

University of Wyoming



Undergraduate Degree Programs Transfer Handbook

Revised: Spring 2021

Welcome to the University of Wyoming's College of Education!

I am thrilled that you are interested in transferring to the College of Education at the University of Wyoming. As the Associate Dean of Undergraduate Programs, I offer you a warm welcome to our teacher education programs and I trust that you will find our programs engaging, rigorous, and challenging. I am proud of our students, our staff, and our faculty, and I know that all of these people offer help when you need it to manage the sometimes-difficult process of transferring from one institution to another.

This Transfer Handbook outlines what you can expect as you transition to the College of Education at UW, and it will address questions that are common for transfer students. You will find helpful information, such as:

- How to have your current program evaluated;
- What to do when you visit our beautiful campus;
- What you will need to do as you begin the UW teacher education program.

This Transfer Handbook will be useful for you, whether you are transferring from a Wyoming Community College or from an out-of-state college or university.

The Teacher Preparation and Advising Office (TPAO) boasts a highly trained staff who are committed to helping you navigate your transition into our program and through to successful completion. You will also find that our faculty is knowledgeable, experienced, and willing to help you succeed in your academic pursuits. Feel free to contact staff in the Teacher Preparation and Advising Office at (307. 766.2230 or edquest@uwyo.edu) if you have questions or need more information.

Sincerely,

Andrea Burrows, Ph.D.
Associate Dean, Undergraduate Programs

A Word about Accessibility

Most teacher education faculty offices are located in McWhinnie Hall, which does not have an elevator. If you cannot take the stairs to the second or third floors for a scheduled appointment with your advisor or other faculty member, please come to the Teacher Preparation and Advising Office in room 100 (on the ground floor). The TPAO staff will contact that faculty member and he/she can meet with you in McWhinnie Hall, room 100. Faculty offices in the Education Building, as well as in Wyoming Hall are accessible via elevator.

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Before Coming to UW

Even before you take your first class at UW, you have some homework to do! In this section, we provide guidance on what to do well before starting your UW program, including what information to collect, how to apply for admission, and options for orientation, advising, and registration.

Gathering Information and Reaching a Decision

It is important that you begin to **look at your educational options** early in your college career, preferably in August or September in the year before you will transfer. Talk with the faculty and staff of your current institution regarding the transfer process. Consult the University of Wyoming's Admissions Office, Registrar's Office and the Teacher Preparation and Advising Office to find answers to specific questions regarding program information, degree information and the transfer process.

Program sheets outlining requirements for all of the teacher certification degree programs can be found at:

<http://www.uwyo.edu/st/teacher-preparation-and-advising-office/majors-and-program-sheets/>

You can request a **transfer evaluation** from the Teacher Preparation and Advising Office. We will examine the transcripts you provide to assist you in understanding what requirements you have completed and what remains for your chosen program for the university's requirements as well as the college's requirements. The evaluations are unofficial. There is a fee of \$40 for a transcript evaluation. If you are a graduate of a Wyoming Community College and are transferring directly to UW as an Education major *within three years of receiving your Associate's degree*, and you have not attended another college or university in the interim, your fee will be waived. More information on the transcript evaluation process can be found at:

<http://www.uwyo.edu/st/teacher-preparation-and-advising-office/transcript-eval/>

The Registrar's Office has activated a new website, called TreQs, where you can do your own transfer evaluations directly into your chosen major. TreQs can be found here:

<https://wyotransfer.uwyo.edu/WebTreQer/WebTreQer.html#a=WebTreQer>

Save all of your course syllabi and General Bulletins/Catalogs. As you complete courses at your current college, save the syllabi from your courses. You may need a copy of a syllabus down the road in the transfer process.

Once you have decided to transfer to the College of Education at the University of Wyoming, fully explore the college's website and that of the Teacher Preparation and Advising Office. Write down any questions that come to mind as you gather information.

Visit with the Teacher Preparation and Advising Office advising staff either via telephone or through an in-office appointment. Ask questions regarding your coursework and others that you have written down. Write down answers so you can reference them later.

Inquire about college-specific and UW applications and pay close attention to specific application deadlines.

