I M. S. Program

Graduate Bulletin Requirements

1. A minimum of 30 credits in graduate courses (500 level or above) is required for the Master’s degree;
2. Atmospheric science (18 credits, minimum):
   a. Six credits of atmospheric physics: ATM 504 and 505;
   b. Six credits of atmospheric dynamics: ATM 500 and a course chosen from ATM 511, 521, 523, 528, 551, 622, 628, or 641;
   c. Six credits of ATM 699 leading to an acceptable Master’s thesis.
3. Supporting courses (0–12 credits): Courses in other fields, as advised;
4. Satisfactory completion of a major field examination in atmospheric science.
5. Ancillary Duties: In addition to the completion of course requirements, satisfactory performance in some ancillary teaching, research, or practicum duties contributing to academic development is required, whether or not the student receives financial support from this institution. These duties will be assigned with educational objectives in mind.

M.S. Thesis and Presentation

Students should proceed with their M.S. thesis research in close collaboration with their advisor(s) following the requirements and timeline contained in the UAlbany Graduate Bulletin. The M.S. second reader will be available to the student for consultation.

The M.S. thesis should demonstrate the candidate’s ability to successfully investigate a research problem, and his or her ability to arrive at results and conclusions that contribute to knowledge of the subject area. When the student and advisor(s) agree that the M.S. thesis is in final form, a copy should be submitted to the second reader and a date for the M.S. thesis presentation scheduled (referred to as the “Major field examination” in the Bulletin). The M.S. thesis second reader must be given the completed thesis two weeks before the scheduled presentation or the Graduate Studies Office deadline for submission, whichever comes first (please see page 11). The student will present his or her thesis by giving a 30-minute seminar to the department, followed by questions and comments from the audience.

Timeline

- **Semester #1**
  - Register for nine credits (12 credits if on external fellowship). Students should take ATM 500, 504, and either a third class or three credits of research.
  - Talk to faculty about potential MS research topics if research advisor not yet decided.
- **Semester #2**
  - Register for nine credits (12 credits if on external fellowship), including ATM 505, or other courses; independent study (ATM 639), as advised; and/or research (ATM 699) if thesis advisor has been selected.
o Arrange for thesis advisor (and summer research stipend) and begin research if not begun during semester #1. Submit application for approval of subject for Master’s thesis.

- **Summer #1**
  o Work on Master’s thesis research

- **Semester #3**
  o Register for nine credits (12 credits if on external fellowship) of courses, independent study (ATM 639), and/or research (ATM 699), as advised.
  o Continue Master’s research

- **Semester #4**
  o Register for sufficient number of credits to have at least 30 total graduate credits (including at least six credits of ATM 699 and courses as required). Must register for nine credits if supported as a teaching or research assistant (TA or RA) and 12 credits if on external fellowship.
  o Complete research; write thesis; get thesis approved by thesis advisor and a second reader (mutually agreed to by you, your advisor, and the second reader). The thesis should not exceed 150 pages in the *The Graduate School format*.
  o Apply for graduation. If in the PhD program and ending at the MS degree voluntarily, you will need to apply for a supplemental degree for which there is a fee. The form for this can be found on the Graduation Tab in MyUAlbany
  o Present a 30-minute seminar on your research to the department. (The seminar appears on your transcript as the Master’s field exam)

- **Summer #2** (if necessary)
  o Complete semester #4 requirements as needed

- **Semester #5 and beyond** (if necessary)
  o No need to register unless supported as a Research Assistant or in need of official student status.
  o Reapply for graduation; must apply for graduation in term that requirements are met even if applied in an earlier term.

The degree must be completed within six calendar years from the date of initial registration unless an extension is requested and granted by the University Graduate Academic Council.

### II Ph.D. Program

**Graduate Bulletin Requirements**

The student follows a program of study and research approved by his/her doctoral advisory committee. Course requirements include a minimum of 60 hours of graduate credit in organized courses, seminars, and independent study in atmospheric, environmental, and other sciences or mathematics. Students must complete the Atmospheric Science coursework requirements for the M.S. degree. These requirements can be satisfied by coursework while earning an M.S. degree, subject to the approval of
the DAES Graduate Program Committee. This program includes, in addition, research leading to an acceptable dissertation.

