

# **STUDENT HANDBOOK**

**2024-2025**

**GRADUATE PROGRAM ON THE ENVIRONMENT  
MASTER OF ENVIRONMENTAL STUDIES  
THE EVERGREEN STATE COLLEGE  
OLYMPIA, WASHINGTON**

**September 2024**



**evergreen**

# Table of Contents

<i>Welcome!</i> .....	1
<i>Program Contacts</i> .....	1
<i>Land Acknowledgement</i> .....	2
<i>Admission</i> .....	3
<i>Program Overview and Degree Requirements</i> .....	3
<i>Full-Time MES Sample Schedule</i> .....	4
<i>Part-Time MES Sample Schedule</i> .....	5
<i>Candidacy</i> .....	6
<i>Electives</i> .....	6
<i>Individual Learning Contracts</i> .....	6
<i>Internships</i> .....	7
<i>Thesis</i> .....	9
<i>Evaluations</i> .....	12
<i>Graduation</i> .....	13
<i>Registration Policies</i> .....	13
<i>Credit Policies</i> .....	15
<i>Leave of Absence and Reinstatement</i> .....	17
<i>Financial Aid and Scholarships</i> .....	17
<i>Communication</i> .....	18
<i>Social Contract and Student Conduct Code</i> .....	19
<i>Academic Honesty</i> .....	19
<i>Academic Appeals</i> .....	20
<i>Conflict Resolution and Grievance Procedures</i> .....	21
<i>Human Subjects Review Policy</i> .....	21
<i>Academic Support and Campus Resources</i> .....	22
<i>Accommodations for Students with Disabilities</i> .....	22
<i>MESA</i> .....	23
<i>Blogs</i> .....	23
<i>Inclement Weather and Class Cancellation</i> .....	23
<i>Dismissal from the MES Program</i> .....	24
<i>Withdrawing from the MES Program</i> .....	25

## Welcome!

Congratulations on your enrollment in Evergreen's Graduate Program on the Environment, which awards the Master of Environmental Studies (MES). The MES faculty and staff look forward to working with you in realizing your academic and professional objectives.

This handbook is a guide to the policies and operations of the program. Consider it a key reference for answers or resources about Evergreen and the MES degree. Faculty and staff are committed to helping you successfully complete the program. You should consult the Program Assistant, Assistant Director, and Director if you have questions as you navigate through the program. The Director, along with other faculty, is responsible for developing and teaching the curriculum; the Assistant Director is responsible for administrative support for students.

Evergreen has a unique collaborative, interdisciplinary approach to learning. Our program embraces the guiding philosophy and educational practices of the institution and applies them to graduate studies. You are encouraged to explore documents like the [Social Contract](#) in order to learn more about Evergreen's core values and approach to education.

We try to make our degree requirements, procedures, and policies consistent and transparent by publishing them in a handbook. Whenever possible, substantive changes to the handbook are made in consultation with MES faculty, staff, and students. A companion document, the Thesis Handbook, will provide guidance as you initiate and complete the required thesis.

Again, welcome to the Graduate Program on the Environment. At this time of increasingly urgent environmental problems, the expertise you gain through this program will enable you to join previous MES graduates in many walks of life dedicated to the protection and restoration of environmental quality, both here in the Pacific Northwest and around the world.

Carri LeRoy, Ph.D.  
Director, Graduate Program on the Environment

## Program Contacts

### DIRECTOR

Dr. Carri LeRoy      3014, LAB I      360/867-5483      [LeRoyC@evergreen.edu](mailto:LeRoyC@evergreen.edu)

### ASSISTANT DIRECTOR

Averi Azar      3022, LAB I      360/742-8746      [Averi.A.Azar@evergreen.edu](mailto:Averi.A.Azar@evergreen.edu)

### PROGRAM ASSISTANT

Zoe Ortega-Owens      3019, LAB I      360/864-5940      [Zoe.A.Ortega\\_owen@evergreen.edu](mailto:Zoe.A.Ortega_owen@evergreen.edu)

### DEAN OF GRADUATE STUDIES

Dr. Doreen Swetkis      2005, Evans      360/867-5320      [SwetkisD@evergreen.edu](mailto:SwetkisD@evergreen.edu)

## **Land Acknowledgement**

The Squaxin Island Tribe's habitation of the land on and around the inlets of the Southern Salish Sea, including what is now the City of Olympia and The Evergreen State College—Olympia Campus, spans thousands of years. The ancestral families who lived and thrived here named Budd Inlet directly to the East of us: Steh-Chass, and Eld Inlet directly to our West: Squi'Aitle. We acknowledge the Squaxin Island Tribe as it continues to live on and steward these lands and waters.

We acknowledge that the Evergreen State College—Tacoma Campus exists on the traditional homelands of the Puyallup Tribe. The Puyallup people have lived on and stewarded these lands since the beginning of time, and continue to do so today. We recognize that this acknowledgement is one small step toward true allyship and we commit to uplifting the voices, experiences and histories of the Indigenous people of this land and beyond.

We respect and acknowledge the Squaxin Island and Puyallup tribes, and other Tribes across the Americas, and their many contributions to The Evergreen State College (in support of education, tribal sovereignty, environmental stewardship). This acknowledgement is one small step toward respect and collaboration with the aim of uplifting the voices, cultures, and histories of the Tribes of these lands and waters.

## Admission

Admission to the Graduate Program on the Environment is based upon demonstration of a sound academic and/or professional history, coupled with community involvement, and the Admission Committee's belief in the candidate's potential for academic success. Candidates may be admitted **conditionally** or **provisionally** if they have not met all of the admission requirements. Students are accountable for satisfying those requirements as specified in their letter of admission and within the specified time limits.

### Conditional Admission

Students admitted conditionally are notified of the terms of their admission in their admission letter. The conditions generally require completion of studies related to program prerequisites. Documentation that the conditions have been satisfied, such as official transcripts of courses taken, should be sent to the MES office as soon as possible after the completion of the work and no later than the date(s) specified in the student's letter of admission. If the requirement is not fulfilled by the date(s) specified, then the student may not enroll in any future MES core classes until the requirement(s) are completed. Students may take MES electives during this time. Only prerequisites in which the student earned a "C" or better will be accepted.

### Provisional Admission

Students admitted provisionally lack an undergraduate degree at the time of admission. They must complete an undergraduate degree prior to entering the program and order an official transcript from their degree-granting institution immediately upon completion of the undergraduate degree. Official transcripts are due to the MES office no later than the date specified in the student's letter of admission. Provisionally admitted students will not have access to their financial aid offer nor will they be able to start fall quarter classes until the provision is lifted.

