Persons seeking admission, employment, or access to programs of the University of Wyoming shall be considered without regard to race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation, or political belief.
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Introduction

The Department of Plant Sciences offers Master of Science (M.S.) and Doctor of Philosophy (Ph.D.) degrees in Plant Sciences. Much of the research and teaching in our department focuses on development and practical application of the plant sciences in order to meet the food, feed, fiber, and natural resource needs of a growing population. Our goal in graduate education is to provide students with an applied education that emphasizes the functional relationships between the broad array of scientific disciplines required to produce plants in a sustainable manner. We define sustainable agriculture as utilizing production practices that meet the needs of today, while not compromising the ability of future generations to meet their own needs. Development and application of sustainable production practices requires a breadth of knowledge about how these practices influence other aspects of the agroecosystem. A graduate degree in Plant Sciences from the University of Wyoming will equip students with the skills and knowledge necessary to obtain fulfilling positions in academia, industry, or the public sector.

Faculty in the Department of Plant Sciences have diverse expertise in the areas of pest management (weed science & plant pathology), horticulture (plant propagation, turf management, & landscaping), and crop development and production (plant breeding, biofuels, forage science, variety development, water management, and environmental monitoring). Most of our faculty are based on the main Laramie campus, but we have a significant presence at the Research and Extension Centers near Lingle, Powell, and Sheridan. The Plant Sciences faculty prides itself on our approach to graduate education and the individualization of graduate programs. We have high expectations of ourselves as well as our students. We view graduate education as a collaboration between our faculty and our graduate students. We feel this approach is critical to developing students into scientists.

This handbook is intended to assemble pertinent information into one easily accessible document. For more detailed and potentially up-to-date information, please check the Graduate Education page on the University of Wyoming website (https://www.uwyo.edu/uwgrad/) and the Graduate Student Regulations and Policies therein. This handbook is not intended to be a replacement, but a supplement to information provided on that page.

In addition, the University offers a variety of resources for students and researchers to maximize success in their fields. Learn more about these campus resources at https://www.uwyo.edu/uwgrad/prospective/resources.html.
Responsibilities and Expectations

Graduate Student Responsibilities and Expectations
Graduate students are considered members of the Department of Plant Sciences, and as such they are expected to contribute to the mission of the department in the areas of teaching, research, and extension. Teaching responsibilities for Graduate Assistants will be assigned by the Department Head in consultation with the Major Advisor and the student. In general, one semester of teaching will be required during each academic year of the graduate program; however, more or less may be required depending on the needs of the Department. Some funded graduate assistants may be required to teach every semester. (See Graduate Assistantships under the Financial Assistance section.)

In addition to teaching, the Department of Plant Sciences is heavily involved in research and extension activities. All graduate students in the department will be conducting research that will form the basis of their thesis or dissertation. Research conducted in our department should be made available to our stakeholders through many communication channels. Therefore, it is expected that graduate students present the results of their research at extension field days or other venues when appropriate. Writing research results for distribution in the form of extension publication is also a common expectation of graduate students in our department. These writing and presentation experiences will help develop skills that will be valuable for the student regardless of their chosen career path.

Ultimately, it is the student's responsibility to understand and complete all requirements for graduation, including submission of forms, thesis or dissertation submission, etc., although the Major Advisor should provide guidance in this area.

Major Advisor Responsibilities and Expectations
The Major Advisor should be your primary contact with the Department during the admission process. Once accepted, your thesis or dissertation project will be developed in consultation with your Major Advisor, and it will most likely be within your Major Advisor's area of expertise. The Major Advisor will serve as a resource when designing your Program of Study (the coursework that will be required for your degree). The Major Advisor also serves as the Chair for your Graduate Committee, which will ultimately determine whether you have successfully completed all requirements for the graduate degree. Your advisor will be the primary editor of your thesis or dissertation, and will help you in collection, analysis, and presentation of results. Your relationship with your Major Advisor is one of the most important relationships you will build while in graduate school (and beyond), and therefore, your choice of Major Advisor is an important one. Your Major Advisor is responsible for providing support in all aspects of your education.
**Graduate Committee Responsibilities and Expectations**

The role of the Graduate Committee is to help design your graduate experience, especially in the areas of research and coursework. The Graduate Committee should provide input to help design a novel and meaningful project. They should help ensure that the expectations of you as a student are reasonable and that the project can be completed within a time frame that is agreed upon by you and the committee. They will also provide input into your coursework, with the goal of designing a Program of Study that is well integrated with your research program, and one that will provide the expertise necessary to meet the demands of your chosen career path. The Graduate Committee will oversee all graduate examinations, including the final examination that is required for degree completion.

We strongly advise that your Graduate Committee be nominated and appointed by the end of your first semester for M.S. students or the end of the second semester for Ph.D. students. The student should consult with their Major Advisor early in their first semester to discuss potential committee members. The Committee Assignment form ([https://www.uwyo.edu/registrar/students/graduate_student_forms.html](https://www.uwyo.edu/registrar/students/graduate_student_forms.html)) should be signed by committee members and submitted to the Department Head for approval, then to the College Associate Dean of Academic and Student Programs for approval, and then to the Academic Affairs/Associate Vice Provost of Graduate Education for approval. Once approved, the form will then be routed to the Office of the Registrar by Academic Affairs (or the student may request to pick the form up and deliver it directly to the Registrar). Note: The Registrar will not accept a Program of Study form until the Committee Assignment Form has been approved in Academic Affairs and is recorded with the Registrar.

The Graduate Committee must have at least three (3) M.S. or five (5) Ph.D. members, and should be composed of the Major Advisor (who serves as Chair of the committee), and at least one faculty member that is from a department other than Plant Sciences. For Ph.D. students, at least three of the five committee members should be from within the Department of Plant Sciences. Occasionally, and as appropriate, Graduate Committees may include a qualified scientist with special expertise from outside the University of Wyoming. Such a committee member does not replace having an outside-the-department UW faculty member on a Graduate Committee.

**ALWAYS MAKE A COPY OF DOCUMENTS FOR YOURSELF AND THE DEPARTMENT OFFICE FOR FILING.**
Admission into the Plant Sciences Graduate Program

**General Criteria and Minimum Requirements**

The Department of Plant Sciences is always seeking highly qualified applicants for graduate admission. We place a high level of emphasis on an applicant's ability to communicate effectively (orally, in writing, and digitally), independent problem-solving skills, and the ability to work well as part of a team. In addition to these desired skills, full admission into the Department of Plant Sciences for graduate study requires:

- Undergraduate cumulative GPA of 3.0
- For non-native English speakers:
  - TOEFL score of 540 (76 on the iBT, internet-Based Test) OR
  - IELTS score of 6.5

**Application and Admission Process**

Any student who is interested in obtaining a graduate degree from the Department of Plant Sciences should begin by contacting a faculty member within our department to discuss research interests and funding opportunities. Please apply at the University of Wyoming Admissions website (https://www.uwyo.edu/admissions/). You will be required to submit the following:

- A statement of purpose that describes your professional objectives and scientific interests
- A current Curriculum Vitae
- Current academic transcripts
- TOEFL scores (if English is not your primary language)
- Three letters of recommendation (to be submitted directly by references through the online application)

Our registration deadline for fall semester admission is February 15, although we will accept applications any time during the year (including for spring semester admission as well). More information on Graduate Education and the Admissions process can be located at the UW Graduate Education website: https://www.uwyo.edu/uwgrad/. New graduate students are asked to attend a half-day orientation session (New Graduate Student Orientation). Graduate students receiving graduate assistantships are required to attend a Graduate Assistant Teaching and Learning Symposium held prior to the start of the fall semester. The Symposium is intended for graduate assistants with first-time teaching responsibilities. Visit the Graduate Education page at http://www.uwyo.edu/uwgrad/enrolled-students/symposium.html to learn more about these sessions.
**Provisional or Conditional Acceptance**

In some cases, the Department may approve provisional or conditional admission into the graduate program. For example, a promising student whose previous education is in a diverse discipline may be accepted conditionally, provided they successfully complete remedial coursework by a certain date. In cases of provisional or conditional acceptance, the requirements (such as additional coursework, independent projects, etc.) for attaining full acceptance will be described in the acceptance letter. At minimum, conditionally admitted graduate students must maintain a 3.0 GPA through their first semester. Failure to do so will result in revocation of admission.

**Change of Graduate Degree Status**

Students accepted into the graduate program may, at some point, desire a change of status from the Master's level to Doctoral level, or perhaps (in rare cases) from the Doctoral to the Master's level. This may occur for several reasons, the most desirable being that the student has successfully completed all requirements for the M.S. degree and wishes to continue study toward a Ph.D. However, a change may be requested whether or not the student plans to complete a Master's degree before continuing for a Ph.D. Another possible scenario might be that the graduate research project has grown beyond M.S. level work to something that warrants a Ph.D., and the student has demonstrated the ability to obtain the Doctorate. Regardless of the reason, the following procedure should be followed if a change in degree status is desired:

1. Submit a **Program Change** form to the Department Head's office. This is a multi-purpose form that has spaces where the student indicates a change within the same program from M.S. to Ph.D. or Ph.D. to M.S. The form must be signed by the Department Head(s) affected and filed with the Office of the Registrar. The Program Change form is available online at: [https://www.uwyo.edu/registrar/students/graduate_student_forms.html](https://www.uwyo.edu/registrar/students/graduate_student_forms.html).

