

MES STUDENT POLICY HANDBOOK

2008-2009



**GRADUATE PROGRAM ON THE ENVIRONMENT
THE EVERGREEN STATE COLLEGE
OLYMPIA, WASHINGTON**

September 2008

TABLE OF CONTENTS

	Page
PROGRAM CONTACTS.....	i
WELCOME.....	ii
PROVISIONS AND CONDITIONS OF ENTRY.....	1
DEGREE REQUIREMENTS.....	1
REGISTRATION.....	1
ACADEMIC ADVISING.....	2
CREDIT POLICY, ACADEMIC STANDING, AND INCOMPLETES.....	3
CANDIDACY REQUIREMENTS AND POLICY.....	3
LEARNING DISABILITIES.....	4
INTERNSHIPS.....	4
INDIVIDUAL LEARNING CONTRACTS.....	6
MASTERS THESIS.....	7
GRADUATION.....	9
TRANSFER CREDITS.....	9
ACADEMIC HONESTY.....	9
GRIEVANCE PROCEDURES.....	10
ACADEMIC APPEALS.....	10
LEAVE OF ABSENCE.....	10
INCLEMENT WEATHER CLASS CANCELLATION POLICY.....	11
FINANCIAL AID.....	11
MES GRADUATE STUDENT ASSOCIATION (MES/GSA).....	12
UNIFIED GRADUATE STUDENT ASSOCIATION (UGSA).....	12
MAILBOXES AND E-MAIL.....	13
NEWSLETTER.....	13
THE SOCIAL CONTRACT.....	13
CIVIL RIGHTS POLICIES.....	16
HUMAN SUBJECTS REVIEW POLICY.....	16
STUDENT CONDUCT CODE.....	17

PROGRAM CONTACTS

MES PROGRAM DIRECTOR

Dr. Edward (Ted) Whitesell 3017 LAB I 360/867-6768
whiteset@evergreen.edu

MES PROGRAM ASSISTANT DIRECTOR

Jennifer (JT) Austin, JD 3022 LAB I 360/867-6225
austinj@evergreen.edu



THE EVERGREEN STATE COLLEGE

GRADUATE PROGRAM ON THE ENVIRONMENT

WELCOME

Congratulations on your enrollment in Evergreen's Graduate Program on the Environment (the "MES Program"). Along with the rest of the MES faculty and our staff, I look forward to working with you and helping you realize your academic and professional objectives. We hope that you will find the program and its classes exciting and challenging.

The MES faculty and staff are committed to helping you successfully complete the MES program. We encourage you to consult us when you have questions about how best to proceed, either academically or personally. This Handbook has been prepared as a guide to the policies and operational details of the program. Please keep it with your basic reference documents, as it will serve as the initial source for answers to your questions on these topics.

A companion document, the Thesis Handbook, will help you when it comes time to do your thesis. You may find this handbook on the MES web site (<http://www.evergreen.edu/mes/forms.htm>).

Please note that we continually work to improve curricular offerings, procedures, and policies, so some details in this Handbook may be under discussion among the faculty, academic staff and administration. We will distribute copies of significant changes as they occur, and we will also let you know of things you need to do at appropriate times through class announcements and via e-mail.

Again, welcome to the MES program. At this time of increasingly dire environmental conditions, the expertise you gain through this program will enable you to join previous MES graduates in many walks of life who are dedicated to the protection and restoration of environmental quality, here and around the world.

Ted Whitesell, Director
Graduate Program on the Environment

September 2008

PROVISIONS AND CONDITIONS OF ENTRY

Admission to the Graduate Program on the Environment (MES) 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.

Sometimes, candidates are admitted **provisionally** or **conditionally** 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.

Provisional Admission

Students who are admitted provisionally with the requirement that they complete an undergraduate degree prior to entering their first core program must order an official transcript from the degree-granting institution immediately upon completion of the degree. Official transcripts, which are due no later than November 1 (September 15 for financial aid funds to be released for Fall Quarter), should be submitted to the Admissions Office. In addition, at a minimum the Admissions Office must receive written confirmation of the degree from an official at the awarding institution by September 15 before the student may enroll for Fall Quarter.

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 the admission prerequisites (microeconomics, statistics, biology). Documentation that the conditions have been satisfied, such as official transcripts of courses taken, should be sent to the Admissions 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.

One final point about admission: All students admitted must advance to candidacy by the end of the second quarter's work, if they are to continue working toward the degree. See page 3 for more information on candidacy.

DEGREE REQUIREMENTS

MES students are required to successfully complete a total of 72 quarter-hours of credit, including 32 core credits. Students electing to fulfill the thesis requirement through the Thesis: Essay of Distinction option will need to complete 8 thesis credits and 32 elective credits. Students who choose to complete the more intensive Thesis option must complete 16 thesis credits and 24 elective credits. Each core course carries 8 units of credit; electives normally carry 4 units. Students have 4 calendar years (16 quarters, including summers), starting with their first fall quarter, in which to complete all degree requirements. This may be extended in unusual circumstances upon written petition to the MES Director.

