

UNIVERSITY *of* WASHINGTON

DEPARTMENT OF ATMOSPHERIC
SCIENCES

GRADUATE STUDENT HANDBOOK

2021-2022



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ADVISING

Graduate Program Coordinator (GPC) – Joel Thornton (joelt@uw.edu)

The Graduate Program Coordinator (GPC), a faculty member, arranges for and oversees the academic advising of students, leads the admission process, and advises on successful completion of Departmental and Graduate School degree requirements, and on exceptions to established rules or procedures, as well as any matter concerning the Graduate School. The GPC advocates for graduate students at the Departmental and College level and serves as a liaison between students and faculty as necessary.

Graduate Program Advisor (GPA) – Jennifer Siembor (atmosadv@uw.edu)

The Graduate Program Advisor (GPA), a staff member, also known as the Academic Adviser, is a resource for graduate students in the Department. The GPA advises on successful completion of Departmental and Graduate School degree requirements, curricular options and registration, and communicates Departmental and Graduate School policies. The GPA also conveys MS and Doctoral committee membership to the Graduate School, and submits the Master's and Doctoral Degree Requests of graduating students.

Faculty Advisor

The faculty advisor is an assigned department faculty member whose advising focuses on the activities, requirements, and attainment of satisfactory progress through the steps needed to achieve a graduate degree. Faculty advisors are typically assigned to students upon admission into the degree program and may provide financial support via a Research Assistantship (RA) through their external research grants. Students are matched with a faculty advisor based on student preference, advisor availability and funding, and commonality of interests.

Students are required to meet with their faculty advisor during autumn quarter of their first year and on a quarterly basis at minimum, but are encouraged to meet more frequently throughout the program. Faculty advisers typically continue to serve as the Chair or committee member when a student forms their MS supervisory committee in the second year of study. However, students occasionally switch faculty advisors after entry into the program, upon consultation with the GPC and GPA.

Seeking Advice

Students are welcome and encouraged to consult with their faculty advisor, GPC, or GPA on a variety of issues. Meeting program requirements is the graduate student's responsibility and the student should endeavor to be familiar with the timing and requirements of each milestone. Students should regularly seek input and advice from their faculty and thesis advisors, or the GPC and GPA as necessary about any question or concern they may have. These issues can include academic requirements or performance, alternate course sequences, career goals, the mentor/mentee relationship, and more. Typically, the faculty adviser will be the best initial resource for research and satisfactory progress related questions, and unresolved questions regarding program requirements and policies can be directed to the GPA and GPC. Students are encouraged to approach whomever they feel most comfortable with to discuss these issues as they arise, and to reach out to the GPA and/or GPC to help consider the best pathway if they are unsure how to proceed.

REGISTRATION AND ENROLLMENT INFORMATION

The following policies for the Atmospheric Sciences Graduate Program supplement the Degree Policies maintained by the Graduate School of the University of Washington:

Master's: <http://grad.uw.edu/policies-procedures/masters-degree-policies/masters-degree-requirements/>

Doctoral: <https://grad.uw.edu/policies-procedures/doctoral-degree-policies/>

Registration

Registration is completed online through MyUW, <http://my.uw.edu/>. Quarterly class schedules and schedule line numbers (SLNs) are available in the Time Schedule: <http://www.washington.edu/students/timeschd>.

For fall, winter and spring quarters:

First-year students should register for 18 credits total with the difference between credits from recommended courses made up by Independent Study (ATMS 600).

Second-and-third-year students should register for ten Master's thesis credits (ATMS 700) plus any additional required coursework.

Students who have passed the PhD qualifying exam (COGS) should register for ten Dissertation credits (ATMS 800) plus any additional required coursework.

For summer quarter: all students with a TA and/or RA appointment should register for two credits.

Specific curriculum & registration information can be found here: <https://atmos.uw.edu/students/graduate-program/academic-program/curriculum/>

Entry or Faculty Codes

To register for research credits such as Independent Study (ATMS 600), Master's Thesis (ATMS 700) or Doctoral Dissertation (ATMS 800), you will need the five-digit faculty adviser code, available from your faculty adviser or the Graduate Program Adviser.