2. Update all application materials for review by the faculty. This should include an unofficial transcript (available via WyoRecords), a letter of support from the major professor, an updated CV, and an updated letter describing any new goals and plans for the new degree. These updates should be submitted to the Department Head's office by October 15 if the desired change is to take place for the spring semester, and no later than March 15 if the requested change is to take place for the fall semester. The Plant Sciences faculty will review the application materials at a faculty meeting scheduled for review of graduate applicants.

3. After reviewing the updated application materials, the faculty will vote to either allow or deny the change in status, and this vote will be advisory to the Head. After considering the faculty vote, the Head will act on the request and forward it to the Dean's office for action. Under most circumstances, it is anticipated that the Head's action will concur with the faculty vote, consistent with the academic principle of democratic self-governance, for both changes of status and admission of new applicants to the graduate program.
Financial Assistance

Graduate Assistantships

Teaching assistantships or research assistantships are available as funding allows in the Department of Plant Sciences. Graduate assistantships may be awarded exclusively for teaching or for research, but in most cases a combination of teaching and research will be expected from all students receiving assistantships. With few exceptions, financial support from an assistantship will be limited to two (2) years for the M.S. degree, and three (3) years for the Ph.D. degree. Except in rare circumstances, we require an M.S. degree prior to acceptance into the Ph.D. program. However, if you were accepted to pursue a Ph.D. after first completing only a Bachelor’s degree, you may be allowed up to five (5) years of funding. Additional funding may sometimes be provided if degree requirements are not yet met after these time limits; however, additional funding in most cases will be subject to availability of grant funds or other external funding sources. Please discuss these options with your advisor if you think these time limitations will be an issue. All funding is subject to adequate progress toward your degree. Graduate Assistants must maintain a cumulative overall minimum GPA and a cumulative degree program GPA of 3.0. Please see the section on annual progress reviews for more information.

Scholarships and Fellowships

Several scholarships and fellowships are available to graduate students in the Department of Plant Sciences. Most of these financial awards are above and beyond the graduate assistantship; that is, having a GA does not preclude you from applying for or receiving these awards. Therefore, all Plant Sciences graduate students are encouraged to apply for these awards, regardless of whether they are currently on a graduate assistantship. More information on Brand of Excellence scholarships and application materials can be found at: https://www.uwyo.edu/agprograms/scholarships/.

For Plant Sciences Graduate Students Only:

Bohnenblust-Kolp Student Research Experience Scholarship – This scholarship honors two plant geneticists (Ken Bohnenblust and Bernie Kolp) from the Department of Plant Sciences. Students conducting research activities in the areas of crop science, horticulture, plant pathology, and weed science are eligible for this award. Proposals must be submitted by your faculty advisor.

George H. Bridgmon Fund in Plant Science – This scholarship is awarded to a student in plant pathology each year in honor of Professor George H. Bridgmon. Students conducting applied research in plant pathology (or agroecology if no plant pathology students apply) are eligible for this award. Proposals must be submitted by your faculty advisor.

Edward H. “Ted” and Susan King Lloyd Graduate Research Award – The Lloyd Research Award may be used to fund all aspects of graduate student research, including travel. Funded research should be relevant to agriculture and have plausible business potential.
Student financial need may be considered. Proposals must be submitted by your faculty advisor.

**For All College of Agriculture and Natural Resources Graduate Students:** The scholarship application process for College of Agriculture and Natural Resources graduate students will not be an online application but will instead require applicants to submit several documents to the college's Scholarship Coordinator in the Office of Academic and Student Programs early in the spring semester (see attached email for 2020-21).

**Jim and Marian Berger Graduate Scholarship** – This scholarship was created to help students interested in pursuing an advanced degree in production agriculture as it relates to natural resource management, utilization of open spaces, and ranch habitat management. Student must have an agriculture-related undergraduate degree and be dedicated to natural resources. Primary consideration is the recipient's desire to integrate natural resources into their agricultural practices. Preference is given to WY residents.

**Eldon and Josephine Johnston Family Graduate Fellowship** – This fellowship was established by Josephine Johnston in memory of her husband and is intended to support graduate students with an inclination toward production agriculture, water resources, natural resource management, and animal health.

**Mary Mead Graduate Fellowship for Women in Agriculture** – awarded to a female graduate student in the College.

**National Western Stock Show Graduate Student Scholarship** – This scholarship is awarded to a full-time graduate student enrolled in a minimum of 9 credit hours in the College of Agriculture and Natural Resources, majoring in a traditional agriculture production area such as animal and veterinary sciences, plant sciences, range and watershed management, agricultural engineering, or agricultural and applied economics. Must be a U.S. citizen. Priority given to former National Western Stock Show undergraduate recipients.

**Robert L. Lang Graduate Fellowship** – This fellowship is offered by the Wyoming Agricultural Experiment Station and is intended to support graduate students working in plant sciences or range resource management. The fellowship provides $1,200-$1,500 during the summer, and is to be used to support summer salary, travel, or supplies. Graduate students should be doing the majority of their graduate work at the James C. Hageman Sustainable Agriculture Research and Extension Center (SAREC) to qualify for this fellowship. To apply, a one-page proposal should be submitted to the Ag Experiment Station by the graduate student's major professor. More details on the fellowship are emailed to faculty during the spring semester. Proposals are typically due in the spring of each year.
March 4, 2020

The College of Agriculture and Natural Resources has four Brand of Excellence graduate scholarships available for the 2020-2021 academic year with very specific criteria you must meet to be eligible. If you determine that the research you are doing meets the criteria of any one of these scholarships (descriptions included below) submit all required documents in one pdf file using your last name as the file name. Submit by email to skauer@uwyo.edu. The deadline to apply is 5:00 pm on Friday, April 3, 2020. Please include the following documents to apply:

- Paragraph about how your research meets the criteria of one or all of the scholarships listed below, specifically name which scholarship(s).
- Research program description - two page, 12 font, double spaced, 1” margins with a layman’s description of your research and its impact.
- Personal statement about career goals (300 words)
- Resume (maximum two pages)
- Provide the names and contact information of two University of Wyoming references who can be contacted during March/April (ex: major advisor, department head, faculty member)

**Jim and Marian Berger Graduate Scholarship**
Must have an agriculture related undergraduate degree, preferences to WY residents, must be dedicated to natural resources. Primary consideration is the recipient’s desire to integrate natural resources into their agricultural practices.

**Johnston Family Graduate Scholarship**
Production agriculture, water resources, natural resource management, animal health.

**Mary Mead Graduate Scholarship for Women in Agriculture**
Female graduate student in the College of Agriculture and Natural Resources.

**National Western Stock Show Graduate Student Scholarship**
Traditional agriculture focus, US citizen, priority to former National Western Stock Show undergraduate recipients.

Please contact me if you have additional questions. Thanks!
Sarah Kauer, Scholarship Coordinator
Graduate Program in Plant Sciences

The Program of Study

Following formation of the committee, each student must submit a Program of Study to the Office of the Registrar for approval. The Program of Study form is available online at https://www.uwyo.edu/registrar/students/graduate_student_forms.html. A minimum of 30 hours are required for the M.S. degree, and a minimum of 72 hours are required for the Ph.D. For the M.S. degree, at least 26 hours must be in formal coursework beyond the bachelor’s degree numbered 4000 or above, and a minimum of 4 hours must be thesis research hours (PLNT 5960). For the Ph.D. degree, at least 60 hours must be in formal coursework beyond the bachelor’s degree numbered 4000 or above, and a minimum of 12 hours must be dissertation research hours (PLNT 5980). A maximum of 9 credit hours may be transferred from other institutions for the M.S., and up to 48 hours may be transferred for the Ph.D.

The completed Program of Study form should be submitted to the Office of the Registrar. Degree Analysts will transcribe the program into a degree evaluation, which constitutes an agreement between the student, the student's committee, and the university wherein the minimum coursework requirements for that student's degree are listed. The program should be filed no later than the end of the student's second semester (or second Summer Session if enrolling only in summers). No master’s student will be a candidate for a degree until his/her program is approved by the Department Head and the College Associate Dean of Academic and Student Programs. Changes to the approved program must be petitioned on the Office of the Registrar’s Request for Change in Graduate Program form (https://www.uwyo.edu/registrar/students/graduate_student_forms.html).

ALWAYS MAKE A COPY OF DOCUMENTS FOR YOURSELF AND THE DEPARTMENT OFFICE FOR FILING.

Coursework Requirements

All graduate students in the Department of Plant Sciences are expected to register for Graduate Seminar (PLNT 5820) at least one semester per academic year, and are expected to attend Graduate Seminar meetings during both the fall and spring semesters. Graduate Seminar is held on Fridays from 1:10 to 2:00 p.m. Students enrolled in PLNT 5820 will be expected to present a 20 to 40 minute seminar as a part of the seminar series. The topic for that seminar will most likely be related to the student’s research project, but other topics may be appropriate. Students should consult their Major Advisor and the Graduate Seminar instructor to decide on a topic and to help prepare for this seminar. At least two seminars are required for the M.S. degree, and three seminars are required for the Ph.D.

