

Department of Atmospheric Sciences Master's Degree Checklist

Requirement	Timeline	Procedures & Forms	What You Need to Do	Your Date of Completion
Choose a Major Advisor and Committee Members For further details, see Graduate College's Policies	During your 1 st Semester	<ul style="list-style-type: none"> See the Director of Graduate Studies, Dr. Ritchie (Atmospheric Sciences) or Dr. Dominguez (Hydrometeorology) with your list of potential members. Major Advisor to email Graduate Coordinator, Lupe Romero with agreement to chair student's committee 	Be proactive. Throughout your Master's program of study, you will have faculty major advisor and committee members to guide and support your while you complete coursework, conduct research and prepare you thesis or scholarly paper for publication.	
Drafting the Plan of Study (POS) & Transfer of Coursework	By the end of 1 st semester	<ul style="list-style-type: none"> Go to ATMO website to download departmental POS form Discuss your plan of study with major advisor and committee members Students who wish to transfer credit (no more than 6 units) must submit a request before the end of their first year of study. 	Familiarize yourself and review all your possible courses in your area interest, including required core courses. See ATMO website and Schedule of Classes.	
Submit Plan of Study*	By the end of 2 nd Semester	<ul style="list-style-type: none"> Complete departmental POS Complete official POS in Grad Path. 	<ol style="list-style-type: none"> Complete departmental POS with signatures from Major Advisor and Director of Graduate Studies. Submit form to Graduate Coordinator. Complete online POS form through GradPath. Student is responsible and proactive making sure routing process is completed. Plan of Study Fees <p>*Any changes to POS, student must complete steps 1 and 2.</p>	
Discuss Research Topic	By the end of 2 nd Semester	Meet with your Major Advisor to select a research topic.	Although the MS level research is carried out under the close supervision of a faculty member, some element of originality on your part should be involved.	

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Supplemental Exam**	At the beginning of 3 rd Semester	<ul style="list-style-type: none"> Notify the Director of Graduate Studies no later than September 15th (for October examination) or February 15th (for March examination) 	**The supplemental exam is required with grades of “C” or lower in one or more of the core courses. Alternatively, the core course can be repeated for a grade of “B” or better. Meet with your Major Advisor and/or the Director of Graduate Studies to discuss the satisfactory progress of your core course grades.	
Decide on Written Work: Thesis/Scholarly Paper for Publication	3 rd Semester	A) If you are planning to submit a Thesis, contact the Graduate Coordinator to register for 910 units during your 4 th semester. OR B) If you are planning to submit a scholarly paper for publication, contact the Graduate coordinator to register for 900 units during your 4 th semester.	A) See Graduate College for further details regarding publication and fees for submitting a thesis. OR B) Discuss with Major Advisor publication options.	
Qualifying Exam for Ph.D.***	3 rd Semester	Complete and submit departmental qualifying form to the Graduate Coordinator no later than September 15 th your intent to take November examination.	Departmental qualifying form is located on our ATMO website. ***If you are planning to advance into the doctoral program after the completion of your Master’s program, then you must pass the Qualifying exam in your 3 rd semester.	
Finalize your Committee members	At the end of 3 rd Semester	Complete Committee Appointment form in GradPath	Meet with your advisor and committee members to confirm their review of your thesis/paper is completed in a timely manner.	
Research Presentation	4 th Semester	Completing and submitting registration procedures of formal seminar.	At the discretion of your Advisor, you will be required to present your research at a formal seminar, i.e. AIR or a scientific meeting such as AGU or AMS.	
Completion of Degree Requirements	4 th Semester	Your advisor is to email the Graduate Coordinator the committee members’ approval of your thesis/paper two weeks before the end of semester.	Be proactive and be mindful of dates and deadlines in order to complete your coursework and thesis/paper in a timely manner.	
Exit Interview	4 th Semester	Complete COS and ATMO Exit Survey		