Course Articulations with Wyoming Community Colleges

Articulation agreements have been made between the UW College of Education and the Wyoming Community Colleges regarding several courses. You can see all undergraduate articulated courses for the College of Education in the [Articulation Overview](#).

Application & Admission to the University of Wyoming and the College of Education

Apply to the University of Wyoming, declaring a specific education major if you know what area of content you want to teach. The earlier you apply to UW (ideally, no later than three months prior to the semester you intend to transfer), the easier the transfer process! An early application ensures that you receive notifications of deadlines and upcoming events specifically for transfer students at UW.

To learn more about the **transfer admission process and for the application** go to: <http://www.uwyo.edu/admissions/transfer/index.html>

All transfer students wishing to declare a major in Education must have completed a **minimum of 15 transferable credits**, including the University Studies Program “Q” requirement (as determined by the UW Registrar) with a final grade higher than C-minus to do so. Transfer students must have a **minimum transfer GPA of at least 2.75 and successfully complete an approved background check**.

If you are attempting to transfer into the College of Education but do not meet the grade point average requirements, we suggest that you declare your major in Exploratory Studies (EXPL) so that you will receive more appropriate advising and access to support services through the Advising, Career and Exploratory Studies (ACES) office until you meet the minimum GPA requirements. Students who are unable to pass the background check cannot continue in the College of Education.

Don't Forget!

- Get **multiple** copies of your FINAL official transcript from your current college – make sure your degree appears, if applicable. You need to keep at least one official copy for yourself!
- If you are receiving an Associates of Arts, Associates of Science or and Associates of Business degree from a Wyoming community college, the degree must be posted on the official transcript sent to UW in order to receive full credit for the completion of your Wyoming Core.
- Immunization Requirements - Before you will be able to register for classes, it is required that you provide proof that you have received the measles, mumps, and rubella (MMR) vaccines. A copy of your vaccination record signed by a medical provider may be faxed to the Student Health Service Office at (307) 766-2711, or call (307) 766-2130 with questions. A Student Immunization and Health History Form must also be completed before you can utilize the services at Student Health Service. This form can be found at: <http://www.uwyo.edu/shser/>
- Complete the steps for Financial Aid and notify your current Financial Aid Office that you will be transferring and ask to have your financial aid transferred.

<http://www.uwyo.edu/sfa/applying-for-financial-aid/>

- Confirm through WyoWeb that all required materials have been received by the various offices at the University of Wyoming.

Behind the Scenes

The Registrar's Office will complete an initial screening of the transferability of your courses. If you are entering UW for the first time, a link to your Transfer Credit can be found as one of the To-Do items in the Checklist of your Welcome page in WyoWeb. As you view your transfer evaluation, remember that **there are three types of transfer credit**:

- Credit for major requirements and college-specific courses
- Credit for University Studies Program (USP) courses
- Credit for other courses ("general elective" credit)

Additional information regarding the transfer and evaluation of credits can be found at:

https://wyosb.uwyo.edu/bnrprod/bwckytfc.p_display_transfer_catalog

Initial Orientation, Advising & Registration

Both the University of Wyoming and the College of Education offer **orientation and advising sessions, designed specifically for transfer students**. We strongly recommend that you attend one of these sessions. You can obtain more information about transfer orientation through the Office of Admissions: <http://www.uwyo.edu/admissions/orientation/transfer-students.html>

If you're not able to attend a transfer student orientation session, please follow these steps:

First, obtain a copy of your chosen degree program sheet from this page:

<http://www.uwyo.edu/ste/teacher-preparation-and-advising-office/majors-and-program-sheets/>

Next, review the *University Catalog and the Class Schedule* carefully. Both can be found at this link: <http://www.uwyo.edu/registrar/>

Using the program sheet, your transfer evaluation, the University Catalog and the *Class Schedule*, sketch out a preliminary schedule for the upcoming semester. You will review these items through an individually scheduled appointment with an advisor in the Teacher Preparation and Advising Office. When you are ready, call the Teacher Preparation and Advising Office (307.766.2230) for this appointment. In order to keep from registering for the wrong classes, please do not register until you have met with an advisor. TPAO will not provide Personal Electronic Registration Codes (PERC numbers) for students who have not been advised by the TPAO staff.