A minimum cumulative 3.0 grade point average (GPA) or better is required for all coursework. Hours for which a C was earned may be balanced by a corresponding number of hours for which an A was earned. No credit will be allowed toward an advanced degree for coursework in which a grade lower than C is earned.
Courses offered for graduate credit are distinguished by number as follows:

- 4000-4999 are primarily for junior and senior undergraduate students, but also may be used as part of the graduate Program of Study
- 5000-5999 are primarily for graduate students

Only courses at the 4000 or 5000 level may be counted for graduate credit. If a course is dual listed at the 4000/5000 level, the course must be taken at the 5000 level to receive graduate credit regardless of whether the course is in the student’s primary program area. Only 12 credit hours of 4000-level coursework will be permitted on the graduate Program of Study.

Graduate students may enroll in courses numbered 1000-3999 to remove undergraduate deficiencies, but only those numbered 4000 and above will be computed into the graduate GPA and be allowed for graduate credit. Grades earned in coursework that are not included in the approved Program of Study for each candidate for an advanced degree will not be included in the accumulated GPA to determine eligibility for an advanced degree. These courses are, however, included in the GPA as listed on the academic record if the courses are numbered 4000 or above, and are used in determining probation or suspension. Courses numbered below 4000 are not added into the semester and cumulative totals, nor computed into the GPA.

All courses taken to fulfill the requirements for the degree program must be taken for letter grade (A-F) except those courses given for S/U only. The grade of S in thesis or dissertation research is a judgment that the student is adequately engaged in the required research objective. It in no way implies that the final thesis or the thesis defense will be judged of sufficient quality for the award of the appropriate degree.

**Continuous Enrollment**

Once admitted, all degree-seeking graduate students must maintain continuous enrollment. Unless a formal leave of absence is approved, all students must maintain at least one hour of continuous enrollment, including in the semester or session they expect to receive the degree. Students should maintain enrollment for two of the three academic semesters. Readmission will be required if the student has not enrolled in classes within the previous 12 months. Readmitted students should contact their department to learn more about their status. The department will contact the Office of the Registrar to initiate reactivation. Students who have been inactive for a long span of time should also investigate the status of their committees, programs of study, and time to degree status. International students’ enrollment status is monitored by the office of International Students and Scholars and the office should be contacted for more information. **Only students not supported on a Graduate Assistantship are eligible to enroll in Continuous Registration.**

**Time Allowance and Limitations**

Master’s students have six (6) calendar years to complete their degrees from the beginning of the first course taken and listed on the program of study, including any
transfer courses. Doctoral candidates have four (4) calendar years after the successful completion of their preliminary examination to complete their degree, and they must complete their degree within eight (8) years of the first course taken and listed on their program of study, including any transfer courses.

**Academic Dishonesty**

Academic dishonesty and scholarly misconduct will not be tolerated. Academic dishonesty is an act attempted or performed that misrepresents one's involvement in an academic task in any way or permits another student to misrepresent the latter's involvement in an academic task by assisting in the misrepresentation (UW Regulation 2-114).

If academic dishonesty has been established, the offending student shall receive a failing grade for the course in question. If two such acts have been recorded at different times or in different courses, the student shall be suspended from the university in accordance with UW Regulation 2-114. These actions shall not preclude the imposition of other sanctions by university officers including the loss of benefits from programs, scholarships, and other opportunities normally afforded students.

**Performance Standards**

**Academic Requirements**

Basic performance standards are described previously under the Coursework Requirements section. A minimum cumulative 3.0 grade point average (GPA) or better is required for all coursework required for an advanced degree. A student who fails to do satisfactory work may, upon the recommendation of the Department Head and with the approval of the College Dean, be placed on suspension for one semester. Students who fail to bring their graduate GPA to 3.0 or greater and remove themselves from probation after one semester will be suspended from the university. A suspended student can petition to be reinstated. The Dean will consult with the Department Head prior to a petition decision. A reinstated student is on probation and may be subject to other performance criteria as determined by the Dean in consultation with the Department Head.

Grades earned in coursework that are not included in the approved Program of Study for each candidate for an advanced degree will not be included in the accumulated GPA to determine eligibility for an advanced degree. These courses are, however, included in the GPA as listed on the academic record if the courses are numbered 4000 or above, and are used in determining probation/suspension. This coursework may also be taken into consideration during the annual progress review.

**Annual Progress Reviews**

Near the end of each spring semester, all graduate students in the Department of Plant Sciences will be required to fill out the Annual Graduate Student Evaluation Form, available from the Department Head’s office. This form will require you to document your research accomplishments as well as summarize your teaching responsibilities from the
previous year. These forms will be reviewed by Plant Sciences faculty to ensure
appropriate progress toward your degree is being made. The evaluation form must be
reviewed and signed by your Major Advisor prior to submission to the Department Head’s
office. It is important that you communicate with your advisor to ensure this evaluation
is done in a timely manner. Continued funding and enrollment in the Plant Sciences
graduate program will be contingent on making adequate progress toward your degree.
All students on a graduate assistantship must be in good academic standing and maintain
a cumulative overall minimum GPA and a cumulative degree program GPA of 3.0. If there
are any concerns from the faculty about your progress, you will be notified about
measures that must be taken to address these concerns.

**Termination from the Graduate Program**

In general, there are three circumstances that will lead to termination of the student from
the Plant Sciences Graduate Program: (1) The student successfully completes all
requirements and obtains the graduate degree; (2) The student voluntarily terminates
the program; or (3) The student is involuntarily terminated from the program. Obviously,
the desired result for the Department and for the student is that the student completes
their degree and moves on to a successful career or further education. However,
many circumstances can lead to a student voluntarily leaving the program before the degree is
completed, such as a change in goals or perhaps changes in the student's personal
situation. In the case of voluntary termination by the student, all that is required is a
letter to the Major Advisor, with copies delivered to the Department Head and Graduate
Program Coordinator (currently Randa Jabbour).

Involuntary termination of a student from the graduate program is never a desired
outcome, but circumstances sometimes require this course of action. Involuntary
termination can occur as a result of inadequate progress toward the degree, or failure to
meet minimum standards of the graduate program.

**Grievance Reporting**

If you as a student have a grievance to discuss, generally begin first with your major
advisor, then the department head or grad program coordinator. If you are uncomfortable
raising the issue with your advisor for whatever reason, you can begin the discussion with
the department head or grad program coordinator. More information about university-
level policies for grad student grievances, petitions and appeals can be found at
[https://www.uwyo.edu/uwgrad/_files/docs/grad_student_grade_appeals_guidelines.pdf](https://www.uwyo.edu/uwgrad/_files/docs/grad_student_grade_appeals_guidelines.pdf)
and lastly in the Petitions and Appeals portion of the Graduate Student Regulations and
Policies ([https://www.uwyo.edu/registrar/university_catalog/grad_students.html](https://www.uwyo.edu/registrar/university_catalog/grad_students.html)).
Thesis & Dissertation Guidelines

Content

Most theses and dissertations (but not all) will be divided into chapters, with the first chapter being an introduction and literature review, the final chapter consisting of a summary and overall conclusions, and all other chapters reporting the results of original research. Beyond this general guideline, specific details should be discussed with your Major Advisor and Graduate Committee. The content of your thesis or dissertation will be submitted for publication upon completion of your degree. The thesis or dissertation document must be submitted to the ProQuest Electronic Theses and Dissertations (ETD) online resource project (www.proquest.com) before the last day of classes.

Formatting

Thesis and Dissertation formatting guides (including an M.S. Word template) are available from the UW Graduate Student Forms and Guidelines web page (https://www.uwyo.edu/registrar/students/graduate_student_forms.html). Other than the specifications listed on the graduate student forms site, other details such as literature citation format, table and figure placement, etc. are discipline-specific and should be discussed with your Major Advisor prior to beginning to write the document. The Writing Center on campus is another resource.

The thesis or dissertation document and all appendices must be provided in an electronic format for upload into ProQuest following the format of standards established by the University Libraries, ProQuest Information and Learning. Please see Preparing your Manuscript for Submission in the formatting guide. The Report on Final Examination must be signed and submitted to the Registrar’s Office prior to electronic submission.

Using Journal Articles in the Thesis/Dissertation

To encourage publication of thesis or dissertation results and to avoid requiring degree candidates to recreate thesis or dissertation chapters from peer-reviewed publications, the University of Wyoming permits the use of published papers as the foundation for theses and dissertations subject to the following conditions:

1. The publications must be refereed and must have been accepted for publication in scholarly journals of high quality. The source should be cited in the comprehensive introductory chapter (see point 5 below).

2. The publications must be written by the student. Editorial oversight by the mentor and committee is allowable and desirable; however, the mentor and committee have the responsibility to ensure that the student is the main author.

3. If there is more than one publication, the articles submitted must form a coherent whole, having a well-defined intellectual focus and advancing novel contributions along a clearly identified line of inquiry.
4. For multi-authored articles, the contribution of each author must be clearly stated in the preface or introduction to the thesis or dissertation.

