

Cooperative College (3-2) Program Agreement

SUNY Cortland

and

Duke University for its Nicholas School of the Environment

The Cooperative College Program (3/2 Program) of Duke University for and on behalf of its Nicholas School of the Environment ("Duke") is designed to coordinate the education of students in selected undergraduate schools with graduate programs in the broad area of natural resources and environmental studies offered at Duke. The program provides a unique combination of liberal and professional education well suited for those desiring to enter the professional field of environment consulting, sustainability, conservation, marine sciences, natural resources and related environmental fields. The intent of the 3/2 Program aligns with the mission of the Duke Nicholas School of the Environment to create knowledge and global leaders of consequence for a sustainable future. The Nicholas School of the Environment's mission is informed by Duke University's theme of *knowledge in the service of society* and motivated by the need to restore and preserve the world's environmental resources while adapting to a changing climate and a growing population with aspirations for rising standards of living.

Participating students are accepted into either of two degree programs, the Master of Environmental Management ("MEM") or the Master of Forestry ("MF"). Although designed to accommodate a wide range of undergraduate backgrounds, experience of several years indicates that majors in one of the natural or social sciences, pre-engineering, business, natural resources, or environmental science are best suited to the program.

Students may enter the Duke Nicholas School of the Environment after three years of undergraduate study or upon completion of the baccalaureate. Although some students may prefer to complete the baccalaureate degree before undertaking graduate study at Duke, with appropriate guidance highly qualified students can reach a satisfactory level of preparation for graduate work at Duke in three years of coordinated undergraduate study. After four semesters at Duke, in which at least 48 credit hours are earned, these students may qualify for one of the professional master's degrees. Information describing Duke's program appears below. The parties' mutual understanding and respective responsibilities concerning the 3/2 Program are set forth in this agreement.

A. Basic Understanding

1. Outstanding students who have completed a course of study of at least three years of full-time study by the time of matriculation will be considered for admission to Duke upon submission of a completed application. A complete application for admission includes the following:
 - a. the on-line application form,
 - b. application fee, if required
 - c. official GRE scores, if required

- d. three letters of recommendation (at least one of the letters of recommendation must be from the 3/2 Program liaison --see below -- supporting the student's enrollment in the MEM or MF degree)
 - e. "15 Random Things" essay,
 - f. statement of purpose,
 - g. official transcripts from all colleges attended,
 - h. a statement of release from the applicant's academic dean granting permission for the student to enroll at Duke in the 3/2 Program.
2. For students accepted to Duke after three years of study at cooperating institutions, the undergraduate school will award the student the appropriate bachelor's degree upon satisfactory completion of one year of study at Duke. Upon a student's successful completion of the first year of master's study, Duke will provide documentation to the undergraduate institution of the coursework completed at Duke in accordance with Section C.5 below. The student may also provide their undergraduate institution with a copy of their Duke transcript as proof of enrollment, provided this method is acceptable to the undergraduate institution.
 3. Each institution's respective policies and procedures, as amended from time to time, including but not limited to those relating to registration, tuition and fees, and degree requirements shall apply to each student during the time the student enrolled in such institution's degree program. While a 3/2 Program student is enrolled at Duke, the undergraduate school will not charge any tuition or fees. Students are eligible for student benefits including student health insurance, campus facilities, federal financial aid, etc., only at the institution to which tuition is being paid each semester.
 4. Upon satisfactory completion of the requirements for a master's degree after at least 4 semesters of full-time enrollment, Duke will award either the degree of Master of Environmental Management or Master of Forestry, whichever is appropriate for the student's area of concentration at Duke. Requirements for the degree include:
 - a. fulfillment of program requirements specific to the student's area of concentration,
 - b. at least 48 credits counting towards the degree on the official transcript,
 - c. an overall grade point average of at least a B- (~2.7), and
 - d. completion of a capstone or master's project worth 4-6 credits out of the 48 credit minimum.
 5. The Office of Student Services in the Duke Nicholas School of the Environment is charged with overall management of students enrolled in the MEM or MF degree from first contact through graduation, including career development, financial aid, academic progress and other related services.
 6. Students are obligated to pay tuition and fees to Duke that are in effect at the time of matriculation to Duke. All students who submit on-time applications and are offered admission are considered for merit-based financial assistance in the form of scholarships; limited need-based grants are possible through an application and

evaluation process. Students admitted to Duke are notified of their eligibility for school-based aid soon after they are notified of their admission.