## Program Overview and Degree Requirements

MES students are required to successfully complete a total of 72 quarter-hours of credit. The curriculum contains a sequence of four required 8-credit core classes, six 4-credit electives/internships/independent learning contracts, and a 16-credit research thesis. Core courses are taught once each year and must be taken in the following order:

- 1) **graduate Conceptualizing Our Regional Environment (gCORE)** provides a foundation for interdisciplinary approaches to environmental policy, graduate research and writing, and the ecology and environmental history of the Pacific Northwest.
- 2) **Ecological and Social Sustainability (ESS)** focuses on climate change and sustainable development and includes a Candidacy Paper requirement (p. 6). Students must successfully complete this requirement in order to advance to candidacy and enroll in the remaining core classes.
- 3) **Research Design and Quantitative Methods (RDQM)** improves proficiency in statistical and quantitative approaches to environmental problems.

- 4) **Case Studies and Thesis Design (CSTD)** focuses on case studies of environmental research and helps students develop and launch a major research project.

The final two quarters are devoted to thesis research and writing. All students must enroll for thesis credits during winter and spring quarters and attend a bi-weekly thesis workshop.

This core curriculum provides an interdisciplinary approach to key environmental disciplines and methodologies. The cohort model fosters a strong collaborative learning community where students learn from each other as well as faculty. While the core curriculum provides a strong common experience for each cohort’s learning community, students have many opportunities—through electives, internships, candidacy papers, grant proposals, and thesis research—to develop expertise and technical skills related to their specific interests and passions. Electives are taught by core faculty teaching in their area of expertise and by adjunct faculty with distinguished environmental careers outside academia.

### Full-Time MES Sample Schedule

Full-Time Student: 2 Year Program

32 core credits, 24 elective credits, 16 thesis credits = 72 credits total

#### YEAR 1

##### Fall

COURSE NAME	CREDITS
Core: graduate Conceptualizing Our Regional Environment (gCORE)	8
Elective, Individual Learning Contract*, or Internship*	4
<i>Fall Total Credits</i>	<i>12</i>

**MES Total Credits 12**

##### Winter

COURSE NAME	CREDITS
Core: Ecological & Social Sustainability	8
Elective, Individual Learning Contract*, or Internship*	4
<i>Winter Total Credits</i>	<i>12</i>

**MES Total Credits 24**

##### Spring ~ Must advance to candidacy (through candidacy paper) to continue this quarter

COURSE NAME	CREDITS
Core: Research Design and Quantitative Methods	8
Elective, Individual Learning Contract*, or Internship*	4
<i>Spring Total Credits</i>	<i>12</i>

**MES Total Credits 36**

#### YEAR 2

##### Fall ~ Thesis prospectus due at end of quarter

COURSE NAME	CREDITS
Core: Case Studies & Thesis Research Design	8
Elective, Individual Learning Contract*, or Internship*	4
<i>Fall Total Credits</i>	<i>12</i>

**MES Total Credits 48**

##### Winter ~ Thesis work begins this quarter

COURSE NAME	CREDITS
Thesis (with workshop)	8
Elective, Individual Learning Contract*, or Internship*	4
<i>Winter Total Credits</i>	<i>12</i>

**MES Total Credits 60**

##### Spring ~ Thesis presented and submitted this quarter

COURSE NAME	CREDITS
Thesis (with workshop)	8
Elective, Individual Learning Contract*, or Internship*	4
<i>Spring Total Credits</i>	<i>12</i>

**MES Total Credits 72**

## Part-Time MES Sample Schedule

Part-Time Student: 3 Year Program  
32 core credits, 24 elective credits, 16 thesis credits = 72 credits total

### YEAR 1

#### Fall

COURSE NAME	CREDITS
Core: graduate Conceptualizing Our Regional Environment (gCORE)	8
<i>Fall Total Credits</i>	8

**MES Total Credits      8**

#### Winter

COURSE NAME	CREDITS
Core: Ecological & Social Sustainability	8
<i>Winter Total Credits</i>	8

**MES Total Credits      16**

**Spring ~ Must advance to candidacy (through candidacy paper) to continue this quarter**

COURSE NAME	CREDITS
Core: Research Design and Quantitative Methods	8
<i>Spring Total Credits</i>	8

**MES Total Credits      24**

### YEAR 2

**Fall ~ Thesis Prospectus due this quarter**

COURSE NAME	CREDITS
*Electives, Individual Learning Contract*, or Internship*	8
<i>Fall Total Credits</i>	8

**MES Total Credits      32**

#### Winter

COURSE NAME	CREDITS
Electives, Individual Learning Contract*, or Internship*	8
<i>Winter Total Credits</i>	8

**MES Total Credits      40**

#### Spring

COURSE NAME	CREDITS
Electives, Individual Learning Contract*, or Internship*	8
<i>Spring Total Credits</i>	8

**MES Total Credits      48**

### YEAR 3

#### Fall

COURSE NAME	CREDITS
*Core: Case Studies & Thesis Research Design	8
<i>Fall Total Credits</i>	8

**MES Total Credits      56**

**Winter ~ Thesis work begins this quarter**

COURSE NAME	CREDITS
Thesis (with workshop)	8
<i>Winter Total Credits</i>	8

**MES Total Credits      64**

**Spring ~ Thesis presented and submitted this quarter**

COURSE NAME	CREDITS
Thesis (with workshop)	8
<i>Spring Total Credits</i>	8

**MES Total Credits      72**

#### GRADUATION ~ June

- Student may walk in the MES Hooding Ceremony provided the student will have no more than the thesis and 8 elective credits to finish by December 31.

#### Summer Ideas:

- Students may develop a credit-generating internship\* or take summer grad level electives
- Both of these options will count toward elective credit total and will reduce the number of electives required in future

## **Candidacy**

In order to earn the MES degree, a student must first be approved as a degree candidate. A student advances to candidacy upon completion of the first two quarters of core courses and an approved candidacy paper. Advancement to MES candidacy is based in part upon demonstration by the student that they can design and execute a scholarly research paper and effectively communicate the research results in an oral presentation. In order to provide the candidacy committee with positive evidence, each student will write a candidacy paper in Ecological and Social Sustainability. The written research paper should be analytical (not simply descriptive) and well-organized, present claims and supporting evidence, and demonstrate appropriate use of scholarship. Both the written paper and oral presentations must be in an appropriate scholarly form. The student's overall strength of academic performance to date will be considered in the decision to grant candidacy. At the end of the winter quarter, the core faculty team will make candidacy recommendations to the Director, who will notify each student in writing of the decision. Candidacy is required to continue in the core sequence.