5. A comprehensive, cohesive and coherent introduction and discussion must be incorporated as separate chapters. These chapters should summarize the current state of knowledge and the rationale for the research. They should clarify how each chapter is interconnected and provide a meaningful synthesis and discussion of chapter results as part of a coherent whole.

6. Appendices can be attached to include expanded methodology, unpublished data, tables, etc. Where appropriate, the appendices may be in electronic formats, provided the data are readily accessible to the international scholarly community.

7. An abstract is not sufficient to address these criteria.
Facilities & Resources

Research and Extension Centers

**Laramie Research and Extension Center (LREC)**

The Laramie Research and Extension Center (LREC) was established March of 2011, though the individual buildings have been around much longer, some since 1890. LREC consists of a Beef Unit, Swine Unit, Sheep unit, UW Research Greenhouse, McGuire Ranch, and Lab Animal facilities. LREC is spread out around Laramie and the surrounding areas.

**James C. Hageman Sustainable Agriculture Research and Extension Center (SAREC)**

The Sustainable Agriculture Research and Extension Center (SAREC) is located in southeastern Wyoming along the North Platte River, near Lingle, in Goshen County. SAREC comprises 1,522 acres of dry land cropland, 349 acres of irrigated cropland, and 1,880 acres of rangeland. An additional 19 acres of irrigated cropland and 40 acres of dry land cropland are reserved for organic production. There is a 400-head multi-species research feed lot, a livestock weighing and sampling facility, and a wet chemistry laboratory for processing and analyzing forage samples. SAREC has a four-bedroom congregate residence available for use by faculty and students. Equipment includes a GPS transmission base station, automated weather stations, field sprinkler systems, tractors, sprayers, planters, cultivators, and harvesters for both small plot experiments and field scale operations.

**Powell Research and Extension Center (PREC)**

The Powell Research and Extension Center (PREC) is one mile north of Powell on Highway 295 at an elevation of 4,374 feet. The 30-year average annual precipitation is 6.67 inches. May and June are the only two months that exceed one inch of average precipitation. One hundred seventy-five of the 220 acres at the PREC are irrigated cropland. Research focuses include agronomic weed control, irrigation, cropping systems, high tunnel production, variety performance testing, transgenic variety response to herbicide treatments, and alternative crops. PREC participates in numerous regional research and education projects.

**Sheridan Research and Extension Center (ShREC)**

The Sheridan Research and Extension Center (ShREC) is in the U.S. Department of Agriculture (USDA) Plant Hardiness Zone 4 with an average growing season of 120 days and average annual precipitation of 15 inches. ShREC now has two active sites within Sheridan County. First the Wyarno station site, originally established in 1915, is located nearly seven miles east of Sheridan near Wyarno. This site consists of approximately 300 acres of dry land with an elevation of approx. 3,800 feet. The second and main office site is located just south of Sheridan. In 2013 the University of Wyoming purchased and renovated the Watt Regional Agriculture Center on the Sheridan College campus. It then
subleased the Adams Ranch located directly south of the new office location. The Adams Ranch consists of approx. 400 acres, to be utilized for research and educational activities. Since most of the Adams Ranch is under irrigation, the scope of ShREC has expanded even further. ShREC is able to provide dry land and irrigated land for studies to facilitate research and education on agriculture, forage management, horticulture, and viticulture (the science, study and production of grapes), along with various other possibilities.
M.S. Checklist

☐ **Committee Assignment** form has been approved by the Department Head, the College Associate Dean of Academic and Student Programs, and the Academic Affairs/Associate Vice Provost of Graduate Education, and the form is on file with the Office of the Registrar. This should be done in consultation with your Major Advisor in the first two semesters of your graduate program.

☐ **Program of Study** form has been completed and approved by your Graduate Committee, Department Head, and the College Associate Dean of Academic and Student Programs. This form should also be on file with the Office of the Registrar. It is suggested that discussion and approval of the Program of Study be an agenda item at a committee meeting within the first year of your graduate program. The program should be filed no later than the end of your second semester (or second Summer Session if enrolling only in summers). You will be officially admitted to candidacy for the master's degree upon successful completion of this form.

☐ The **Final Examination** may not be held until after the beginning of the semester in which coursework is completed. The Final Examination date, time, and place must be made public at least two weeks before the examination. This will typically be done by providing the information (along with a research abstract) to the Department Head's office, where it can be distributed. The format of the Final Examination is at the discretion of your Graduate Committee, and typically involves an oral examination, but may also involve a written examination. The thesis document must be submitted to your Graduate Committee at least three weeks prior to the final exam. The Final Examination typically begins with a public presentation of your research, followed by questions from interested faculty and your Graduate Committee. *The Final Examination must be held at least 10 days prior to the end of the semester in which you wish to graduate.* The **Report of Final Examination** form must be approved by your committee (majority vote), the Department Head, and the College Associate Dean of Academic and Student Programs. The form must then be filed with the Office of the Registrar.

☐ An **Anticipated Graduation Date** form must be filed with the Office of the Registrar. This form should be submitted as early as possible in the semester in which you intend to graduate.

*ALL PAPERWORK IS DUE BY THE LAST DAY OF CLASSES IN THE SEMESTER YOU PLAN TO GRADUATE.*
Ph.D. Checklist

☐ Committee Assignment form has been approved by the Department Head, the College Associate Dean of Academic and Student Programs, and the Academic Affairs/Associate Vice Provost of Graduate Education, and the form is on file with the Office of the Registrar. This should be done in consultation with your Major Advisor in the first two semesters of your graduate program.

☐ Program of Study form has been completed and approved by your Graduate Committee, Department Head, and the College Associate Dean of Academic and Student Programs. This form should also be on file with the Office of the Registrar. It is suggested that discussion and approval of the Program of Study be an agenda item at a committee meeting within the first year of your graduate program. The program should be filed no later than the end of your second or third semester (or second Summer Session if enrolling only in summers).

☐ Preliminary Examination should be taken after your Graduate Committee has approved your Program of Study. The Preliminary Exam must be held at least 15 weeks prior to the final examination, and after at least 30 hours of coursework have been completed. The format and conduct of this exam are the responsibility of your Graduate Committee, and thus you should consult with your Major Advisor on the requirements for successful completion. It is common in the Department of Plant Sciences for both a written examination and oral examination to be conducted. A Report on Preliminary Examination for Admission to Candidacy form must be completed and submitted to the Office of the Registrar upon completion of the Preliminary Examination, regardless of the outcome (pass or fail). You will be officially admitted to candidacy for the doctoral degree upon successful completion of the Preliminary Examination.

☐ The Final Examination may not be held until after the beginning of the semester in which coursework is completed. The Final Examination date, time, and place must be made public at least two weeks before the examination. This will typically be done by providing the information (along with a research abstract) to the Department Head’s office, where it can be distributed. The format of the Final Examination is at the discretion of your Graduate Committee, and typically involves an oral examination, but may also involve a written examination. The dissertation document must be submitted to your Graduate Committee at least three weeks prior to the final exam. The Final Examination typically begins with a public presentation of your research, followed by questions from interested faculty and your Graduate Committee. The Final Examination must be held at least 10 days prior to the end of the semester in which you wish to graduate. The Report of Final Examination form must be approved by your committee (majority vote), the Department Head, and the College Associate Dean of Academic and Student Programs. The form must then be filed with the Office of the Registrar.

☐ An Anticipated Graduation Date form must be filed with the Office of the Registrar. This form should be submitted as early as possible in the semester in which you intend to graduate.

ALL PAPERWORK IS DUE BY THE LAST DAY OF CLASSES IN THE SEMESTER YOU PLAN TO GRADUATE.
Appendix A - New Graduate Student Packet
Department of Plant Sciences
New Graduate Student Checklist

Name: ______________________________

Introductions
- Other Graduate Students/Department Head/Graduate Program Coordinator
- Labs/offices, etc.
- Send out e-mail announcing new student to department and student listservs

Assign office: Room__________  Key #__________

WyoOne ID (IT Bldg. Room 167) / Swipe Entry Access Form (Ag. Bldg. open 6:30 AM – 7 PM)
The ID card (WyoOne card) is needed to pick up transcripts or financial aid, cash checks, access student health services, attend athletic events, enter recreation facilities, check out library books and materials, access food service, enter residence halls, and other necessities. The card may also be used as a debit card to make purchases on campus after the deposit account is established. Spouses, domestic partners and dependents of students are eligible for an ID card.

Complete Department Key Request

New Grad Student Orientation – encouraged to complete (online, asynchronous) Graduate Teaching & Learning Symposium (offered in fall) – if teaching, MUST GO

E-mail address – add to our grad student listserv

Set up headshot for website with Steve Miller in Communications
  Sign Model Release

Provide new student information packet

Provide Graduate Student Handbook link:
  (http://www.uwyo.edu/plantsciences/graduate-studies/student-resources.html)

Provide mailbox in Room 50 or Room 4013

Check in with advisor regarding trainings, etc. (this info is emailed on welcome letter)
- Pesticide Safety Training – for working at GH/LREC (contact Ryan Pendleton via email at pendletn@uwyo.edu)
- Laboratory Safety Series (OSHA) Training (4 hours, online)
- Motor Vehicle Access:

After WyoCloud training, add Accountant as Delegate/she submits Expense Reports

International Students only:
- Check in with Student Health
- Check in with the International Students and Scholars Office (Suite 5 of the Cheney International Center, in the basement of Student Health)
TO: New Plant Sciences Graduate Student

RE: Helpful Information

Welcome to the Department of Plant Sciences at the University of Wyoming!

