## **UW Dept. of Atmospheric Sciences – Graduate Student Resources**

# **COGS Procedures Checklist - Pre-April 2008**

### At least one quarter prior to applying to the COGS:

- □ Complete credit requirements (http://www.atmos.washington.edu/academic/grad/html/gradrgmts.html)
  - Minimum 36 cr to include: 25-28 cr ATM S core courses (excl seminar & colloquia)

3 cr approved AMath 9+ cr ATM S 700

- ☐ 3.0 minimum cumulative GPA
- M.S. Supervisory Committee minimum of three members, consisting of a Faculty Adviser/committee chair, and 2 Graduate faculty in Atmospheric Sciences. *Committee should already be set up; email Sam with changes.*
- □ Submit Letter of Application to supervisory committee and Student Services (Sam), requesting admission into the PhD program (may be submitted as email)
  - Letter must state the following:
    - Quarter in which admission is requested
    - Choice of evaluation option (ie. M.S. draft, journal article, etc. see below)
    - Which COGS procedures are being followed (old or new; students entering after Aut 2008 must apply via the new procedures)
- □ Public seminar usually given in quarterly seminar
  - Email Sam (at least 2 wks prior) with date, time and location of public seminar so she may notify the COGS

# Recommendation Letter from Supervisory Committee:

Upon receipt of the letter of application, the Student Services Coordinator (S. Scherer) will contact the student's supervisory committee chair with a request for a letter from the committee in support of the student's application. The student's committee chair is responsible for submitting the recommendation letter by the materials deadline (below).

### Submitting materials to the COGS:

Deadline: 3pm on the first Friday of the quarter of submission (usually, autumn quarter). For a list of quarterly deadlines, go to http://www.atmos.washington.edu/academic/grad/html/cogs\_deadlines\_preApr08.html

- ☐ Submit one of the following:
  - Draft of M.S. thesis
    - Draft must have been read and approved by the M.S. supervisory committee prior to submission (committee will confirm this in their letter of recommendation.)
    - This may be a preliminary draft with substantial progress towards the final (final draft of the thesis must be turned in to the Graduate School separately by the end of the quarter)
  - Manuscript of journal article on which you are the lead author\*
    - Must have been submitted to a refereed journal prior to submission to the COGS
    - $\circ$   $\,$   $\,$  Must have been read by the M.S. supervisory committee prior to submission
    - \*This option does not automatically result in an M.S. -- if you wish to receive the degree, see Sam to discuss the process
  - Students entering the program with an M.S. in Atmos Sci or closely related discipline may submit M.S. thesis for evaluation
    - Students choosing this option must wait to submit until the end of the 1st week of autumn quarter of their 2nd academic year in the program

#### COGS Decision:

The COGS will generally meet to evaluate applications in the 6<sup>th</sup> or 7<sup>th</sup> week of the quarter. Decisions are typically announced by the end of the quarter of application.