If you are registering for a course in another department or program that requires an add code, please contact the department offering the course to request a code.

Tuition and Fees

The Office of Planning and Budgeting provides customizable "tuition dashboards" to calculate tuition and fees: <https://www.washington.edu/opb/tuition-fees/current-tuition-and-fees-dashboards/>

Quarterly tuition is due on the third Friday of the quarter. Please see the "tuition/fee assessment deadlines" on the UW academic calendar for specific dates: <https://www.washington.edu/students/reg/calendar.html>

Course Credit and Grade Point Average (GPA) Requirements

A minimum course grade of 2.7 is required for a course to count toward degree requirements and the Graduate School's graded and total credit counts.

The required credits for ATMS and non-ATMS coursework need to be numerically graded. For requirements see: <https://atmos.uw.edu/students/graduate-program/academic-program/curriculum/>

Once a student has satisfied the Department's and Graduate School's minimum requirement for numerically graded credits, additional electives may be taken for a numerical grade, Credit/No Credit (CR/NC), or Satisfactory/Not Satisfactory (S/NS).

A cumulative GPA of 3.0 or higher is required in all courses numbered 400 and above to maintain graduate standing and eligibility for a degree. A quarterly GPA below 3.0 will be reviewed by the Graduate Program Coordinator (GPC) and may result in a warning. If the quarterly GPA continues below 3.0 in subsequent quarters, the student could face academic probation.

Continuous Enrollment Requirements

To maintain graduate status, a student must be enrolled on a full-time basis, part-time basis or be in "On-Leave" status during the academic year (excluding summer) from the time of first enrollment in the Graduate School until completion of all requirements for the graduate degree. Failure to maintain either continuous enrollment or On-Leave status constitutes evidence that the student has resigned from the Graduate School.

A full-time course load during the academic year is defined as at least ten credits each quarter, and students should reference their curriculum requirements. RAs and TAs are required to take at least ten credits in autumn, winter and spring quarters and two credits in summer quarter during the quarters they are in their position. A student must enroll in a minimum of two credits in the quarter in which they graduate.

RAs/TAs who are planning an absence, including not being registered during summer quarter, must seek approval from their faculty supervisor.

On-Leave Status (Requesting a Leave of Absence)

Graduate students are required to maintain graduate status during their program of study. If a student plans to be away from the university (not registered) during autumn, winter, or spring quarter, they must:

- Notify their faculty adviser and the Graduate Program Adviser
- Apply for On-Leave status. Eligibility requirements, policies, and procedures for requesting On-Leave status are explained here: <https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-9-on-leave-policy-to-maintain-graduate-student-status/>

Failure to maintain graduate status through registration or an approved request for On-Leave status effectively ends a student's continuation in the Department. To return requires a formal application to the Graduate School, approval by the Department, and a \$250 fee to obtain reinstatement.

Satisfactory Progress

To make satisfactory progress toward a graduate degree, a student must meet all prescribed requirements and deadlines during each academic quarter, outlined below and in the *Graduate School Memorandum No. 16* ("Academic Performance and Progress"), available at: <https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-16-academic-performance-and-progress/>

A graduate student bears the responsibility for registering for appropriate courses and their own academic performance. Students should regularly consult with their faculty advisor and committee members as they follow the procedures and evaluation criteria to proceed to their degree. The faculty advisor and supervisory committee determine if appropriate progress is being made. Students must pass evaluation by the [Committee on Graduate Studies \(COGS\)](#) to continue to the PhD. After COGS, The [General Exam](#) must be taken no later than one year after admission into the PhD program unless an alternative timeline was established by COGS.

If the Master's or Doctoral supervisory committee concludes that the academic performance and/or progress is not proceeding appropriately, the GPC may request that a warning, probation, final probation, or "drop" letter be sent to the student from the Graduate School office after approval by the Dean of the Graduate School.

