forms and tracking capability. The school has a regularly scheduled afternoon pickup at 5:00 p.m. daily Mondays-Fridays so there is no need to call FedEx. The drop box is outside room A234 in the second-floor foyer area.

Students wishing to take advantage of UPS services may do so with a credit card account number. Check the appropriate Method of Payment box on the shipping document and be sure to include your personal account number.

You will find necessary UPS supplies in the faculty/staff mailroom, A101A, in a cabinet under the counter just below the mailboxes. The drop-off/pick-up site is located on the second floor hallway between A208 and A234. There is a table across from the copier for leaving packages to be picked up by courier. Pick-up time is approximately 4 pm daily, Monday-Friday.

For ground shipping (150 lbs. Limit), you may leave your package at the drop-off site for pick-up, however, you will have to create your shipping label online. For this go to www.ups.com.

Notary Public

No-fee notary services for Nicholas School students are provided by Donna Picard in Room A208 LSRC. Services include:

- Notarize documents and signatures.
- Receive legal acknowledgements.
- Take affidavits and depositions.
- Administer oaths and affirmations.
- Prove execution of documents.

Office Supplies, School Stationery

The school does not provide office supplies or clerical assistance for students. (Exception: transparencies can be purchased, 25 cents each, from the Dean's Office, room A246. Correct change is required.)

With permission from an advisor or assistantship supervisor, a student may obtain limited quantities of Nicholas School letterhead in the Dean's office, room A246. Letterhead must be used for official school business only; it may not be used for job searches or other personal correspondence.

Outdoor Socials, Recreational Activities

The grassed area outside of the student commons may be used for appropriate outdoor activities sponsored by the school administration or student groups. These activities must be registered with the Dean's office. Social and recreational events held in front of the School should also be registered with the Dean's office. All use of outdoor LSRC space in front of the building (patios, lawns, courtyard) must be reserved by calling Duke Special Events/Conference Services at 660-1750. Common interior space in the LSRC (Love Auditorium, Hall of Science, dining hall) must be reserved by calling Special Events/Conference Services at 660-1782.

Parking

Most Nicholas School students desiring on-campus parking may be given an opportunity to purchase a parking permit. However, available parking may be at some distance from the LSRC. Parking permits are purchased through [Duke Parking and Transportation Services](#).

Proximate Lots, \$234/year

- 1) Parking Garage IV (near the Bryan Center) available August 2003. There will be approximately 120 new permits on the top level for graduate students only.
- 2) Circuit
- 3) Chemistry

Remote Lots, \$99/year

- 1) Green Zone
- 2) Campus Drive Zone

There are shuttles that run every 10 minutes to the LSRC. Public Safety offers an escort service between 6:00 p.m. and 7:00 a.m.

All renewing faculty, staff and students have priority to renew their permit in current lots or in others when space is available.

First-year students, and those who did not hold a 2002-2003 permit, may purchase a permit on-line based on availability and eligibility on a first-come, first-serve basis. Be sure to indicate preferences on the wait list also.

Commuting graduate students may elect to purchase an evening permit if they do not need to park on campus prior to 3:00 p.m. on weekdays. Permits will allow access after 3:00 p.m. at an annual cost of \$40, and allow access to certain proximate lots.

For short-term parking there are metered spaces near the Bryan Center and PGIV.

After August 11, permits purchased on-line may be picked up after 8:00 a.m. on the third business day after purchase at the Parking Office.

Students must display a valid parking permit at all times when parking on campus. Handicap and fire lane restrictions are strictly enforced; offenders will be towed at owner's expense.

For further information or assistance, please contact Duke Parking and Transportation Offices at 919-684-PARK (7275), or by visiting 2010 Campus Drive, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Phones

For personal local calls, telephones are available in hallways outside the Student Commons. Students wishing to make long-distance calls may do so by using a personal calling card at one of these telephones. Long-distance telephone calls by any other method are prohibited by university policy. Campus and GTE phone directories are kept in the Student Commons and in the faculty/staff mail room on the first floor. To obtain an outside line on school telephones, dial "9".

Recycling

On each floor, recessed cabinets hold large receptacles for recycling white paper, blend paper, newspaper and aluminum cans. Additional receptacles for glossy magazines, plastic containers, clear glass, green glass and brown glass are located in the Student Commons. Careful attention should be paid to the proper recycling procedures posted at each location. Cans and bottles should be rinsed out to prevent pest and odor problems.