When you arrive, please come to Room 49 in the basement of the Agriculture Building, where you will receive a packet of information to help you settle in, as well as your office assignment, keys, building access, etc. In addition, you will need to do the following:

- complete your I-9 on or before your first day of work (see the Employee Hire Checklist and the List of Acceptable Documents page in your packet);
- file a Tax Withholding Form (Federal W-4);
- submit a Direct Deposit Authorization; and
- get your WyoOne ID card (their office is located in the IT Building in Room 167, just east of the open computer lab).

Your student email account should be created as soon as you are admitted. It will be accessible through the email icon on wyoweb.uwyo.edu.

Once you are settled in, you will need to contact your advisor regarding necessary trainings, particularly the following:

- Pesticide Safety Training – for working at GH/LREC (contact Ryan Pendleton via email at pendleton@uwyo.edu)
- Laboratory Safety Series (OSHA) Training (4 hours total, offered online - https://uwyo3.catalog.instructure.com/browse/14/21):
  - New Employee Safety Orientation (1 hour)
  - Laboratory Safety “Chemical Hygiene & GHS / OSHA” (2 hours)
  - Regulated Waste Management (1 hour)
- Motor Vehicle Access:

If you are an international student, you will also need to check in with Student Health (http://www.uwyo.edu/shser/international-students.html). You must go to Student Health with your medical information prior to registration for classes. You will also need to check in with the International Students and Scholars office in Suite 5 of the Cheney International Center, in the basement of Student Health (http://www.uwyo.edu/iss/).

If you are flying to Denver and need a ride to Laramie, there is a bus that travels to and from Denver International Airport called Groome Transportation (formerly called Green Ride). Here is the link and the schedule: https://groometransportation.com/wyoming/.

Lastly, if you have not already found a place to live, there are many Facebook groups that you can join that may help you find housing off campus. Some of them are listed on the Additional Resources page. Also included are groups where items are sold, as well as the local newspaper. If you prefer to live on campus, here is the link to our Residence Life and Dining Services: http://www.uwyo.edu/reslife-dining/.

This is a lot of information, so let us know if you have any questions. We are happy to help. Again, welcome to our department – we are glad you are joining us!
Additional Resources

Sign up for a free Interlibrary Loan account: https://ill.uwyo.edu/illiad.dll?Action=10&Form=79

Agriculture Librarian at Coe Library: David Kruger, 766-5623, tseliot@uwyo.edu

Ellbogen Center for Teaching and Learning (ECTL): https://www.uwyo.edu/ctl/knowledge-base/graduate-student-programs/


UW Graduate Student Network site: https://www.facebook.com/gradstudentnetwork/


The Writing Center: www.uwyo.edu/ctl/writing-center (free for consultations and advice – available in person and online)

Link to Transit and Parking Services: http://www.uwyo.edu/tps/transit/index.html
(Using the bus is very helpful when you don’t have a car to get around campus and Laramie.) Maps for bus routes, bicycle paths, and campus parking are included in your welcome packet. Transloc tracks the buses in real time so you know when they’re coming (http://uwyo.transloc.com/). There is also an app for your phone.

- Laramie Classifieds https://www.facebook.com/groups/24364642417519/
- Laramie Garage Sale https://www.facebook.com/groups/156647257805056/
- Laramie For Sale https://www.facebook.com/groups/249830871800949/
- Laramie Yard Sale https://www.facebook.com/groups/184668714992867/
- Laramie Buy, Sell, and Trade https://www.facebook.com/groups/1618217368408016/
- Laramie UpCycle https://www.facebook.com/groups/421551414538671/
- Laramie Rentals https://www.facebook.com/groups/149102981955091/
- Laramie Apartment Rentals https://www.facebook.com/groups/1432697093636582/
- Laramie WY Housing https://www.facebook.com/groups/161787767359758/
- Laramie Housing Board https://www.facebook.com/groups/170464426480916/
- Laramie’s Local Newspaper http://www.laramieboomerang.com/classifieds/
Key Contacts for Enrolled Graduate Students

Office of Graduate Education, 307-766-6478, GradEd@uwyo.edu

Academic Affairs, 403 Old Main
Michele Peck, Graduate Coordinator, mpeck@uwyo.edu
Jim Ahern, Associate VP for Graduate Education, jahern@uwyo.edu

- Forming a graduate committee (Nov. 2018)
- Graduate Appeals

Dean of Students, 307-766-3296

- Ethics: Code of Conduct
- Academic Dishonesty (PDF)
- Sexual Misconduct

Registrar, 307-766-5272

Knight Hall, registrar@uwyo.edu

- Graduate regulations and policies
- University Catalog

Financial Aid, 307-766-2116, Knight Hall, finaid@uwyo.edu

Campus Resources:

- Counseling Services, 307-766-2187
- Disability Support Services, 307-766-3073
- Diversity resources, 307-766-6672
- Facilities, IT, Museums
- Family Friendly Policies
- Libraries, 307-766-3190
- Multicultural Resource Center
- Native American Education Research and Cultural Center, 307-766-6520
- Nontraditional Student Resources
- Rainbow Resource Center, 307-766-6463
- Recreation, 307-766-5586
- Student Health, 307-766-2130
- Student Health Insurance, 307-766-3025
- Veterans Services Center, 307-766-6908
- Women’s Resources Center, uwma@uwyo.edu
- Wyoming Union, 307-766-3160
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Advisors: Dr. Sharma & Dr. Heitholt
MODEL RELEASE

I, __________________________ (______), or
Print full name

their parent/legal guardian do hereby authorize the University of Wyoming, its agents, successors, and
assigns, to use and reproduce photograph(s), audio, or video in which I appear in official UW publications
or websites, and I waive any right that I may have to inspect and approve said photograph (or any copy
that may be used in connection therewith) or to receive compensation for the use of said photograph,
audio or video.

_____________________________________        _________________
Sign full name                           Parent or Guardian

______________________________________
Street or box number

______________________________________
City, state, zip code

______________________________________
Phone

______________________________________
Date

Sovereign Immunity. The University of Wyoming does not waive its sovereign immunity or its governmental immunity and
fully retains all immunities and defenses provided by law.

Status: freshman ____; sophomore ____; junior ____; senior ____; graduate ____; law ____;
doctoral ____; faculty ____; staff ____; administration ____; student family ____;
other ____________________________________________________.

Area(s) of Study: ________________________________________________.

Home Town: ____________________________________________________.

E-mail address: ________________________________________________
Non-Benefited & Student Employee Hire Checklist

__ I-9: Due no later than your first working day or your reporting date.

The Immigration Reform and Control Act of 1986 makes it unlawful for the University of Wyoming to hire any individual who has not complied with the law's verification requirement. All international employees MUST go to International Student Services (ISS), Knight Hall, Room 241, first before completing their I-9. **Complete Section 1 of the Electronic Form I-9 ON or BEFORE your 1st day worked via our vendor, Sterling Talent Solutions.** You will be invited to complete your I-9 as part of your hiring experience or from a Staffing Partner. You may also come directly to HR to complete an I-9. Once Section 1 of the electronic Form I-9 is completed, you have 3 business days to complete Section 2 of the Electronic Form I-9, which is completed by HR at our office - located in Hill Hall room 327. Please see the List of Acceptable Documents if necessary. To complete an I-9 form, all employees must submit original documents that establish employment authorization (i.e. passport and I-94). For more information or questions contact the Human Resources Department at (307) 766-2377 or jobapps@uwyo.edu.

**International Employees:**

__ International Student Services (ISS) Check

All non U.S. citizens and/or permanent residents must first confirm their immigration status and/or employment eligibility with International Student Services (Knight Hall, Room 241) prior to beginning any employment at the University of Wyoming. These potential employees must bring relevant original travel/employment documents (i.e., valid passport, I-94, I-20/DS-2019, Resident Alien Card (Green Card), or I-797 (Approval Notice) to ISS for review prior to initiating the I-9 process.

__ Visa Applications/Fees

Non-immigrants that have questions regarding a change to their current visa status are urged to check with International Student Services (Knight Hall, Room 241) prior to making arrangements for any change in employment. Please Note: Visa fees and immigration petition fees are the responsibility of the individual and not the University of Wyoming.

__ Tax Information

All International Employees must contact the Tax Office, Room 401, Old Main, prior to receiving their first paycheck to determine their status regarding United States taxes. The United States has tax treaties with several countries that reduce tax rates on certain types of income. Tax treaty information is available. Exemption from taxes is not automatic. Make an appointment with Casey Green (307) 766-2821 to review your tax situation and fill out any required paperwork to claim tax treaty benefits you may be entitled to.
**Social Security Number: Complete ASAP**

All UW employees must have a valid U.S. Social Security Number. Applications for a Social Security Number can be obtained from International Student Services (Cheney International Center, Suite 5 |Basement of Student Health). On-line applications are also acceptable, and can be found at [http://www.ssa.gov](http://www.ssa.gov). To get an original number and card, you'll need to complete an *Application for a Social Security Card* (Form SS-5), and show documents that prove your age, identity, U.S. citizenship or lawful alien status.