**Departmental Examinations**

1. **Written Qualifying Examination:** The student must pass a written exam that covers the student’s particular program area: synoptic–dynamic meteorology, physical meteorology and atmospheric physics, atmospheric chemistry, climate dynamics, paleoclimatology, or environmental science.
2. **Oral Qualifying Examination:** The student must pass an oral examination that is administered by the student’s doctoral committee. The exam is based on a written and oral prospectus prepared by the student that describes the basis and approach for the dissertation research.
3. **Dissertation Defense:** The student must satisfactorily complete an oral presentation and defense of the dissertation.

**Ancillary Duties**

In addition to the completion of course requirements, satisfactory performance in some ancillary teaching, research, or practicum duties contributing to academic development is required, whether or not the student receives financial support from this institution. These duties will be assigned with educational objectives in mind.

**Dissertation**

The student must submit a dissertation in his/her area of specialization, which represents a significant and original contribution in the field of atmospheric or environmental sciences.

**Full Time Study in Residence**

Each student in a doctoral program must engage in full-time study beyond the Master’s degree, or equivalent at the University, for at least two sessions after admission to the advanced program. This requirement is designed to ensure a sustained period of intensive intellectual growth. For this purpose, a student will enroll in full-time study (nine credits) taken in each of two sessions, or in a regular session and a summer session, not necessarily consecutive, which must be completed satisfactorily.

Graduate assistants holding a full assistantship may meet the full-time residency requirement by completing one academic year in such a position, including the satisfactory completion of a minimum of nine credits per semester plus satisfactory completion of assigned duties.

**Admission to Candidacy**

A student is admitted to candidacy for the degree of Doctor of Philosophy upon the following:

1. Satisfactory record in course and seminar study (i.e., 60 credit hours);
2. Completion of University residence requirements;
3. Satisfactory completion of the research tool requirement;
4. Satisfactory completion of the qualifying examinations.
Department Guidelines

General Information
Students who may consider the Master’s degree as an option for an intermediate or terminal degree, or are required by their research advisor to obtain a Master’s, should initially follow the Guidelines for the Master’s Program in order to satisfy the requirements for that degree. (Note: Doctoral students should not take ATM 699 Research I unless they are certain they plan to obtain the M.S. degree since credits for ATM 699 are recorded as “Incomplete” until a Master’s thesis is submitted and approved.)

Doctoral students must register for nine credits every semester if they are supported as a TA or RA (or are unsupported), or 12 credits if they have an external fellowship in order to maintain full-time student status. Students on a TA or RA intending to achieve PhD candidacy at the end of three years also need to take, with their research advisor’s consent, 12 credits per semester in their third year in order to have accumulated the 60 credits required for candidacy. Doctoral students achieving candidacy need register for only one credit of ATM 899. Unless a leave of absence is requested and granted, all other students must register for at least three credits to satisfy the requirement of continuous registration.

A PhD student who seeks award of the M.S. “along the way” must obtain additional M.S. program activation via submittal of a request form and fee. This form is available via the Graduation Tab on MyUAlbany. If a student wishes to terminate with the M.S. degree, the student should, AFTER activation of the MS program has been completed, email their intention to withdraw from the Ph.D. program to the Graduate Program Committee Director (who will forward that request to The Graduate School). A student who has converted to the M.S. program and is not an international student does not need to register if they have completed all M.S. requirements except for submittal of the thesis, but note that non-registered students do not have access to student services. International students are required to be registered in order to maintain student visa status.

Benchmarks for progress
0–36 credits: Register for credits to satisfy Master’s degree requirements and/or courses to prepare for doctoral written exam as advised, along with doctoral research (ATM 898).

36–54 credits: Doctoral Written Qualifying exam
Approximate time frame: Near, or shortly after, completion of Master’s thesis or end of second year/beginning of third year (if intending to skip Master’s degree) or end of first year/beginning of second year of studies in program for students with Master’s and graduate credit from another institution.

45–63 credits: Doctoral oral qualifying exam (prospectus)
Approximate time frame: About six months after passing written exam. Upon passing oral exam, earning 60 graduate credits, and satisfying the University Research Tool, and
full time study-in-residency, requirements, the department nominates the student for candidacy. Student must achieve candidacy at least one semester prior to graduation.

\textbf{≥60 credits:} Doctoral candidacy. Register for one credit of ATM 899 each semester; complete research; write dissertation; apply for graduation; present thesis seminar/oral defense.

The degree must be completed within eight calendar years from the date of initial registration in the program unless an extension is requested and granted by the University Graduate Academic Council.