A student will not be making satisfactory progress if:

- 1) They are on academic probation for more than one quarter (whether or not the quarters are consecutive);
- 2) Their supervisory committee has, by consensus, determined that the student is not progressing adequately in their courses, or thesis/dissertation research, and has provided documentation as such.

Course Requirements & Degree Progress Tracking

Department requirements may be tracked through the University's Degree Audit Reporting System (DARS). DARS, which can be accessed through the student's MyUW account, is a computerized degree audit that helps students monitor progress toward completing their degree. The GPA may also run a DARS report but students are ultimately responsible for checking on their progress. Questions about the degree audit or requirements can be directed to atmosadv@uw.edu.

Individual Development Plan (IDP)

The Individual development Plan (IDP) is a tool to help graduate students assess their interests and skills, and develop their research, academic, and career goals. The IDP is used to communicate regarding these topics with the faculty adviser during mentorship conversations. All graduate students are encouraged to employ the IDP at least annually at one of their regular meetings with their faculty adviser. Graduate students entering the program in autumn 2020 or later are required to use the IDP at the end of their first quarter in the program and the quarter following acceptance into the PhD program. More information can be found here:

<https://atmos.uw.edu/students/graduate-program/academic-program/>

MASTER OF SCIENCE DEGREE INFORMATION

The following information is intended to be used along with advice from your faculty adviser, the GPC, and the GPA.

Graduate School

- Master's Degree Policies: <http://grad.uw.edu/policies-procedures/masters-degree-policies/>
- Master's Degree Requirements: <http://grad.uw.edu/policies-procedures/masters-degree-policies/masters-degree-requirements/>

Department of Atmospheric Sciences

- For a full list of Master of Science Degree Requirements and curriculum, please see this page: <https://atmos.uw.edu/students/graduate-program/academic-program/>

MS Degree Requirements and Timeline

All MS students complete a curriculum comprised of required courses and electives, present at the First Year Research Talks, serve as a Teaching Assistant for at least one ATMS class, and complete a thesis project. All work for the MS degree must be completed within six years upon acceptance into the department (including quarters registered and on-leave). Below is a typical timeline:

Year One	<ul style="list-style-type: none">-Average schedule is three graded graduate classes per quarter in autumn, winter, and spring.-IDP reviewed by student and faculty adviser in autumn quarter (required).-Students are encouraged to develop the background necessary to conduct research as soon as possible, including familiarizing themselves with the appropriate scientific literature.-Full-time research commences during the first summer quarter, with a focus on identifying a suitable research problem, understanding its relation to larger questions in atmospheric science, and constructing a research plan.
Year Two	<ul style="list-style-type: none">-Average schedule is one to two graduate courses per quarter.-Present at the First Year Research Talks in September.-Form the MS Supervisory Committee by week five of Autumn quarter.-Draft MS research proposal by the first week of December.-TA for an ATMS class for one quarter.-Continue diving deeper into research.-Meet with MS committee before end of Spring quarter for progress update.-Submit research summary by the last day of Spring quarter.
Year Three	<ul style="list-style-type: none">-Average schedule is one graduate course per quarter.-Continue conducting research.-Petition COGS to advance to PhD-Present research talk in a departmental seminar (by end of Winter quarter).-Submit draft MS Thesis (by week five of winter quarter)-Submit MS thesis to Graduate School (by end of Spring quarter)

First year Graduate Student Research Talks

Each September the Department holds a full-day Graduate Student Research Colloquium. It is usually held prior to the first day of class in autumn quarter, and attendance by all first year and incoming students is mandatory. Students who have completed their first year introduce the research question(s) they have been developing and examining since entering the program. Preliminary research results are welcomed, but not required, for these talks.

Forming the MS Supervisory Committee

In autumn quarter of their second year, students will meet with their primary faculty adviser to discuss appropriate faculty to include on their MS supervisory committee. This committee serves an important evaluative and mentoring function for students as they work towards their degree. The committee should include a minimum of three members such as:

- One faculty adviser/chair and two other Graduate faculty in the Department of Atmospheric Sciences
- Two faculty adviser co-chairs and one other Graduate faculty in the Dept. of Atmospheric Sciences

Once the MS supervisory committee is formed, students submit the committee membership to the Graduate Program Adviser (GPA) who will officially register the committee with the Graduate School. Students will then meet with their committee to discuss their MS research proposal by the end of autumn quarter.

