

Guidelines for Supervisory Committees who wish to recommend an M.S. candidate to the COGS for admission into the PhD program:

Introduction

When a student nears the completion of an MS thesis, the supervisory committee may consider whether the student has shown the qualities and capabilities necessary for Ph.D. level work. This initiative must come **from the committee** as a whole, rather than from the student. If the committee unanimously agrees that the student should proceed toward a Ph.D., and if the student then expresses an interest in doing so, the supervisory committee will prepare a written recommendation to be considered by the Committee on Graduate Studies (COGS).

Elements of the Written Recommendation

The written recommendation of the supervisory committee is one of the primary pieces of documentation on which the deliberation by COGS is based. It should provide an accurate summary of the committee's evaluation of the student's qualifications, and will be forwarded with the recommendation of COGS to the faculty at large. **The recommendation of the supervisory committee should contain at least the following elements:**

1. A brief summary of the student's career and history in the Department, including date of entry, information on success in course work, GRE, and any other general information that is relevant. It is important to demonstrate that the student has acquired, or will acquire, the fundamental base of knowledge and experience that is necessary for successful Ph.D. research in the student's area of interest and for a possible future career in atmospheric research.
2. An evaluation of the student's MS thesis work or first-authored journal article (submitted to a refereed journal prior to submission to the COGS). This should include a clear statement of those specific aspects of the student's work that demonstrate his/her readiness for Ph.D. study. Specific examples that demonstrate creativity, independent thought, initiative, deeper than average insight or critical thinking should be given. The ideas in the thesis/paper that came from the student should be described in sufficient specificity and detail for COGS and then the faculty to evaluate their importance.
3. Confirmation that student's MS thesis has been read and approved by the committee or, if student is submitting a 1st authored article to a refereed journal, confirmation that the article been submitted to the journal prior to evaluation by the COGS.

The written recommendation should be agreed to and signed by all members of the student's supervisory committee, normally three members of the atmospheric sciences graduate faculty.