Once you have received advising, you will register for courses through the WyoWeb portal. Remember, you should attend the orientation session you have registered for, if applicable. During these sessions there is often a scheduled advising component. Please check with Admissions for the dates of upcoming orientation sessions.

After You Arrive

Now that you are admitted and registered for your first semester, you should begin thinking ahead to the remainder of your career at UW. This means meeting with your advisor during advising week or at another mutually agreed upon time and getting assistance with meeting program requirements.

Advising in the College of Education

The College of Education highly values the academic advising process, so an individual advisor will be assigned to you who is knowledgeable in the requirements of your chosen program of study. The assignment of your advisor will be made prior to the next scheduled advising week. Check your Student Resources tab on WyoWeb to see your assigned advisor. You can find their contact information through the University's directory available online.

For every semester you register, you must meet with your advisor. Your advisor will give you advice on coursework, petitioning courses, and your program of study. Registration for the actual courses is your responsibility through WyoWeb. *It is imperative that you register for your courses as soon as you are eligible to do so!* It is easier to drop courses you no longer need than trying to find your classes after everyone else has already registered months before.

Student Roles and Responsibilities

We see advising as a partnership between the student and the advisor. You, the student, need to be prepared to meet with your advisor with specific questions and any documentation that you may have questions about. For advising appointments, you should come with a **draft of a schedule** that coincides with your degree requirements and your educational goals and plans. If you are making a long-term plan, you need to know whether or not you are interested in spending time in an exchange program or if there are other circumstances that need to be considered.

You should also **have the right information**. Be familiar with the *University Catalog*, the semester *Class Schedule*, the Wyoming Teacher Education Program Handbook (online), your College of Education and University of Wyoming academic requirements, and navigating WyoWeb. Be aware of GPA requirements and prerequisites for content and professional education courses. Remember that all students must complete a total of 42 hours of upper division credit (3000/4000 level courses) in order to meet UW graduation requirements.

Be sure you **use the right tools**. Become familiar with your degree evaluation as found on WyoWeb, and keep your contact information current on WyoWeb.

Advisor Roles and Responsibilities

Your assigned advisor will be either a professional advisor in the Teacher Preparation and Advising Office or a faculty member who has experience advising in your major. Your advisor will assist you in the following ways:

- **completing necessary paperwork** as applicable;
- **finding additional resources** to answer questions and solve problems;
- providing advice on how to attain your academic and career goals; and
- ensuring you are making adequate progress toward your goals.

Remember that advisors are **advisors not autocrats**. The advisor's job is to treat you as a responsible adult and to help you navigate through the university and the degree program. They are a resource and a helping hand, but your advisor will expect you to take responsibility and initiative for your degree program. Do understand, however, that when you choose to register for courses other than those defined in consultation with your advisor that there may be a risk of delaying your program timeline.

College of Education Scholarship Information

For the 2018-2019 academic year approximately \$240,000 in scholarships were awarded from more than 40 different scholarship funds!

Eligibility

All College of Education students majoring in teacher education are eligible to apply for teacher education scholarships; this includes undergraduate students who are seeking a BA or BS degree in Education, Second Bachelor's students, and those pursuing Graduate Certificate in Teaching programs.

Application and Selection Process

To be considered for a teacher education scholarship, current and incoming students are required to complete the online scholarship application through AcademicWorks.

By completing a scholarship application, you will be considered for ALL College of Education scholarships you are eligible to receive. You must have a declared major in the College of Education in order to be considered for a scholarship. Recipients are selected by the College of Education Scholarship Committee.

To Apply:

1. Visit <https://uwyo.academicworks.com/opportunities> to find the College of Education scholarship opportunities.
 - Click the gold "Sign In" button in the top right corner
 - Sign in with your UW Username and Password If you are a first time user, complete the general application by checking the box and clicking "Finish and Submit"
 - You can now view all our offered scholarships by going to "Show Filters" and filter "College of Education – Undergraduate."
 - All of the scholarships for the selected College or Department will display.
2. Because many College of Education scholarships specify financial need as a criterion, we strongly recommend that you complete the Free Application for Federal Student Aid. Without a FAFSA form on file, you cannot be considered for a number of the College of Education Scholarships. Please remember to complete the FAFSA as soon as possible! New deadlines have been established. Please refer to <https://fafsa.ed.gov/> for more information.