\textbf{Doctoral Written Qualifying Exam}

The purpose of the Doctoral Written Exam is to evaluate the student’s critical analysis skills and their ability to apply the scientific method to answer important questions in the field. The written examination focuses on the student’s broad area of specialty, such as physical meteorology, synoptic–dynamic meteorology, tropical meteorology, atmospheric chemistry, climate dynamics, or paleoclimatology. Each examination is specialty constructed so as to accommodate the background and focus of individual students. Relevant questions can involve analyzing figures, equations, or results; designing an experiment to answer a scientific question; and/or critical evaluation of papers in the scientific literature. Students who enter with an M.S. degree must take the written exam by the end of the third semester of enrollment, while students who entered without an M.S. degree must take it by the end of the spring semester of their third year. Students are allowed two attempts to pass the written qualifying examination. A third attempt may be allowed in very unusual circumstances and then only after approval by the Graduate Program Committee upon formal petition by the student.

The date of the written examination is determined by the student and the committee, though it must occur either two weeks prior to the first day of classes of the fall semester, two weeks prior to the last day of classes of the fall semester until the first day of classes of the spring semester, or two weeks prior to the last day of classes of the spring semester until two weeks after the last day of the spring semester exam period. The Graduate Program Committee may approve exceptions to the above exam dates. The student’s thesis advisor should send a note to the Graduate Program Committee Director stating a student’s intention to take the exam. This step will assist in coordinating the exam with other students, particularly if multiple students have the same examining committee members.

The examining committee should consist of at least four faculty members, include the student’s research advisor(s), and at least one member whose primary affiliation is with the Department of Atmospheric and Environmental Sciences. Exceptions to the committee membership requirements can be made with the approval of the Graduate Program Committee. A student’s examining committee may consist of the same people as the student’s Ph.D. thesis committee; however, this is not a requirement. The examining committee creates questions that are designed to test the student’s ability to understand, synthesize, and critically evaluate material in their subfield, including topics
covered in advanced graduate courses as well as in the refereed literature. An examiner may give the same question to multiple students taking the exam at the same time. Students are strongly encouraged to meet with each committee member to discuss possible question topics or literature to review. The committee should meet prior to administering the exam to evaluate the breadth, depth, and appropriateness of the questions, and has the final responsibility for exam preparation and administration. Following the exam, the committee shall meet to determine the outcome of the exam. The student’s advisor is responsible for sending a memo with the outcome of the student’s exam, the names of the committee members, and scores to the Graduate Program Committee Director. A copy of exam questions and the student’s graded answers shall be placed in the student’s file in the department office.

**Typical Structure of Doctoral Written Qualifying Examination**

1. Two questions are obtained from each member of the exam committee. The written exam is comprised of eight total questions, with four questions given to the student on each of the two days of the exam. The student must choose, and submit answers to, three out of four questions each day; only answers to these three questions will be evaluated and graded. To ensure that the student answers at least one question from each committee member, the first day should consist of both questions from two committee members, while the second day should consist of both questions from the other two members. The exam must contain a cover sheet, a sample of which can be obtained at [http://www.atmos.albany.edu/facstaff/kristen/GraduateProgram/](http://www.atmos.albany.edu/facstaff/kristen/GraduateProgram/).

2. The student should be given four hours per day to answer the questions. As a consequence, the questions should be designed so that a student can answer in less than four hours. The committee may grant extra time if necessary.

3. Exam questions are graded on a scale of 0 to 10 with an average score of seven or more considered to be passing. The examining committee votes on passing. The student passes the exam if the average score on the exam is seven or greater. For an average score in the gray area (around 6.5 to seven), the examining committee decides whether to fail, pass, or conditionally pass (for instance, require course work to make up a deficiency). The definitions of scores are:

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Question is answered completely and thoroughly.</td>
</tr>
<tr>
<td>8.5</td>
<td>Answer contains appropriate analysis and information, with minor issues in either fact or logic.</td>
</tr>
<tr>
<td>7.0</td>
<td>Answer is characterized by some flaws in either logic or analysis, but meets minimum standards of PhD quality work.</td>
</tr>
<tr>
<td>5.0</td>
<td>Answer contains either a major logical flaw, error in the analysis of the results or lacks sufficient depth as would be expected for a PhD student.</td>
</tr>
<tr>
<td>3.0</td>
<td>Answer contains multiple major logical flaws, errors in analysis and lacks sufficient depth.</td>
</tr>
</tbody>
</table>
Doctoral Oral Qualifying Exam and Prospectus

Upon successful completion of the written examination, the student, with the advice of her or his thesis advisor, has the responsibility to organize a Ph.D. thesis advisory committee. The student must submit the composition of the committee to the Graduate Program Committee Director and must be approved by the Graduate Program Committee. The committee must consist of at least four faculty members, one of which must have his/her primary affiliation in the Department of Atmospheric and Environmental Sciences. The student’s thesis advisor will serve as chair (co-advisors serve as co-chairs) of the committee. This committee will have the responsibility for guiding the student in all aspects of his or her dissertation research. The student is strongly encouraged, and expected, to confer with all committee members, individually or as a group, on a regular basis. At the discretion of the committee, the student may be required periodically to provide a written and/or oral progress report.

