July 31, 2024

First Last

Dear First: A#:

Upon review of your file, we have found that you are currently beyond 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.” During the COVID-19 pandemic, we were able to waive the 4 year threshold requirement for the MES degree completion timeline due to the extraordinary circumstances the pandemic presented. We have not issued timeline warning letters since 2019 as a result, but must resume this practice in the current academic year.

Your missing degree requirements must be completed or negotiated with the MES Director by December 13, 2024, or you will be withdrawn from the program for not completing the degree in the required timeline. In the future if you would like to return to MES, you will be required to petition to the MES Director at that time, with your request. Please reach out to me to schedule a time to meet to discuss your academic plan moving forward by December 13, 2024.

If you have any questions, please contact me at [leroyc@evergreen.edu](mailto:leroyc@evergreen.edu).

Sincerely,

Carri LeRoy

A close-up of a signature

Description automatically generated

Carri LeRoy, Ph.D.

Director, Master of Environmental Studies Program

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