The awarding process, begins in early spring semester for the following academic year. A second awarding process will take place later in the spring to re-award any scholarships that were not accepted initially.

Awardees of College of Education Scholarships will be notified via AcademicWorks.

If additional information is required for awarding purposes, the College of Education Scholarship Committee will contact those students who are under consideration for a scholarship.

Students awarded College of Education scholarship(s) will be required to write a letter of thanks to the donor(s) before any funds awarded will be released.

For information regarding the *Hathaway Scholarships*, please see:

<http://www.uwyo.edu/admissions/scholarships/hathaway/>

Strategies for Achieving Success in the College of Education

Following these suggestions means never having to say, “No one told me.”

- Seek assistance and accurate information from the Teacher Preparation and Advising Office in McWhinnie Hall, room 100, if you are hearing conflicting information.
- Become familiar with the first (approximately) 60 pages of the *University Catalog*, which contains information on academic requirements and regulations. Read the first (approximately) 25 pages of the *Class Schedule* each semester to keep updated on any new rules or regulations about tuition and fees, deadlines, course repeat policies, etc. This information can be found online in the “Front Section” portion of the online *University Catalog* at: http://www.uwyo.edu/registrar/university_catalog/index.html
- Don’t miss important deadlines that can cause negative consequences academically or financially (e.g. Add/Drop deadlines, etc.). The Academic Calendar, located in the beginning of the *Class Schedule* at http://www.uwyo.edu/registrar/class_schedules/ contains this and much more information!
- Know the degree requirements for your major. Use a current program sheet to track the completion of your program requirements. Your advisor is there to offer advice and support but all decisions regarding your academic program are yours.
- Become familiar with the College of Education deadlines and requirements for Phases, applications, etc.
- Get to know your academic advisor. Visit more than one time each semester.
- Create a long-term academic plan (from admission to graduation) with your advisor.
- Keep personal copies of your academic information in a file for quick reference. Bring all pertinent information to each advising session.
- Review your graduation requirements through WyoWeb at least once each semester. Check with your advisor about any discrepancies.
- Attend all class sessions and take an active part in classes.
- Get to know the faculty who teach your classes each semester. Make an appointment or visit during scheduled office hours.
- Participate in clubs and organizations within the College of Education, UW, or the community.

What You Might Expect on the UW Campus

As a transfer student, you may experience some differences between attending a community college and the University of Wyoming. Some examples are listed below, though the list may vary for you depending on your previous experiences.

- More students on campus – from all over the US and the world.
- Larger campus – but ten minutes is usually sufficient time to get to your next class.
- College of Education classrooms that seat a *maximum* of 40 students. (Although introductory level courses offered by other UW colleges may be larger.)
- Upper-division classes – challenging, but required to prepare you to be a competent and democratic teacher.
- “Culture shock” – Laramie is a small town for some and a big city for others; however, it provides a variety of restaurants, cultural opportunities, recreational opportunities and opportunities to become involved in intramural sports and other organizations to match your interests.
- A wide variety of recreational, cultural, career-related opportunities and student organizations.
- Information regarding the current Recognized Student Organizations on campus can be found at: <https://www.uwyo.edu/csil/activities-involvement/rso/>
- Student fees give you access to Student Health Services, the Half Acre Recreation & Wellness Center, Corbett Pool & Gym, all sporting events within the regular NCAA seasons, the UW Libraries, computer labs, ASUW activities (admission fees may apply).
- Longer winters and high altitude (7,200 feet) provide opportunities for downhill skiing in the Snowy Range (45 minutes from campus); cross-country and snowshoeing in the Medicine Bow National Forest (15-20 minutes away). Summer and early fall weather is great for camping, hiking, biking, rock climbing, etc., all within a one-hour drive from Laramie.
- Parking and campus transportation: The Transit & Parking Services Department provides several distinct transportation systems. Students are able to use all shuttle systems as part of their student fees. For more information: <http://www.uwyo.edu/tps/index.html> and <http://www.uwyo.edu/tps/transit/>

Frequently Asked Questions (FAQ)

Transferring to UW College of Education from a Wyoming Community College

What requirements must I meet before I can declare a major in Elementary Education or in Secondary Education at the University of Wyoming?

