

COGS Procedures Checklist (effective Autumn Quarter 2014)

The application to COGS must be submitted prior to winter in year 3 for students earning a M.S. in UW atmospheric sciences or winter quarter in year 2 for student applying to COGS on the basis of a M.S. from another institution. In this document, the 1st week of the quarter is Monday-Friday of the week that includes the first day of class, even if the first day of class is not on a Monday. A student may proceed more rapidly through this timeline in some circumstances. A decision to do so will be made by joint agreement between the student, advisor, and COGS chair.

Autumn Quarter, Year Two

- Late September – Present preliminary research during First Year Research Reports
- M. S. Supervisory Committee set up:
 - To set up your M.S. committee the Academic Adviser will send out a survey for students to respond to. The committee should include a minimum of three members:
 - Faculty adviser/chair
 - 2 graduate faculty in or affiliated with the Dept. of Atmospheric Sciences
 - 2 faculty adviser co-chairs and one Graduate faculty in the Dept. of Atmospheric Sciences will substitute
- Late October/Mid-November – Meet with committee to discuss Masters research proposal
- By the end of the first week of December – submit paper copy of Masters research proposal to Academic Adviser, approved in writing by M.S. Committee

Spring Quarter, Year Two (not required for students applying to COGS using prior M.S. thesis)

- Mid- to Late-Quarter – Meet with supervisory committee for feedback on 1-2 page research summary (provided by student)
- By last day of Spring Quarter – Submit paper copy of research summary (with written feedback from committee chair) to Academic Adviser, approved in writing by M.S. Committee

Autumn Quarter, Year Three

- Complete credit requirements for degree: <http://www.atmos.washington.edu/academics/grads/regcourses.shtml>
 - 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
- Submit a Letter of Application via email to your MS Committee Chair requesting their support of your admission into the PhD program (the Academic Adviser and committee members should be cc'd)
 - Letter must state the following:
 - Quarter in which admission is requested, which is two quarters following the COGS public lecture.
 - Choice of evaluation option (ie. M.S. draft or prior M.S. degree)
 - Upon receipt of a student's COGS application, the Committee Chair will confirm with the Academic Adviser their support of the student's application.
- Schedule public seminar to be held in winter quarter – usually a regularly scheduled seminar (ATM S 521/523), but may be a special seminar; closed-door questioning immediately after with ONLY the student, MS committee and the COGS in attendance. Note: Please notify the Chair's Assistant of any special seminars so they can be added to the atmos events calendar.
 1. You are responsible for finding a date that your MS supervisory committee members can attend. You are required to confirm that a minimum of two members of your committee (one must be your chair) will attend.
 2. Contact the seminar coordinator at least one month before the quarter in which you will defend and ask them to tentatively reserve the date, pending confirmation of attendance.

3. Send the tentative date/time to Academic Adviser for confirmation of COGS member attendance.
4. Once the Academic Adviser has confirmed COGS member attendance send the finalized date/time to MS supervisory committee members and ask for confirmation of attendance.
5. Once attendance is fully confirmed, email the seminar coordinator (and copy the Academic Adviser) asking them to finalize the reservation.

Winter Quarter, Year Three:

- Give public seminar presentation
- Submit completed draft of M.S. thesis
 - The thesis must be a complete draft with substantial progress towards the final, and it must be turned in to the M.S. advisor and the supervisory committee by Monday of the 5th week of quarter.
 - Students entering the program with an M.S. in Atmos Sci or closely related discipline may submit a prior M.S. thesis for evaluation (with written concurrence of the faculty adviser).
- The student's committee chair is responsible for submitting a recommendation letter by the last day of the quarter summarizing the opinion of the MS committee regarding the quality of the student's MS project and thesis.
- Submit a PDF draft of completed MS thesis via Catalyst Survey by the last day of the quarter. The Academic Adviser will email students regarding this.

Spring Quarter, Year Three:

- MS Supervisory Concurrence
 - Upon receipt of a student's finalized thesis, the student's supervisory committee will meet briefly to confirm support of the student's thesis.
 - The student's committee chair is responsible for turning in the MS Warrant to the Academic Adviser by the last day of spring quarter. See below step for how to request a Warrant.
- Submit Master's Degree Request online: <http://www.grad.washington.edu/student/mastapp.aspx>
 - Notify the Academic Adviser when you have submitted your Master's Degree Request. Once she 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 spring quarter to make a degree recommendation and collect committee signatures. Once the warrant is returned to the Academic Adviser, she will enter the recommendation online at which time a system-generated email will be sent to the student.
- Submit final thesis to Graduate School
 - Follow instructions on Grad School website for submitting your MS thesis: <http://www.grad.washington.edu/students/etd/>
 - Deadline end of quarter of MS degree
 - Review Graduate School thesis submission policies carefully before preparing your final thesis document: <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.shtm>
- Submit copies of final thesis to Academic Adviser, as follows, by the end of the quarter of degree request:
 - Required: one (1) unbound hardcopy turned in to the Academic Adviser - this 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>

COGS Decision

All COGS decisions will be complete by the end of the fourth week of the quarter after the public seminar. Students will be notified by letter from COGS. All COGS decisions are contingent on the final thesis being submitted. If a student applies to COGS early and is unable to submit their final thesis in time to the Graduate School, the student must reapply to COGS.

