



MASTER OF ENVIRONMENTAL STUDIES GRADUATE PROGRAM ON THE ENVIRONMENT



# Admission to the Master of Environmental Studies Program

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## Admission and Application Requirements

In addition to specific pieces of evidence listed below, the applicant seeking admission to the graduate program in Environmental Studies must:

1. Show evidence of writing, analytical and general communication skills of high quality and at a level appropriate for graduate study.
2. Have a minimum grade point average of 3.0 for the last 90 quarter-hours (or equivalent) of work toward a baccalaureate degree. We are able to make a few exceptions to this rule about GPA, which applies to all master's programs offered by public institutions of higher education in Washington. We encourage prospective students who do not meet this requirement, but who are otherwise well qualified, to apply to the program for consideration as early as possible.
3. Have earned a bachelor's degree from an accredited institution of higher education prior to enrollment. A student may be provisionally admitted pending completion of the bachelor's degree. The provision needs to be lifted prior to beginning first-year course work in the MES program. Additionally, financial aid is not awarded while a student is in provisional status.
4. Complete undergraduate courses that include at least 15 quarter-hours in social science and 15 quarter-hours in biological or physical science.
5. Complete the following college-level courses (each worth 4 credits in a quarter system, or 3 credits in a semester system) within the five years prior to starting the MES program:
  - One course in microeconomic principles;
  - One course in biology; and
  - One course in statistics.

A student may be **conditionally admitted** pending completion of these requirements. If so admitted, the applicant must satisfy deficiencies and complete any required refresher work *prior to beginning first-year course work* in the MES program. (Lists of Evergreen offerings will be available from the Graduate Studies office.)

\*To receive an application, you may download an Acrobat pdf format version or contact [graduate studies](#) to receive one by mail. PDF files can be viewed and printed using Adobe's Acrobat Reader.

## How to Apply: Application Checklist

The following steps are required for admission to the MES program. All materials should be sent to the Office of Admissions, The Evergreen State College, Olympia, WA 98505, and be designated for MES.

- **Submit the Graduate Admission [Application form](#)** (instructions above) and a non-refundable \$50 application fee.

- **Submit official transcripts from every college or university attended** (including Evergreen), regardless of credit earned, the nature of course work or whether you earned a degree. One transcript must verify the award of a bachelor's degree. Provisional admission can be granted on the basis of work in progress near completion of a bachelor's degree. Before final acceptance, the applicant must submit a final official transcript showing completed courses and the degree awarded. A transcript is official if it bears the official seal and signature of the issuing institution and is sent directly by the institution to the Office of Admissions; OR is enclosed in a sealed envelope from the issuing institution and delivered by the applicant to the Office of Admissions. If the envelope is opened prior to receipt in the Admissions Office, the transcript is no longer official.
- **Submit a typed statement** of 500 to 1,000 words explaining why you want to pursue graduate study in environmental studies at Evergreen. This statement helps the admission committee assess your interest and motivation for graduate study and helps the committee gauge the fit between what our program offers and what you hope to receive from it. Describe in some detail your experiences in education, employment and public or community work and how they influenced you to seek a graduate degree in environmental studies. Your essay will also be evaluated for clarity and analysis.
- **Submit three letters of recommendation** that provide clear evidence that you are capable of doing graduate-level work.
- **Complete the Graduate Record Examination (GRE)** and have your scores sent to Evergreen. If you have taken the GRE within the past five years, have official scores sent to Evergreen's *Office of Admissions* to meet this application requirement.

## Additional International Student Eligibility Requirements

International students will be expected to provide evidence for two additional admission criteria:

1. An official copy of the student's score on the Test of English as a Foreign Language (TOEFL). A minimum score of 600 is required (or 250 on the computerized TOEFL).
2. Evidence of having at least \$27,012 (U.S.) to pay all expenses for one year's enrollment at Evergreen plus funds necessary to meet travel expenses.

International students must contact the Office of Admissions at (360) 867-6170 for information about international student application procedures.

## Taking the Graduate Record Exam (GRE)

The GRE is administered by the Educational Testing Service (ETS). Sylvan Technology Centers are authorized, computer-based testing centers located throughout Washington with computerized testing available Monday through Saturday. The center nearest to Evergreen offering the GRE is in Puyallup. To register, call (253) 848-0771. For information on registering at other centers, call Sylvan Registration Center toll-free at (800) GRE-CALL. The GRE costs approximately \$99 for the first examination and \$50 for every additional attempt. Test results for the computer format take two and one-half weeks to reach Evergreen.

Information and registration packets may also be obtained at Evergreen's Olympia campus from the Graduate Studies Office, Lab I, Room 3019, or from the Evergreen Career Development Center in the Library Building, Room 1407. Additionally, GRE information can be acquired directly by writing to Graduate Record Examinations, Educational Testing Service, P.O. Box 6000, Princeton, NJ 08541-6000 or [gre-info@ets.org](mailto:gre-info@ets.org), or by calling (609) 771-7670 or (510) 873-8100 (Pacific Time). To order test preparation materials, call (800) 537-3160 or order online at [www.ets.org/store.html](http://www.ets.org/store.html).

We encourage you to seek additional information about the GRE at the following Internet address: [www.gre.org](http://www.gre.org).

*Study Guide Zone*

## Admission Deadlines

We accept applications until the programs have reached capacity. After the priority deadline (November 15) has passed rolling admissions will continue until classes fill (typically, with 30 to 40 students per program). Because each core program builds upon prior programs, **students are admitted to begin the MES core sequence only in the fall quarter.**

## Where to Apply

Submit all admission application materials to the *Office of Admissions*. Download the application above, obtain one from our catalog, or the Office of Admissions at (360) 867-6170.

## Prior Credit

### Earning Credit Prior to Admission

Students who have not been formally admitted to a graduate program may, with the instructor's permission and if space is available, enroll in one four-credit elective per quarter under "special student" status. Relevant graduate credits earned may be applied toward MES degree requirements. Graduate-level course work taken while the student is an undergraduate and used toward the undergraduate degree cannot be applied toward graduate degree requirements.

Elective offerings are listed in the quarterly Evergreen Times. For additional information, call the Office of Registration and Records prior to the start of the quarter. Be sure to state that you want to enroll for graduate credit as a special student. Obtain a Special Student Registration Form. On that form, you will need the instructor's signature, which may be obtained at the first class meeting, if space is available. The Evergreen Times is available on the *Evening and Weekend Studies* web site. To request a printed copy, call the Office of Registration and Records: (360) 867-6180.

## Transfer Credit

The MES Program will accept up to 12 quarter-hours of relevant graduate credit earned within the past five years from accredited institutions. Normally, graduate credit earned through extension or correspondence work will not be considered. Neither will graduate credit be granted for documented life or work experiences. Transfer credit, where appropriate, is awarded by the MES director, following review of appropriate materials, including transcripts and course syllabi. Students wishing to obtain transfer credit should make their intention known to the MES director before, or shortly after, they begin their studies at Evergreen.

## Retention of Records

Credentials, including original documents submitted in support of an application for admission, become the property of the college and are not returnable or reproducible. Transcripts for students who do not register for the term for which they applied will be held two years before being purged.

If you have questions feel free to email *Graduate Studies* or call (360) 867-6707.



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