REGISTRATION

Students are given a "MyEvergreen" account when they are admitted. You may activate your account by logging in to my.evergreen.edu. Login information is included in your admissions

welcome packet, and is also available on the MyEvergreen site. Students use their MyEvergreen account to register, create evaluations, make web payments and more. You may register any time before the 5th day of class. Late fees apply after that time. Students are encouraged to register as early as possible. Please note: after registering for Fall online, students are automatically registered for the Winter and Spring section of core courses (not electives). It is your responsibility to double-check your registration status online and make adjustments if needed. Graduate students may register for up to 12 credits per quarter. Students who are employed for more than 20 hours per week may register for only 8 credits.

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 graduate tuition waiver awards cannot be used to pay for them. However, exceptional circumstances might occur in which a graduate student enrolled in an advanced undergraduate course would complete, with faculty approval, substantial work beyond that required for undergraduate credit and receive graduate credit. Special arrangements must be made with the MES Director before enrolling in any undergraduate course.

Specific information on registration is available from the Office of Registration and Records, 867-6180, or on-line, at <http://www.evergreen.edu/registration>.

ACADEMIC ADVISING

Academic Advisor

There is no formal assignment of academic advisors, but normally a student's core seminar leader will serve as the first source of advice. Students may find that a particular faculty member is a good match for their needs and interests and ask that person to serve as their advisor. Full-time faculty who are teaching in the MES program in any given year are available to serve as the primary advisors, but faculty who cycle into the undergraduate curriculum often continue to work with MES students with whom they have developed an advising relationship. The MES Director is also available for general academic advice.

Educational Plan

All students are strongly encouraged during their first Fall quarter to develop an educational plan that addresses the following topics:

- (1) The student's academic, professional and personal development goals, considering both specialization and breadth.
- (2) How program offerings will aid the student in meeting her/his goals.
- (3) Selection of electives that incorporate the student's goals.
- (4) Assessment of the student's level of preparation in academic disciplines necessary for successful participation in MES core programs and electives relevant to the student's goals.
- (5) A plan to enhance areas of deficiency identified in the assessment. The plan will include suggested independent readings, undergraduate course work, individual learning contracts, and electives.

This plan should be reviewed regularly, particularly during the student's third quarter, following achievement of candidacy. Students who are unsure of their goals or who would like to pursue in-depth exploration of their career goals and how MES can help meet them are encouraged to contact the Assistant Director or Director for more extensive assistance.

CREDIT POLICY, ACADEMIC STANDING, AND INCOMPLETES

All graduate students are expected to perform at a high academic level. Incompletes will be granted only in cases of extenuating circumstances and must be removed by the end of the academic quarter following the quarter for which the Incomplete is awarded. Incompletes not removed by the deadline will be reported as No Credit. Partial credit will not be awarded.

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. Therefore, students must complete each core program in sequence and, under normal circumstances, no portion of the core requirement can be waived, even if there appears to be some redundancy with the student's previous work.

In the event that a student does not satisfactorily complete all the requirements in a core program, the student may be given an Incomplete, with the understanding that the unfinished work must be submitted within one quarter of the term in which the Incomplete was given. If a substantial portion of the class requirements has not been met, however, the faculty team may choose to assign No Credit at the conclusion of the class. In the case that No Credit is reported, the student will be required to reregister for and complete the entire core class.

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, he or she may be asked to leave the program or 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 asked to leave the program.

The final decision on the assignment of an Incomplete or No Credit rests with the faculty teaching the class.

CANDIDACY REQUIREMENTS AND POLICY

In order to earn the MES degree, a student must first be approved as a degree candidate. Candidacy is automatically reviewed upon completion of the first two quarters of core courses. Advancement to MES candidacy is based in part upon demonstration by the student that she or he 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 be required to execute such a project as part of the course work in the first-year winter-quarter core program. The written research paper should be analytical (not simply descriptive), well organized, present a thesis and supporting evidence for it, and demonstrate appropriate use of bibliographic

resources. Both the written and oral presentations must be in an appropriate scholarly form. The student's overall strength of academic performance to date will also be considered in the decision to grant candidacy.

The candidacy committee, made up of the faculty teaching in the first-year core sequence in that year, will review each student's entire record to that point and recommend to the Director which students should be advanced to candidacy. The Director will notify each student in writing of the decision. Students denied candidacy will not be permitted to continue in the MES Program.

LEARNING DISABILITIES

Students with learning challenges or disabilities who need reasonable accommodations to complete their academic work must contact the MES Program Director or Assistant Director within the first three weeks of enrollment in the MES Program. Students with documented disabilities may arrange additional support through Evergreen's Access Services in Seminar I, Building F, or phone 867-6348.