7. Students in the MEM and/or MF degree programs are instructed by Duke faculty who hold primary or secondary appointments in the Duke Nicholas School of the Environment. While some faculty utilize teaching assistants for labs and discussion sections, the primary teaching responsibility falls on the faculty instructor. Students have access to computer labs in the facilities of the Nicholas School of the Environment as well as labs and libraries across Duke's campus.

B. Responsibilities of the Undergraduate School

1. To offer a program of study that, upon satisfactory completion in three years, will prepare students adequately for graduate study in environmental studies or forestry at Duke.
 - a. Each student is expected to have completed any MEM or MF prerequisites prior to matriculation at Duke, preferably at the student's undergraduate institution. Completion of required prerequisite courses during the summer prior to matriculation at another accredited college or university is acceptable with prior approval from the Nicholas School Registrar.
 - b. It is anticipated that each student will have completed all required undergraduate courses prior to enrolling at Duke. Should there be a need for a student to take a course at Duke to fulfill an outstanding general undergraduate graduation requirement, the course must be taken in the first year (preferably in the first semester) at Duke and be in addition to at least nine (9) graduate credit hours of MEM or MF degree course work. Courses taken for this purpose will not count towards the graduate degree.
 - c. Transfer of such courses back to the undergraduate institution is at the direction and discretion of the undergraduate institution.
2. To award the appropriate bachelor's degree after certification by Duke to the designated official of the undergraduate school that the applicable student has satisfactorily completed one year of full-time study at Duke, and to provide written notification to Duke (email being sufficient for this purpose) of the awarding of the bachelor's degree within sixty (60) days of date the student's bachelor's degree is awarded. Verification will be stored electronically in a secure location in the student's file and retained in accordance with contemporary Duke policy.
3. To provide information on the 3/2 Program to potential 3/2 Program students by means of academic counseling, email notices, posting on the school's website and other means of notification to students of the natural and social sciences, pre-engineering, business, natural resources and environmental science.
4. To include a brief but complete description of the program in the official publication of the participating college and to prepare other more detailed information for distribution to students and others who inquire about the program. Duke grants permission to the undergraduate institution to use the name and logo of Duke

University and Duke's SACSCOC accreditation in its print and on-line communications solely for the purpose of communicating information concerning the 3/2 Program.

5. To designate a regular rank faculty member to act as primary liaison between the undergraduate institution and Duke and to advise students in the 3/2 Program at the undergraduate school. To inform Duke if the responsibility of the advisor is reassigned.

Responsibilities of the advisor for students in the 3/2 Program include but are not limited to:

- a. Counsel students in course programs at their schools, both to satisfy undergraduate degree requirements and to prepare them for study at Duke.
- b. Be aware of and advise students about requirements for admission to the MEM or MF.
- c. Provide, or secure from the appropriate person, an official recommendation on behalf of each student that includes a certification that all requirements of the cooperating school have been completed. If a student's program contains any deficiencies in meeting undergraduate degree requirements, these deficiencies must be identified before the student is admitted to Duke and a plan for satisfying such deficiencies must be agreed upon by the student and both institutions.
- d. Insofar as possible, provide a ranking of the applicable student's standing in his/her class or in individual courses as an aid for evaluation of academic performance.

