

Summary of Procedures for Completion of your ATMO Master's Degree

Requirement	When do you Initiate	How do you start	What You Need to Do	Date of Completion
Major Advisor and Committee Members	During the first semester	<ul style="list-style-type: none"> ▪ See the Graduate Director, Dr. Ritchie, with your list of potential members. ▪ Obtain signatures from the three faculty members on your committee and your major advisor. Submit form to the ATMO Graduate Secretary in PAS 542 for Department Head signature. 	Be proactive. Throughout your Master's Program of study, you will have a faculty Major Advisor and Graduate Committee to guide and support you while you complete coursework, conduct research, and prepare your thesis or paper for publication.	
Draft Plan of Study	At the end of the first semester in residence	<ul style="list-style-type: none"> ▪ Go to My Grad Coll: http://grad.arizona.edu/gc/ ▪ Login and go to forms, Plan of Study and select Blank Form. Fill out the form and meet with your Major advisor to discuss your draft Plan of Study 	Make updates on your saved Plan of Study on My Grad Coll.	
Transfer of Coursework	At your draft Plan of Study meeting, credits from other institutions you wish to transfer will be discussed and approved by your Major Advisor	<ul style="list-style-type: none"> ▪ Students who wish transfer credit (no more than 6 units) must submit a request before the end of their first year of study. ▪ Go to My Grad Coll: http://grad.arizona.edu/gc/ ▪ Login and go to forms, scroll to Other GC Forms and select Transfer Credit Form. Fill out the form and take it with you to your Plan of Study meeting with your advisor. 	Obtain signatures, and submit form to ATMO Graduate Secretary in PAS room 542 for Department Head signature.	

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Final Plan of Study	No later than the second semester in residence submit your final Plan of Study	<ul style="list-style-type: none"> ▪ Make final changes to your saved Plan of Study on My GradColl and meet with your Major Advisor to approve your Final Plan of Study. 	<p>Obtain signatures, and submit form to ATMO Graduate Secretary in PAS room 542 for Department Head signature.</p> <p>Your bursar account will be billed candidacy fees of \$35.00 at the time your Master's Plan of Study is received at the Graduate Degree Certification Office. This is a one-time fee, and you will not be billed again if you change your anticipated graduation date.</p>	
Research Topic	No later than the 2 nd semester in residence.	<ul style="list-style-type: none"> ▪ Meet with your Major Advisor to select a research topic. The problem should require the use of material covered in at least some part of the graduate course program. 	Although M.S. level research is carried out under the close supervision of a faculty member, some element of originality on your part should be involved.	
If you are required to take a Supplemental Exam	At the beginning of your 3 rd semester in residence, meet with your Major Advisor to discuss the satisfactory progress of your core-course grades.	<ul style="list-style-type: none"> ▪ The Supplemental Exam will be required with grades of "C" or lower in one or more of the core courses taken. All students required to take a SE will be expected to take the exam no later than the last semester of course work (normally the 4th semester). 	<p>The examination will be offered in late October or late in March as needed.</p> <p>Notify the Graduate Director no later than September 15 (for the fall examination) and no later than February 15 (for the Spring examination).</p>	

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Thesis/Paper for publication	<p>No later than your 3rd semester, consult with your advisor whether a thesis or paper for publication will be submitted to your Graduate Committee.</p> <p>No later than (1) month prior to your intended date of graduation, submit completed thesis or paper to your major advisor.</p>	<ul style="list-style-type: none"> ▪ If you are planning to submit a Thesis, submit an add form to the ATMO Graduate Secretary in PAS room 542 to register for ATMO 910 (four (4) credits are allowed). ▪ If you are planning to submit a manuscript for publication, submit an add form to ATMO Graduate Secretary in PAS room 542 to register for ATMO 900 (four (4) credits are allowed). 	<p>Submission of the thesis to the Graduate Degree Certification Office, for publication by University Microfilms, Inc. and inclusion in The University of Arizona Library archives, is optional. There is a fee for microfilming and for copyrighting should you choose those options. For more information consult the Manual for Theses and Dissertations available online and from the Graduate Degree Certification Office. Manual for Electronic Submission of Theses and Dissertations at: http://grad.arizona.edu/system/files/etd_Diss_Manual.pdf</p>	
Qualifying Examination	By September 15 of your 3 rd semester notify the Graduate Secretary of your intent to take the Qualifying Exam.	<ul style="list-style-type: none"> ▪ If you are planning to advance into the Ph.D. program after completion of your Master's then you must pass the Qualifying Exam in your 3rd semester in residence. 	The examination will be held in December. Fill out form, obtain signatures and submit it to the Graduate Secretary in PAS 542 no later than September 15 th .	
Research Presentation	As you draw near to the completion of your thesis or paper, schedule your research presentation.	<ul style="list-style-type: none"> ▪ At the discretion of your Major Advisor, you will be required to present your research in a formal seminar e.g., GRATIS or present at a scientific meeting. 	A minimum of three University of Arizona faculty (two of whom must be tenure-track faculty or approved as equivalent) may serve on your Committee. See the Graduate Secretary to obtain Special membership for a non-tenure track member.	

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Master's Completion of Degree Requirements	At least (1) month before your intended date of graduation, meet with your Major Advisor.	<ul style="list-style-type: none"> ▪ Once degree requirements have been met. ▪ Go to My Grad Coll: http://grad.arizona.edu/gc/ ▪ Login and go to forms, scroll to Completion of Degree, and select Blank Form. Fill out the form. 		
Exit Interview	At least two weeks before your intended date of graduation	Download the Exit Interview Form from <ul style="list-style-type: none"> ▪ www.atmo.arizona.edu 	Fill out the survey and return it to the ATMO Graduate Secretary in PAS 542.	

Recommendations to Students

- ❖ Keep a copy of each form you submit
- ❖ Know and observe deadlines for each step in your degree program
- ❖ Remember that you must be enrolled each fall and spring semester (minimum of 3 units) or if planning to while you are working toward your degree. Failure to maintain "continuous enrollment" (being registered every Fall and Spring semester) will result in delays, additional paperwork and fees when required to reapply to the Graduate College.
- ❖ For any degree related questions, please consult with Blanche Swyers (bswyers@grad.arizona.edu or 621-3235) or contact the Graduate College at www.grad.arizona.edu/degrecert/

Helpful Internet Resources

- ❖ Graduate College Home Page: <http://grad.arizona.edu/>
- ❖ Graduate College Forms: http://grad.arizona.edu/Current_Students/Forms/GC_Forms.php
- ❖ Graduate College Degree Deadlines: http://grad.arizona.edu/Current_Students/Deadlines/Graduation_Deadlines.php