All incoming Education students must successfully complete an approved background check, either through the Wyoming Department of Criminal Investigation and the Department of Family Services, or by being issued a Wyoming Substitute Teaching Permit before they will be fully admitted to the Wyoming Teacher Education Program.

Transfer students from Wyoming community colleges wishing to declare a major in Education must have completed a minimum of 15 transferable credits, including the University Studies Program “Q” requirement (as determined by the UW Registrar) to do so. Transfer students must have a minimum Transfer GPA of at least 2.75 and successfully complete an approved background check.

For transfer students not meeting the grade point average requirements, it is suggested that they declare their major in Exploratory Studies (EXPL) so that they will receive more appropriate advising and access to support services from the Advising, Career and Exploratory Studies Center (ACES) until they meet requirement of a minimum 2.75 UW grade point average (with at least 15 UW credits), and successfully complete an approved background check. Students who are unable to pass the background check cannot continue in the College of Education.

What are the requirements to enter Phase II/ EDST 3000 (Teacher as Practitioner) of the teacher education program?

All students wishing to enter Phase II must meet all prerequisites (listed below) one week prior to the first day of EDST 3000 for the semester in which they are enrolled:

- Valid WY Substitute Teaching Permit – Please submit a photocopy (front and back)
- Grade C or better in USP COM1 (e.g.: ENGL 1010)
- Grade C or better in USP Q (e.g.: MATH 1000, 1105, 1400, 1405, 1450)
- 2.75 (minimum) UW Total Institution grade point average
- Grade C or better in EDST 2450, *Foundations of Development and Learning* (or approved transfer equivalent)
- Grade C or better in ITEC 2360, *Teaching with Technology* (or approved transfer equivalent)
- Grade C or better in EDST 2480, *Diversity and the Politics of Schooling* (or approved transfer equivalent)
- Grade C or better in EDEX 2484, *Intro to Special Education* (or approved transfer equivalent)
- Junior standing—60 college and/or university-level semester hours completed

I will transfer to UW from a Wyoming community college with my A.A. or A.S. degree completed ON or AFTER spring 2001. Does this mean that all of my University Studies Program (USP) requirements are now completed?

Transfer students who completed their A.A. (Associates of Arts) or A.S. (Associates of Science) degrees in spring 2001 (or later) are considered to have met the “Wyoming Core” – the majority of the University Studies Program requirements. However, there is one exception:

The COM3 requirement of the University Studies Program is not covered by the Wyoming Core. This requirement is met by the successful completion of the appropriate teaching methodology course for the student’s degree program.

First-Year Seminars (FYS) are designed for true first-year college students, even those who have earned the associate's degree(s) or considerable college credit while in high school. Students who have earned more than 30 post-high school credit hours are exempt from this requirement.

NOTE: Please be aware that A.A.S. (Associates of Applied Science) and A.F.A. (Associates of Fine Arts) degrees do not fulfill the “Wyoming Core” and are evaluated on a course-by-course basis.

I plan on transferring to UW from a Wyoming community college without completing my A.A. or A.S. degree. How does this affect my completion of University Studies Program (USP) requirements?

The coursework that you completed will be evaluated by the UW Registrar as to which classes meet specific USP requirements for graduation. The Registrar will provide you with a Transfer Evaluation after you have been admitted to the University. You will need to complete all of your USP requirements prior to graduation.

If you are transferring 30 or more post-high-school credit hours to the University of Wyoming, you are exempt from the First-Year Seminar (FYS) requirement. If you are transferring less than 30 post-high school credit hours, you will must complete a 3-credit First-Year Seminar with minimum grade of C, in order to meet this University Studies Program requirement and graduate.

The Registrar’s Office has activated a new website, called TreQs, where you can do your own transfer evaluations directly into your chosen major. TreQs can be found here:

<https://wyotransfer.uwyo.edu/WebTreQer/WebTreQer.html#a=WebTreQer>

I started at the University of Wyoming as a freshman and then transferred to a Wyoming community college. I now wish to return to UW and complete my Bachelor’s degree. How does this affect my grade point average?

The GPA that you earned at UW initially is the GPA you will continue with when you return to UW. Students who left UW under Academic Probation will return (if re-admitted) to the University of Wyoming under the same status. Students who were academically suspended must petition for, and receive Academic Reinstatement.

