



## MASTER PROCEDURES CHECKLIST

This checklist is for students who **do not** plan to take the qualifying exam to continue with the PhD program. However, many of the steps are similar, and a student in an MS program may petition to take the qual (see handbook and talk to the GPC as early as possible).

MS students must take the MS curriculum, which is normally completed by the end of the Winter or Spring quarter of their second year. MS students must write a proposal for their MS research by the end of the Autumn quarter in their second year. Most MS students will earn a coursework only MS, in which case they must produce a “culminating product” that is a written summary of the student’s independent study and an oral presentation to their committee.

The written summary should be approximately 10 pages and should include a title, abstract, introduction, methods, and results. The oral presentation should be 30 minutes, followed by 30 minutes of Q&A. The report must be approved by the student’s MS committee. A draft of a journal article is a possible culminating product. With the approval of their advisor, a student may write an MS thesis and earn an MS with a thesis, which takes the place of the culminating product.

## Culminating Project Evaluation Criteria

- 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 MS proposal draft and written research report
- 3) the clarity and content of the student’s culminating project
- 4) the quality of a student’s responses to questions about their research by a broad subset of atmospheric and climate science faculty
- 5) the recommendation and evaluation of the student’s research advisory committee (i.e., Master’s committee)

## YEAR One

- ✓ **Winter Quarter:** Students form an MS committee. To set up your MS committee, the Graduate Program Adviser (GPA) will send you a survey. The committee should include a minimum of three members (and no more than four), such as:
  - One faculty adviser/chair and two other Graduate faculty in or affiliated with the Department of Atmospheric and Climate Science
  - Two faculty adviser co-chairs and one other Graduate faculty member in the Department of Atmospheric and Climate Science
- ✓ **Spring Quarter:** Student meets with their MS committee to brief on research progress
- ✓ **End of Year 1, September:** End of first-year presentations. Rising second years will give a short presentation on their research thus far.

## Year Two

- ✓ **Autumn Quarter:** Student drafts a two-page MS research proposal. By mid-November, the student

should meet with their committee to discuss the proposal. By the end of the first week of December, the student submits a PDF copy of the MS research proposal to the GPA, approved in writing by the MS Committee.

- ✓ **Winter Quarter:** By the end of the winter quarter, the student should discuss with their committee about expectations for presenting the MS culminating project.
- ✓ **Winter or Spring Quarter:** The student should schedule the committee meeting for the Culminating Project presentation at least 4 weeks ahead and provide a draft of their written summary at least 2 weeks prior to the committee meeting.
  - ✓ Prior to the exam, students need to submit their Master's Degree request (**non-thesis or thesis option as discussed with their advisor**) online via [MyGrad](#) once the exam time has been approved by the committee members and the space has been reserved by the students:
  - ✓ Notify the GPA when you have submitted your Master's Degree request (please give the GPA 1-3 business days to verify and approve the exam request).
  - ✓ Once the GPA approves the Master's Degree request online, the student will pick up the Committee Signature Form from the GPA. It's the student's responsibility to bring the Committee Signature Form to the oral exam.
  - ✓ The student's MS committee chair will have until the last day of the quarter in which the student earns their MS to register the degree recommendation by collecting committee signatures and returning the Signature Form to the GPA.
    - Once the signature form is returned to the GPA, the recommendation will be entered online, at which time a system-generated email will be sent to the student.
  - ✓ **If a student decides to complete the MS thesis,**
    - Submit their Master's Degree request (**thesis option**) online via [MyGrad](#) once the exam time has been approved by the committee members and the space has been reserved by the students.
    - MS Supervisory Concurrence
      - Upon receipt of a student's finalized thesis, the student's supervisory committee will confirm support of the student's thesis.
      - The student's committee chair is responsible for turning in the MS Committee signature form to the GPA by the last day of the spring quarter.
    - Submit the final thesis to the Graduate School:
      - Follow the instructions on the [Graduate School website](#) for submitting your MS thesis.
      - Deadline: end of the quarter when the MS degree request is submitted
      - Review [Graduate School thesis submission policies](#) carefully before preparing your final thesis document.
      - If you would like to use the LaTeX template, please check out the [UW guideline on using LaTeX for your thesis](#).
      - Submit a PDF copy of the final MS thesis to the Department [online](#).