Reserving Meeting Space, Classrooms

Several classrooms and conference rooms within the school are available for special classes or group meetings. These must be reserved in advance. Reservations may be made in the Dean's office, room A246.

Safety/Emergency Procedures

Students should familiarize themselves with the Crime Prevention and Safety Guide published by GPSC, which is distributed at the beginning of the fall semester. The following guidelines should always be observed:

Be aware of your surroundings; report suspicious strangers.

Walk with a partner after dark or in the early morning hours.

Do not prop open the doors to the building after hours.

In the Duke Forest, always walk with a partner and enter at your own risk. A portable cellular phone is available from the Office of the Duke Forest for use during laboratory and field trips to the forest.

Call Public Safety at 911 in the event of any emergency or threatening situation.

Other numbers to remember:

SAFE RIDES 684-2020

Participate in the Community Watch program of the LSRC.

Weekly crime alert notices maintained by Duke Public Safety can be found on the web at <http://www.duke.edu/web/police/info/>

Scanner

A multi-purpose scanner is available in room A152 LSRC for use by students on projects approved by Nicholas School faculty. For details, visit the [Nicholas IT website](#).

Smoking

The Nicholas School is smoke free. Smoking is not allowed anywhere inside the Levine Science Research Center. Ashtrays are built into the covered walkway supports outside the main entrance to the school.

Study Space, Lockers

Generally, only student teaching assistants and doctoral candidates have assigned office space. For students who have been granted access to office space in the School, keys will be distributed when the instructor has verified permission with the Dean's Office. All office keys must be returned prior to graduation or the key replacement cost must be paid.

Open study carrels are provided for other students in the Christensen Reading Room. These are unassigned, and available on a first-come, first-served basis. These carrels are not for permanent storage, however, and all personal materials must be removed at the end of each use.

Student lockers are provided in the hallways leading to the Student Commons. A locker key can be obtained in room A246 (Dean's Office). A \$10 cash or check deposit will be required (check made out to the Nicholas School of the Environment and Earth Sciences). You may keep your locker key during the

summer as long as you remain a Nicholas School student. Failure to return the key upon graduation will result in forfeiture of the deposit.

Thefts

Reports should be filed with Public Safety concerning any items (school or personal) discovered to be missing from the LSRC. Stolen property should also be listed in the log kept in the SAC mailbox.

Van Use, Vehicle Safety Course

To become legally authorized to drive a Duke vehicle, students must take the university driver safety class. If you have not taken the class and are planning to drive a Duke vehicle, you must be temporarily certified by the Dean's office staff (A246). Notices of the University driver safety training class will be posted in advance by e-mail and flyers.

Academic Information for All Students

Registration

New graduate/professional students should arrive on campus during the week preceding the beginning of classes for orientation. Before registering, new students must consult with either their advisor (professional students) or the Director of Graduate Studies and their advisor (graduate students) to plan their courses. Registration after the student's first semester in residence is done online during October/November (for the spring semester) and March/April (for the fall semester).

Copies of the school course schedule are distributed to students prior to the beginning of registration for each semester. The university course schedule is available from the Registrar's Office and on the Internet (<http://www.registrar.duke.edu/registrar/ACES.htm>). Any changes to the school schedule will be posted on the [website](#) and will also be reflected on the Registrar's Office web site. It is very important to review this information carefully, particularly the university schedule, which provides information about the online registration system (ACES). Keep all materials for future reference. To receive a PIN (Personal Identification Number), you must meet with your faculty advisor. Your advisor is the only person who can give your PIN to you. Please keep this number in a safe place.

Graduate/professional students may register during a number of time periods, but they have priority for undergraduate courses during the first period only.

Therefore, if you plan to take undergraduate classes, you should register during the first registration period.

To register for a course that requires an instructor's permission (catalog number preceded by a "P" in ACES-online), students must obtain a permission number from the instructor prior to registering for the course through ACES. Instructors may use permission numbers to give priority in classes with limited space to students nearing graduation or only at the Durham campus a limited time (e.g. CEM students).

