October 16, 2014

First Last

Address

City, State Zip

Dear First: A#:

Upon review of your file, we have found that you are currently in your fourth academic year of the MES degree. The MES Handbook states that “students have 4 calendar years (16 quarters, including summers), starting with their first fall quarter, in which to complete all degree requirements.” Please see your MES Handbook for more details.

Your missing degree requirements must be completed or negotiated with the MES Director by August 31, 2015, or you will be withdrawn from the program for not completing the degree in the required four years.

If you have any questions, please contact Gail Wootan at 360-867-6225 or wootang@evergreen.edu.

Sincerely,



Kevin Francis, Ph.D.

Director, Graduate Program on the Environment

CC: Student File