INTERNSHIPS

An internship is a learning experience designed to aid students in achieving specific academic and professional objectives. You are strongly encouraged to include an internship in your educational plan, especially if you do not have prior professional-level experience in environmental work.

Two internship options are available to MES students:

1. **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. It must include new academic learning and not be developed only to obtain work experience or entry-level employment. Occasionally, a student may be allowed to undertake a credit-generating internship with the organization with whom she/he is employed. Evergreen has strict policies for these internships: a student who wishes to do an employment-related internship must work with the Assistant Director early in the planning process to ensure that the credit being sought is for a project that is not a part of his/her regular work.
2. In addition, many organizations advertise entry-level, compensated internships throughout the year and inform the Assistant Director about them. These do not include formal academic components or earn academic credit. 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.

It is important that students have an opportunity to become oriented to the MES program before undertaking an internship. Therefore, in most circumstances a student must complete three quarters in the MES program before developing a credit-generating internship. The Director must approve exceptions to this policy.

Internships are often with government agencies, but may be with nonprofit or private sector organizations. If you are considering an internship, you should initiate discussions with your academic advisor and the Assistant Director. In doing so, you will assess the type of internship in which you are interested (credit-generating or non-credit-generating, paid or voluntary, type of agency or organization, etc.), the extent to which you will benefit from an internship, and how it fits into your overall educational plan.

Locating an Internship

After you have determined that an internship is appropriate for your academic plan and if you do not yet have a specific internship in mind, check with the Assistant Director for leads and ideas. You should contact the Assistant Director two to three months before an internship is needed if you need assistance in developing internship leads. Leads are sent out regularly via e-mail/list-serve.

The Washington State Legislature sponsors several graduate interns each summer. These interesting and well-paid internships are publicized and filled the previous Fall because legislative staff persons are unavailable during the legislative session, which meets during the winter and spring. An on-campus information session is held in the Fall, and more information is available from the Assistant Director.

Internship Learning Contract and 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. All Graduate Internship Learning Contracts are available on-line and require a faculty sponsor, who will guide and review the academic components on the internship.

All credit-generating internships require a Graduate Internship Learning Contract, which is completed online at <https://my.evergreen.edu/>. At that site, under “Students,” click “Individual Study Contracts.” At the top of that page, select “Create New Contract.” Then choose the internship form and graduate level. This will get you started in drafting up a contract in consultation with your faculty sponsor and field supervisor. The contract is a formal document that must be approved by all parties: student, faculty sponsor, and field supervisor as well as the MES Director, in order for the student to register.

At the completion of a credit-generating internship, it is the responsibility of the student to write a narrative self-evaluation. It is also the field supervisor’s responsibility to write an evaluation that assesses the intern’s job performance. 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. Whether or not the student’s self-evaluation becomes part of the transcript is optional but strongly encouraged.

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 her/his learning objectives and financial condition. The availability of compensation should in no way impinge on the academic validity and quality of the internship experience.

Internship placements will usually be within the Puget Sound region. Although internships may be arranged outside the region, they require special approval and arrangements. Your faculty sponsor and the MES Director must approve an internship outside the region.

Academic Credit for Internships

In general, 2 credits per quarter will be awarded for successful completion of a part-time internship (10 hours per week). Four credits will be awarded for completion of an internship of 20 hours per week or more. A second internship will be approved only if it is significantly different from the first, and a student will be approved to register for more than a total of 4-quarter-hours of internship in any given quarter only under exceptional circumstances. Normally no more than 8 hours of elective credit can be accumulated through internship and/or individual learning contracts. The MES Director should be consulted before considering any internships or individual learning contracts beyond the first such experience.

Internships and Theses

It is possible to generate a thesis from an internship experience. While the thesis project will go beyond the tasks assigned to the intern, the internship may provide the information or the contacts useful in developing a project. If you envision using an internship for this purpose, you should discuss the possibility with your academic advisor and your faculty sponsor.

INDIVIDUAL LEARNING CONTRACTS

When a student's academic program design cannot be satisfactorily completed through the available elective courses and internships, the student may arrange an individual learning contract with a faculty member. This is a negotiated agreement between the student and faculty for the student to pursue independent, individualized 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 more as a guide and mentor than as a "teacher," *per se*. Students who believe they will need and benefit from an individual learning contract should consult their advisor and the MES Program Director for advice on the appropriateness of such an undertaking and for suggested faculty sponsors.

Basic policies and procedures for individual learning contracts are similar to those for internship learning contracts, except that they do not involve an external field supervisor. The Graduate Individual Learning Contract is completed online at <https://my.evergreen.edu/>. The final contract must be approved by the student, the faculty sponsor, and the MES Program Director before the student registers. Normally, no more than 8 quarter-hours of elective credit can be accumulated through internship and/or individual learning contracts. The MES Director should be consulted before considering any contracts beyond this limit.