The student must submit a formal written thesis prospectus to his or her Ph.D. thesis advisory committee. The prospectus will serve as the basis for the oral qualifying examination and must consist of: (1) a clear statement of the research objectives and their scientific importance, (2) a critical review of the background scientific literature, and (3) a carefully described proposed research plan including the method of attack to solve the problem. The prospectus is not intended to be a preliminary dissertation of the student’s research. Description of the student’s research should be included only in so far as it provides background for the proposed research plan. The prospectus should not exceed 25 pages of text (figures and references are not included in the limit). A student is encouraged, and expected, to consult with her/his advisor while developing the prospectus.

The Ph.D. thesis advisory committee must have at least one week to read the formal thesis prospectus before the scheduled oral examination. The oral examination consists of an open departmental seminar with questions allowed from the audience followed by a closed session with the committee for additional questioning. The public presentation should not exceed 45 minutes. During the student’s presentation, questions from the audience should be limited to clarifications only. Following the end of the presentation, the members of the audience who are not on the Ph.D. committee are free to ask questions related to the presentation. Once all of the general audience questions are answered, the general audience will be excused and the student will answer questions from the Ph.D. committee related to the topic and prospectus.

A student who conditionally passes the oral qualifying exam may be asked to correct demonstrated deficiencies through additional course work and/or by submitting a revised prospectus for approval by his or her thesis committee. A student who does not pass the oral examination after two tries may be allowed a third attempt in very unusual circumstances and then only after approval by the Graduate Program Committee upon formal petition by the student.
Doctoral Candidacy and Thesis Defense

The department, upon the student’s completion of the residency and research skill (foreign language/computer programming) requirements, and the written and oral Ph.D. exams, nominates the student for Ph.D. candidacy. Candidacy should be attained at least one semester prior to the semester in which application for graduation is made.

Students should proceed with their doctoral dissertation research in close collaboration with their advisor(s). The other committee members will be available to the student for consultation. The research program may be carried out away from the University at Albany with the approval and supervision of the student’s Ph.D. thesis advisory committee. Such students must also satisfy the University residency requirements.

The dissertation should demonstrate the candidate’s mastery of a research problem, and his or her ability to arrive at results and conclusions that contribute significantly to knowledge of the subject area. In general, it is expected that the dissertation will be of the quality comparable to that found in articles in high-quality, well-regarded, refereed scientific journals. When the student and advisor agree that the doctoral dissertation is in final form, copies should be submitted to the rest of the student’s committee and a date for the formal Ph.D. thesis defense scheduled. Committee members must be allowed at least two weeks to read the dissertation. The student will defend his or her dissertation by giving a 45-minute seminar to the full committee and any other interested faculty members, students, and colleagues, followed by questions and comments from the committee. The thesis committee, including the student’s advisor, must formally vote to approve the dissertation. If two or more members of the committee do not approve, the dissertation must be revised and resubmitted for approval at a later date. The Departmental Chair or his or her designee must also approve the dissertation. Approved dissertations are presented to The Graduate School in partial fulfillment of the requirements of the degree of Doctor of Philosophy in Atmospheric Science.

Research Tool Requirement

A doctoral student can satisfy the requirement in any one of the following ways:

- By earning a grade of B or better in a graduate foreign language course.
- By passing the University’s Foreign Language Translation Exam. Students will be given approximately two pages of text in the foreign language of their choice to translate into English. Currently, the exam is offered in French, Italian, Portuguese, Russian, or Spanish.
- By earning a grade of B or better in CSI 501.
- By obtaining formal certification of competency in a scientific computer language from a designee of the Atmospheric Science Department. Kevin Tyle is the designated Computer Competency Certifier for the department. The student may propose or be assigned a task that demonstrates competency. A project, which may be part of thesis research, must be proposed to the Certifier for approval as sufficient to demonstrate competency. After approval of the project, the student must demonstrate to the Certifier that the programming is satisfactorily understood and performed. If
the student prefers, the Certifier can assign a task with certification achieved upon satisfactory performance of the task.