Please review the MS Procedures Checklist and/or COGS Procedures Checklist for more details:

<https://atmos.uw.edu/students/graduate-program/academic-program/>

Master's Thesis and Research Requirements

The purpose of a thesis is to provide experience with developing a research question, testing this question, obtaining data, analyzing the data and writing the results. To earn an MS degree, students must submit a thesis to the UW Graduate School. Students entering the program with a prior MS from another institution are not required to earn a secondary MS at UW, but may do so if they choose.

PhD qualifying process / Petitioning COGS

Students who wish to continue to the PhD program must apply to the faculty [Committee on Graduate Studies \(COGS\)](#) to be evaluated. The PhD qualifying process occurs in the third year of graduate study and takes place over the span of several quarters. Students request written support from their MS committee chair, provide a completed MS thesis draft (or comparable piece of writing from a prior MS degree), and give a research talk in a departmental seminar followed by a closed-door questioning session with the COGS members. The COGS decision is based on research potential evidenced by the student's MS thesis, their seminar presentation and question/answer session, grades in core ATMS courses, and a recommendation letter provided by their MS committee. COGS determines whether a student advances to PhD candidacy, should redo or revise a portion of their candidacy application or should not advance to PhD candidacy, at which point the student may receive a terminal MS degree.

Alternatively, a student can elect not to petition for PhD candidacy, and instead ask for evaluation by their advising committee for a terminal MS degree.

Please review the COGS website and Procedures Checklist for more details:

<https://atmos.uw.edu/students/graduate-program/academic-program/>

DOCTOR OF PHILOSOPHY DEGREE INFORMATION

The following information is intended to be used along with advice from your faculty adviser, the GPC, and the GPA.

Graduate School

- Doctoral Degree Policies: <https://grad.uw.edu/policies-procedures/doctoral-degree-policies/>
- Doctoral Degree Requirements: <https://grad.uw.edu/policies-procedures/doctoral-degree-policies/doctoral-degree-requirements/>

Department of Atmospheric Sciences

- For a full list of Doctoral Degree Requirements and curriculum, please see this page: <https://atmos.uw.edu/students/graduate-program/academic-program/>

ATMS PhD Degree Options

PhD students have the choice to pursue a variety of curricular options within Atmospheric Sciences. These include the [Data Science Option \(DSO\)](#) or [Advanced Data Science \(ADSO\)](#), which provide a formal education in the principles of data science and develop techniques that students can apply to their graduate research and future careers. More information can be found here:

<https://atmos.uw.edu/students/graduate-program/academic-program/data-science-options/>

PhD students can also elect to pursue a dual-title PhD in Atmospheric Sciences and Astrobiology:

<https://atmos.uw.edu/students/graduate-program/academic-program/phd-degree/phd-qualification-cogs/>

ATMS PhD Degree Requirements and Timeline

All PhD students complete several required milestones including the general exam, dissertation, and final exam (dissertation defense). Students pursue coursework as appropriate upon advice from their committee, although pursuing research is the primary activity. The General Exam typically takes place during year four, and the average time to complete the PhD is five to six years. All work for the doctoral degree must be completed within ten years (including quarters registered and on-leave).

Doctoral Supervisory Committee

The doctoral supervisory committee should be formed in the third year of study following approval of the COGS. This committee serves an important evaluative and mentoring function and oversees a student's academic work throughout the program. The doctoral supervisory committee consists of a minimum of four members, including a Graduate School Representative (GSR). At least three of the members (including the Chair and GSR) must be members of the Graduate Faculty with an endorsement to chair doctoral committees. A majority of the members must be members of the Graduate Faculty.