Professional degree students may register for up to 15 credits without approval. Advisor approval is required for registration for credits in excess of 15 during a given semester. To provide equal opportunity to all students to register for courses with limited available spaces, students are limited in the number of credits for which they can register during certain times during the registration period. For the 2004 fall semester, second-year students are able to register for up to 12 credits prior to August 20. First-year students may register for up to a maximum of 8 credits from August 18, 2004. Commencing on August 19, first- and second-year students may register for additional credits.

Courses in Other Schools.

To register for courses in the Fuqua School of Business or the Law School, students must obtain written approval and submit this to the Registrar's Office, 103 Allen Building. Approval to take Law School courses must be obtained from the Law School Registrar's Office (2027 Law School), and approval to take Fuqua School of Business courses must be obtained from the Fuqua Registrar, Room 342E Fuqua School of Business, 660-7805.

Interinstitutional Registration.

Registration for courses at the University of North Carolina or North Carolina State University cannot be done through ACES. The following steps are required. Please note that all interinstitutional registrations must be completed during the Duke time periods for registration.

1. Complete an "Interinstitutional Registration Approval Form" (copies available in Enrollment Services or in a .pdf file online).
2. Obtain the signature of the Director of Enrollment Services on the form.
3. Submit the completed and signed form to the Registrar's Office, 103 Allen Building, and the course will be added to your Duke record. Having an interinstitutional course appear on your Duke record is not a guarantee that you actually got into the course. If you find that you did not obtain admission in the course you must drop the course in ACES.

4. If permission to register for a course is required, you will need to obtain the permission from the instructor prior to taking the interinstitutional form to the Registrar's Office.
5. If you decide to drop a UNC or NCSU course, you must notify the Registrar's Office that you want to drop the course (you do not need to notify the other school) by sending an email to Allison Kirby (Allison.kirby@duke.edu. This must be done during Duke's drop/add period. There are no exceptions to this policy.
6. Details and additional important information may be found at <http://registrar.duke.edu/registrar/iimain.htm>

Web sites for UNC and NCSU course information are as follows:

North Carolina State University
http://www2.ncsu.edu/ncsu/reg_records/tracs.html

University of North Carolina at Chapel Hill <http://regweb.oit.unc.edu>

Note: UNC and NCSU operate under different academic calendars. Courses may begin and end on different dates than at Duke. Students are responsible for knowing the correct dates.

Auditing

Physical education, applied music, and dance classes cannot be taken as audits. If you wish to take these classes, you must take them for academic credit. These courses do not count toward the total number of credits required for graduation. Other courses may be taken as audits. Audits may be added using ACES by first adding the course by the usual method, then using the Course Options feature to change it to an audit. Audits count in the number of credits for which you are permitted to register, so if you have already registered up to your class limit and you wish to add an audit, you must complete a course overload form and submit this to the Office of Enrollment Services. Audited courses do not count towards the total number of credits required for the degree nor do they fulfill program requirements.

Add/Drop

Dates for add/drop are indicated in the calendar section of this handbook. These dates apply to dropping/adding courses at the University of North Carolina at Chapel Hill and North Carolina State University as well as at Duke. Students are cautioned to complete all course changes prior to the end of add/drop since schedule changes of any type (including changing from audits to for-credit and vice versa; changing from pass/fail to a letter grade and vice versa; etc.) are not

allowed after add/drop. It is recommended that students check their schedules on ACES prior to the end of drop/add to make sure that they are officially registered for the appropriate classes.

Pass/Fail

Courses that can be taken on a pass/fail basis include independent projects, master's projects, program seminars, and intensive courses. Regular courses must be taken for a letter grade and cannot be taken on a pass/fail basis.

Continuing and Executive Education Courses

The school offers a series of continuing and executive education courses that are intended for both practicing professionals and students registered as degree candidates. These sessions cover a variety of topics focusing on natural resource management and policy. They allow students an opportunity to blend theory with practical experience and to interact with working environmental professionals.

Registration for Executive Education Courses.