MASTERS THESIS

The MES Program offers two ways to fulfill the thesis requirement. Both require that the student engage in research of a topic of real-world interest and develop its political, economic and scientific aspects. They can be individual or team efforts; group projects are encouraged. The project preferably should be of value to an external client or organization and not just an academic exercise. The primary differences between the two thesis options lie in the scope of the problem examined and the manner in which the research is conducted. Students should consult with their advisor and/or the MES Program Director about their thesis option while they work toward completion of sufficient credits for beginning thesis work, normally in the Fall of their second or third year for full-time and part-time students, respectively.

Details of the thesis process are in the Thesis Handbook, available from the MES Program website (<http://www.evergreen.edu/mes/forms.htm>). The following material summarizes some of the highlights.

As the culminating act of the thesis project, students share the results with faculty and students in a public oral presentation immediately prior to submitting the completed text for binding. The written thesis must bear the responsible faculty's signature(s), and two copies are placed in the Evergreen library's permanent collection – a printed and a digital version.

No matter which thesis option the student selects, he or she needs to recognize that it will require significant time and intellectual effort, and she/he must be prepared to put in that time and effort within the time allowed for completion. If the effort is unsuccessful or requires additional time, additional quarters of registration will be required for another try or to complete the work. At the start of the work, students should consult with their reader or thesis advisor and develop a schedule for completing the thesis in the time required. No additional academic credit will be awarded beyond the required 8 or 16 credits appropriate to the option chosen, even when additional quarters of registration are required.

Thesis: Essay of Distinction (8 credits) accompanies 32 credits of core and 32 credits of electives. This option is the more popular choice among students and requires no special justification. Work on this thesis option is supervised by the MES faculty in a structured, two-quarter workshop (4 credits Winter, 4 credits Spring). To be eligible to register for Thesis: Essay of Distinction, a student must have successfully completed the entire core sequence plus 16 elective credits and plan to complete the remaining requirements for the degree by the end of the subsequent Fall quarter. Students who have completed the core and less than 16 elective credits may petition the Director for permission to register for this option by submitting a plan to complete the remaining requirements for the degree by the end of the subsequent Fall quarter.

Students will submit the thesis for evaluation to a single reader selected from the MES faculty. The thesis must be completed and approved by the faculty member by the end of Spring quarter.

A major requirement for satisfactory work on the Thesis: Essay of Distinction is timely completion. Under exceptional and rare circumstances, the sponsoring faculty and MES Director may approve an extension, which is unlikely to extend beyond one quarter. A student granted such an extension must register for 4 additional credits. Failure to complete on time may result in a report of No Credit.

The faculty supervising the Thesis: Essay of Distinction workshop will schedule final presentations in clusters toward the end of Spring quarter.

Thesis (16 credits) accompanies 32 credits of core and 24 credits of electives. This option represents a substantial research project conducted independently by the student or student team with the support and guidance of a thesis committee. In general, the committee will be chaired by an MES faculty member who is the thesis advisor, and include another faculty member plus an outside reader appropriate to the topic.

The student must complete, and the advisor/proposed committee chair must approve, a **Thesis Prospectus** form before registering for thesis credit. The form is available from the Graduate Program Support Office and is also in the Thesis Handbook. The student brings the approved form to the MES Director for final approval and permission to register. Subsequent registrations require only the faculty chair's signature.

Registration for the 16-credit Thesis requires that the entire core program and 16 credits of electives be successfully completed. Students who have completed the core and less than 16 quarter-hours of electives may petition the Director for permission to register for this option by submitting a plan to complete the remaining requirements for the degree.

Ideally, the thesis will be completed within one calendar year. Each quarter of registration for this thesis option requires the signature of the chair of the thesis committee or the MES Program Director. The student must register for at least 2 hours of thesis credit for each quarter requiring faculty time for advising or reviewing the thesis work. Students who do not complete their thesis project after registering for the required number of thesis credits are required to take an additional 2 credits each quarter that involves faculty effort until completion; this must include the quarter in which the thesis is submitted and the final public presentation is made.

Thesis registrations that remain inactive for one year, *i.e.*, without additional registration or completion of the work and awarding of credit, may be reported as No Credit, and the student will be recorded as withdrawn from the program. The student, with support from the thesis committee chair, however, may petition for an extension of time or for reinstatement on the basis that the student is continuing to make progress with a schedule for completing the work. Extensions and reinstatements must be renewed at least semiannually.

Students who select the 16-credit Thesis option are expected to engage in a high level of scholarship, and the completed thesis must reflect the development of expertise in the topic. They are strongly encouraged to meet frequently with their primary thesis advisor and keep the other members of the committee regularly informed of their progress. During the initial meetings, the student and faculty will refine the Thesis Prospectus, which serves as the plan for implementing thesis work, and an early meeting with the entire thesis committee is strongly encouraged once the general design has been determined. Students are responsible for initiating and maintaining regular contact with their advisors.