The process of receiving your permanent number and card can take anywhere from six to eight weeks. In the meantime, you will be assigned a temporary Social Security number by Human Resources, Admissions, or the Campus Express office. It is imperative that you bring your permanent number to Human Resources or Payroll Office as soon as you receive it.

**Additional Information**

**WyoOne ID Card**

The [WyoOne ID card](http://uwyo.edu) is your University identification card. It allows you to write checks on campus, use library services, apply for a parking permit, access recreational facilities (purchased separately), and to receive a discount on athletic tickets (restrictions apply). It can also be used as a debit card for on-campus purchases. Spouses and dependent children are eligible for a card. Please contact the WyoOne ID Office in the Information Technology Center (ITC Building) on the Main Floor or (307) 766-5267 with questions. Your first card is $10.00 (replacements are $20, so don’t lose it!).

**Direct Deposit**

Direct Deposit is available for all UW employees. Contact the Payroll Office, Hill Hall, (307) 766-2217. You may also print off the form.

Get paid. The first step to getting paid is to complete your payroll documents. Make sure your I-9, W-4 and *Direct Deposit form* are all complete on or before your first day of work. As a full-time, benefited employee, you will be paid once a month and your payday will generally be the last working day of the month. There are occasional exceptions to this, such as the month of December, so please check with your department or with the Payroll Office (766-2217) to verify. You are strongly encouraged to sign up for direct deposit of your paycheck to ensure that you get your money ON payday. If you choose not to sign up for direct deposit, your paycheck must be mailed and may not be received until sometime after the pay date. Paystubs are available electronically through WyoCloud.

**Parking Permits**

Vehicle and motorcycle parking permits are available to employees. Contact Transit and Parking Services @ Hill Hall Room 427, (307) 766-9800 or obtain a form for permits online at [http://uwyo.edu/tap](http://uwyo.edu/tap).
**Know Your Rights and Responsibilities**

The Employee Handbook is an invaluable resource and all employees are encouraged to read it.

**Get your Email Address**

Email is the primary way that UW faculty, staff, and students communicate! To get your very own uwyo.edu address, complete the requested fields by visiting the IT Login Information page and you will be provided with a user name and password.

**Get Trained**

"Harassment and Discrimination Prevention" is a REQUIRED training for ALL employees within 90 days of hire. For more information on this and other opportunities for training and professional development, please visit Diversity and Employment Practices and/or Human Resources Training pages.
LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>Documents that Establish Both Identity and Employment Authorization</th>
<th>OR</th>
<th>LIST B</th>
<th>Documents that Establish Identity AND</th>
<th>LIST C</th>
<th>Documents that Establish Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>U.S. Passport or U.S. Passport Card</td>
<td></td>
<td>1.</td>
<td>Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td></td>
<td>2.</td>
<td>ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td></td>
<td>3.</td>
<td>School ID card with a photograph</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Employment Authorization Document that contains a photograph (Form I-766)</td>
<td></td>
<td>4.</td>
<td>Voter's registration card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</td>
<td></td>
<td>5.</td>
<td>U.S. Military card or draft record</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Foreign passport; and</td>
<td></td>
<td>6.</td>
<td>Military dependent's ID card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Form I-94 or Form I-94A that has the following:</td>
<td></td>
<td>7.</td>
<td>U.S. Coast Guard Merchant Mariner Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1)</td>
<td>The same name as the passport; and</td>
<td></td>
<td>8.</td>
<td>Native American tribal document</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2)</td>
<td>An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For persons under age 18 who are unable to present a document listed above:</td>
<td></td>
<td></td>
<td>9.</td>
<td>Driver's license issued by a Canadian government authority</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>School record or report card</td>
<td></td>
<td>10.</td>
<td>School record or report card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Clinic, doctor, or hospital record</td>
<td></td>
<td>11.</td>
<td>Clinic, doctor, or hospital record</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Day-care or nursery school record</td>
<td></td>
<td>12.</td>
<td>Day-care or nursery school record</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.
Instructions for Graduate Students Needing Expense Reimbursements

If you incur expenses and want to get reimbursed, please complete the following steps:

• Complete all trainings in My Learning Plans under Employee LearnCenter

![WyoCloud](image)

• If you want reimbursement to go to a different bank account than your payroll direct deposit account, you can add another account by following these instructions: [https://uwyo.teamdynamix.com/TDClient/1940/Portal/KB/ArticleDet?ID=33369](https://uwyo.teamdynamix.com/TDClient/1940/Portal/KB/ArticleDet?ID=33369)

• Add Alexandria (“Allie”) Nichols as your delegate for expense report: [https://uwyo.teamdynamix.com/TDClient/1940/Portal/KB/ArticleDet?ID=32770](https://uwyo.teamdynamix.com/TDClient/1940/Portal/KB/ArticleDet?ID=32770)

• Fill in expense items and attach receipts in your expense report: [https://uwyo.teamdynamix.com/TDClient/1940/Portal/KB/ArticleDet?ID=32727](https://uwyo.teamdynamix.com/TDClient/1940/Portal/KB/ArticleDet?ID=32727)

• Ask your supervisor which account number to use

• **Email Allie (avann@uwyo.edu)** to give her the number of the expense report you created above and the account number (such as departmental allocation or a particular grant number) to use when it is ready to submit (please do not submit yourself)

• When you receive an email notification that you need to Approve the report, approve it. If it doesn’t work from within the email, go back to WyoCloud and approve it from your notifications at the top or from your action items at the bottom of the home page.

• The per diem calculator needs be used for travel over 24 hours (No receipts are required for meals when using per diem rates; however, receipts are required for lodging and fuel. If you are attending a conference, an Agenda must be attached, and if a meal is provided as part of that conference, you will deduct the per diem amount of that meal from your calculations.)

• Here are some useful instructions regarding expense reports: [https://uwyo.teamdynamix.com/TDClient/1940/Portal/KB/?CategoryID=6894](https://uwyo.teamdynamix.com/TDClient/1940/Portal/KB/?CategoryID=6894)
<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**M&E Breakdown (updated 2/3/2020)**

<table>
<thead>
<tr>
<th>M&amp;E Total</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Incidental</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Rate:</td>
<td>$55</td>
<td>$13</td>
<td>$14</td>
<td>$23</td>
</tr>
<tr>
<td>Sweetwater County:</td>
<td>$61</td>
<td>$14</td>
<td>$16</td>
<td>$26</td>
</tr>
<tr>
<td>Park County:</td>
<td>$71</td>
<td>$17</td>
<td>$18</td>
<td>$31</td>
</tr>
<tr>
<td>Teton/Sublette Counties:</td>
<td>$76</td>
<td>$18</td>
<td>$19</td>
<td>$34</td>
</tr>
</tbody>
</table>

www.psa.gov

*Note First/Last Day of Travel are calculated at 75%*
Holders of “D” and “TD” permits may park in any “A”, “C”, “R”, or “Accessible” parking space when used in conjunction with a state/city disability placard or license plate.
Important: According to City of Laramie Ordinance 10.32.180, no bicycles are to be ridden on city sidewalks. This includes exterior campus sidewalks.
**TIPS FOR THE ROAD**

Bright, reflective clothing increases visibility. Use a helmet to protect your brain. Your helmet should be snug but not tight. It should sit level on your head (not tilted back) with the front edge no more a width of approximately 2 fingers above your eyebrows.

Be aware of low angle sun during fall and spring as motorists may not see you.

Use hand signals to let pedestrians, cyclists and drivers know your intentions. Make eye contact with motorists to make sure they are aware of your presence.

Take the full travel lane if the road is too narrow for motorists to pass. Avoid weaving around parked cars. Riding predictably increases safety for all roadway users.

Be aware of your surroundings. Avoid using earphones, texting or talking on a cell phone while riding.

“Sharrows” (shared roadway markings) are placed on roadways that are links in the bicycling network. They indicate where bicyclists can ride safely and alert motorists to the presence of bicyclists.

When biking in a park or shared use path, be mindful of other path users. Paths are designed for low speed use. Stay to the right when using a path. Pass on the left and use an audible warning when passing. Ride single file during congested conditions.

Cross railroad tracks at a 90° angle (perpendicular). Tracks can be slippery when wet. Ride around storm and sewer gratings.

Securely lock your bike with a U-lock or cable lock. Secure detachable items and leave your bike where others can keep an eye on it.

Bikes operated or parked on UW property are required to have a $5 permit, which can be acquired through the UW Police Department.

**TRAFFIC LAWS**

In Wyoming, a person riding a bicycle has all the rights and responsibilities of a motor vehicle driver. Obey all signs, lane markings and traffic control devices.

Stop at stop signs and red lights. Yield to pedestrians. The posted speed limit should be obeyed by all roadway users.

Keep at least one hand on the handlebars at all times.