(Please refer to http://www.uwyo.edu/registrar/students/forms_and_petitions.html and see “b” below). However, there are several factors that can affect returning students’ UW grade point averages:

a) Retaking a course that you failed at UW at a Wyoming community college: If the transfer equivalent of the course is passed, the UW Registrar will grant transfer credit for its successful completion but the grade earned will not be reflected in the Quality Points used to determine

your UW GPA. This would diminish the negative effect of an initial grade of *F* but it will not provide the benefit of a **full replacement** of an *A* or *B* to your UW GPA. The best way to improve one's UW grade point average is to re-take and earn a higher grade in the same course at the University of Wyoming.

b) Academic Renewal – Returning students who have not taken a course at UW for five or more years, and have not completed a Bachelor's degree in that time have the option of commencing a new cumulative GPA under the Academic Renewal policy. More information can be found at: http://www.uwyo.edu/registrar/students/forms_and_petitions.html

Since I transferred to UW with a grade point average from another college or university, how is my grade point average determined?

Your progress in the Wyoming Teacher Education Program is based in part upon your UW Total Institution grade point average (minimum 2.50 for Phase I; 2.75 for Phases II and III) and the content grade point average (minimum 2.50) in your subject area. If you do not yet have a UW grade point average, you will be permitted to enroll at UW in Education courses with a GPA of "0.00" -- for your first semester only!

After the first semester, your progress will be evaluated upon your UW Total Institution grade point average. Your content area GPA is calculated by using your grades from approved transfer courses **and** course grades earned at UW according to the "content courses" required on the back side of each program sheet. Any grades lower than "C" cannot be used to fulfill either your content area or your Professional Education requirements. In addition, education courses completed more than 10 years ago will not be accepted for Professional Education requirements.

Where are teacher education program students typically placed for student teaching?

In Spring 2019, the number of Wyoming school districts partnering with the School of Teacher Education to provide 16-week Residency (student teaching) experiences increased from 9 to more than 25 statewide. Teacher education students also have the opportunity to complete their Residency abroad through participation in the Consortium for Overseas Teaching (COST) program. Students interested in this option will receive more information in conjunction with the Phase III (Methods and Residency) application process.

I want to complete my degree at UW and be certified to teach in a state other than Wyoming. How do I do this?

Our teacher education program has been nationally accredited since 1954, and is also approved by the Wyoming Professional Teaching Standards Board for PTSB certification or endorsement in Wyoming. National accreditation and state approval, in combination with successful completion of your degree in Education from UW, facilitates teacher certification in other states. Each state is unique. You should contact the teacher licensing board to find out if there are additional requirements, beyond the completion of the Wyoming Teacher Education Program, in order to become certified outside of Wyoming.

In some cases, it is advantageous to certify in Wyoming first and take that certificate (license) to the state where you would like to teach. In other cases, it is advantageous to seek initial certification (licensure) directly from the state where you would like to teach.

Will I be "Highly Qualified" when I graduate from the teacher education degree program that I choose as a major?

Because we have Wyoming Professional Teaching Standards Board (PTSB) approval of our programs, graduates are guaranteed “Highly Qualified” status in their area of preparation in Wyoming. Those completing programs in Elementary Education and in Secondary Social Studies Education majors (including concurrent majors in History, Geography, or Political Science) must successfully pass the PRAXIS II in their content area in order to meet Wyoming’s certification requirements. Further information is available from the Teacher Preparation and Advising Office, located in McWhinnie Hall, room 100.

Each state sets its own definition of Highly Qualified and we are confident that our WTEP majors meet **most** states’ criteria, but as noted above, you should contact the relevant state department of education to learn about Highly Qualified requirements in another state.

Transferring to the UW College of Education from an Out-of-State Institution

What requirements must I meet before I can declare a major in Elementary Education or in Secondary Education at the University of Wyoming?

All incoming Education students must successfully complete an approved background check, either through the Wyoming Department of Criminal Investigation and the Department of Family Services, or by being issued a Wyoming Substitute Teaching Permit before they will be fully admitted to the Wyoming Teacher Education Program.