## **Electives**

Students must take 24 elective credits, which can consist of MES or MPA electives, individual learning contracts (p. 6), internships (p. 7), or transfer courses (p. 15). Students must earn a minimum of 8 credits from MES electives offered during the academic year or summer quarter. With approval from the Director, students may apply up to 12 transfer credits toward their degree. Typically, no more than 8 elective credits of MPA electives and no more than 8 internship and/or individual learning contracts can be applied toward degree requirements. Students who wish to fulfill their elective requirement in a way that exceeds these limits must receive written permission from the Director based on a written explanation of their educational and professional goals.

## **Individual Learning Contracts**

When a student's academic goals cannot be satisfactorily met through available elective courses and internships, the student may arrange an individual learning contract with an MES core faculty member. This is an agreement between the student and faculty for the student to pursue independent study. In most cases, due to limitations of faculty time, the burden of the academic design and undertaking is on the student, and the faculty acts as a guide and mentor. Students who believe they will need and benefit from an individual learning contract should consult an MES faculty member or the Director for advice on the appropriateness of such an undertaking and for suggested faculty sponsors.

To enroll in an individual learning contract, login to [my.evergreen.edu](http://my.evergreen.edu) and click on "Individual Study Contracts." Select a term and create a new contract by naming it. The system guides you through the process of drafting the contract. The contract is a formal document that must be electronically approved by all parties—faculty sponsor, Director, and student—prior to registration. The student does not enter a CRN to register. Instead, once all signatures are



obtained, the student is registered automatically. All approvals must be completed by the Friday of Week 10 of the previous quarter. Make sure to leave time for the approval process!

Depending on the amount of time spent on the contract, the student may choose a two-credit or four-credit contract. A second contract in a future quarter will be approved only if it is significantly different from the first. A student will be approved to register for more than a total of four credits of contract in any given quarter only under exceptional circumstances. Typically, no more than eight hours of elective credit may be accumulated through internship and/or individual learning contracts. Under exceptional circumstances, the Director may approve contracts beyond this limit.

## Internships

An internship is a learning experience designed to aid students in achieving specific academic and professional objectives. Students are strongly encouraged to complete an internship after their first year in core classes in conjunction with their thesis, especially if they do not have prior professional-level experience in environmental work. Two internship options are available to MES students:

**A credit-generating internship** is one in which the student, faculty sponsor, and field supervisor formally agree upon a student's academic objectives for the quarter and a plan for achieving those objectives. Occasionally, a student may be allowed to undertake a credit-generating internship with the organization with whom they are employed. Evergreen has strict policies for these internships: a student must complete a Verification of New Learning within the contract portal. Students are encouraged to talk with the Assistant Director early in the planning process to ensure that credit being sought expands upon their existing knowledge and skills.

**A non-credit-generating internship** is often a compensated internship that does not include formal academic components or earn academic credit. Students who have reached their internship credit limit or do not want to pay for internship credits may consider this option. While it is important to discuss such internship opportunities with an advisor, taking an internship that does not include academic credit is ultimately an individual arrangement between the student and the internship organization and does not require the formal procedures described below.

Internships may be with government agencies, nonprofits or private sector organizations. If you are considering an internship, you should initiate discussions with a faculty member, the Director, or the Assistant Director to assess the type of internship in which you are interested and how it fits into your overall educational plan.

Consult [MES Weekly](#) (the MES blog) for internship opportunities. Internships specifically targeted at MES students will be shared via email by the Assistant Director. Students may also find internships through their own networking and are encouraged to attend the Thesis Idea Fair held each fall.

### *Internship Learning Contract Registration*

A credit-generating internship is planned, arranged, and conducted to meet the needs of the host organization and the academic and professional objectives of the student. These objectives, needs and all other internship-related matters are agreed upon before the internship begins, and are formalized in the Graduate Internship Learning Contract. Graduate Internship Learning Contracts require a faculty sponsor (MES core faculty only), who will guide and review the academic components of the internship, and an internship field supervisor, who will work more directly with the student.

### *Signing up for internship credits*

To enroll in a credit-generating internship, login to [my.evergreen.edu](http://my.evergreen.edu) and go to the “Individual Study Contracts.” Select a term and create a new contract. The system guides you through the process of drafting the contract. The contract is a formal document that must be electronically approved by all parties: field supervisor, faculty sponsor, Director, and student prior to registration. The student does not enter a CRN to register. Instead, once all signatures are obtained, the student is registered. All approvals must be completed by the Friday of Week 10 of the previous quarter. Make sure to leave time for the approval process!

### *Field Supervisor*

The Field Supervisor can view, give feedback, and approve the contract and agree to their role online without the need for a formal signature. In addition to the internship content, the field supervisor also agrees to inform the student of risks, maintain a safe work environment, and follow anti-discrimination and sexual harassment laws. The field supervisor is also responsible for sending an evaluation of the student’s work to the faculty sponsor. Students should make this clear in their contract. If the field supervisor is not able to give their approval online, the student can make a printed copy for the field supervisor to sign and deliver the signed copy to the MES Assistant Director.

### *Student Waiver*

The student is required to complete a waiver (“Program: Assumption of Risk-Informed Consent and Release” form) indicating that they are voluntarily participating in the internship and releasing the college from liability. They need to deliver a signed copy of this waiver to the MES Assistant Director before their contract can be approved. The waiver becomes available within the contract registration portal once you have started the registration process.

### *Internship Site Agreement*

For internships where the sponsoring sites/organizations are not official government agencies of the State of Washington, students will need to make sure that an internship site agreement exists between the site and the college before a student can do an internship. If the organization appears on this list, you do not need to submit a new site agreement for your internship. If the organization does not appear on this list, you will need to have the field supervisor, or a designated authority at the organization, sign this agreement and submit it with

your other materials to the MES Assistant Director. You can find a list of internship organizations with Active Site Agreements, as well as other resources, [here](#).

After all of the forms and signatures have been submitted, the Director or Assistant Director will approve the internship. Your final step before you are registered for the internship is to accept the terms and conditions yourself. You will be prompted by a reminder in the “to do list” on [my.evergreen.edu](http://my.evergreen.edu)—follow the link to complete this final step. You will be automatically registered for your contract or internship by the Registration Office.

### Evaluations

At the completion of a credit-generating internship, it is the student’s responsibility to write a narrative self-evaluation. It is the field supervisor’s responsibility to write an evaluation that assesses the intern’s job performance. You should encourage your field supervisor to consult the guidelines for writing evaluations.

The field supervisor and student intern should meet to discuss the evaluation at the end of the internship. The student’s and field supervisor’s evaluations are then sent to the faculty sponsor, who will meet with the student for an internship evaluation conference. The faculty sponsor is responsible for drafting the final internship evaluation, which will include all or significant portions of the field supervisor’s evaluation. The faculty evaluation becomes part of the student’s official transcript. The student may submit their self-evaluation for inclusion in their transcript; this submission is optional but strongly encouraged after consulting with the faculty. The evaluations from the field supervisor and student are due by the last week of the quarter in which the student registered for internship credits.