For more information on the roles of doctoral committee chairs, members, and the GSR, please visit:

<https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-13-supervisory-committee-for-graduate-students/>

Once approved, students submit their committee membership to the Graduate Program Adviser (GPA) to register the committee with the Graduate School for approval. The supervisory committee should convene at least once a year to review progress, discuss current issues, and determine future plans and activities.

General Exam

The General Examination should take place no later than one year after admission into the PhD program unless an alternative timeline was established by the COGS. The Request for General Examination must be completed online no later than three weeks in advance of the date of the exam. Prior to submitting the exam request online with the Graduate School, the student must have approval from all supervisory committee members either in writing or via email. More information can be found here: <https://grad.uw.edu/policies-procedures/doctoral-degree-policies/general-examination-admission-to-candidacy-for-doctoral-degree/>

The General Examination typically consists of an oral examination that tests the student's understanding of an area of specialization (e.g., synoptic or dynamic meteorology, cloud physics, energy transfer, etc.) with emphasis on the subject of the student's intended dissertation. The oral presentation of the proposal will last 20-30 minutes assuming little interruption, which will be followed by up to 60 minutes of questioning from the committee. At least four members of a supervisory committee (including the Chair, GSR, and one additional Graduate Faculty member) must be present at the examination. Students who pass the General Examination are admitted as candidates for the PhD degree.

It is the student's responsibility to schedule the exam and to apply in a timely manner. More information can be found at: <https://atmos.uw.edu/students/graduate-program/academic-program/phd-degree/general-exam/>

Doctoral Reading Committee

The Doctoral Reading Committee is a subset of the Supervisory Committee. The Reading Committee is appointed to read and approve the dissertation and ensures that the dissertation is a significant contribution to knowledge and is an acceptable piece of scholarly writing. After the General Examination, the student must choose at least three members of their Supervisory Committee who will serve on the reading committee. More information can be found here: <https://www.grad.washington.edu/policies-procedures/doctoral-degree-policies/appointment-and-responsibilities-of-a-doctoral-reading-committee/>

Once approved, students submit the committee membership to the Graduate Program Adviser (GPA) who will officially register the Reading Committee with the Graduate School.

Final Exam

The final examination is devoted to the subject of a student's dissertation. The dissertation represents an original research study contributing understanding towards a problem of substantial scientific importance. The dissertation must be prepared in accordance with the rules and procedures of the Graduate School: (<https://grad.uw.edu/policies-procedures/doctoral-degree-policies/>). The student's dissertation must be presented orally and defended at a Department of Atmospheric Sciences colloquium.

After students make a public presentation of their dissertation findings at a departmental colloquium, the supervisory committee and others present will question the presenter about their research. The supervisory committee may also request a non-public period of questioning. An outline of the Final Exam procedures can be found here:

<https://atmos.uw.edu/students/graduate-program/academic-program/>

Preparing to Graduate

The Graduate School has a comprehensive checklist about preparing for graduation: <https://grad.uw.edu/for-students-and-post-docs/degree-requirements/preparing-to-graduate/>

RESEARCH AND TEACHING ASSISTANTSHIPS (RA & TA), AND FELLOWSHIPS

The following is intended for general information only. Students must reference their individual RA and/or TA contract for specific information. An RA and/or TA appointment classifies a student as an Academic Student Employee (ASE) and compensation rates are governed by the collective bargaining agreement between the University of Washington and UAW Local 4121. More details can be found here:

<https://hr.uw.edu/labor/academic-and-student-unions/uaw-ase/ase-contract>

Out-of-state tuition is waived and in-state tuition is paid for RAs and TAs, and pay rates will be specified in a student's individual RA and/or TA contract. The level of financial support increases as students advance through the graduate program, with the UW's centralized HR system initiating promotional pay increases for ASE's at the following times:

- Upon conferral of a Master's degree
- Upon conferral of PhD Candidacy after a student has passed the PhD general examination

More information about RA/TA salaries can be found here: <https://grad.uw.edu/graduate-student-funding/funding-information-for-departments/administering-assistantships/ta-ra-salaries/>