Transfer students from out-of-state colleges and universities wishing to declare a major in Education must have completed a minimum of 15 transferable credits, including the University Studies Program “Q” requirement (as determined by the UW Registrar) to do so. Transfer students must have a minimum Transfer GPA of at least 2.75 and successfully complete an approved background check.

For transfer students not meeting the grade point average requirements, it is suggested that they declare their major in Exploratory Studies (EXPL) so that they will receive more appropriate advising and access to support services from the Advising, Career and Exploratory Studies Center (ACES) until they meet requirement of a minimum 2.75 UW grade point average (with at least 15 UW credits), and successfully complete an approved background check. Students who are unable to pass the background check cannot continue in the College of Education.

I am an Education major at an out-of-state college or university and plan to transfer to the University of Wyoming to complete my degree. How will my credits transfer?

All course work completed at out-of-state institutions of higher education by students transferring to University of Wyoming is evaluated by the Office of Registrar. Courses are: (1) not accepted, (2) accepted as general transfer credit, or (3) accepted as the equivalent of a specific University of Wyoming course. Transfer courses falling into categories 2 or 3 above may be petitioned to the School of Teacher Education to substitute for Professional Education or Education content requirements. Be prepared to provide course syllabi for petitioning classes that may substitute for teacher education program (requirements).

Because of state and national accreditation approvals, teaching methods coursework, student teaching, or “teacher cadet” program activities are not accepted toward the fulfillment teacher education program requirements.

I plan on transferring to UW from an out-of-state college or university. How does this affect my completion of University Studies Program (USP) requirements?

The course work that you completed will be evaluated by the UW Registrar as to which classes meet specific USP requirements for graduation. Students always have the option to petition a course they believe meets the criteria for a USP requirement which was not given that credit by the Registrar. Incoming students with an active WyoWeb account will be able to access their transfer evaluation report online. All USP requirements must be completed prior to graduation.

Community College Articulation Agreement effective spring 2015:

Graduates of regionally-accredited institutions earning an Associate of Arts, Associate of Sciences, or an Associate of Business degree Spring 2015 or later are awarded the lower-division general education core in the same manner as graduates of Wyoming community colleges, with the exception of the UW/WY Government and Constitutions requirement. Students must complete the Wyoming component through coursework or challenge exam.

I plan on transferring to UW from a community college without completing my A.A. or A.S. degree. How does this affect my completion of University Studies Program (USP) requirements?

The course work that you completed will be evaluated by the UW Registrar as to which classes meet specific USP requirements for graduation. The Registrar will provide you with a Transfer Evaluation after you have been admitted to the University. You will need to complete all of your USP requirements prior to graduation.

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Your progress in the teacher education program is based in part upon your UW Total Institution grade point average (minimum 2.50 for Phase I; 2.75 for Phases II and III) and the content grade point average (minimum 2.50) in your subject area. If you do not yet have a UW grade point average, you will be permitted to enroll at UW in Education courses with a GPA of "0.00" -- for your first semester only!

After the first semester, your progress will be evaluated upon your UW Total Institution grade point average. Your content area GPA is calculated by using your grades from approved transfer courses **and** course grades earned at UW according to the "content courses" required on the back side of each program sheet. Any grades lower than "C" cannot be used to fulfill either your content area or your Professional Education requirements. In addition, education courses completed more than 10 years ago will not be accepted for Professional Education requirements.

What are upper-division credits and how many do I need to graduate?

Upper-division credits are earned by successfully completing Junior and Senior level courses numbered 3000-3999 and 4000-4999. In order to graduate from the University of Wyoming, all students must complete **a minimum of 42 upper-division credits**.

Students from 2-year colleges do not – in most cases – bring any upper division credits to UW as transfer credits. **Students from 4-year colleges and universities** may – in some cases – have some upper-division transfer credits. The University of Wyoming Registrar determines whether upper-division courses from 4-year colleges and universities transfer to UW as upper-division credit.

UW Elementary Education majors who take the course sequence as defined in the program sheet have 45 upper-division credits already included in their Professional Education and content area requirements.

UW Secondary Education majors who take the course sequence as defined in the program sheet have up to 30 upper-division credits already included in their Professional Education requirements and must take the remainder of their upper-division credits in their specific content area to meet the total of 42 for graduation.