A student nearing completion of his or her Thesis should select a date for the final oral presentation in consultation with the thesis committee. Students are asked to choose a Tuesday or Thursday afternoon, at 4:00 or 5:00 PM, which allows as many interested people as possible to attend. The

date must be scheduled with the Assistant Program Director at least 2 weeks in advance of the presentation so it can be adequately publicized.

GRADUATION

Students must submit an application for graduation along with the proper 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 completing their degree requirements in that academic year, which includes the Fall, Winter, Spring and Summer quarters. Approval for graduation and participation in the ceremony will be granted by the MES Program Director. 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.

Students who will not have 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 plans to complete the thesis and the remaining elective credits by December 31st.

If you have questions about your eligibility, please contact the Assistant Director.

TRANSFER CREDITS

The MES program will accept up to 12 hours of graduate credit earned within the past 5 years at accredited institutions. Normally, graduate credit earned through extension or correspondence work and continuing education credits will not be considered. Additionally, graduate credit will not be awarded for life and/or work experience. Students wishing to obtain transfer credit for course work completed elsewhere prior to their MES enrollment should make their intention known to the MES Program Director before or during the first quarter after 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 MES Director before enrolling in such courses. Transfer credit is awarded by the Director following review of appropriate materials, including transcripts and course syllabi. Official transcripts must be submitted to the Admissions Office before transfer credit can be awarded.

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 but not limited to plagiarism, cheating, and fabrication are violations of Evergreen's Social Contract (see Social Contract section).

Plagiarism is defined as *the conscious appropriation or imitation of the language, ideas, and thoughts of another author or authors, and the representation of them as one's own original work*. In graduate student papers, case studies, and theses, the language, ideas and thoughts of another author or authors must always be

acknowledged and properly cited. It is the responsibility of each student in the graduate programs of The Evergreen State College to confer with the faculty and/or an appropriate style manual about the accepted scholarly methods of citing the language, ideas, and thoughts of others. A variety of excellent sources of advice about avoiding plagiarism can be found through the college Writing Center (<http://www.evergreen.edu/writingcenter/>). A proven case of plagiarism by a graduate student will result in the loss of credit and possible dismissal from the graduate program.

GRIEVANCE PROCEDURES

The following grievance procedures are to be used by MES students, faculty, and staff when disagreements arise outside of disputes about the evaluation of work or award of credit:

- (1) An individual with a significant, uncomfortable, interpersonal conflict with a classmate, faculty instructor, or staff member is encouraged to resolve the concern directly with the other person. In instances when an individual experiences excessive discomfort or the potential of threat, perhaps due to the other party's position of authority, the issue may first be taken up with the MES Program Director or Assistant Director.
- (2) At any point during the resolution process, a student involved in the process may seek a third party to assist in achieving resolution. Evergreen's Mediation Services office (ext. 6656) or the MES Program Director or Assistant Director may be contacted for assistance.
- (3) If resolution cannot be achieved as a result of the above, the grievance may be filed in accordance with the formal campus grievance procedures. For grievances against students, Andrea Seabert-Olsen (ext. 5113 or 6891) serves as the College Grievance Officer. Grievances against faculty or staff should be referred to the MES Director. Grievances based on perceived or suspected discrimination should be directed to the Evergreen Civil Rights Officer, Nicole Ack (ext. 5371).

ACADEMIC APPEALS

All appeals of evaluation wording and credit are governed by the college's policy on Amending Student Records, which in turn is governed by the federal Family Educational Rights and Privacy Act (FERPA). This policy can be viewed in the online Faculty Handbook at <http://www.evergreen.edu/policies/f-7660.htm>. 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.

LEAVE OF ABSENCE

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 a leave of absence and complete an on-leave form to be turned in to Registration and Records. Such leaves will normally be approved for a length of no more than one year. Review of requests to extend the length of time allowed for completion of the degree will take the length of officially approved leaves into consideration. Students who fail to register for credit in any quarter are automatically given on-leave status by the Registrar. This status is valid for one year. Nevertheless, it is preferable to notify the MES Director and Registration and Records formally, so that we can keep the student better informed about the program and opportunities available on his or her return.

A student who fails to register for credit in the quarter following the end of a leave will be presumed to have withdrawn from the program, and will be placed in "inactive" status. If the student 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) she/he petitions the Director to be reinstated as an active student, and (2) the Director has notified the Office of Registration and Records that the student should be allowed to register.

INCLEMENT WEATHER CLASS CANCELLATION POLICY

As a rule, the College stays open regardless of weather conditions, but the Vice President for Student Affairs may close the campus due to bad weather. A decision to close the college is made by 6 A.M. The most effective way to determine whether or not campus is open is to call the campus operator at (360) 867-6000, option 1, or check the college website at www.evergreen.edu. Notices of campus closure will be aired on local radio stations. In addition, the MES Director may determine that evening classes should be canceled, even if no campus-wide determination has been made. Such decision will be made by 3 P.M. Information regarding MES class cancellations will be available at the Director and Assistant Director's offices (ext. 6768 and 6225, respectively).

