May 7, 2014

Graduate Student Status Examiner

Atmospheric and Oceanic Sciences Department

1225 W. Dayton St.

Madison, WI 53706

To: Atmospheric and Oceanic Sciences Department Graduate Student Status Examiner

This letter documents NAME’s Ph.D. committee meeting that took place on DATE. Attending were NAMES. The remainder of this letter summarizes NAME’s progress toward the Ph.D. degree.

THE COMMITTEE RECOMMENDS…

**Ph.D. Qualifying Examination:** NAME took the qualifying examination in YEAR and received a “Conditional Pass” / “High Pass”.

**Formation of a Ph.D. Committee:** NAME’s Ph.D. committee was formed in Fall, YEAR. The committee consists of NAME (Major Professor), NAMES (3 additional faculty members), and NAME (outside committee member). [ADD ADDITIONAL NAMES AS NECESSARY].

**Completion of a General Atmospheric or Oceanic Background:** NAME has completed the following courses that satisfy the departmental requirement of 15 credits from lecture courses numbered 600 or higher in our department.

|  |  |  |  |
| --- | --- | --- | --- |
| Course Number / Name | Credits | Date | Grade |
| ATM OCN 610, Geophysical Fluid Dynamics I | 3 | Fall 2012 | A |
| ATM OCN 611, Geophysical Fluid Dynamics II | 3 | Spr 2013 | A |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Additionally, NAME has completed (will complete) AOS 900 in DATE.

Additional courses / seminars that NAME has completed include:

|  |  |  |  |
| --- | --- | --- | --- |
| Course Number / Name | Credits | Date | Grade |
| ATM OCN 575, Climatological Analysis | 3\* | Spr 2014 | A |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 \* This course contributes to the minor requirement

**Broadening Requirements:**

Minor: NAME is completing Option A [Option B], an external minor in DEPARTMENT [a distributed minor focusing on statistical analysis]. Courses contributing to the minor are indicated in the chart above.

Supplemental Requirement: NAME has completed advanced courses in Underwater Basket Weaving in satisfaction of the Supplemental Broadening Requirement.

**Focused Knowledge and the Research Proposal:** NAME’s research focuses on XXXX. [Additional evidence of focused knowledge can be inserted here if desired]. [A research proposal, including a background literature review, was presented to the Ph.D. committee in DATE.]

**Preliminary Examination:** [N/A]. The preliminary examination was is scheduled for [was successfully completed on] DATE.

**Original Research:** NAME’s research focuses on XXXX. This section is usually the section on which I spend the most time. It’s a great place to highlight conferences, papers, etc., or suggested future progress.

**Dissertation:** N/A. Or, more info.

**Oral Presentation and Final Defense:** N/A. [NAME’s oral presentation and final defense is tentatively scheduled for Spring, 2015.]

Respectfully submitted,

NAME