

UW Dept. of Atmospheric Sciences – Graduate Student Resources

MS Procedures Checklist

Before beginning the MS Degree process, please be sure to familiarize yourself with the UW Graduate School's Master's Degree Policies: <http://www.grad.washington.edu/policies/masters/index.shtml>. You are responsible for knowing this information.

At least one quarter prior to MS degree:

- ☐ Complete credit requirements for degree
(<http://www.atmos.washington.edu/academic/grad/html/gradrqmts.html>)
 - Minimum 36 cr to include: 24 cr ATM S 500-level (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.

To set up your MS committee, email Sam with the following:

- Faculty adviser/chair
- 2 Graduate faculty in Dept. of Atmospheric Sciences
- Must be set up by the end of the first year in residence (typically, the first week in autumn quarter)

During quarter of MS degree:

- ☐ Present thesis in public seminar during the quarter of degree request
 - Notify Student Services of the date, time, location of public seminar at least three weeks in advance
- ☐ Submit Master's Degree Request online: <http://www.grad.washington.edu/student/mastapp.aspx>

Masters Thesis:

Review Graduate School dissertation submission policies carefully before preparing your final thesis document: <http://www.grad.washington.edu/stsv/checklist.html>. Please format final thesis according to LaTeX template, which can be found here: <http://staff.washington.edu/fox/tex/thesis.shtml>

- ☐ At least three weeks prior to final submission, submit title and signature pages of thesis to Graduate School via email for prelim review
- ☐ Submit final thesis to Graduate School
 - Deadline end of quarter of graduation
- ☐ Submit copies of final thesis to Sam, as follows:
 - Required: one (1) unbound hardcopy - will be bound and placed in the department thesis library
 - Optional (strongly encouraged): one (1) pdf copy - submit online:
<http://www.atmos.washington.edu/academic/grad/html/submitthesis.php>