



February 22, 2018

Ayako Okuyama  
5252 237<sup>th</sup> Ter SE  
Issaquah, WA 98029

Student ID: A00324531

Dear Ayako,

This letter serves as official notice that you have failed to make significant progress toward the completion of your Master of Environmental Studies degree (MES).

You will be withdrawn from The Evergreen State College MES program unless you do one of the following by Friday, March 23:

- Submit a completed and signed Request to Extend Thesis Research form to MES Program Director Kevin Francis. A blank copy of this form is included for your convenience.
- Request a formal Leave of Absence from Evergreen for up to one year by completing a Change of Status form and submitting it to the Registration office. Find this form at [www.evergreen.edu/advising/leavewithdraw](http://www.evergreen.edu/advising/leavewithdraw)

If you are withdrawn from MES, you will need to petition the current program Director in writing to be reinstated as a student.

If you have any questions, please reach out to me, or to MES Assistant Director Andrea Martin at 360-867-6225 or [martina@evergreen.edu](mailto:martina@evergreen.edu)

Sincerely,

Kevin Francis, Ph. D  
Director, Graduate Program on the Environment  
[francisk@evergreen.edu](mailto:francisk@evergreen.edu)  
360-867-5831