

UW Dept. of Atmospheric Sciences – Graduate Student Resources

COGS Procedures Checklist

At least one quarter prior to applying to the COGS:

- ☐ Complete credit requirements (<http://www.atmos.washington.edu/academic/grad/html/gradrqmts.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 & Defense – first five weeks of quarter of application:

- ☐ Public seminar & defense – usually given in quarterly seminar; closed-door defense immediately after with ONLY the student, MS committee and the COGS in attendance
 - Must be given within the first five weeks of the quarter of submission
 - Email Sam at least four weeks prior to start of the quarter with the date and time of the seminar.
 - At least two members of the COGS and two members of your M.S. supervisory committee must be present at this seminar

Guidelines on scheduling a seminar: http://www.atmos.washington.edu/academic/grad/html/cogs_seminars.html

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 last Friday prior to the start 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.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
 - 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 6th or 7th week of the quarter. Decisions are typically announced by the end of the quarter of application.