Based on available space, Nicholas School students may register for these courses once they have received the e-mail notification from the Duke Environmental Leadership (DEL) Program Office (usually two weeks prior to the first day of class). Students beyond their first year of study are given priority, with last semester graduating students given first priority. Students must complete a drop/add registration form, have it signed by the Director of the DEL Program, and submit it to the Office of Enrollment Services. One unit of credit may be earned for weeklong executive education courses; two-day courses and workshops do not offer academic credit, however they are a good forum for current and emerging issues discussions. Please note that credit is available only for those courses that have been approved by the Graduate School; these are listed in the Graduate School bulletin. Students may not register for more than two executive education courses in a semester without special permission from their advisor and the program administrator.

Information on executive education courses and registration forms may be found in the Duke Environmental Leadership Program Office (room A106) or the Office of Enrollment Services (room A142).

Honor Code --[click for full text of the Nicholas School honor code](#)

Student Loans & Refunds

To receive student loans, students must complete the required application process as outlined in the Nicholas School Bulletin. Students must reapply each year for federal student loans and meet the eligibility requirements as established by federal regulations. The Office of Enrollment Services will assist students with questions that they may have concerning the process, but it is the student's responsibility to make sure that all application procedures are followed.

As required by federal regulations, generally only one-half of the amount of the loans for which the student applies is disbursed each semester. If loans and other aid received results in a credit balance on the student's account after all tuition and fee charges for the semester have been deducted, the student will receive a refund of these moneys to be used for living and other educational expenses. This refund will be disbursed automatically by the Bursar's Office. Students wishing the refund to be sent to an address other than their local one on the Registrar's file should provide the appropriate address to the Bursar's office. The Bursar's office can be reached by e-mail at bursar@duke.edu or by fax at 684-3091.

Students should be aware that, during periods when they are enrolled on less than a full-time basis (including leave of absence for internships or other reasons), they are responsible for loan repayment as specified in the regulations governing the student loan programs.

Assistantship Payrolls, Picking Up Checks

Professional students on assistantships are paid either biweekly or monthly, depending upon the source of funding. You will be told which payroll you are on when you sign up during orientation.

Biweekly students must fill out a time card for a two-week period and turn in the card to Debbie Edenton (A245 LSRC) every other Thursday by noon. A card will be put in your box every two weeks. The cards must be complete with your signature and your supervisor's signature before it can be processed. Biweekly checks are available for pick-up in room A245 every other Friday after 9:30 a.m. You will be alerted to any change in the schedule.

Monthly payroll checks are available for pick-up in room A245 every month on the 25th. Students who are paid monthly do not fill out a time card.

Automatic deposit is required for biweekly and monthly payroll checks. You may sign up for automatic deposit in room A245. Additionally, arrangements can be made through the Bursar's office to pay outstanding balances on student accounts through payroll deductions. Payroll deduction forms are also available in A245 LSRC.

Conference Funding/Professional Development Grants

The Nicholas School recognizes the importance of graduate/professional student participation in conferences, scientific meetings and professional symposia. Limited funding has been made available by the Nicholas School to establish a professional development grant program to support these activities.

Purpose:

Professional development grants are designed to fund activities that provide a value-added "professional" experience to the student's academic training. Grants will be considered for attendance or presentations of papers or posters at conferences, meetings or symposia.

Awards:

The Office of Career Services evaluates and processes all professional development requests and determines the level of support based upon available funds and the student's role in the meeting. Due to limited funds, it is possible that some requests cannot be granted. Requests for more than \$300 will be considered only under extraordinary circumstances. The average awards have been up to \$200 for attendance only and up to \$300 for presentations. To assure fairness of opportunity, a student may receive only one professional development grant during each fiscal year (July 1 - June 30). Students are not eligible for these funds after graduation. However, the committee may give special consideration to graduates presenting master's project or dissertation research at major conferences following graduation.

Application Process:

Durham students may obtain a professional development request form from the Office of Career Services (A108 LSRC). Marine lab students may obtain these forms from the CEM Office. All students may access the conference funding request form and guidelines from the Career Services web site located at www.nicholas.duke.edu/career. All professional development funding requests must include:

- Completed conference funding request form.
- Copy of brochure identifying conference name, date(s) and location.
- Copy of registration form identifying registration costs.
- Signed endorsement of a faculty advisor.

- documentation confirming acceptance of poster or paper presentation (if applicable)

All professional development funding requests must be submitted to Karen Kirchof, Office of Career Services, room A108.

