MS Procedures Checklist

For students seeking a terminal Master's degree. Students who wish to continue to the PhD should refer to the COGS Procedures Checklist. Before beginning the MS Degree process, please be sure to familiarize yourself with the UW Graduate School's Master's Degree Policies: https://grad.uw.edu/policies-procedures/Master's-degree-policies/. You are responsible for knowing this information.

AUTUMN QUARTER, YEAR TWO

☐ Late September: present preliminary research during First Year Research Reports.

☐ Set up MS Supervisory Committee:
  • To set up your MS committee, the Academic Adviser will send you a survey. The committee should include a minimum of three members:
    o Faculty adviser/chair and 2 graduate faculty in or affiliated with the Department of Atmospheric Sciences
    o 2 faculty adviser co-chairs and one Graduate faculty in the Dept. of Atmospheric Sciences

☐ Draft a 2 page Master's research proposal

☐ Late October/mid-November: meet with committee to discuss Master's research proposal.

☐ By the end of the first week of December: submit a PDF copy of Master's research proposal to Academic Adviser, approved in writing by MS Committee.

SPRING QUARTER, YEAR TWO

☐ Draft a 1-2 page research summary

☐ 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 a copy of research summary (with written feedback from committee chair) to Academic Adviser, approved in writing by MS Committee.

DURING QUARTER OF MS DEFENSE

☐ Ensure complete credit requirements for degree: http://www.atmos.washington.edu/academics/grads/reqcourses.shtml
  • Minimum 36 cr to include:
    o 25-28 cr ATM S core courses (excluding seminar & colloquia)
    o 3 cr approved AMath, or other approved, non-Atmos course
    o 9+ cr ATM S 700 ○ 3.0 minimum cumulative GPA

☐ Schedule public seminar – usually given in a regularly scheduled seminar (521/523), but may be a special seminar; closed-door questioning immediately after with ONLY the student and MS committee in attendance.
• 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.

• Contact the seminar coordinator at least one month before the quarter in which you will defend and ask that the date be tentatively reserved, pending confirmation of attendance.

• Once attendance is fully confirmed, email the seminar coordinator, Academic Adviser and Chair’s Assistant with a request to finalize the reservation.

• NOTE: Please notify the Chair’s Assistant of any special seminars so they can be added to the atmos events calendar.

☐ Submit Master’s Degree Request online: https://webapps.grad.uw.edu/student/mastapp.aspx
  • Notify the Academic Adviser when you have submitted your Master’s Degree Request.
  • Once the Adviser has received confirmation of submission of Master’s Degree Request, the student will confirm that their committee chair has obtained the warrant from the Academic Adviser.
  • The chair will have until the last day of the quarter to make a degree recommendation and collect committee signatures.
  • Once the warrant is returned to the Academic Adviser, the recommendation will be entered online at which time a system-generated email will be sent to the student.

☐ MS Supervisory Concurrence
  • Upon receipt of a student’s finalized thesis the student's supervisory committee will briefly meet 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 the quarter.

☐ Submit final thesis to Graduate School
  • Review Graduate School thesis submission instructions for submitting your MS thesis: http://www.grad.washington.edu/students/etd/
  • Deadline: end of quarter of MS degree
  • If you would like to use LaTeX template, one can be found here: http://staff.washington.edu/fox/tex/thesis.shtml

☐ Submit copies of final MS thesis to Academic Adviser as follows, by the end of the quarter of degree request:
  • One (1) unbound hardcopy; this will be bound and placed in the department thesis library
  • PDF of final MS thesis submitted online

**GENERAL TIMELINE FOR MS DEGREE**

Per UW Graduate School policy, students must complete all Master’s degree requirements within six years of entry into the program (including any quarters spent On-Leave). Students should discuss their Master’s plan/timeline with their faculty adviser.