Persons riding bicycles upon a roadway shall not ride more than two abreast except on paths or lanes of roadways set aside for the use of bicycles.

Avoid bicycling while under the influence of alcohol or controlled substances. Violation is the same for cyclists and motorists.

Every person operating a bicycle upon a roadway shall ride as near to the right side of the roadway as practicable (or safe).

Bicycling on sidewalks is prohibited except where the sidewalk is part of a designated and marked bicycle path.

A front white light (emitting >500) and rear red reflector attached to the bicycle are required when bicycling at night.

Every bicycle shall be equipped with a brake which will enable the operator to make the bicycle skid on dry, level, clean pavement.

**HAND SIGNALS FOR TURNING**

![Left] ![Right] ![Stop]

**BIKE SHOP IN LARAMIE**

<table>
<thead>
<tr>
<th>Shop</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Terrain Sports</td>
<td>412 Grand Ave · (307) 721-8036</td>
<td></td>
</tr>
<tr>
<td>Pedal House</td>
<td>207 S 1st St · (307) 742-5533</td>
<td></td>
</tr>
<tr>
<td>ACME Bicycles</td>
<td>2900 Grand Ave · (307) 745-3300</td>
<td></td>
</tr>
</tbody>
</table>

**BIKE MAP**

See TransPark for detailed route and parking info for campus: uwyo.edu/tps. Additional campus buildings and a full map can be found at uwyo.edu/bike.

**UNIVERSITY OF WYOMING**

A project in conjunction with:

- Laramie BikeNet
- With funding from:
  - Laramie BikeNet
  - Optional 5th Cent
  - Sustainable Livin

LaramieBikeNet.org
LaramieLink Dial-A-Ride

307-766-7433 (RIDE)

The LaramieLink Dial-A-Ride demand response service will operate 6:30 a.m. to 2:00 a.m. Monday - Friday and 10:00 a.m. to 10:00 p.m. on the weekends.

LaramieLink Dial-A-Ride summer hours: 6:30 a.m. to 6:30 p.m. Monday - Friday, no weekend service.

Rides are offered to/from any established LaramieLink Dial-A-Ride stop and any point on the UW campus. Passengers can schedule rides through the TransLoc App. There you track your wait estimate in real-time updates when the van is heading for you or when it has arrived. Passengers may also call (307) 766-RIDE (7433) to schedule a ride. Passengers are picked-up on a first come, first serve basis. LaramieLink Dial-A-Ride operates using minivans rather than buses used on the fixed route. ADA accessible vehicles are available upon request, please inform the dispatcher if an ADA accessible vehicle is required.

LaramieLink Dial-A-Ride Stop Locations:

- Anywhere on the UW campus, including the South Express lot
- Downtown (1st and Grand)
- Laramie Interfaith
- Gateway Plaza / Planet Fitness
- Civic Center
- Wyoming Union
- Visual Arts
- East Express Lot
- Spanish Walk Apartments
- Ridley's
- LCCC
- Wal-Mart

SafeRide

307-766-7433 (RIDE)

SafeRide is an on-call public transportation service that operates late nights on the weekends to offer nonjudgmental "safe" rides home. Rides are offered to UW students, faculty, staff, and Laramie community members and visitors. SafeRide's service areas include the Laramie city limits. More information on SafeRide.

Paratransit

All of our fixed route shuttle buses are lift-equipped, and all of our drivers are trained in using the lift to assist passengers on and off our buses. The shuttle system is accessed most easily from the shuttle lot located at 30th Street and Willett Drive; there are many accessible spaces available in these parking lots.

A paratransit service is available to individuals that are unable to ride the fixed route due to a disability.
Employees, students, and visitors should feel confident that issues relating to sexual misconduct, discrimination, and workplace violence will be given appropriate attention at UW. It is important for individuals who are experiencing (or know of others who are experiencing) such behavior to immediately report it to a University official. As the University's policy states, such behavior is prohibited and will not be tolerated. It is also important for individuals who are not sure about such behavior to seek advice from whomever they are most comfortable.

Anyone having questions or comments regarding UW policy prohibiting sexual harassment, discrimination, or workplace violence is encouraged to contact EORR.

**OUR ROLE AND SCOPE**

Our review is neutral, and we are not on anyone’s “side.” We are not a court of law, and our reviews are conducted separately from any criminal or legal processes. Our role is to investigate whether there has been a violation of University policies connected to discrimination, sexual misconduct, or workplace violence as described in the following regulations:

- UW Regulation 4-2 (Harassment and Discrimination)
- UW Regulation 4-3 (Title IX and Sexual Misconduct)
- UW Regulation 1-256 (Sexual Misconduct)
- UW Regulation 4-4 (Workplace Violence)
- Student Code of Conduct

Links to the full policies are available on the ReportIt website (www.uwyo.edu/reportit). If we learn about issues not connected to these policies, we can refer those concerns to the appropriate office(s) or process(es).

**SEXUAL MISCONDUCT, DISCRIMINATION, AND WORKPLACE VIOLENCE**

**HEALTH AND SAFETY**

If necessary, seek medical attention as soon as possible. Medical examinations are essential to detect injuries, and for protection against possible diseases or pregnancy. SANE nurses at Ivinson Memorial Hospital can also help preserve evidence. Medical assistance is available from Ivinson Memorial Hospital (307-742-2142 x 2222) or Student Health Services (766-2130).

If you are afraid for your physical safety, it is best to contact law enforcement. They can discuss possible options such as protection orders, trespass notices, etc. While you can contact the University Police Department (766-3179, upd@uwyo.edu), Albany County Sheriff (755-3520), or Laramie Police Department (721-2526) using non-emergency numbers, remember that you can also call 911 in the event of an emergency. If necessary, leave the immediate area or lock yourself in a secure location before calling.

The University ensures non-discriminatory practices in all matters relating to its education programs and activities. We can provide interim measures to enhance your safety, including help with academics, housing, employment, and security; please let us know what measures are necessary for you to feel safe during the course of the review.

**FOR ADDITIONAL INFORMATION:**

www.uwyo.edu/reportit

The ReportIt website is designed to provide students, employees, guests, and visitors with information and resources such as: handouts, definitions, lists of community resources, what to do if assault happens, how to make a report, links to UW policies, ways to learn more or get involved, and other valuable information. An online report form is also available.
YOUR RIGHTS/OPTUNITIES

• To speak on your own behalf.
• To be accompanied by an advisor or support person who may take notes and advise you; but who may not otherwise participate. (Attorneys may represent a client during hearings that involve possible dismissal.)
• To present evidence on your own behalf. Individuals should retain all evidence which may be relevant, including documents, texts, e-mails, digital messages, and the like.
• To provide names of witnesses who can speak about the alleged conduct at issue.
• To report incidents to law enforcement or appropriate government agencies.
• To not be retaliated against for having filed an incident report or for participating in the investigation.
• To view the written report, or portions of the written report that are relevant to your role, including an explanation of alleged policy violations and the final determination of the investigator, and information about subsequent sanctions and remedies, if any.

ADVOCACY

Many people find it helpful to talk to a victim advocate such as the Stop Violence Program (766-3475, stopviolence@uwyo.edu). Advocates provide information about sexual misconduct and additional tips to stay safe, and can accompany a victim to the hospital or court hearings. An advocate’s role is to provide support, connect you with available resources, and help explain processes and policies if you decide to make a report. Most advocates are required by law to maintain your confidentiality, so they won’t share your information without your consent. The Albany County SAFE Project has an advocate available on campus (766-3434, campus@safeproject.org); advocates are also available off-campus if that is more comfortable for you (745-3556, info@safeproject.org).

NOTE: STOP and SAFE advocates cannot work with respondents. Respondents may request a process advisor for assistance with navigating the investigative process.

CONFIDENTIALITY

Information you provide is confidential to the extent possible, but a written report (assessment memo or report of investigation) is produced about each review. The report will contain information about the allegations, how the review was conducted, and the reasoning used to reach the final determination. Your name may be included in the final report. The final report is typically distributed to the complainant, the respondent, appropriate managers or supervisors, and University Officers. Witnesses do not receive the full report, but may review their statements and any sections of the report directly related to them. If you have concerns about confidentiality, please let us know.

Certain offices on campus offer highly confidential services protected by law. These offices include the University Counseling Center, Student Health Services, and the Stop Violence Program. Information you provide to these offices cannot be shared without your permission, except in extreme cases that involve a minor or immediate danger.

SUPPORT

Dealing with issues such as this can be difficult for anyone. You are encouraged to talk to somebody who will support you.

• Students may contact the University Counseling Center (766-2187) for assistance. Crisis intervention services are also offered during regular clinic hours (8:00 am - 5:00 pm) for students with urgent problems. For after-hours crises, call 766-8989 and ask for the on-call counselor.
• The University also has an Employee Assistance Program (EAP) available through a partner, Mines and Associates (www.minesandassociates.com, 800-873-7138). They provide resources, information, and referrals for benefitted employees about several topics, including counseling. The resources are free to benefitted employees and participation is voluntary and entirely confidential. Employees are not required to contact the EAP, nor to inform anyone at UW if they do choose to use their services.
• Assistance may also be available on-campus from the Psychology Clinic (766-2149) or the Wellspring Counseling Clinic (766-6820). If you prefer to go off-campus, you can contact the PEAK Wellness Center (745-8915).

