

Department of Atmospheric Sciences Doctoral Degree Checklist

Requirement	Timeline	Procedures & Forms	What You Need to Do	Your Date of Completion
Choose a Major Advisor and Committee Members	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 doctoral program of study, you will have a faculty major advisor and committee members to guide and support you while you complete coursework, conduct research and prepare you for exams, the dissertation and final defense.	
Drafting the Plan of Study (POS) & Transfer of Coursework	Start drafting POS 1 st semester Submit POS 2 nd Semester	<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>* A maximum of 30 units can transfer from your ATMO Master's degree</p> <p>** Any changes to POS, student must complete steps 1 and 2.</p>	<ul style="list-style-type: none"> Familiarize yourself and review all your possible courses in your area interest, including required core courses. See ATMO website and Schedule of Classes. 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. 	
Qualifying Exam	1 st Semester for ATMO 3 rd Semester for HYM	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.	
Comprehensive Exam Committee Appointment Form	Prior to setting up comprehensive exams	<ol style="list-style-type: none"> Advisor must email the Graduate Coordinator to confirm committee members. Student creates and submits form in GradPath 	Regularly meet with your advisor and committee members	
Written Comprehensive Exam (Major and Minor)	At the completion of coursework	<ul style="list-style-type: none"> Your advisor must notify the Graduate Coordinator the results of the exam of Pass/Fail 	<ol style="list-style-type: none"> Meet with your Major Advisor and committee members to select a date and time of exam. You must find and reserve a room for your exam Notify your advisor, committee members and Graduate Coordinator of the confirmed date, time and location of the exam. 	

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Oral Comprehensive Exam	Usually within 6 weeks of passing the major written comp exam	<ol style="list-style-type: none"> 1. Student must create and submit the Announcement of Doctoral Comprehensive Exam in GradPath 2. Advisor will complete the Results of Comprehensive Exam in GradPath, and the Departmental Comprehensive Exam form with signatures and return form to Graduate Coordinator. 	<ol style="list-style-type: none"> 1. Meet with your Major Advisor and committee members to select a date and time of exam. 2. You must find and reserve a room for your exam 3. Notify your advisor, committee members and Graduate Coordinator of the confirmed date, time and location of the exam. 	
Dissertation Prospectus/Proposal	Following successful completion of comprehensive exams	<ol style="list-style-type: none"> 1. Complete the Departmental Dissertation Proposal form and turn in to the Graduate Coordinator along with your 1-page proposal 2. Create and Submit the form in GradPath 		
Doctoral Dissertation Committee Appointment Form	Following successful completion of comprehensive exams	<ol style="list-style-type: none"> 1. Advisor must email the Graduate Coordinator to confirm committee members. 2. Student creates and submits form in GradPath 	Regularly meet with your advisor and committee members	
Advancement to Candidacy	Six months prior of Final Defense date	Passing your comprehensive exam and upon completion of ALL major and minor coursework and successful completion of comprehensive exams	Pay fees, For more information see Graduate College website	
Oral Defense	Upon completion of the dissertation	<ul style="list-style-type: none"> • Complete the Announcement of Final Oral Defense in Grad Path • Your Advisor will submit exam results in Gradpath and final paperwork to the Graduate Coordinator 	<ul style="list-style-type: none"> • Submit your dissertation to each of your committee to review before exam. • Follow Graduate College's formatting guidelines • Obtain signatures of all committee member on title page <p>For more information see Graduate College website</p>	
Exit Interview	4 th Semester	Complete COS, Graduate College and ATMO Exit Surveys		