Deadlines:

Early submissions are encouraged. Professional development requests to attend conferences, meetings or symposia must be submitted prior to the conference/meeting. Plan ahead; no retroactive funding is provided.

Ph.D. Students Only:

Graduate students (Ph.D.-only) may apply for professional development support from the Nicholas School. However, if the student is eligible for support from the Graduate School, they must apply for this funding along with the Nicholas School request. The eligibility requirements for professional development funding from Graduate School are listed below:

- Student must have completed pre-lims.
- Student must be presenting a talk or poster or serving as a moderator.
- Requests must be submitted 30 days in advance to the Graduate School.
- Application materials available from the DGS at the Nicholas School.

If you do not meet all the above criteria than you will apply for Nicholas School professional development support only.

If eligible for these Graduate School funds, complete the Graduate School Travel Request form. This form is available from the DGS at Nicholas School or directly from the Graduate School offices. The original request form is sent to the Graduate School and a copy of the signed request form is given to the Office of Career Services.

***IMPORTANT NOTE:** To receive reimbursement, your travel expense voucher must be submitted within six (6) weeks after you return from the conference. Failure to submit your travel expense voucher during this period will result in forfeiture of award money.*

Other Funding Opportunities.

In addition to workshops on professional skills offered by the School, Nicholas School students are encouraged to take advantage of other opportunities for professional skills development through seminars and workshops offered by other organizations, including some across campus at Duke. To help students meet the costs of attending such seminars, the School has set up a matching fund, which can supply up to half of the cost of an outside seminar, subject to the limits of the fund. To apply for these matching funds, send a letter or e-mail to the Director of Professional Studies.

Examinations

The university schedules a week at the end of each semester in which exams will be given. The method by which the exam is given is set by the course instructor. Some instructors will not give exams during exam week while others may give take-home exams. Another option is for the instructor to give the exam during the university scheduled time and date that is set each semester. As an alternative to these options, an instructor may choose to allow students to take their exams on a self-scheduled basis. This option is unique to the Nicholas School and is not available in other departments or schools.

Self-scheduled exams can be taken any time between the hours of 8:30 a.m. and 5:00 p.m. Monday through Friday of the exam week. (NOTE: students are responsible for starting any self-scheduled exams early enough so they will be finished with the exam by 5:00 p.m. and within the time limit set by the instructor.) Students pick up and take their exams in a room designated for this purpose. Students serve as exam monitors to assure that the school and university honor codes are upheld and that any special requirements are followed. It is the responsibility of the course instructors to inform students by which method they will be given exams.

Graduation

Duke University graduates students at three times during the year: the end of the spring semester (May), the end of the summer (September), and the end of the fall semester (December). Professional students who plan to graduate at one of these times must submit to the Office of Enrollment Services an intent to graduate form. Graduate students must submit their completed form to the Director of Graduate Studies. Approximate deadlines for submission of this form are near the end of January for the May graduation, late July for the September graduation, and the first of December for the December graduation. Students planning to graduate at one of these times should consult the Office of Enrollment Services for the exact deadline date for a specific graduation.

In addition to submitting the intent to graduate form, professional students must also submit to the Office of Enrollment Services the advising worksheets that

have been maintained and signed by their advisors. Any exceptions to program requirements must be approved by the advisor and submitted in writing to the Office of Enrollment Services.

While Duke graduates students at three times during the year, there is only one commencement ceremony. This is held at the end of the spring semester. Students who completed their degree requirements in the previous September and December are invited to participate in this commencement ceremony.

The Nicholas School holds its own graduation ceremony in May in addition to the University-wide Commencement. Professional students are recognized by their advisors. Diplomas may be picked up at the School following the University graduation exercises on Sunday of graduation weekend. Graduate students are also recognized by their advisors, but their diplomas are presented at the Graduate School ceremony.

Students must have completed all graduation requirements in order to march or be recognized in any university graduation ceremony. All professional and graduate students who have completed their degree requirements are strongly encouraged to participate in both the university and the school commencement activities. While students who have not completed all degree requirements are welcome to attend the school's graduation activities, only those students who have completed all degree requirements will be formally recognized.

Transcripts

During the first semester of enrollment at Duke, all students pay a transcript fee. This entitles students to an unlimited number of transcripts of their work at Duke. Requests for transcripts must be made to the University Registrar's Office, 103 Allen Building. Complete details for requesting transcripts can be found at <http://registrar.duke.edu/registrar/transcri.htm>.