Health insurance (medical/dental/vision) is available to eligible ASE's at no cost, and to their families at a modest cost. Details on the Graduate Appointee Insurance Plan and contact information are available via the UW Human Resources website: <http://www.washington.edu/admin/hr/benefits/insure/gaip/contacts.html>

More information about departmental support can be found here: <https://atmos.uw.edu/students/graduate-program/fellowships-and-support/>

Research Assistantship (RA)

Students who maintain satisfactory academic progress in the program are typically supported financially with an RA. RAs are generally provided by the student's faculty adviser for performing research on an existing project funded by external grants. Students work closely with their faculty advisers on research throughout their enrollment in the degree program. A typical contract may specify the ASE will work half-time, 20 hours per week, on research during the academic year, and full-time, 40 hours per week, during the summer.

Teaching Assistantship (TA)

Graduate students are required to serve as a Teaching Assistant (TA) for one or two quarters. The first quarter in which a student serves as a TA usually occurs during their second year in the program. Assignments are made based on student availability and preference, among other factors.

The Department appoints a Lead TA, a current upper-level graduate student with teaching experience, who is responsible for organizing and leading the departmental TA orientation, workshops, and class visits. The Lead TA can be contacted at atmosta@uw.edu

TA Training: The University of Washington Center for Teaching and Learning (<https://teaching.washington.edu/>) provides an annual TA training in September prior to the start of the quarter. All new TAs are required to attend the TA training, and all students are welcome to attend.

Fellowship

Students may independently apply for external fellowships which may fund part or all of their salary, benefits, and tuition and which are not directly tied to a faculty advisor's existing research project. Students must notify the Grants Administration team at atmgrant@uw.edu if they are awarded a fellowship.

More information can be found here: <https://atmos.uw.edu/students/graduate-program/fellowships-and-support/>

RESOURCES

Computing

The Department makes every effort to provide computing equipment for graduate students with RA appointments, as arranged with their faculty advisor. For departmental computing inquiries, please contact support@atmos.washington.edu

Other resources are available at:

<https://atmos.washington.edu/twiki/bin/view/CompSup/WebHome>

A computer lab is available for ATMS students, located in ATG 623.

For the most current information on available UW computing services, including public printing sites at the UW, please check the UW Computing and Communications website at <https://itconnect.uw.edu/>. For specific inquiries, call 206-221-5000 or send an e-mail to help@uw.edu.

Libraries

The **Atmospheric Sciences Library** is located in 623A ATG. It is available during regular building hours (8 – 5). A small collection of books and other resources are kept there. There are computers available for student use, as well as a printer, conference table, and whiteboard.

The UW Libraries System includes Suzzallo and Allen Libraries and many others. A full description of the library system, services and resources is available at <http://www.lib.washington.edu>.

Writing Center

The UW Odegaard Writing and Research Center can assist students with research and writing related questions. Although the center mainly focuses on undergraduate students, it offers resources for graduate students as well: <http://www.lib.washington.edu/ougl/owrc>

The Targeted Learning Communities (TLC) for English Language Learners / international students is also available. This program allows small groups of students who are enrolled in reading or writing-intensive courses to meet weekly with OWRC tutors. Together, they work to decode academic and cultural norms, practice language acquisition, and develop collaboration skills: <https://depts.washington.edu/owrc/tlc>

Counseling and Wellbeing

The University of Washington offers counseling services to students who might be dealing with challenging academic or personal situations, while exercising full confidentiality. Students should not hesitate to reach out to the UW professionals who are ready to help them through short or long-term difficult situations: <https://wellbeing.uw.edu/>

SafeCampus is a UW resource available 24 hours a day to support those with concerns for their safety or the safety of someone else: <https://wellbeing.uw.edu/unit/safecampus/>

Disability Resources

The Department of Atmospheric Sciences and the University of Washington are committed to ensuring learning opportunities for students with temporary (e.g. a broken limb etc.) or permanent disabilities. If a student has a disability they should contact the office of Disability Resources for Students (<http://depts.washington.edu/uwdrs/>). DRS will request the appropriate documentation from the student and contact all of the students' instructors informing them of the accommodation required, without notifying them of the type of disability.