- By demonstrating competence in a laboratory or field-based research technique or skill certified by the student’s doctoral committee or a person designated by that committee for this purpose.

Requests may also be made to the Graduate Program Committee for approval to satisfy this requirement in any manner consistent with the General Regulations Governing Research Tool Requirements as described in the Graduate Bulletin.

**Ph.D. Timeline**

Entering department without M.S.:

- **Years 1–2:** Follow M.S. Timeline above
- **Year 3:** Form committee, take Ph.D. written exam
- **Year 4:** Complete Prospectus and Research Tool Requirement. Attain 60 credits to advance to candidacy.
- **Year 5+:** Complete research; write dissertation; apply for graduation; present thesis seminar/oral defense

Entering department with an M.S.:

- **Year 1:** Take courses as discussed with advisor
- **Year 2:** Must take Ph.D. written exam by end of fall semester
- **Year 3:** Complete Prospectus
- **Year 4+:** Complete research; write dissertation; apply for graduation; present thesis seminar/oral defense

**III Department Policies**

**Teaching Assistant Policies**

University rules dictate that a student may serve as a teaching assistant for up to four years if entering the university without a M.S. degree; otherwise, the limit is three years. A student who enters the university with teaching assistant support will automatically receive TA support for a second academic year, so long as the student remains in good academic standing. In order to receive TA support beyond two years, the student and academic advisor must petition the Graduate Program Committee in writing prior to 15 January. The Graduate Program Committee’s decision to grant an additional year of TA support will be based on the student’s progress toward degree in relation to the program timeline and the availability of other funding. Current students who wish to be shifted onto TA support during the next academic year are subject to the same requirements as a student requesting TA support beyond two years.

Prior to the beginning of each semester, the Graduate Program Committee shall assign teaching assistants to specific courses. Priority will be given to courses based on
enrollment, course workload, and special needs of the instructor. Faculty requests for particular teaching assistants will be taken under advisement. Proctoring assignments will be made after the second week of the semester.

Teaching assistants are assigned to individual courses based on the following priority guidelines:

100–200 level courses: Up to one TA per 100 students

300–400 level courses:
- Courses that include a scheduled lab session
- Medical limitations of the instructor
- Courses with significant one-on-one instruction time, or courses where the TA provides substantial day-to-day instructional support beyond the typical TA duties (i.e., office hours, occasional grading, attending class)
- Course enrollment

**Residency**
U.S. citizens and permanent residents should promptly establish New York State residency. After the first year of study, any tuition scholarship will cover only the in-state New York resident rate. You will need to decide if it is in your best interest to establish New York residency or pay the extra for the out-of-state rate.

**Stipends**
There are three stipend levels depending on progress toward degree. The lowest level is for students who enter the university without an M.S. degree and have not passed the Ph.D. written exam, the second level is for students who enter the university with an M.S. or have passed the written exam, and the third level is for students who have passed the Ph.D. prospectus exam. The stipend amounts for 2019–2020 are $25,500, $27,000, and $28,500.

**Thesis Defense/Prospectus Times**
During the academic year, thesis defenses and prospectuses must take place between 11:30 AM and 1:30 PM on Wednesdays and Fridays, or during the Climate Group Meeting (if appropriate). Students may arrange the seminar time with the DAES secretary on a first-come first-served basis. The DAES Graduate Program Director may grant an exception to the above time windows based on need for an alternative time. Outside of the academic year, thesis defense and prospectus may be scheduled anytime during regular hours.

**Thesis Due Dates**
In order to graduate in a particular academic term, the written thesis must be turned in to The Graduate School by the following dates.
• Fall: 1 December
• Spring: 1 May
• Summer: 1 August

**Obtaining an M.S. Degree**
A student who is admitted into the Ph.D. program may obtain an M.S. degree “along the way” by taking the following steps:

- Login to MyUAlbany and click on the “Graduate Education” tab
- Under “Application and Graduate Information” click on “Supplementary Degree Application”
- Fill out the request form and pay the fee. The program name is Atmospheric Science
- You should receive two emails confirming your purchase and a second that says you can now apply for an M.S. degree. Once you receive the second email, you may log back into MyUAlbany and apply for M.S. degree graduation

**Research Credit Descriptions**

- ATM 698 (1–9 credits): M.S. research. This course can be taken by a student in the Ph.D. program at any time and can be repeated multiple semesters.
- ATM 699 (1–6 credits): Master’s thesis research credits. Any student who wishes to complete a Master’s thesis must complete at least six credits of this course. Should only be used if a student is going to submit a thesis to the Office of Graduate Studies. There is no limit on the total number of credits of this course.
- ATM 898 (1–9 credits): Ph.D. research. This course can be taken by a student in the PhD program at any time and can be repeated multiple semesters.
- ATM 899 (One credit): One credit class for students who have obtained candidate status (Prospectus approved, 60 credits earned).