The Nicholas School is not authorized to release copies of transcripts to students. This includes transcripts from institutions previously attended that are submitted with applications for admission as well as transcripts for work done at Duke. Each year the Office of Enrollment Services receives from students a number of requests for transcripts which it must deny. Students are encouraged to obtain copies of these transcripts for their personal files to use for internship and other applications.

Complaints, Problems, Suggestions

The Student Advisory Committee (SAC) provides a means of bringing school-wide academic concerns to the attention of the Office of the Dean and to the Nicholas School Education Committee. Members of SAC are elected by the student body each year. Individual students needing help resolving academic

problems are encouraged to work with their course instructors, their advisors, and the Director of Professional Studies.

Harassment Policy

Harassment of any kind is not acceptable in the Nicholas School or at Duke University. It is inconsistent with the University's commitments to excellence and to respect for all individuals. Duke University is committed to the free and vigorous discussion of ideas and issues, which the University believes will be protected by its harassment policy.

Harassment is described by Duke University as the creation of a hostile or intimidating environment, in which verbal or physical conduct, because of its severity and/or persistence, is likely to interfere significantly with an individual's work or education, or affect adversely an individual's living conditions on campus. Sexual coercion is a form of harassment with specific distinguishing characteristics. It consists of unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of employment; or submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting the individual.

Members of the Nicholas School community who have questions about the policy or how to deal with a suspected violation can obtain a copy of the policy and options for resolution from the Office of the Vice President for Institutional Equity, Trent Hall, 1st floor, Trent Drive.

Information for Professional Students

Director of Professional Studies

The Director of Professional Studies is the faculty member responsible for coordinating academic matters pertaining to the professional degree programs. Activities include the development of special skills courses, identifying short courses and other programs in areas of specific interest to professional students, and advising students on a broad array of issues. The Director of Professional Studies is Dr. Lynn A. Maguire, room A222, e-mail address: [Lynn Maguire](mailto:Lynn.Maguire@duke.edu) .

Advising

New students are assigned advisors upon matriculation. The initial assignment is a result of faculty examination of the requested area of study and the statement

of purpose submitted with the admission application. Although we try to match students with advisors who will be appropriate for their interests, sometimes changes are needed because of academic, research, personal or other reasons. Students are requested to try to live with their assignments for at least the first couple of weeks of the semester in which they enter the school. Students who wish to change advisors after this period of time must submit to the Office of Enrollment Services an advisor change form that the assigned advisor and the new advisor have both signed. These forms are available in Enrollment Services.

Advisors work with students to set up their academic programs as well as to guide them with their master's projects. While some students will have the same advisor for both, some may have a different advisor for their MP than for regular academic advising. To assist students with setting up their programs of study and monitoring completion of the program, the advisor maintains an advising file for each advisee. The advising worksheet is an integral part of this file and submission of this form to the Office of Enrollment Services will be required prior to graduation. New students should meet with their academic advisor sometime during the first semester to lay out a plan of study for their entire program. The plan may be updated at any time.

Although the advisor will assist in setting up the student's academic plan, the individual student is responsible for making sure that all academic program requirements are met.

Advising information of interest to students in all programs is available on the School's [web page](#). Check there frequently for updates.

Change of Program

It is hoped that, when students enter the school, they have carefully evaluated the various course offerings and have chosen their program of study accordingly. On occasion, after taking several courses, a student may wish to change his/her program. To do so, the student must complete a program change form (same form as advisor change form, and available in Enrollment Services), have his/her advisor and the head of the program into which he/she wants to transfer sign the form, and submit it to the Office of Enrollment Services.

General Program Requirements

All programs require a combination of core courses, quantitative courses, electives, seminars and a master's project. These are described in detail in the "official" program descriptions (pastel colored sheets available in the Office of Enrollment Services, room A142; or online via the Nicholas School home page). Students are responsible for obtaining the appropriate program description and working with their advisor to assure that all requirements are met.

