

## **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:
    - Faculty adviser/chair and 2 graduate faculty in or affiliated with the Department of Atmospheric Sciences
    - 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/regcourses.shtml>
  - Minimum 36 cr to include:
    - 25-28 cr ATM S core courses (excluding seminar & colloquia)
    - 3 cr approved AMath, or other approved, non-Atmos course
    - 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.