

UW Dept. of Atmospheric Sciences – Graduate Student Resources

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>. You are responsible for knowing this information.

Autumn Quarter, Second Year of Residence:

- Present research during First Year Research Reports, late September (before classes start)
 - Presentation should be about 20 minutes long and allow approximately 10 minutes of Q&A from audience (total of no longer than 30 minutes)
 - Audience consists of your cohort, Atmos Sci faculty and incoming grad students
 - Date and time of reports will be announced in Spring quarter of your first year

- Set up your Masters Supervisory Committee, deadline November 30
Committee consists of minimum of three members – must include your Faculty Adviser/committee chair and 2 Graduate faculty in Atmospheric Sciences.

To set up your MS committee, email Erica with the following:
 - Faculty adviser/chair
 - 2 Graduate faculty in Dept. of Atmospheric Sciences

- Meet with committee to discuss Masters research proposal, late October/early November
 - Meeting should take place at least 2-4 weeks ahead of the Nov 30 proposal submission deadline (details on proposal below)

- Submit Masters research proposal, deadline November 30
 - Submit a paper copy of your Masters research proposal to Erica by 4pm on the day of the deadline
 - Proposal should be 2-3 pages in length, be co-authored with your faculty adviser and should include:
 - Overview
 - Methodology
 - Anticipated timeline
 - Signatures from your committee approving the proposal (email signatures with explicit approval are acceptable)

NOTE: Proposals that do not include these elements will be returned for revision.

 - Examples of Masters research proposals are available for reference in ATG 416

Spring Quarter, Second Year of Residence:

- Meet with committee to discuss Masters research summary, late February/early March
 - Meeting should take place at least 2-4 weeks ahead of the summary submission deadline (details on summary below)

- Submit Masters research summary, deadline Last Day of Spring Quarter Classes
 - Submit a paper copy of your Masters research summary to Sam by 4pm on the day of the deadline
 - Masters research summary should be 1-2 pages in length and based on the proposal described above and should include:
 - 1-2 paragraphs from your faculty adviser, summarizing committee feedback
 - Signatures from your committee approving the summary (email signatures with explicit approval are acceptable)

NOTE: Summaries that do not include these elements will be returned for revision.

Continued on reverse

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At least one quarter prior to MS degree (two quarters if applying to COGS):

- Complete credit requirements for degree: <http://www.atmos.washington.edu/academics/grads/reqcourses.shtml>
 - 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

During quarter of MS degree:

- Submit Master's Degree Request online: <http://www.grad.washington.edu/student/mastapp.aspx>
- After submitting request form, email the Student Services Coordinator to confirm submission
- Master's committee evaluation: For a student who has given a COGS seminar, the Master's committee will evaluate the student in a private committee meeting. For a student who has not given a COGS seminar, a public master's defense must be given in a department seminar.

MS Warrant:

Once the Student Services Coordinator has received confirmation of submission of Masters Degree Request, she will print the warrant and give it to the student's faculty adviser/committee chair. The chair will have until the last day of the quarter of graduation to make a degree recommendation and collect committee signatures. Once the warrant is returned to the Student Services Coordinator, she will enter the recommendation online at which time a system-generated email will be sent to the student.

Masters Thesis:

Review Graduate School thesis submission policies carefully before preparing your final thesis document:
<http://www.grad.washington.edu/students/etd/>. Please format final thesis according to LaTeX template, which can be found here: <http://staff.washington.edu/fox/tex/thesis.shtml>

- 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
- Submit copies of final thesis to the Student Services Coordinator, as follows, by the end of the quarter of MS degree:
 - Required: one (1) unbound hardcopy - will be bound and placed in the department thesis library
 - Optional (strongly encouraged): one (1) pdf copy - submit online:
<http://www.atmos.washington.edu/academics/grads/submitthesis.php>

General Timeline for Masters Degree

Per UW Graduate School policy, students must complete all Masters degree requirements within six years of entry into the program (including any quarters spent On-Leave) however the Dept. of Atmospheric Sciences requires students intending to continue for a PhD to complete all Masters degree requirements by the end of Spring quarter of the third year in residence. Students not continuing for a PhD should discuss their Masters plan/timeline with their faculty adviser.