WHEN A REPORT IS MADE

The University is required to respond to all reports of sexual misconduct, civil rights discrimination, and workplace violence in the most appropriate manner. Responding to these concerns does not indicate that there has been a violation of UW policy. After receiving a report, the University will begin an assessment which normally will start within 72 hours of receipt of the incident report. Typically, this will include the following actions:
• Initial meeting with person filing the incident report (reporting party) to:
  • Review the incident report
  • Collect/request all relevant evidence and documents
  • Review rights and options
  • Review relevant interim protective measures
• Initial meeting with the person(s) named in the report (respondent) to:
  • Review the written incident report
  • Collect/request all relevant evidence and documents
  • Review rights and options
  • Review relevant interim protective measures
• Meetings with witnesses who have direct knowledge of events
  • Review all relevant documentation
  • Follow-up meeting(s) or contact(s) with the reporting party and the respondent to ascertain additional information, to clarify information, and to update on the status of the investigation process.
• The person conducting the investigation may, except in cases involving sexual violence, seek to resolve the matter informally.
• At the conclusion of the investigation, the person conducting the investigation will retain all records and notes of the investigation. Records are retained for a minimum of seven years.
• The person conducting the investigation shall prepare a written report, including the summary of findings and outcomes. The report is only shared with those who have direct involvement or a need to know.
• Thereafter, a copy of the summary of findings will be provided to the reporting party and the respondent. Witnesses and support persons will not receive the written report, but may review any sections which refer to them.

Depending on the nature of the incident report, the complexity of the issues and events, number and availability of witnesses, the amount of information to be gathered and reviewed, and other factors, UW will attempt to complete the investigation within 60 calendar days. Additional time may be necessary in order to conduct a fair and equitable investigation. The reporting party and the respondent will be informed periodically of the status of the investigation.

While UW will exercise reasonable diligence in complying with the timelines and procedures outlined, deviations may occur in order to meet the intent of the policy or to ensure the fair and equitable resolution of a reported incident. The reporting party or respondent should notify the Title IX Coordinator of any procedural error or deficiency. A procedural error or deficiency shall not require an outcome in favor of the person allegedly disadvantaged by the error.

OTHER RESOURCES

• SAFE Project, 745-3556 (24 hour hotline) *
• SAFE Project Campus Advocate, 766-3434 *
• STOP Violence Program, 766-3475 *
• University Counseling Center, 766-2187 *
• Employee Assistance Program, 800-873-7138 *
• Dean of Students Office, 766-3296 *
• Psychology Clinic, 766-2149 *
• Student Health Services, 766-2130 *
• Wellspring Counseling Clinic, 766-6820 *
• Ivinson Memorial Hospital, 742-2141 *
• PEAK Wellness Center, 745-8915 *
• University Police Department, 766-5179 (* denotes a confidential resource)
Appendix B – Thesis and Dissertation Guide
The ProQuest Electronic Theses and Dissertations (ETD) project is an online resource for collecting theses and dissertations. The ETD should be fully readable and remain completely usable over time. To accomplish this, you should adhere to the standards of form and organization in the preparation of the manuscript.

It is important to submit an ETD that has a consistent and readable appearance. Departments have many of the rules for writing their own discipline already established by academic journals and international organizations. As a graduate student, you need to abide by these rules if you wish to publish in your field.

To assure standardization, there are a few University requirements regarding the submission of dissertations and theses which must be adhered to. Additionally, title and signature page information must conform to the record-keeping system of the University, so certain dates and signatures must appear.

It is your responsibility as a student to understand the program you choose for editing your thesis or dissertation. Technical support for Word or LaTeX or any other word processing software is not available through the Office of the Registrar.

ABOUT PUBLISHING YOUR THESIS/DISSERTATION AND PROQUEST

The University of Wyoming is obligated to ensure that all theses and dissertations produced at this institution are published. Rather than requiring each of you to arrange for publication of your thesis/dissertation, the university has arranged with ProQuest to handle the publication. Visit ProQuest on the web at www.proquest.com. Format review and final approval will be completed after the submission.

EMBARGOES (SEQUESTERING)

An embargo on a thesis/dissertation is an intentional delay in the publication of its results. Because the University places high value on the open dissemination of knowledge and the professional advancement of its graduates, such embargos are strongly discouraged. Any embargo request must include compelling written justification and a proposed embargo period not to exceed one year. All embargo requests are subject to approval by the Office of Graduate Education. In cases where justification involves intellectual property or prior contractual agreement, embargo requests also require approval by the Office of Research and Economic Development.

THESIS AND DISSERTATION PREPARATION
A thesis is required for all graduate programs leading to a Plan A master's degree, and a dissertation is required for the doctor of philosophy and doctor of education degrees. In general, a single set of guidelines regarding form and organization may apply to both. In setting out these guidelines, this document uses the word "thesis" for simplicity. It should be taken, however, to refer to either a thesis or dissertation.

**The Committee**
While your committee chair serves as a mentor for your research and thesis, you are primarily responsible for the content, quality, and format of the thesis. However, your committee must approve the final content and format of your thesis before it is submitted to the Office of the Registrar for formatting review.

**The Student**
You are responsible for making all arrangements for the preparation of the thesis as well as its reproduction. This includes the following:
1. Consult department regarding any style manuals approved or required by the department.
2. Refer to this guide for guidelines regarding the correct format for the thesis.
3. Edit the draft manuscript for proper sentence structure and grammar, paragraph and page breaks, punctuation, and spelling.
4. Proofread the final manuscript copy and check to see that corrections are made accurately.
5. Present a copy of the manuscript to your graduate committee for their review.
6. Incorporate any changes required by your graduate committee. These changes must be completed before the thesis can be considered “accepted.”
7. A bound, hardcopy is not required by the University of Wyoming. Any other copies of your thesis – including those required by the department or advisor – are considered to be “personal” copies. The arrangements for binding these copies must be made independently.
8. Upload an electronic copy of your thesis to the ProQuest website. A format check will then be completed to verify that the committee, abstract, title page, and all other format information conforms to the requirements of the University.

REGARDING PLAGIARISM

Please see **UW Regulation 2-114**.

**FORMAT AND REQUIREMENTS**

Other than the specifications listed below, determinations of style and format are made by your department or program and your graduate committee. Check with your committee chair or graduate program coordinator for guidelines recommended or required by your department or program.

A typical thesis is made up of three main parts – preliminary, text, and supplementary pages. At UW, these parts may be organized as shown below:

Preliminary Pages:
- Committee page
• Abstract
• Title page
• Copyright page (optional)
• Acknowledgments (optional)
• Dedication (optional)
• Table of Contents
• List of Tables (optional)
• List of Figures (optional)
• Other (optional)

Text – specifically beginning with Chapter One

Supplementary Pages:
• References or bibliography
• Appendices (optional)

Preliminary Pages
These pages are numbered with both Roman and Arabic numbers. Check the individual descriptions for specific details.

Committee Page
Each thesis will have a committee page. The committee page is not assigned a page number and is not signed. A sample committee page is shown in the appendix. The committee page contains the following statement:

To the University of Wyoming: The members of the Committee approve the [thesis or dissertation] of [insert your name here] presented on [insert actual defense date - month, day, and year]

The statement is followed by a listing of the names of each committee member. Below the names is the statement “APPROVED:” (all upper-case); followed by the department head/interdisciplinary program/division chair’s name, title, and department; then followed by the Dean of the [College], identified with the dean’s name followed by “Dean, College of [College].”

Abstract
Because the abstract is, in effect, a separate document that is included with your thesis, it has a separate page numbering system from that of the thesis. Arabic numerals are used (e.g., 1 and 2), and the numbers are centered at the bottom of the page above the margin you choose, the minimum being 1 inch. A sample abstract is shown in the appendix. The word limit is a maximum of 250. It should include your name (last name, followed by a comma, then first name and, if desired, middle name or middle initial followed by a comma), the title of your thesis (in title case and in italics), the degree you are seeking, your department, and the month and year of your intended graduation (not the date of your thesis or dissertation defense). The second and succeeding lines of the heading use a hanging indent.
Title Page
The title page is assigned page number one in lower-case Roman (i), but that number does not appear on the page. A sample title page is shown in the appendix. The title must be the same on the title page and the abstract.

- The title page must contain:
  - the title of your thesis or dissertation (in title-case)
  - “by” [your name]
  - the statement “A [thesis or dissertation] submitted to the University of Wyoming in partial fulfillment of the requirements for the degree of”
  - [here you insert the name of your degree, such as Master of Science]
  - Laramie, Wyoming
  - the month and year of your intended graduation (not the date of your thesis or dissertation defense)

The arrangement and spacing of this information are shown in the appendix.

All other preliminary pages
Beginning with the page immediately following the title page, all introductory materials (pages for copyright declaration, dedication, acknowledgments, table of contents, list of tables, list of figures, list of appendices, etc.) must be numbered, consecutively, with lower-case Roman numerals (beginning with ii). A page number must appear at the bottom center on each of these pages.

Copyright Page
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