### Compensation

While the host organization is encouraged to provide a stipend or salary to the intern, volunteer internships of equivalent learning and professional value are often more readily available. The intern will need to make a decision regarding compensation based on their learning objectives and financial condition. The availability of compensation should in no way impinge on the academic validity and quality of the internship experience.

### Academic Credit for Internships

In general, two graduate credits per quarter will be awarded for successful completion of a part-time internship of 10 hours per week. Four graduate credits will be awarded for completion of an internship of 20 hours or more per week. A second internship in a future quarter must include additional or different learning goals.

## **Thesis**

Students complete a 16-credit thesis in their final year. A companion document, the Thesis Handbook, is distributed to students in Case Studies and Thesis Design and also lives online along with other [Thesis Resources](#). Most students begin substantial work on their thesis during Case Studies. If a student plans to complete or begin research during the summer, they must

consult with a faculty member to create a methodology prior to collecting data. The student must submit a preliminary thesis prospectus signed by a core faculty member and approved by the Director by week 10 of spring quarter.

Students enroll in thesis credits during winter and spring quarters of their final year. Visit the “Thesis Process” page on the MES website for valuable resources, including the thesis handbook, prospectus, mini-prospectus, timeline, and an archive of all digitized theses. This work is supported by required thesis workshops, with completion of the written thesis by the end of in the spring quarter. Thesis presentations are scheduled for spring quarter. With permission from the student’s reader and the Director, a student may extend thesis work through either the summer or fall quarter of the same calendar year. Students who are approved to continue work on their thesis project after registering for the required 16 thesis credits must register for a no-credit thesis extension and pay the required extension fee for each quarter they extend that involves faculty work.

Students must successfully finish all four core classes as well as 12 credits of electives before enrolling in thesis credits. A major requirement for satisfactory work on the thesis is timely completion. Students must evaluate, with their reader, if they can realistically complete their work in their second year or choose to attend part-time and complete their thesis in their third year. Failure to complete on time will result in a filing of No Credit by the reader. No Credit may also be filed if the student’s quality of work is not at the graduate thesis level. Earning No Credit for the thesis will lead to the student being withdrawn from the program for not completing the thesis requirement.

#### *Working with Your Thesis Reader*

We encourage you to consult with multiple MES faculty while developing your ideas for thesis research. In considering potential thesis readers, you are encouraged to consider 1) their expertise on the topic you wish to explore, 2) personal compatibility with you as a student, and 3) availability during the time you are working on your thesis. Your reader will advise on content and methodology and will also read and critique your drafts. The reader also writes your thesis evaluation and awards final credit. This person will become your most important faculty colleague in this process, and you should meet regularly to discuss your progress and review drafts.

During the Case Studies core class, you will indicate preferences for a reader. Your reader will be a member of the core MES faculty unless otherwise arranged by the Director. Once students have indicated their preferences, MES faculty members work collaboratively to decide on reader assignments. In this process, every effort is made to match you with your first choice for reader, while also balancing faculty workload. To assist with making your decision, you are encouraged to begin talking about your project at any time with potential readers. Students who plan to complete thesis work and are not in Case Studies (e.g. students on the three-year track) should consult with the Case Studies faculty early in fall quarter to make sure that they are assigned a reader.

### *The Research Question or "Thesis"*

One of the most difficult but important aspects of thesis work is taking a great idea and turning it into a focused project that can be completed within acceptable time constraints. During your studies prior to thesis, you have examined a broad array of environmental issues from a number of perspectives. Now it's time to get specific.

Your goal should be to develop a concise research question that defines as precisely as possible what your thesis will be about. Your reader will be able to help you to decide when your research question is focused enough and likely to lead to a completed thesis. Your thesis requires that you engage in research on a topic of real-world interest and consider its political, economic, and scientific dimensions.

For your thesis, you can choose to engage in fieldwork, data collection, and analysis, or you can choose to analyze an existing body of information from a new perspective. The new perspective might derive from integration of information not previously recognized as relevant to that topic, reassessment of some existing controversy or topic in the light of new data, evaluation of the success (or lack thereof) of some environmental policy or action, or other thoughtful consideration of an environmental problem or solution presented in a new light.

This research is conducted independently by you with the support and guidance of your reader and requires a scope of work that can be completed in three quarters. You should consult with faculty members about your thesis options as you approach completion of sufficient credits for beginning thesis work, normally in the fall of your second year. A lot of this consultation occurs during the fourth core class – Case Studies – as you develop the thesis prospectus.

Consult past [MES theses](#) to find the wide variety of environmental topics covered, which can be inspiring and useful as you develop your own research question and study design.

### *Thesis Prospectus*

The research question or thesis statement will need to be specified in your thesis prospectus, which contains key elements of your research plan. A final, approved prospectus (signed by the student and the student's reader) is due to the Director by the end of Case Studies.

### *Thesis Workshop*

The primary source of guidance and support on thesis work is the faculty advisor or "reader." In addition, students are required to attend a thesis workshop during winter and spring quarters that provides additional support for thesis preparation, research, and writing.

### *Writing with Outside Clients in Mind*

Students are encouraged to work with government agencies or other environmental organizations (such as consulting firms or non-profits) to develop pertinent research projects. These are often done through internships. For students working on research related to their job, they need to make sure the scope of the thesis is open to a wider audience.

A benefit of Evergreen's location in Olympia is an abundance of federal, state, regional and local government agencies within close proximity to the college. Many of these agencies are environmental in nature and can be considered potential clients for thesis research. Such agencies are excellent sources of ideas for research projects with real world significance. The program sponsors a Thesis Idea Fair each fall in which local environmental government agencies and organizations share their research needs and opportunities with MES students.

### *Funding Your Thesis*

Students are encouraged to find grants or fellowships to fund their research. There are several resources offered by the program to help you do so. Please see the [Thesis Funding](#) section of our Thesis Process page for more information.

## **Evaluations**

### *Faculty Evaluation of Student Work*

At Evergreen, a student's learning and progress are assessed through narrative evaluations rather than grades. Typically, at the end of a course, students discuss their academic progress one-on-one with faculty and receive written evaluations of their work. The final narrative evaluation for a course, independent learning contract, or internship becomes part of a student's transcript.

### *Student Evaluation of Faculty Work*

At the end of a course, students evaluate their faculty's work, describing what the faculty has done well and offering constructive criticism. Evergreen encourages direct communication and feedback whenever possible. Unlike most higher education institutions, student narrative evaluations of faculty are not anonymous. However, students can select an option to have these evaluations hidden from faculty view until after the faculty evaluation of student work has been posted.

