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](http://www.grad.washington.edu/policies/masters/index.shtml). You are responsible for knowing this information.

**Autumn Quarter, Second Year of Residence:**

- Present research during First Year Research Reports, late September (before classes start)
  - Presentation should be about 20 minutes long and allow approximately 10 minutes of Q&A from audience (total of no longer than 30 minutes)
  - Audience consists of your cohort, Atmos Sci faculty and incoming grad students
  - Date and time of reports will be announced in Spring quarter of your first year

- Set up your Masters Supervisory Committee, **deadline November 30**
  Committee consists of minimum of three members – must include your Faculty Adviser/committee chair and 2 Graduate faculty in Atmospheric Sciences.

  To set up your MS committee, email Erica with the following:
  - Faculty adviser/Chair
  - 2 Graduate faculty in Dept. of Atmospheric Sciences

- Meet with committee to discuss Masters research proposal, late October/early November
  - Meeting should take place at least 2-4 weeks ahead of the Nov 30 proposal submission deadline (details on proposal below)

- Submit Masters research proposal, **deadline November 30**
  - Submit a paper copy of your Masters research proposal to Erica by 4pm on the day of the deadline
  - Proposal should be 2-3 pages in length, be co-authored with your faculty adviser and should include:
    - Overview
    - Methodology
    - Anticipated timeline
    - Signatures from your committee approving the proposal (email signatures with explicit approval are acceptable)

  **NOTE:** Proposals that do not include these elements will be returned for revision.

  - Examples of Masters research proposals are available for reference in ATG 416

**Spring Quarter, Second Year of Residence:**

- Meet with committee to discuss Masters research summary, late February/early March
  - Meeting should take place at least 2-4 weeks ahead of the summary submission deadline (details on summary below)

- Submit Masters research summary, **deadline Last Day of Spring Quarter Classes**
  - Submit a paper copy of your Masters research summary to Sam by 4pm on the day of the deadline
  - Masters research summary should be 1-2 pages in length and based on the proposal described above and should include:
    - 1-2 paragraphs from your faculty adviser, summarizing committee feedback
    - Signatures from your committee approving the summary (email signatures with explicit approval are acceptable)

  **NOTE:** Summaries that do not include these elements will be returned for revision.

Continued on reverse
At least one quarter prior to MS degree (two quarters if applying to COGS):

- Complete credit requirements for degree: [http://www.atmos.washington.edu/academics/grads/reqcourses.shtml](http://www.atmos.washington.edu/academics/grads/reqcourses.shtml)
  - 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

During quarter of MS degree:

- Submit Master's Degree Request online: [http://www.grad.washington.edu/student/mastapp.aspx](http://www.grad.washington.edu/student/mastapp.aspx)
- After submitting request form, email the Student Services Coordinator to confirm submission
- Master's committee evaluation: For a student who has given a COGS seminar, the Master's committee will evaluate the student in a private committee meeting. For a student who has not given a COGS seminar, a public master's defense must be given in a department seminar.

MS Warrant:

Once the Student Services Coordinator has received confirmation of submission of Masters Degree Request, she will print the warrant and give it to the student's faculty adviser/committee chair. The chair will have until the last day of the quarter of graduation to make a degree recommendation and collect committee signatures. Once the warrant is returned to the Student Services Coordinator, she will enter the recommendation online at which time a system-generated email will be sent to the student.

Masters Thesis:

Review Graduate School thesis submission policies carefully before preparing your final thesis document: [http://www.grad.washington.edu/students/etd/](http://www.grad.washington.edu/students/etd/). Please format final thesis according to LaTeX template, which can be found here: [http://staff.washington.edu/fox/tex/thesis.shtml](http://staff.washington.edu/fox/tex/thesis.shtml)

- Submit final thesis to Graduate School
  - Follow instructions on Grad School website for submitting your MS thesis: [http://www.grad.washington.edu/students/etd/](http://www.grad.washington.edu/students/etd/)
  - Deadline end of quarter of MS degree
- Submit copies of final thesis to the Student Services Coordinator, as follows, by the end of the quarter of MS degree:
  - **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/academics/grads/submitthesis.php](http://www.atmos.washington.edu/academics/grads/submitthesis.php)

General Timeline for Masters Degree

Per UW Graduate School policy, students must complete all Masters degree requirements within six years of entry into the program (including any quarters spent On-Leave) however the Dept. of Atmospheric Sciences requires students intending to continue for a PhD to complete all Masters degree requirements by the end of Spring quarter of the third year in residence. Students not continuing for a PhD should discuss their Masters plan/timeline with their faculty adviser.