All students who will graduate in May will present their master's project in a school-wide spring symposium (scheduled during the 2004-5 academic year for April 7-8, 2005). Students who plan to graduate in December will present their master's projects in a seminar in December during reading week (students may, however, complete and present their master's projects in an earlier semester if they wish). Program area seminar meetings and skills workshops during the academic year will provide further information and preparation for these presentations. If necessary, a mini symposium will be held in late August for students graduating in September who were unable to present their master's projects in April.

Substitutions for Required Courses

Depending upon the student's undergraduate experience, it is sometimes possible to make substitutions in program requirements. Students who believe they have already completed the material in a required course should present their case to the course instructor. If the instructor agrees, the student should document the decision in writing, have it signed by the advisor and the course instructor and submit it to the Office of Enrollment Services, where it will be added to the student's permanent file. The written documentation should describe any requirements for alternative courses (e.g., courses at a higher level in the same area) in lieu of the waived course. Requirements to take alternative courses are at the discretion of the advisor and the program. Course substitutions do not decrease the number of credits required for degree completion.

Prerequisites

Courses that are taken to fulfill prerequisites for admission to the school will not be counted toward the 48 units required for graduation.

Registration

Professional students are expected to register for 9 to 15 hours of credit each semester. Students who wish to register for fewer than 9 credits must submit a request to the Education Committee. Students who wish to enroll for more than 15 credits during a given semester must complete a course overload request form, have it signed by their advisor and submit it to the Office of Enrollment Services, room A142. These forms are available in Enrollment Services.

Leave of Absence

Students who plan to take a leave of absence for a semester or more for internships, independent research or other purposes must have their requests approved by their advisors and the Education Committee in advance. The

deadline for requesting a leave of absence for the fall semester is April 15 and for the spring semester is October 15. Failure to meet the appropriate deadline will result in a \$100 penalty charge. Even if your plans are somewhat tentative, you should submit the leave request by the deadline and indicate the likelihood of the leave occurring. Students on leave of absence from the school are charged a \$350 continuation/completion fee for each semester that they are on leave. Leave of absence request forms are available in Enrollment Services.

Assistantships, Jobs

Students who receive assistantships as part of merit awards are required to work 10 hours per week during their first year to receive the funds allocated to them. (Exception: Coastal Environmental Management students are required to work five hours per week during all four semesters that they receive assistantships.) At the beginning of the semester in which they matriculate, students will interview for available assistantships and identify their top three choices. Assignments will be made based on a match of these choices and the choices made by the assistantship supervisor. While work schedules are often flexible, the student assistant and the supervisor are responsible for assuring that the required number of hours are worked.

During the second year, assistantships are converted to scholarships (except for CEM students) so that students can devote time to the completion of their master's project.

In addition to the assistantships that are awarded to students on the basis of merit, a number of clerical and other jobs are available in the school. Information about the available positions and the application procedures will be announced at the beginning of each academic year.

Master's Project Guidelines

While requirements for the master's project report are not as extensive as those for a thesis submitted to the Graduate School, there are certain standards that must be met. These requirements, as well as deadlines and formats, are described in the Master's Project Guidelines, available on the Nicholas School Web site in the "Advising" section.

Second year students graduating in May must submit their master's project proposal to their advisors and secure his/her approval by the first Monday in October. Upon approval by the advisor, the original project proposal must be submitted to the Office of Enrollment Services. For those students planning to graduate in May, a complete draft of the master's project must be submitted to the advisor by March 1, for those graduating in September by July 1, and for those graduating in December by October 1. The completed MP (signed by advisor, copied and bound with covers) must be submitted to the Dean's office by

Friday of exam week for May and December graduates and by the last Friday of the month of August for September graduates.

Master's projects submitted by students during the past three years are kept on file in the Christensen Reading Room. These are available for reference and may be signed out for one week. A notebook on the bookcase contains a list by year/author/title. Older master's projects may be retrieved from storage through the Biological and Environmental Sciences Library, located on the first floor of the Biological Sciences Building.

Master's project covers are purchased for \$1.00 per set (front and back cover) from Enrollment Services.

Professional Skills Development

In addition to regular courses and seminars, the Nicholas School offers a series of optional "professional development" lectures and workshops to prepare students for professional employment. Topics for these modules include field and laboratory techniques, communications skills, project organization and management, teamwork skills, and computer skills. The schedule and detailed information concerning the series is made available to students online during the academic year by the Director of Professional Studies.