### *Student Self-Evaluations.*

Students prepare self-evaluations in which they discuss their accomplishments, learning environment, new understanding, and goals for the future. All students must write a self-evaluation for each program, course, or contract and share with faculty on the my.evergreen portal by selecting the "Turn In" button when they have completed it. Students may continue editing their self-evaluation after they have shared it with faculty. Students may submit their self-evaluation to the transcript by selecting the "Submit to Transcript" button, but they are not required to do so. Students may not modify their self-evaluation once it has been submitted to the transcript. Students are encouraged to consult with their faculty about whether and when to submit their self-evaluation to the transcript.

Students can access and write self-evaluations and evaluations of course faculty through their my.evergreen account. They may also view the faculty evaluation of their work once the faculty has shared it. Students can access all evaluation forms through my.evergreen and save draft

copies of evaluations. Login to [My.Evergreen.edu](http://My.Evergreen.edu) and click on “Evaluations” on the left-hand side. Click on the type of evaluation then click on the applicable course title.

For more information about evaluations—definitions, forms, examples, processes, and policies—visit the [Evaluations](#) webpage at Evergreen. Another web resource for writing evaluations is the college’s Writing Center page, which provides guidelines for writing evaluations, as well as assistance through workshops and one-on-one consulting.

## **Graduation**

Students must apply for graduation along with a required fee to the Office of Registration and Records and the Cashier’s Office to finalize the degree. Students are eligible and are encouraged to participate in the June commencement exercises if they complete degree requirements by the end of the calendar year. Students are regularly informed of the application procedures and deadlines by Registration and Records. For graduation in a quarter prior to the June ceremony, the application is due before evaluation week of that quarter. The date on the diploma will reflect the final month of the last quarter in which the student was formally enrolled. If you change your graduation date after applying to graduate, please inform Registration and Records as soon as possible to avoid incurring a fee.

Approval for graduation will be granted by the Director. To be granted permission to graduate, you must have completed all degree requirements, presented your thesis, had your faculty reader submit your thesis evaluation, submitted your thesis with signature page to the MES office, and paid all fees.

Students who have not completed all graduate degree requirements by the end of spring quarter will be allowed to participate in commencement exercises PROVIDED the student will have no more than 8 credits of elective course work left to complete and have a plan to complete the thesis and the remaining elective credits by the end of the calendar year. If you have questions about your eligibility, please contact the Assistant Director.

## **Registration Policies**

When registration opens for a particular quarter (week 10 of the prior quarter, except in the case of summer and fall quarters, which is week 8 of spring quarter) you may register for courses at [my.evergreen.edu](http://my.evergreen.edu). Web registration ends the Friday before the quarter starts and paper registration ends on the fifth day of class each quarter. Late fees apply after that time. Students are encouraged to register as soon as possible after their Registration Time Ticket in [my.evergreen.edu](http://my.evergreen.edu) indicates. Electives often fill quickly – if this happens, you will be placed on a waitlist. Some faculty may be willing to accept additional students from the waitlist, but it is advised that you contact them ahead of time about this possibility.

Once you register for your fall core class, you are automatically registered for the winter and spring sections of core courses (not electives) for that particular year. It is your responsibility to double-check your registration status and current credit-load at [my.evergreen.edu](http://my.evergreen.edu) and adjust if needed. MES students may register for no more than 12 **course or ILC** credits per quarter. With written approval from the Director, students may register for up to 2 additional **course or ILC** or 4 additional **internship** credits per quarter beyond 12 credits. To request approval for registration above 12 credits, students must email the Director the specific courses and internship for which they intend to register no later than the last day of class of the previous quarter. More specific registration information is available from the [Office of Registration and Records](#), 360-867-6180.

### *International Students*

In addition to the policies in this handbook, international students on an F-1 student visa must take at least eight credits per quarter and finish in two years in order to maintain their eligibility to be in the country. The only exception is during their final quarter, where they only need to take the number of credits required to graduate. International students should meet with the International Programs office on a regular basis by calling 360-867-6312.

### *Undergraduate Courses*

Graduate students who take undergraduate courses for undergraduate credit will be charged undergraduate tuition rates for those credits. These credits will not satisfy the MES elective requirements, and in most cases financial aid will not be increased to cover the credits. However, exceptional circumstances might occur in which a graduate student enrolled in an advanced undergraduate course would complete, with faculty approval, the undergraduate course along with additional work in order to receive graduate credit. Special arrangements must be made with the Director before enrolling in any undergraduate course for graduate credit.

### *Studying Abroad/International Research*

Some students may be interested in an internship, individual learning contract, class, exchange program, or thesis work (data collection/field work) that involves international travel. Prior to travel, MES students are required to go through the same process as undergraduate students who study abroad. This entails filling out a Travel Waiver Form for liability reasons and getting signatures from the appropriate dean. Visit the [Study Abroad](#) office or see the Assistant Director if you have questions.

### *Special student credits*

Special students are non-enrolled students who are allowed to take one MES elective per quarter with faculty permission. Should a special student apply and be admitted to MES, credits earned as a special student are considered transfer credits.



### *Transfer credits*

Students may apply up to 12 graduate credits in environmental studies at regionally-accredited institutions other than Evergreen. These 12 credits also include transfer courses taken while enrolled as an MES student. Normally, graduate credit earned through extension or correspondence work will not be accepted toward the MES degree. Students wishing to obtain transfer credit for course work completed elsewhere prior to their MES enrollment should make their intention known to the Director before or during the first quarter they begin their graduate studies at Evergreen. Students interested in obtaining transfer credit for course work taken elsewhere while enrolled in the MES program should consult with the Director before enrolling in such courses. Transfer credit is awarded by the Director following review of appropriate materials, including course syllabus and transcript. Official transcripts must be submitted to the MES office before transfer credit can be awarded. For courses to be considered for transfer, credit must have been earned within the past 10 years with a grade of “B” or better.

### *Auditing a Class*

An individual may audit an elective on a space-available basis to attend class without earning credit. Attendance in class beyond three visitations requires official approval from the instructor, enrollment through the office of Registration and Records, and payment of associated tuition and fees. Auditors are generally not allowed in offerings that use laboratory or studio facilities and where any participation requires significant attention from the instructor (e.g., in teaching group process skills). Class participation requirements are set by the instructor.

An auditor may enroll for no more than 8 audit hours per quarter. An auditor must receive instructor approval and is only able to enroll on a space available basis as determined by Registration and Records staff at the time of enrollment. No academic credit will be awarded for auditing classes. No transcript record is created for audited programs or courses. Students may not base applications for Prior Learning Assessment on the content of programs or courses they have audited. Enrollment as an auditor does not entitle the student to a student ID card.

An auditor will be charged 50% of the published resident tuition rate. Any class fees required for students may apply. Charges are refundable until the end of the first week of the quarter, following the college’s 100% refund policy.