**Transfer Credit Requests**
Students who have taken courses as a graduate student at another institution may transfer up to 30 credits to the University at Albany by filling out at a Request for Transfer of Credit to a Master’s Degree or Graduate Certificate Program and submitting to the Graduate Program Committee Director. There is no transfer equivalency table for graduate courses; graduate courses from other institutions become general graduate credits. Up to six graduate credits from another institution may be applied to the 30 credits required for the Master’s degree.

**Graduate Student Activity Reports**
All students are required to submit a yearly graduate student activity report prior to the end of spring semester final exams. This report should include a list of publications, presentations (both oral and poster), and a short description (less than one page) of
progress toward degree during the previous academic year. These reports should be submitted to the Graduate Program Committee Director. Students who fail to submit these reports are subject to sanctions by the committee.

Evaluation of Student Progress
At the end of each academic year, the Graduate Program Committee will meet to evaluate each student’s progress toward degree. Students who have not completed the appropriate milestones will be required to provide a written summary of why she/he did not meet the program benchmark(s). If the Graduate Program Committee deems the explanation is not satisfactory, the committee has the ability to sanction the student and/or set a deadline to meet the milestone(s).

Office Space
Students who are registered for classes and/or being paid as a research assistant will be provided desk space. Desk space will be allocated to optimize office diversity, as directed by the Tiered Diversity Quota (TDQ; see Appendix A), by the Graduate Program Committee Director and the department Administrative Manager prior to the beginning of the fall semester and during the semester to fill mid-semester vacancies. Office diversity is defined as a mixture of research concentrations, graduate student year, nationality, and gender. All first year students and teaching assistants are assigned a seat in DAES, regardless of affiliation. Requests to move within an office or between offices may be sent year-round to the Graduate Program Committee Director and Administrative Manager, and solicited by the Administrative Manager at the end of the academic year. Requests will be considered based on urgency, as determined by the Graduate Program Committee.

Appeals
A student may request a waiver from any of the DAES program policies by petitioning the Graduate Program Committee in writing. An exemption will be granted if a majority of committee members are in agreement. If the Graduate Program Committee does not grant the request, the student may appeal to the DAES voting faculty, with a two-thirds vote required for the exemption to be granted.

Conflict Resolution Guidelines
Issues between students and advisor(s) or between students should be brought to the attention of the Graduate Program Director, who is responsible for making a good faith effort to develop a resolution. If the issue persists or the resolution is not deemed satisfactory, all parities may speak with the Department Chair and then the CAS Dean’s office.

Diversity and Inclusion
In order to foster an inclusive and equitable environment in DAES, the department has established a committee on Diversity and Inclusion (the IDC). Students may speak to any IDC member confidentially about any concern or issue related to the DAES workspace.
climate and/or their interactions with faculty, staff, or students. We encourage any behavior or instance that does not promote a respectful climate in DAES be brought to the attention of the IDC chair (B. Tang) or any committee member (K. Corbosiero; Sara Lance; A. Lang; Tyler Leicht; J. Minder; M. Vuille; L. Zhou). IDC members meet regularly with the UAlbany Office of Diversity and Inclusion and have been instructed on campus resources related to Title IX, counseling services, the Safe Space Program, and intercultural engagement, among others.

Social Networking Statement
Students who use social networking sites (e.g., Facebook, Twitter, etc.) and other forms of electronic communication should be mindful of how their communication may be perceived by fellow students, faculty, and colleagues. As such, students should make every effort to minimize visual or printed material that may be deemed otherwise inappropriate in a professional environment. To this end, students are encouraged to set all security settings to “private” and should avoid posting information/photos and using any language that could jeopardize their professional image. Statements on social media sites are easily taken out of context due to their short nature. Furthermore, students should consider limiting the amount of personal information posted on these sites.

