MS Procedures Checklist

Before beginning the MS Degree process, please be sure to familiarize yourself with the UW Graduate School’s Master’s Degree Policies: [http://www.grad.washington.edu/policies/masters/index.shtml](http://www.grad.washington.edu/policies/masters/index.shtml). You are responsible for knowing this information.

At least one quarter prior to MS degree:

- Complete credit requirements for degree ([http://www.atmos.washington.edu/academic/grad/html/gradrqmts.html](http://www.atmos.washington.edu/academic/grad/html/gradrqmts.html))
  
  - Minimum 36 cr to include:
    - 24 cr ATM S 500-level (excl seminar & colloquia)
    - 3 cr approved AMath
    - 9+ cr ATM S 700

- 3.0 minimum cumulative GPA

- M.S. Supervisory Committee - minimum of three members, consisting of a Faculty Adviser/committee chair, and 2 Graduate faculty in Atmospheric Sciences.

  To set up your MS committee, email Sam with the following:
  
  - Faculty adviser/chair
  - 2 Graduate faculty in Dept. of Atmospheric Sciences
  - Must be set up by the end of the first year in residence (typically, the first week in autumn quarter)

During quarter of MS degree:

- Present thesis in public seminar during the quarter of degree request
  
  - Notify Student Services of the date, time, location of public seminar at least three weeks in advance

- Submit Master's Degree Request online: [http://www.grad.washington.edu/student/mastapp.aspx](http://www.grad.washington.edu/student/mastapp.aspx)

Masters Thesis:


- At least three weeks prior to final submission, submit title and signature pages of thesis to Graduate School via email for prelim review

- Submit final thesis to Graduate School
  
  - Deadline end of quarter of graduation

- Submit copies of final thesis to Sam, as follows:
  
  - **Required**: one (1) unbound hardcopy - will be bound and placed in the department thesis library