## **Credit Policies**

Completion of all four core programs, in the established sequence, is a requirement of the graduate program. Much of the learning in the programs occurs through the interactions with the faculty team and with classmates. This interaction would be difficult, if not impossible, to achieve in separate courses or an individual learning contract. Furthermore, each core program is designed to build upon previous core programs and/or lay a foundation for subsequent core programs. All graduate students are expected to perform at a high academic level.

Under unusual circumstances where a student does not satisfactorily complete all course requirements, the student may be given an Incomplete at the discretion of the faculty member and Director. The unfinished work must be submitted within 30 business days of the term in which the Incomplete was given. Incompletes not removed by the deadline will be reported as No Credit. Partial credit will not be awarded. Students must receive full credit for each core class before proceeding to the next core class; thus, an incomplete prevents a student from continuing with the core sequence until they have completed all missing work. Under exceptional circumstances, the Director may approve additional time for completing work for an Incomplete.

If a student does not meet a substantial portion of a course's requirements, the faculty (in consultation with the Director) may choose to assign No Credit at the conclusion of the class. In the case that No Credit is reported for a core class, the student will be required to re-register for and complete the entire core class the following year (in sequence).

Students who fail to earn credit for all their academic work in two successive quarters will be placed on academic probation and must earn credit in all academic work for the next quarter in which they are enrolled in order to be in good standing. In the event that a student does not meet this requirement, they may be asked to leave the program or be required to take a year's leave of absence. Additionally, if a student fails to receive credit for any two quarters of core course work, including the repetition of any core course, the student will be withdrawn from the program.

#### *Time to Completion of Degree*

The MES degree requires completion of 72 graduate credits within a maximum of 6 years, which includes quarters in which the student had taken an approved leave of absence. Students who expect to need more than 6 years to complete the program must request an extension in writing from the Director. Note that review of requests to extend the length of time allowed for completion of the degree will take the length of officially approved leaves of absence into consideration.

#### *Maximum Credits*

The maximum number of credits that MES students may attempt in pursuit of the degree is 90 graduate credits. This total includes all credits that were attempted, including those for which credit was not received. This ceiling allows up to 18 additional attempted credits past the 72, or two quarters of full-time registration (8 credits per quarter). The ceiling is approximately 125% of the number of credits (72) needed to award the MES, which mirrors the undergraduate attempted credit maximum policy and ensures that Evergreen will be in compliance with federal student loan rules. In addition, this ceiling encourages MPA students to graduate and use their MPA-honed knowledge, skills and abilities in the world. Without the ceiling, Evergreen is vulnerable to negative audit findings and fines.

Under very exceptional circumstances, students may petition the Director for permission to exceed the maximum of 90 attempted credits. To maintain financial aid eligibility above the 90 attempted credit maximum, students need to appeal to the Financial Aid Office.

## **Leave of Absence and Reinstatement**

A student who plans not to enroll in course work or thesis work for any quarter(s) should petition the MES Program Director in writing for an official leave of absence and complete the [Change of Status Form](#) to be turned in to Registration and Records. Official leaves will normally be approved for a length of no more than one year. Students who do not register for credit in any quarter without notifying the program are automatically given unofficial on-leave status by the Registrar. This status is valid for one year.

A student who fails to register for credit in the quarter following the end of a leave will be withdrawn from the program. If a student who is withdrawn for this reason wishes to return to the program, the student must petition the Director in writing for reinstatement, including a proposed schedule for completing the requirements for the degree. The student will be able to register again only after 1) they petition the Director to be reinstated as an active student and the Director permits reinstatement, and 2) the Director has notified the Office of Registration and Records that the student should be allowed to register.

## **Financial Aid and Scholarships**

### *Satisfactory Academic Progress*

In most cases, graduate enrollment of four or more credits per quarter is a requirement to receive aid, specifically for federal and state loans, grants, and work-study. Students must also maintain satisfactory progress toward the degree to continue to receive financial aid. To maintain satisfactory progress, MES students must complete at least 75% of the total attempted credits in an academic year, defined as fall, winter, spring, and summer quarters. Students must also complete a minimum of 4 credits per quarter and 18 credits per academic year. Satisfactory progress will be reviewed at the end of each summer. Should a student not maintain satisfactory progress as defined above, their future financial aid eligibility will be suspended. Please see the entire Satisfactory Academic Progress Policy on the Registration and Records website.

### *Categories of Financial Aid*

MES students receive several forms of financial support:

- **Loans, grants, and tuition waivers.** These are distributed by the Office of Financial Aid based on financial need and require the FAFSA, but no other application.
- **MES scholarships, grants, or fellowships.** These are distributed by the MES office. All require an application, and many require the FAFSA or WASFA.
- **Non-MES or Evergreen scholarships.** These are administered by outside organizations and you apply on your own for them.

- **Employer or Military.** These are distributed by your employer or the Veterans Administration. Veterans may also be eligible for a 50% tuition waiver from Evergreen. For more information contact the [Veterans Resource Center](#), (360) 867-6254.

The Free Application for Federal Student Aid (FAFSA) must be completed before any need-based financial aid decision can be made. In order to receive full consideration of aid from the program or from the Office of Financial Aid, Evergreen needs to have received your FAFSA by the priority filing date of February 1.

The Washington Application for State Financial Aid (WASFA) is the application which eligible noncitizens who meet state residency requirements, may complete to be reviewed for Washington State financial aid funding resources. WASFA eligible students would not be eligible for Federal funding resources such as Unsubsidized student loans, but can be considered for Washington State grants, scholarships, tuition waivers, and fellowships. Evergreen must receive your WASFA by the priority application date of February 1, to review you for priority application eligibility. Complete your WASFA at <https://wsac.wa.gov/wasfa>.

If you missed the priority filing date, FAFSA eligible students can still qualify for loan aid. The Office of Financial Aid will review later applications in order of the date it was received, after the on-time files have been reviewed. This can often stretch into the summer or fall, so it is highly advised to not be late! After you file your FAFSA or WASFA, keep an eye on your MyEvergreen account and submit any requested documents right away.

MES scholarships and fellowships are awarded to both incoming and continuing students. To qualify for aid from the program, students must submit an online MES Financial Aid application, as well as an on-time FAFSA (for most awards). The application will be made available to current students each December for the following academic year.

