

Core Course Exemption Request Form

If a student has taken one or more courses at another university that are substantially similar to a MEM core course, they may apply for a course exemption; however, course exemptions are not guaranteed. If approved, the student still must complete a minimum of eight courses at Duke University to earn the Master of Engineering Management degree. That is, for each core course exemption granted, an approved technical elective must be completed, in addition to the four required technical electives.

Use this form to request the review of previously completed courses you believe are substantially similar to an Engineering Management core course. **In addition to this form, you must submit the syllabus for the previously taken course(s) and a copy of your transcript documenting the grade and number of credits earned. If the grade is not on the A-F grading scale, please provide the University's grading scale.** *Note: course waiver decisions are made at the discretion of the Executive Director of the MEM Program.*

Name (print): _____ Date: _____ Duke Student ID: _____

College or University where you took the previously completed course(s)	Dates of Attendance

Degree and Major to which the previously completed course was applied: _____

In the space below, please list courses previously taken outside of Duke University that you would like to have reviewed for a course waiver.

Year	Subject	Number	Title (Include topic if appropriate)	Number of Credits	Grade*

** If a grade is not on the A-F grading scale, please provide the University's grading scale.*

Please indicate which Engineering Management course you wish to waive. (Note: the MEM Program does not offer course exemptions for EGRMGMT 540 – Management in High Tech Industries.)

EGRMGMT 510 – Marketing

EGRMGMT 520 – Intellectual Property, Business Law, and Entrepreneurship

EGRMGMT 530 – Finance in High Tech Industries

By providing my signature below, I certify that I have successfully completed the previously taken courses listed on this application. I understand that a course exemption is not guaranteed and that having previously taken a course with a title similar to that of a MEM core course is not, in and of itself, sufficient for a course exemption. I understand that if this course exemption is approved, I must take an approved technical elective in place of the exempted course, in order to meet the minimum requirement of eight completed courses.

Student's Signature Date

To be completed by Associate Dean & Executive Director of the Master of Engineering Management Program	
Course Exemption Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Your signature confirms the course exemption decision. If approved you verify that the previously taken course(s) listed above will fulfill the degree requirements for the core course. <div style="text-align: center;"> _____ Signature Date </div>

Please return completed form with appropriate signatures to the MEM Academic Coordinator at 3120 Fitzpatrick (CIEMAS) or via email at memp_ac@duke.edu.

Core Course Exemption Request Checklist

Use this checklist to ensure your Core Course Exemption Request is complete. Once complete, please submit all materials to the MEM Program Coordinator. *Review of your application will not be completed until all supplemental materials have been received.*

To be completed by the student prior to submitting the Core Course Exemption Request Form

Required Materials:

- Completed Core Course Exemption Request Form
- Syllabus for each previously taken course listed above
- Course description for each previously taken course listed above (if not on the course syllabus)
- Transcript documenting the number of credits and grade received for each previously taken course listed above
- Grading scale (if not A-F) for each previously taken course listed above