Conduct

It is important for all members of the Department to be respectful of the opinions of students, faculty, staff and others in the UW community and beyond. The University of Washington values and honors diverse experiences and perspectives and strives to create welcoming and respectful learning environments and promotes access and opportunity.

UW student conduct code: <https://www.washington.edu/cssc/for-students/student-code-of-conduct/>

If a student experiences an academic grievance, bias, or harassment, they may report it to the GPC/GPA or the Department chair, and may seek redress through the following avenues:

- UW Graduate School Academic Grievance Procedure: <https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-33-academic-grievance-procedure/>
- UW Ombud Office: <https://www.washington.edu/ombud/>
- UW bias reporting: <https://www.washington.edu/bias/>
- UW Title IX Office for gender equity: <https://www.washington.edu/titleix/>
- UAW 4121 for ASE's: <https://www.uaw4121.org/>

EQUITY, DIVERSITY, & INCLUSION

Atmospheric Sciences Department

The Department is committed to equity, diversity and inclusion, and has two groups focused on these issues. Both groups consist of faculty, students, and staff who are committed to acknowledging and serving the needs of our students. Please read more about the department's Diversity Statement [here](#).

Diversity Committee: This Committee is composed of appointed faculty, students, postdocs, and staff who endeavor to forward equity goals and implement the department's Diversity Statement into practice.

Diversity and Inclusion Group (DIG): The primary goal of the Diversity and Inclusion Group is to improve the representation and experience of those within this department from traditionally underrepresented socioeconomic backgrounds. This includes, but is not limited to: racial and ethnic minorities, women, the LGBTQ+ community, people with disabilities, and intersections among them. We seek to host and facilitate open discussion on topics such as diversity and inclusion, positive mentorship models, and mental health in academia. In doing so, we hope to grow an in-house ally network, and collaborate with other organizations that can provide resources to further these goals.

College of the Environment

<https://environment.uw.edu/about/diversity-equity-inclusion/>

UW Graduate School

The [Graduate Opportunity and Minority Achievement Program \(GO-MAP\)](#) supports graduate students of color at the University of Washington. They offer programming, resources, community building, and more.

University of Washington

UW President Ana Mari Cauce launched the university's [Race and Equity Initiative](#) in 2015 and presented the UW community with a challenge: that all of us—students, faculty, staff and university leadership—take personal responsibility for addressing our own biases and improving our university culture.

Other

Society for Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS):
<https://sacnasuwashington.wordpress.com/>

Religious Holiday Accommodations

A Washington state law requires that teaching faculty across the UW make accommodations for students observing religious holidays or traditions. Every course syllabus must include information informing students of this option. Students do not need to share their religious faith or affiliation when making the request, and privacy laws prohibit others from asking students about or requesting proof of their religious affiliations.

Any student seeking reasonable accommodations must provide written notice through the Office of the University Registrar Religious Accommodations request process within the first two weeks of the beginning of the course, of the specific dates of absence due to religious accommodation.

To learn more and access the form, see: <https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/>

ADDITIONAL INFORMATION

Atmospheric Sciences Department Office

The ATMS Main Office is located in room 408 of the Atmospheric and Geophysics Building (ATG) and is open from 8:00 a.m. to 5:00 p.m. Monday through Friday.

The ATMS Academic Advising Office is located in ATG 416 and is typically open from 8:00 a.m. to 4:30 p.m. Monday through Friday.

Student Representatives

- UW Graduate and Professional Student Senate (GPSS) - Two students each year serve as our representative on the GPSS. The GPSS represents UW graduate student concerns such as tuition, TA and RA salaries, and insurance coverage.
- ATMS Graduate Student Representative (GSR) - Within the Department, two Graduate Student Representatives serves as a liaison between the students, faculty and staff to ensure awareness of student concerns and ideas in planning and activities, and participation in department faculty meetings. GSRs are elected by student vote in autumn quarter.
- College of the Environment Student Advisory Council (SAC): The SAC includes a graduate student member from the Department who can serve as a representative to raise ideas or concerns with the Dean's office.