## Communication

### *Online System*

Students are given a “MyEvergreen” account at [my.evergreen.edu](http://my.evergreen.edu) when they are admitted. This site, as well as your evergreen.edu email, is the official mode of communication between students and the college. MyEvergreen includes:

- Course registration (including individual study contracts and internship contracts)
- Schedule Evergreen (see your class schedules and locations)
- Academic progress and credits earned
- Transcript orders
- Evaluation creation for self-evaluations and faculty evaluations
- Evaluations of you by faculty
- Financial aid information
- Greener Commons (Evergreen’s online resource for campus announcements)
- Student account information and web payments
- Student jobs database (CODA)

### *E-Mail*

Students must use their **Evergreen email** to receive information from the college and MES faculty and staff. This email account is used for official college communications to students, including registration and student account information, announcements of official college policies, and general announcements and information. MES students' Evergreen emails are also placed on two email lists managed by MES staff: one for current students, and one for current students and alumni. You should check your college email account on a regular basis. Email forwarding is no longer supported. Students have access to Macintosh and Windows computers, with Internet access and a variety of up-to-date software, in the campus computer lab.

### *Contact Information*

Students keep their residential mailing address and phone listings up-to-date with the [Office of Registration and Records](#) or through [my.evergreen.edu](http://my.evergreen.edu), so that the program and the college can communicate with them.

## **Social Contract and Student Conduct Code**

When you make the decision to come to Evergreen, you are also making the decision to become closely associated with its values. A central focus of those values is freedom—freedom to explore ideas and to discuss those ideas in both speech and print; freedom from reprisal for voicing concerns and beliefs, no matter how unpopular. Such freedom is necessary in a vibrant, dynamic learning community.

As members of the Evergreen community, we acknowledge our mutual responsibility for openness, honesty, civility, and fairness to ensure a productive learning environment for everyone. These conditions carry with them certain rights expressed in [Evergreen's Social Contract](#), a document that has defined and guided the college's values since its very beginning. The Social Contract is an agreement about civility and tolerance toward others that provides our framework for teaching and learning. In addition to the Social Contract, most courses may have a community or program agreement that describes specific expectations and responsibilities of faculty and students.

Students must also adhere to the [Student Conduct Code](#), which articulates specific procedures and standards for upholding the values and aspirations expressed in the Social Contract. Specifically, the code strives to afford opportunities for informal resolution and to support students to be accountable for their decisions and actions. The code has been crafted in the spirit of education and compassion, with the aim of healing individuals, preserving our common interests, and protecting each other from harm.

## **Academic Honesty**

Academic honesty is a necessity in a learning community. It makes coherent discourse possible, and is a necessary condition for all sharing, dialogue and evaluation. All forms of academic dishonesty, including cheating, fabricating, facilitating academic dishonesty, plagiarism, and

prohibited use of generative artificial intelligence (AI) are violations of the [Social Contract](#) and the Washington State [Student Conduct Code \(WAC 174\)](#). Academic dishonesty includes:

1. Plagiarism defined as appropriating or incorporating any other person's published or unpublished work in one's own work without full, clear and correct acknowledgment (including unintended plagiarism when relying on AI);
2. Copying from another person's academic work without proper acknowledgment;
3. Using assistance or materials that are expressly forbidden to complete an academic product or assignment (including AI);
4. The unauthorized collaboration with any other person during the completion of independent academic work;
5. Knowingly falsifying or assisting in falsifying in whole, or in part, the contents of one's academic work;
6. Permitting any other person to substitute oneself to complete academic work;
7. Engaging in any academic behavior specifically prohibited by a faculty member in the community/program agreement, syllabus, or individual or class discussion; or
8. Using Artificial Intelligence software, such as Chat GPT, copilot, or other applications, to complete any portion of an assignment unless specifically allowed by faculty.

A proven case of academic dishonesty by a graduate student will result in the loss of credit and possible dismissal from the graduate program.

*Procedure:* If a first time incident of plagiarism is minor, it may be approached as a teachable moment (e.g., lack of citation for quotes or paraphrasing) by the course faculty. However, if the first or subsequent incident of plagiarism is major or egregious (e.g., copying another student's work or copying any work not originated by the student), the student may be referred to the MES Director or campus Conduct Officer. Faculty will notify the student if this occurs. The MES Director or Conduct Officer will do an investigation into the evidence of academic dishonesty and also follow up with the student and faculty. Upon the outcome of the investigation, faculty will determine if there is a loss of credit for the course. If there is a loss of credit, faculty will inform the MPA Director and subsequently student dismissal from the MPA program may occur. Here is a link to Evergreen's [Student Rights and Responsibilities](#).

## **Academic Appeals**

Faculty write formal evaluations of student work at the end of every quarter. The evaluation is a statement of the quality and quantity of student work based on the faculty member's professional judgment. All appeals of evaluation wording and credit are governed by the college's policy on [Amending Student Records](#) and the Federal Family Education Rights and Privacy Act (FERPA). Specifically, review by an academic dean is restricted to items of fact, and a student does not have a right to a hearing with an academic dean regarding a disagreement with the faculty member's judgment about the quality of work or award of credit.

## Conflict Resolution and Grievance Procedures

### *Direct communication*

Many of Evergreen's core values and aspirations are described in the Social Contract. The authors of the Social Contract described a college that protects the right of individuals to express unpopular and controversial points of view and that values intellectual freedom and honesty. In such an environment, conflicts inevitably arise. The Social Contract says that "All must share alike in prizing academic and interpersonal honesty, in responsibly obtaining and providing full and accurate information, and in resolving their differences through due process and with a strong will to collaboration." This means that, as a general rule, most conflicts should be addressed through direct and honest communication among the people involved. Like most general rules, this one requires some qualification (for instance, in cases involving discrimination, including sexual harassment).

### *Safety*

Direct communication would not be wise if it would compromise personal safety. Students who believe that their personal safety or the safety of the community is at risk should contact the [Police Services](#) Office (Emergency: 360-867-6140; Non-Emergency: 6830). The office is open 24 hours a day, seven days a week. In addition to receiving the training necessary to become commissioned police officers, Evergreen's police officers receive additional training in areas such as conflict resolution, assisting survivors of sexual assault, and other topics that will better enable them to serve the college community. Police Services is located in Evans Hall.

### *Sexual Assault*

Trained advocates are available to survivors of sexual assault. [Police Services](#) (360-867-6140), the Campus Grievance officers (360-867-5113), or the Sexual Violence Prevention Coordinator (360-867-5221) can help students get in touch with advocates.

### *Duty to Report*

All faculty and staff are **responsible employees**. We have a duty to report any significant safety concern including notice of sexual assault, intimate partner violence, stalking, sexual harassment, or harm to self/suicide attempt to the authorities or appropriate parties.

### *Discrimination and Sexual Harassment*

Evergreen is committed to creating a discrimination-free environment and has developed policies and practices for addressing allegations of discrimination, including sexual harassment. Students who believe they may have been victims of discrimination or sexual harassment may also use State and Federal systems for pursuing their complaints. The [Affirmative Action/Equal Opportunity Office](#) is available to assist students in understanding the options available. Please see resources at this page for more information about your options to report and resolve discrimination.