We urge students to carefully evaluate their own driving conditions, whether or not classes are canceled. If conditions are not safe, students should inform their faculty as soon as possible of their inability to attend class.

FINANCIAL AID

Students having difficulty meeting the costs of graduate study should contact the Assistant Director for possible assistance. In most cases, graduate enrollment for 8 or more credits per quarter is either a requirement or a priority for need-based programs. An exception is the Federal Stafford Loan Program, which is available to eligible students enrolled for at least 4 credits per quarter.

The Free Application for Federal Student Aid (FAFSA) must be completed before any financial aid decision can be made. In order to receive full consideration of aid from the program or from the Office of Financial Aid, students should submit the FAFSA to the federal student-aid processor by February 15th and follow the procedures listed below.

The application process for consideration by the Financial Aid Office requires the following:

1. Complete all sections of the FAFSA for the next academic year or the Renewal Application if you have received one. Mail the FAFSA or Renewal Application to the federal student aid processor to arrive by Feb. 15. Applications may be submitted later; however, funds are awarded on a first-come, first-served basis. Be sure to list Evergreen as a school to receive a copy of your FAFSA (Evergreen's code is 008155).
2. Follow instructions on the Student Aid Report, which you will receive from the central federal student aid processor. Submit all pages of the report to Evergreen's Financial Aid Office.
3. Complete and submit the Evergreen State College Financial Aid Data Sheet for the next academic year to Evergreen's Financial Aid Office.
4. Submit any additional information required such as financial aid transcripts from all colleges attended previously or applications for specific grants or loans. Check with the Financial Aid Office regarding additional required documentation or applications.

Limited financial aid is also awarded by the MES Program each summer in the form of fellowships, assistantships, tuition waivers, and work-study assistance. To qualify for aid from the program, students must complete the process listed above AND turn in an MES Program Aid application packet to the Assistant Director. It is to your benefit to apply early, *i.e.* by March 15. The Assistant Director also maintains lists of some current job openings, internships and off-campus financial-aid sources.

FAFSA application packets are available at the Financial Aid Office, Seminar I 3127, (360) 867-6205. More detailed information and applications for MES Program aid are available through the Assistant Director, 360-867-6225, Lab I, Room 3022. Students requesting graduate program fellowships, assistantships and tuition waivers must complete the application procedures outlined below. In addition, students must submit an application to the Assistant Director in Lab I 3022, by May 15.

MES GRADUATE STUDENT ASSOCIATION (MES/GSA)

The MES Graduate Student Association (MES/GSA) exists to generate solidarity and to provide students with professional development opportunities not readily available through the regular academic program. The MES students select one or two coordinators to develop unique activities and events of particular interest to their constituents. These events are tailored to graduate students, open to the Evergreen and sometimes local communities, and aimed at personal, professional or intellectual development.

The GSA coordinators are selected in the Spring or early Fall and serve for a year. Compensation is available. Students interested in serving as coordinator should speak to the current GSA coordinator, or contact the Assistant MES Director, who serves as the GSA Faculty Advisor.

Historically, the MES/GSA has organized or participated in over 20 events and activities per year. These have included lectures, workshops, films, panel discussions, social events such as the MES/MPA holiday reception, new student orientation, the Rachel Carson Environmental Forum, and the Super Saturday smoothie booth fundraiser. In addition, the organization has used its resources to publish thesis abstracts, sponsor student participation in conferences, join environmental organizations, and maintain a local beach trail.

UNIFIED GRADUATE STUDENT ASSOCIATION (UGSA)

Graduate students from Evergreen's three graduate programs recently ratified a proposal for a Unified Graduate Student Association (UGSA). This is the first student government at Evergreen. The mission of the UGSA is to represent and strengthen the graduate student community through social, political, and educational collaboration. Representatives from each program are selected by the end of October in each academic year. For a copy of the UGSA Bylaws, see the Assistant Director.

MAILBOXES AND E-MAIL

All actively enrolled students have their own mailboxes, which are located in the Graduate Student Resource Center, Room 3023, Lab I. Faculty and staff use these mailboxes for distributing information to individual students. Students should get in the habit of checking their mailboxes periodically.

It is very important that students keep their residential mailing address and phone listings up-to-date with the Office of Registration and Records and with the MES Assistant Director, so that the program and the college can communicate with them.