I'm a transfer student from out of state. I want to student teach in my home state to make it easier for me to find a job after I graduate. Can I do this?

In order to be considered for an out-of-state Residency (student teaching) placement, candidates must have a minimum 3.0 UW Total Institution grade point average and be able to document serious extenuating circumstances. Financial considerations (e.g., residing with friends or family for the purpose of defraying living expenses) or student teaching in another state in order to facilitate finding employment in that state do not constitute extenuating circumstances. Those applying for out-of-state placement must meet with the Associate Dean, Undergraduate Programs to go over the requirements.

I want to complete my degree at UW and be certified to teach in a state other than Wyoming. How do I do this?

Our teacher education program has been continuously accredited by the National Council for the Accreditation of Teacher Education (NCATE) since 1954, and is also approved by the Wyoming Professional Teaching Standards Board for PTSB certification or endorsement in Wyoming. National accreditation and state approval, in combination with successful completion of your degree in Education from UW, facilitates teacher certification in other states.

Each state is unique. You should contact the teacher licensing board to find out if there are additional requirements, beyond the completion of the teacher education program, in order to become certified outside of Wyoming. In some cases, it is advantageous to certify in Wyoming first and take that certificate (license) to the state where you would like to teach. In other cases, it is advantageous to seek initial certification (licensure) directly from the state where you would like to teach.

Will I be “Highly Qualified” when I graduate from the WTTP degree program that I choose as a major?

Because we have Wyoming Professional Teaching Standards Board (PTSB) approval of our programs, graduates are guaranteed “Highly Qualified” status in their area of preparation in

Wyoming. Those completing programs in Elementary Education and in Secondary Social Studies Education majors (including concurrent majors in History, Geography, or Political Science) must successfully pass the PRAXIS II in their content area in order to meet Wyoming's certification requirements. This is a certification requirement for these content areas, not a requirement for graduation from the College of Education. Further information is available from the Teacher Preparation and Advising Office located in McWhinnie Hall, room 100.

Each state sets its own definition of Highly Qualified and we are confident that our WTEP majors meet most states' criteria, but as noted, you should contact the relevant state department of education to learn about Highly Qualified requirements in another state.

Contact Information

Teacher Preparation and Advising Office -

<http://www.uwyo.edu/ste/teacher-preparation-and-advising-office/index.html>

McWhinnie Hall, room 100

Dept. 3374

Phone: 307-766-2230 Fax: 307-766-2018 Email: edquest@uwyo.edu

UW Admissions - <http://www.uwyo.edu/admissions/>

Knight Hall, room 146

Dept. 3435

Phone: 307-766-5160 Fax: 307-766-4042 Email: admissions@uwyo.edu

UW Student Financial Aid - <http://www.uwyo.edu/sfa/>

Knight Hall, room 174

Dept. 3335

Phone: 307-766-3790 Fax: 307-766-3800 Email: finaid@uwyo.edu

UW Student Health Service - <http://www.uwyo.edu/shser/>

Student Health/Cheney International Building

Dept. 3068

Phone: 307-766-2130 Fax: 307-766-2711 Email: studenthealth@uwyo.edu

UW Office of the Registrar - <http://www.uwyo.edu/registrar/>

FERPA Information - <http://www.uwyo.edu/registrar/ferpa/index.html>

Knight Hall, room 167

Dept. 3964

Phone: 307-766-5272 Fax: 307-766-3960 Email: registrar@uwyo.edu

UW Residence Life & Dining Services - <http://www.uwyo.edu/reslife-dining/>

Washakie Center, Lower Level

Dept. 3394

Phone: 307-766-3175 Fax: 307-766-3613 Email: reslife-dining@uwyo.edu

UW Office of Student Educational Opportunity - <http://www.uwyo.edu/seo/>

Knight Hall, room 330

Dept. 3808

Phone: 307-766-6189 Fax: 307-766-4010 Email: seo@uwyo.edu

UW WyoOne ID Office - <https://services.jsatech.com/index.php?cid=118>

Information Technology (IT) Building, room 167

Phone: 307-766-5267 Email: idooffice@uwyo.edu

University Store - <https://www.uwyostore.com/>

Wyoming Union

Phone: 307-766-3264 Email: uwyo-bookstore@uwyo.edu