## Human Subjects Review Policy

The Human Subjects Review policy at Evergreen took effect in January 1979 to protect the

rights of humans who are participants in research activities. If you are conducting a study using information from people or if you are recording them in some way for that study, you must complete this application with the collaboration of your faculty sponsor.

All students, staff, and faculty conducting research at the College that involves the participation of humans as subjects of research must ensure that participation is voluntary, that risks are minimal, and that the distribution of your study is limited. All potential physical, psychological, emotional, and social risks should be considered, and explained to the participants in the study. This explanation must be clear, in letter form, and accompanied by a written consent form which the participants sign. Similarly, the researcher must explain to the participant the benefits, the course of study, and purpose of the intellectual inquiry. Participants must not be asked to expose themselves to risk unless the benefits to the participants or society are commensurate. Please note that in most cases, keeping the participants' names confidential significantly minimizes risks. Refer to Evergreen's [Institutional Review Board \(IRB\) Human Subjects website](#) for an application.

## **Academic Support and Campus Resources**

### *Academic Advising*

In keeping with Evergreen's philosophy of student-initiated learning, you are encouraged to reach out to any MES faculty for advice. All MES core faculty are full-time graduate faculty in the program and key resources in your educational and professional development. The Director and Assistant Director are also available for academic and career advice.

In addition, each student will be assigned a faculty advisor with whom they should meet at least once during fall quarter and as needed during winter and spring quarter. Your faculty advisor will reach out to you prior to the first day of class to introduce themselves.

Students are encouraged to work with faculty on the following topics as they develop an educational plan:

- Your academic, professional and personal development goals, considering both specialization and breadth.
- How MES program offerings will aid you in meeting your goals.
- Selection of electives that incorporate your goals.
- Identifying thesis topics.
- Identifying potential independent learning contracts and internships.

## **Accommodations for Students with Disabilities**

If you have a documented disability, you are encouraged to talk both with your faculty and the office of Access Services for Students with Disabilities (867-6348 or 6364). Reasonable Accommodations will be provided for any student who qualifies for them through a working relationship with Access Services. After a student consults the office of Access Services and submits the necessary forms, the faculty will receive a letter clearly indicating the student has a disability that requires academic accommodation. Information about a disability or health condition will be regarded as confidential. Consult [Students with Disabilities Policy](#) for more



information.

If you do not have a documented disability but have concerns about your ability to complete specific course components (e.g. fieldwork) please contact the faculty directly to share your concerns.

## **MESA**

The Master of Environmental Studies Student Association (MESA) exists to generate solidarity, to provide a voice for the students, and to provide students with professional development opportunities not readily available through the regular academic program. The MES students select one to three coordinators to help our students organize unique activities and events of particular interest to their constituents. Most events are tailored to graduate students, but may also be open to the Evergreen community. Some events, like the annual Rachel Carson Forum, are developed both for MES students and the broader Evergreen and Olympia community. Events are aimed at personal, professional, or intellectual development.

The MESA coordinators are selected in the spring or early fall and serve for a year. Compensation may be available. Students interested in serving as coordinator should speak to the current MESA coordinator or the Assistant Director. Historically, MESA has organized or participated in several activities per quarter. These have included lectures, workshops, films, panel discussions, social events, and the Rachel Carson Forum. In addition, the organization has used its resources to publish thesis abstracts, sponsor student participation in conferences, join environmental organizations, and volunteer in the community.

## **Blogs**

*MES Weekly*

[MES Weekly](#) is a blog that lists jobs, internships, events, and volunteer opportunities that may be of interest to MES students and alumni. Students are encouraged to subscribe to the blog so they can receive a weekly email with the most recent postings. This is an especially helpful resource for students looking for jobs or internships.

Please submit any postings to the MES Program Assistant.

## **Inclement Weather and Class Cancellation**

In the event of bad weather or emergencies, students should check for announcements of campus closures. Students can call the main campus line 360-867-6000 to get the latest news regarding a campus closure or delay. Faculty may decide to cancel a class meeting even if campus is open and, if they decide to cancel the class, will send an all-class email prior to 3:00 pm the day of class. Students are responsible for checking email and ensuring viable transportation options are available to them through [Emergency Notifications](#). Students are ultimately responsible for making a decision about whether they can travel safely during bad weather.

Your faculty may ask you to join online seminars through Canvas, if campus is closed. In the event of campus closure, do your best to check your email for program and course updates and please participate in online learning if you have access to a networked device.

## Dismissal from the MES Program

Students may be dismissed per faculty discretion for a class meeting or for the entire course for the following reasons (including but not limited to): lack of attendance, disruptive behavior, attending class under the influence of alcohol or drugs. If student is issued notice from faculty that no credit (NCR) will be issued and the quarter has not ended, faculty may dismiss the student from class. If the student fails to comply with the faculty request to leave the class, this will fall under the campus purview of "failure to comply with a college official" and campus Police Services or the campus Conduct Officer may be contacted.

All graduate students are expected to perform at a high academic level and to support and contribute to a well-functioning MES classroom learning community. If these expectations are not met, students are subject to dismissal from the MES program as follows:

- Students will be dismissed from the program for receiving a "No Credit" (NCR) or incomplete for any two quarters of Core course work. The courses for which the NCRs were received may be sequential or non-sequential. This includes the repetition of any Core course. Students will also be dismissed from the program for failing to register for credit following the end of a leave of absence.
- In collaboration with faculty required leave of absence or academic probation.
- Behavior that disrupts the learning community may be grounds for disciplinary action, up to and including dismissal from the MES program.
- Students may be dismissed from the program under other serious circumstances, such as plagiarism, violations of the Student Contract, or the Student Conduct Code.

*Procedure:* The MES Director issues a letter to the student via their Evergreen e-mail account stating they are dismissed from the MES program and outlining the basis for that decision. A student then has 20 calendar days from date of dismissal letter to appeal to one of the following campus entities in writing:

- If student is dismissed for behavioral matters, the student may appeal to the [Student Conduct Appeals Board](#). Contact: Conduct Officer.
- If student is dismissed for academic matters, the student may appeal to Academic Deans.
- If student is dismissed for satisfactory academic progress issues and financial aid is impacted, the student may appeal to the [Satisfactory Academic Progress \(SAP\) Petition Review Committee](#). Contact: Associate Director of Financial Aid.

A student who is dismissed from the MPA program will not be allowed to register for any MPA

course at the college during any subsequent quarter.

### **Withdrawing from the MES Program**

Students who wish to withdraw from the MES program should inform the MES Director in writing. Under extraordinary circumstances following withdrawal, students may be reinstated, subject to the approval of the MES Director (see p. 17) Students are responsible for withdrawing from the college through the [Records and Registration office](#).