C. Responsibilities of Duke

1. To provide instruction in environmental studies and forestry at the professional master's degree level.
2. To decide on the admission of all applicants to Duke. Although satisfactory completion of three years of undergraduate work qualifies a student for application, the final admissions decision rests with Duke.
3. To provide to each cooperating school through its designated advisor a statement of admissions policy and information of any subsequent changes in that policy.
4. To provide advice, when requested, on courses recommended as preparation for study in the school.
5. To provide to the undergraduate school documentation of the coursework completed by the applicable student at Duke.
6. To specify requirements for the completion of the master's degree programs at Duke and, upon completion of such requirements, to award the degree of Master of Environmental Management or Master of Forestry.

7. To provide access to campus health and wellness resources to the students while enrolled at Duke, including comprehensive major medical insurance should the students require it.
8. To provide access to all campus facilities to the students while enrolled at Duke, such as libraries and computer labs including the Duke Forest and the Duke University Marine Laboratory.
9. To review professional master's degree curriculum on a regular basis to ensure relevance of the program.
10. To review the professional master's degree on a regular basis to ensure the appropriate number of credits and course content remain in line with the mission of Duke University.

D. Term and Termination

This agreement will be in effect for **three years** from the date of the last signature below. Duke and the participating school will review their participation every three years, and this agreement may be renewed upon the mutual written consent of the two institutions. Either the undergraduate institution or Duke University may choose to terminate this agreement at any time. In case of termination of this agreement, each institution must continue offering courses and support services to students currently enrolled in the 3/2 Program to enable them to complete their degrees.

E. Miscellaneous

1. This agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this agreement delivered by e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this agreement. Each party grants, for the term of this agreement, a limited, non-exclusive, royalty-free license to use its logo and name (the "Trademarks"), to the other party, solely for the promotion and operation of the 3/2 Program. Each party agrees that each time it reproduces and/or republishes the other party's Trademarks it shall do so in a form identical to that provided by each party, without alteration. Each party agrees to use the other party's Trademarks in a careful and prudent manner. Except as otherwise set forth in this paragraph, each party agrees not to use the other party's name, trademarks, or other intellectual property in any manner whatsoever without prior written consent in each instance.
2. Each institution will use and maintain all records and personal information in accordance with applicable law, including applicable privacy and data protection laws.
3. This agreement may be amended, modified or extended only by a written instrument signed by both institutions.

4. Neither institution will deny participation to students on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.
5. In the case of any dispute regarding this agreement, both institutions shall attempt to resolve the matter together in a cooperative spirit.
6. Each party to this agreement is and shall in all respects be treated as an independent contractor of the other party and nothing contained in this agreement shall be deemed to create any agency, partnership, joint venture or similar relationship between the parties.
7. The terms and provisions of this agreement are intended solely for the benefit of each party hereto and their respective permitted successors and assigns, and it is not the intention of the parties to confer third-party beneficiary rights upon any other person.
8. This agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this agreement delivered by e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this agreement.

[Signature page follows)

IN WITNESS WHEREOF, authorized representatives of both parties have executed this agreement on the respective dates written below.

SUNY Cortland Institutional Approval

University President

Erik J. Bitterbaum
Printed Name


Signature

10/1/23
Date

Provost and Vice President for Academic Affairs

Ann McClellan
Printed Name


Signature

9/29/23
Date

Biology Faculty Liaison


Steven Broyles
Printed Name


Signature

Date

Duke University Institutional Approval

Alec D. Gallimore
Printed Name


Signature

11/29/2023
Date

Figure 1

SUNY Cortland Institutional Approval

University President, Erik J. Bitterbaum, Printed Name, Signature, Date: 10/1/23

Provost and Vice President for Academic Affairs, Ann McClellan, Printed Name, Signature, Date: 9/29/23

Biology Faculty Liaison, Steven Broyles, Printed Name, Signature, Date:

Duke University Institutional Approval,

Alec D. Gallimore, Printed Name, Signature, Date: 11/29/2023

*Upon receipt, Duke will sign and return a scanned copy to the undergraduate institution, which will include both signatures.

Return Signed Original to:
Assistant Dean Cynthia Peters
Nicholas School of the Environment
Duke University, Box 90328
Office of Student Services
9 Circuit Drive
Durham, NC 27708-0330

Rev 5/1/2023