Important Notes
- Students should establish residency as soon as possible. See the Residency section of this guide.
- If the student and advisor choose to proceed through the Ph.D. program without writing a M.S. thesis, he/she SHOULD NOT register for ATM 699.
- After the student earns 60 credits and passes the PhD prospectus, he/she can register for one credit afterward. This can provide a significant cost savings to research grants. Taking 12 credits each semester can speed up the process of getting to 60 credits.

Planned Course Offerings (subject to change):
Fall 2019:
- ATM 500 Atmospheric Dynamics I
- ATM 504 Introduction to Atmospheric Physics I
- ATM 507 Atmospheric Chemistry
- ATM 550 Paleoclimatology
- ATM 622 General Circulation of the Atmosphere
- ATM 631 Mesoscale Dynamics

Spring 2020:
- ATM 505 Introduction to Atmospheric Physics II
- ATM 525 Troposphere–Stratosphere Interactions
- ATM 528 Boundary Layer Meteorology
- ATM 540 Applications of Sub-seasonal to Seasonal Dynamics
• ATM 551 Climate Dynamics and Modeling
• ATM 563 Applications of Numerical Weather Prediction

**Fall 2020 (tentative):**
• ATM 500 Atmospheric Dynamics I
• ATM 504 Introduction to Atmospheric Physics I
• ATM 529 Atmosphere–Ocean Interactions
• ATM 552 Climate Change

**Spring 2021 (tentative):**
• ATM 505 Introduction to Atmospheric Physics II
• ATM 511 Synoptic–Dynamic Meteorology
• ATM 530 Solar and Renewable Energy
• ATM 561 Applied Data Analysis in Atmospheric and Environmental Science
• ATM 623 Climate Modeling

**Useful Links**
DAES Graduate Program:

Course Descriptions:
[http://www.albany.edu/graduatebulletin/a_atm.htm](http://www.albany.edu/graduatebulletin/a_atm.htm)

DAES Wiki Page:
[https://wiki.albany.edu/display/daes/Home](https://wiki.albany.edu/display/daes/Home)

Masters Thesis Subject Approval Form:
[https://www.albany.edu/graduate/assets/MasterThesisSubjectApproval.pdf](https://www.albany.edu/graduate/assets/MasterThesisSubjectApproval.pdf)

Masters Thesis Guidelines:
[http://www.albany.edu/graduate/assets/Thesis_DIGITAL_Submission_Instructions.pdf](http://www.albany.edu/graduate/assets/Thesis_DIGITAL_Submission_Instructions.pdf)

Ph.D. Thesis Guidelines:
[http://www.albany.edu/graduate/assets/Dissertation_DIGITAL_Submission_Instructions.pdf](http://www.albany.edu/graduate/assets/Dissertation_DIGITAL_Submission_Instructions.pdf)

Residency Rules:

Request for Transfer Credit:
[https://www.albany.edu/graduate/assets/Transfer_Credit_Fill_in.docx](https://www.albany.edu/graduate/assets/Transfer_Credit_Fill_in.docx)

Research Tool Requirements:
[http://www.albany.edu/graduatebulletin/requirements_doctoral_degree.htm#doctoral_tool](http://www.albany.edu/graduatebulletin/requirements_doctoral_degree.htm#doctoral_tool)
Graduate Program Committee:
Kristen Corbosiero, Director
Andrea Lang
Scott Miller
Brian Rose
Paul Roundy (Graduate Recruitment Director)
Liming Zhou

Graduate student representatives to the Program Committee:
Cameron Rencurrel (Post-prospectus)    Heather Sussman (Pre-prospectus)
Lauriana Gaudet (ASRC)                TBD (First year)
Course Requirements:
Atmospheric Physics (2 courses) - 6 credits
Atmospheric Dynamics (2 courses) - 6 credits
Supporting Courses - 12 credits
Research and/or Independent Study - 6 credits

Research tool requirement
- defend PhD prospectus

Establish NY state residency status (if qualified)

Identify dissertation advisor & topic
- form committee
- pass written qualifying exam

Research credits 
- ≥ 15 credits

Admission to candidacy

Defend dissertation

Pursue PhD

Pursue Masters

Masters thesis

Defend dissertation

Get PhD, Seek Fame

DEPARTMENT OF ATMOSPHERIC AND ENVIRONMENTAL SCIENCES
GRADUATE STUDENT PROGRAM

February 2016

See University at Albany Department of Atmospheric and Environmental Sciences Graduate Program Guide for further details.
Appendix A

Overview
Office assignments should enrich the day-to-day graduate student interactions in the department. Below is a comprehensive framework to create a streamlined and transparent office assignment policy emphasizing diversity and fairness.