The MES program staff and faculty often rely on e-mail to communicate important information to students. All students are given an Evergreen email account upon admission. This email account is a primary mechanism for official college communications to students, including registration and student account information, announcements of official college policies and general announcements and information. As part of their responsibility to work with the college to manage their business and enrollment issues, students are expected to check their college email account on a regular basis. From the e-mail settings page, you can forward your Evergreen e-mail account to another preferred e-mail provider that you may already be using (e.g., hotmail, gmail), thereby receiving college correspondence through another e-mail address. If you choose to forward your Evergreen e-mail to another provider, you will be responsible for maintaining the ongoing viability of that third party address. (See <http://www.evergreen.edu/computing/> for further information.)

The College also provides access to the World Wide Web on the networked computers in the Computer Center and the Computer Applications Lab (CAL B LAB 2, room 1223). The computers in the Graduate Student Resource Center, LAB I 3023, also have Internet access.

NEWSLETTER, "MESsages"

MES publishes a quarterly newsletter, which is distributed electronically to all graduate students and faculty. The newsletter editor is an MES student who works with the program's faculty, students, and staff to cover program events. The newsletter also reports items of general interest, such as conferences, student research, and campus events. Students, faculty and staff are encouraged to submit items for publication to the newsletter editor via the Assistant MES Director.

THE SOCIAL CONTRACT AND COLLEGE PHILOSOPHY **Exerpts from WAC 174-120-020**

(1) General: Evergreen is an institution and a community that continues to organize itself so that it can clear away obstacles to learning. In order that both creative and routine work can be focused on education, and so that the mutual and reciprocal roles of campus community members can best reflect the goals and purposes of the College, a system of governance and decision-making consonant with those goals and purposes is required.

(2) Purpose:

(a) Evergreen can thrive only if members respect the rights of others while enjoying their own rights. Students, faculty, administrators, and staff members may differ widely in their specific interests, in the degrees and kinds of experiences they bring to Evergreen, and in the functions that they have agreed to perform. All must share alike in prizing academic and interpersonal honesty, in responsibly obtaining and in providing full and accurate information, and in resolving their differences through due process and with a strong will to collaboration.

(b) The Evergreen community should support experimentation with new and better ways to achieve Evergreen's goals. Specifically, it must attempt to emphasize the sense of community and require members of the campus community to play multiple, reciprocal, and reinforcing roles in both the teaching/learning process and in the governance process.

(3) Freedom and Civility: The individual members of the Evergreen community are responsible for protecting each other and visitors on campus from physical harm, from personal threats, and from uncivil abuse. Civility is not just a word; it must be present in all our interactions. Similarly, the institution is obligated, both by principle and by the general law, to protect its property from damage and unauthorized use and its operating processes from interruption. Members of the community must exercise the rights accorded them to voice their opinions with respect to basic matters of policy and other issues. The Evergreen community will support the right of its members, individually or in groups, to express ideas, judgments, and opinions in speech or writing. The members of the community, however, are obligated to make statements in their own names and not as expressions on behalf of the College. The Board of Trustees or the President speak on behalf of the College and may at times share or delegate the responsibility to others within the College. Among the basic rights of individuals are freedom of speech, freedom of peaceful assembly and association, freedom of belief, and freedom from intimidation, violence, and abuse.

(4) Individual and Institutional Rights: Each member of the community must protect:

(a) The fundamental rights of others in the community as citizens.

(b) The right of each member in the community to pursue different learning objectives within the limits defined by Evergreens' curriculum **or** resources of people, materials, equipment and money;

(c) The rights and obligations of Evergreen as an institution established by the state of Washington; and

(d) Individual rights to fair and equitable procedures when the institution acts to protect the safety of its members.

(5) Society and the College:

(a) Members of the Evergreen community recognize that the college is part of the larger society as represented by the state of Washington, which funds it, and by the community of greater Olympia, in which it is located. Because the Evergreen community is part of the larger society, the campus is not a sanctuary from the general law or invulnerable to general public opinion.

(b) All members of the Evergreen community should strive to prevent the financial, political, or other exploitation of the campus by any individual or group.

(c) Evergreen has the right to prohibit individuals and groups from using its name, its financial or other resources, and its facilities for commercial, or political activities.

(6) Prohibition Against Discrimination: There may be no discrimination at Evergreen with respect to race, sex, age, handicap, sexual orientation, religious or political belief, or national origin in considering individuals' admission, employment, or promotion. To this end the college has adopted an affirmative action policy approved by the state Human Rights Commission and the Higher Education Personnel Board.

(7) Right to Privacy:

(a) All members of the college community have the right to organize their personal lives and conduct according to their own values and preferences, with an appropriate respect for the rights of others to organize their lives differently.

(b) All members of the Evergreen community are entitled to privacy in the college's offices, facilities devoted to educational programs, and housing. The same right of privacy extends to personal papers, confidential records, and personal effects, whether maintained by the individual or by the institution.

(c) Evergreen does not stand *in loco parentis* for its members.

