

## **COGS PROCEDURES CHECKLIST**

The PhD qualifying process takes place over several quarters. The application to COGS must be submitted prior to winter quarter in year 3 for students earning an MS in UW Atmospheric Sciences, or during winter quarter in year 2 for students applying to COGS on the basis of an MS from another institution. In this document, the 1<sup>st</sup> 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.

### **COGS Evaluation Criteria**

COGS evaluates the readiness of a student for admission to the PhD program, i.e. the suitability for advancement to PhD candidacy. The evaluation criteria are three-fold: 1) foundational knowledge in atmospheric science, 2) potential for conducting independent high-quality research in atmospheric science, 3) ability to communicate new knowledge and to place it into a broader context. These criteria are judged based on the following pieces of evidence: 1) the student's graduate academic record (selection of graduate courses and performance in those courses), 2) the clarity and content of a student's Master's Thesis draft, 3) the clarity and content of the student's research oral presentation, 4) the quality of a student's responses to questioning about their research by a broad subset atmospheric science faculty (i.e., COGS members and their advisory committee), 5) the recommendation and evaluation of the student's research advisory committee (i.e. Master's committee).

### **AUTUMN QUARTER, YEAR TWO**

- Late September: present preliminary research during First Year Research Reports.
- MS Supervisory Committee set up:
  - To set up your MS committee, the Academic Adviser will send you a survey. The committee should include a minimum of three members such as:
    - 1 faculty adviser/chair and 2 other Graduate faculty in or affiliated with the Department of Atmospheric Sciences
    - 2 faculty adviser co-chairs and one other Graduate faculty in the Dept. of Atmospheric Sciences
- Late October/mid-November: meet with committee to discuss Masters research proposal.
- By the end of the first week of December: submit a PDF copy of Masters research proposal, approved in writing by MS Committee, to the Academic Adviser: [atmosadv@uw.edu](mailto:atmosadv@uw.edu)

### **SPRING QUARTER, YEAR TWO (NOT REQUIRED FOR STUDENTS APPLYING TO COGS USING PRIOR MS 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 a PDF copy of research summary, approved in writing by MS Committee, to the Academic Adviser: [atmosadv@uw.edu](mailto:atmosadv@uw.edu)

### **AUTUMN QUARTER, YEAR THREE**

- Ensure complete credit requirements for degree: <https://atmos.uw.edu/students/graduate-program/academic-program/curriculum/>
  - Minimum 36 cr to include:
    - 25-28 cr ATM S core courses (excluding seminar & colloquia)
    - 3 cr approved AMath (or other approved Math/Physical Sciences, etc. course)

- o 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 (**cc the Academic Adviser and committee members**).
  - Letter must state the following:
    - o Quarter in which admission is requested, which is two quarters following the COGS public lecture;
    - o Choice of evaluation option (i.e. MS draft or prior MS degree).
  - Upon receipt of a student's COGS application, the Committee Chair will confirm with the Academic Adviser his or her support of the student's application
- 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, MS committee, and the COGS 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.
  - Send the tentative date/time to Academic Adviser for confirmation of COGS member attendance.
  - 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.
  - Once attendance is fully confirmed, email the seminar coordinator (cc the Academic Adviser) 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.

### WINTER QUARTER, YEAR THREE

- Present Public Seminar including Q&A from COGS and MS committee.
- Submit completed draft of MS thesis to the MS adviser and supervisory committee by the Monday of the 5<sup>th</sup> week of quarter
  - The thesis must be a *complete draft* with substantial progress towards the final (e.g. blank results or conclusions sections are not acceptable), the MS committee will confirm this in their letter of recommendation.
  - Students entering the program with an MS in Atmospheric Sciences or closely related discipline may submit a prior MS thesis for evaluation (with written concurrence of the faculty adviser),
  - NOTE: 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 by the last day of the quarter to the Academic Adviser at: [atmosadv@uw.edu](mailto:atmosadv@uw.edu)

### SPRING QUARTER, YEAR THREE

- 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 spring 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 spring quarter.
- ☐ 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/>
  - If you would like to use LaTeX template, it can be found here: <http://staff.washington.edu/fox/tex/thesis.shtml>
- ☐ Submit PDF copy of final MS thesis [online](#)

### **COGS DECISION**

Students should expect a COGS decision in the quarter following their presentation, and all COGS decisions will be completed by the end of the fourth week of spring quarter. Any exceptions to this timeline must be approved in writing by the COGS Chairperson. Students will be notified by letter from COGS. A COGS pass is subject to submitting the MS thesis by the end of the quarter. All COGS decisions are contingent on the final thesis being submitted. ***If a student applies to COGS early and is unable to submit a final thesis in time to the Graduate School, the student must reapply to COGS.***