Defining and Submitting “Urgent” and “Non-Urgent” Requests
There is an open-door policy maintained by the Department Chair, and the Chairs of the Graduate Program and Inclusion and Diversity Committees for any concerns and issues. If requests arise, they should be submitted directly to the Graduate Program Director via email with the reasoning for the move request. Determination of urgency will be decided by the Graduate Program Committee. A list of requests will be maintained year-round, and filled as possible. All desk changes need to be initiated with a request, including within offices.
- “Urgent” Requests: Requests made on the basis of the student’s needs and a request that, if not granted in a timely fashion, would considerably hinder the student’s ability to complete their work or impair the student’s physical or mental health.
- “Non-Urgent” Requests: Requests made on the basis of the student’s preferences. These requests, if not granted, do not hinder the productivity of the student within the department.

Definitions:
Research Concentration: Research concentrations are to be BROADLY defined at the discretion of the Graduate Program Director. In ETEC, DAES and ASRC students will be mixed within offices (pending DAES Chair and ASRC Interim Director approval)

The Tiered Diversity Quota (TDQ) Table
Each office in the department must satisfy one pass through the TDQ table. A minimum of (2) people can satisfy the table. For remaining empty seats in an office, loop back to Tier 3, filling empty seats at the discretion of the Graduate Program Director and the Administrative Manager with an emphasis on broadening diversity in all (4) categories as possible. Note that no student will be removed from their desk space in order to satisfy the TDQ.
Intra-Office Desk Swap
Graduate students may not switch desks if an empty seat opens up within their office. Rather, they must send their request to move to the Graduate Program Director, including the reasoning for the request.

Handling Mid-Semester Empty Seats
If a graduate student vacates a seat mid-semester due to graduation or departure from the program, first check whether the office satisfies one pass through the TDQ table. Then follow the below procedure:

1) If the TDQ is satisfied, then...
   a. Fill the seat with any “Urgent” requests.
   b. Fill the seat with any “Non-Urgent” requests.
   c. If there are no requests, then leave the seat empty until the beginning of the Fall semester.

2) If the TDQ is not satisfied, then...
   a. Fill the seat with any “Urgent” requests, prioritizing those requests that would satisfy the TDQ. If no “Urgent” request satisfies the TDQ, fill the seat anyway.
   b. Fill the seat with any “Non-Urgent” requests that would satisfy the TDQ.
   c. If there are no “Non-Urgent” requests that would satisfy the TDQ, then leave the seat empty until the beginning of the Fall semester.

Handling End-of-Semester Empty Seats
Prior to the end of the semester, the Administrative Manager should email the graduate student body soliciting “Urgent” and “Non-Urgent” requests to move. After receiving all requests, the Administrative Manager and Graduate Program Director should have a table of “Urgent” requests, “Non-Urgent” requests, and the size of the incoming class. Prior to filling any empty seats, the configuration of each office in the department should satisfy one pass through the TDQ table. Follow the below procedure:

1) If each office satisfies the TDQ, then...
   a. Fill office seats with any “Urgent” requests.
   b. Loop back to Tier 3 and repeat, filling seats with “Non-Urgent” requests.
   c. Loop back to Tier 3 and repeat, filling seats with 1st years.

2) If there are offices that do not satisfy the TDQ, then...
   a. Fill the non-compliant offices with any “Urgent” requests, prioritizing those requests that would satisfy the TDQ. If no “Urgent” request satisfies the TDQ, fill seats anyway.
   b. Fill the remaining non-compliant offices with “Non-Urgent” requests that would satisfy the TDQ.
   c. If there are no “Non-Urgent” requests that would satisfy the TDQ, then fill the remaining non-compliant offices with 1st years that would satisfy the TDQ.
   d. Once the TDQ of each office is satisfied, loop back to Tier 3 and repeat, filling seats with “Non-Urgent” requests.
   e. Finally, loop back to Tier 3 and repeat, filling seats with 1st years.

Distributing Office Assignment Information to the Department
When desk assignments are completed, a finalized list will be emailed to the entire department and the online department room number directory should be updated. The list should be finalized no less than one week prior to new graduate student orientation. Current office information should be maintained on the departmental website at all times.

ETEC & Windowed Offices
In the new building, no graduate student office will have windows to the outdoors. Instead, all graduate student offices will have “windows” to the atrium, which will let in natural light to the offices. Additionally, it is planned for graduate students to have all new, uniform furniture in ETEC.