(8) Intellectual Freedom and Honesty:

(a) Evergreen's members live under a special set of rights and responsibilities, foremost among which is that of enjoying the freedom to explore ideas and to discuss their explorations in both speech and print. Both institutional and individual censorship are at variance with this basic freedom. Research or other intellectual efforts, the results of which must be kept secret or may be used only for the benefit of a special interest group, violate the principle of free inquiry.

(b) An essential condition for learning is the freedom and right on the part of an individual or group to express minority, unpopular, or controversial points of view. Only if minority and unpopular points of view are listened to, and are given opportunity for expression, will Evergreen provide bona fide opportunities for significant learning.

(c) Honesty is an essential condition of learning, teaching or working. It includes the presentation of one's own work in one's own name, the necessity to claim only those honors earned, and the recognition of one's own biases and prejudices.

(9) Open Forum and Access to Information:

(a) All members of the Evergreen community enjoy the right to hold and to participate in public meetings, to post notices on the campus, and to engage in peaceful demonstrations. Reasonable and impartially applied rules may be set with respect to time, place and use of Evergreen facilities in these activities.

(b) As an institution, Evergreen has the obligation to provide open forum for the members of its community to present and to debate public issues, to consider the problems of the college, and to serve as a mechanism of widespread involvement in the life of the larger community.

(c) The governance system must rest on open and ready access to information by all members of the community as well as on the effective keeping of necessary records.

(d) In the Evergreen community, individuals should not feel intimidated or be subject to reprisal for voicing their concerns or for participating in governance or policy making.

(e) Decision-making processes must provide equal opportunity to initiate and participate in policy making, and Evergreen policies apply equally regardless of job description, status or role in the community. However, College policies and rules shall not conflict with state law or statutory, regulatory and/or contractual commitments to college employees.

(10) Political Activities: The college is obligated not to take a position, as an institution, in electoral politics or on public policy issues except for those matters which directly affect its integrity, the freedom of the members of its community, its financial support, and its educational programs. At the same time, Evergreen has the obligation to recognize and support its community members' rights to engage, as citizens of the larger society, in political affairs, in any way that they may elect within the provision of the general law.

CIVIL RIGHTS POLICIES

The Evergreen State College expressly prohibits sexual harassment as well as discrimination against any person on the basis of race, sex, age, religion, national origin, marital status, sexual preference, or the presence of any sensory, physical or mental handicap. These policies may be accessed online at <http://www.evergreen.edu/policies/g-nondiscr.htm>.

HUMAN SUBJECTS REVIEW POLICY **Excerpts from WAC 174-126**

General Policy

This policy regarding the use of human subjects recognizes the responsibility to protect the rights, well-being and personal privacy of individuals, to assure a favorable climate for the conduct of academic-oriented inquiry and to protect the interests of The Evergreen State College. The following practices and procedures have been established for the conduct of activities involving human subjects.

Practices and Procedures

1. No activity involving human subjects shall be undertaken unless a Human Subjects Review Board has reviewed and approved such activity. This review shall determine whether these subjects will be placed at risk and, if so, whether:

- a. the risks to the subject are so outweighed by the sum of the benefit to the subject and the importance of the knowledge to be gained as to warrant a decision to allow the subject to accept these risks;
 - b. the rights and welfare of any such subjects will be adequately protected; and
 - c. legally effective, informed consent will be obtained by adequate and appropriate methods.
2. Activities subject to review:
- a. all activities supported by non-college funds in which such action is required by the grantor;
 - b. other activities which involve the likelihood of risk or substantial stress or discomfort to the subject;
 - c. activities which include the administration of personality tests, inventories or questionnaires of a personal and sensitive nature;
 - d. activities involving health care procedures of any kind which are not principally for the benefit of the subject, or which include diagnostic or therapeutic measures that are not yet standard; and
 - e. other activities in which the subject is not fully informed as to the procedure to be followed.

Copies of the entire policy and Human Subjects Review Forms are available online at <http://www.evergreen.edu/deans/humansubjectsreviewapp.htm>.

STUDENT CONDUCT CODE

Students at The Evergreen State College enjoy the basic rights of all members of society. At the same time, students have an obligation to fulfill the responsibilities incumbent upon all citizens as well as the responsibilities of their particular roles within the academic community. Students may be accountable to civil and criminal authorities and to the college for acts occurring on or off campus that constitute violations of law. Students may be accountable to civil and criminal authorities and to the college for acts occurring on college premises and at college sponsored events. (WAC 174-120-015)

Currently enrolled students, faculty and staff may initiate the student conduct code grievance process. If the person wishing to file a grievance against a student is not an enrolled student, staff or faculty but is here at the invitation of the college, they may contact the campus grievance officer, who will decide whether or not to take on the case on behalf of the college.

Copies of the Student Conduct Code are available in the Vice President for Student Affairs Office (fourth floor, Seminar I), and from the Assistant MES Director. Andrea Seabert-Olsen (ext. 5113 or 6891) serves as the College Grievance Officer.