

**GRADUATE PROGRAM HANDBOOK**  
Department of Psychology  
University of Wyoming

2017-2018

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**List of Helpful People**

|   |                 |          |
|---|-----------------|----------|
| Department Chair                          | Karen Bartsch   | 766-2942 |
| Director of Experimental Graduate Program | Narina Nunez    | 314-2066 |
| Director of Clinical Training/            | Carolyn Pepper  | 766-2951 |
| Psychology Clinic Director                | Cynthia Hartung | 766-6106 |
| Psychology Clinic Student Director        | Brooke Maxfield | 766-2149 |
| Subject/Participant Pool Coordinator      | Josh Clapp      | 766-6304 |
| Coordinator – Student Advising            | Melanie Stinson | 766-6302 |
| Office Associate                          | Cheryl Hamilton | 766-6303 |
| Accounting Associate Senior               | Dora Montez     | 766-6305 |

Welcome to the Department of Psychology doctoral training program at the University of Wyoming. This handbook is intended to acquaint you with our graduate program requirements and help you plan your graduate education with us. Any of our faculty or staff will be glad to answer your questions and to advise you further. These guidelines explain our current policies and requirements. Please read this handbook carefully and keep it for future reference. You will be provided with an updated version annually.

### **Nature of the Graduate Training Program**

The UW Department of Psychology offers the Master of Science (MS) degree in Psychology and the Doctor of Philosophy (PhD) degree in Psychology through our programs in Clinical Psychology and Experimental Psychology [Social Psychology, Cognition/Cognitive Development, and Psychology and Law].

The American Psychological Association has accredited the Clinical Psychology Training Program since 1972. The Clinical program adheres to the **scientist-practitioner** training model. Research knowledge and experience are viewed as fundamental parts of the student's education and critical to the role of a clinical psychologist. Although there are many possible careers available to clinical psychologists, all require adequate research knowledge. Academic psychologists (university or medical school based) participate in research activities as an integral part of their job responsibilities. Private practitioners must be able to evaluate effectively the existing research literature and apply the literature to their activities as appropriate. Further, many fundamental principles of research (such as hypothesis formation and testing) often guide the process of assessment and psychotherapy. In a service-providing agency, common research activities of clinical psychologists include program evaluation and needs assessment.

The PhD programs in Experimental Psychology are designed to prepare graduates for employment in academia, research institutes, government agencies, or private firms. Students are actively involved in research from the time they enter the program, and they are encouraged to work with a variety of faculty members in related areas.

Students entering our PhD programs earn the Master's degree as part of their doctoral training. We do not typically admit students who are interested in completing only the Master's degree. Occasionally, a "terminal" Master's degree is awarded when the student's training is terminated at that level.

Graduate study in Psychology at UW is guided by regulations at the levels of the Psychology Department, the College of Arts and Sciences, and the University (see the Enrolled Students link under the Graduate Education webpage for a list of Graduate Student Resources at <http://www.uwyo.edu/uwgrad/enrolled-students/> You should familiarize yourself with graduate study regulations and policies by reviewing information in the University Catalog. Information is available online at <http://www.uwyo.edu/uwgrad/catalog/>.

Degree program requirements may change over time. Students may choose to satisfy the requirements as stated at their matriculation or they may choose to satisfy the new requirements.

## **Advising**

Each student will have a faculty advisor while in the program. Upon entering the program, students are assigned to work with a particular faculty member. Assignments are made based on mutual research and training interests. Typically that faculty member also serves as Chair of the student's Master's committee (or the Doctoral committee, if the student enters the program with a master's degree). Students are usually mentored by a faculty advisor from their area of study. If a clinical student's research is directed by a faculty member from another area, then a clinical faculty member on the committee will serve as the faculty advisor for clinical program matters (and vice versa).

The Chair of the Master's committee will continue to be your advisor until the Doctoral Advisory Committee is officially appointed.

## **Degree Requirements**

### **Master of Science**

In addition to the general requirements specified in the *UW University Catalog* (available on-line at [http://www.uwyo.edu/registrar/University\\_Catalog/index.html](http://www.uwyo.edu/registrar/University_Catalog/index.html)), the following are required: (1) successful completion and oral defense of a thesis; (2) PSYC 5060 Statistical Methods in Psychology – 3 hours; PSYC 5300 Applied Multivariate Analysis – 3 hours; PSYC 5520 Introduction to Research – 3 hours; and (3) at least nine credit hours in 5000-level courses exclusive of those listed above and exclusive of research and thesis research credit. A minimum of 30 semester credit hours is required (26 coursework hours and 4 thesis hours).

### **Doctor of Philosophy**

In addition to the general requirements specified in the *UW University Catalog*, the following are required: (1) written and oral comprehensive examinations and (2) successful completion and oral defense of a research-based dissertation.

### **Specific Degree Requirements for Students in Clinical Psychology**

Students complete a four-year, on-campus sequence of required courses covering core areas of psychology and clinical competency. A listing of these courses can be found in the Clinical Psychology Program Handbook. In addition, the following are required: two summer clerkships and an APA accredited internship.

### **Specific Degree Requirements for Students in Experimental Psychology**

In addition to completing the general program requirements described above, graduate students in the Social Psychology, Cognition/Cognitive Development, or Psychology and Law programs must successfully complete four core courses:

PSYC 5180 Advanced Developmental Psychology  
PSYC 5230 Advanced Cognitive Psychology  
PSYC 5650 Theories of Social Psychology  
PSYC 5120 Neuropsychology of Human Behavior

Students are expected to take graduate courses relevant to their interests when offered and to consult with their advisors about course selection. Students in Social Psychology are required to successfully complete at least four additional graduate courses (total 12

credit hours) in social psychology and participate in social research laboratory activities (total 8 hours). Typically, these courses will include Social Cognition, Personality, and two other topical seminars. Students in Cognition/Cognitive Development are required to successfully complete at least four additional graduate courses (total 12 credit hours) in developmental psychology, cognitive psychology, or topics approved by the student's advisor, and participate in developmental or cognitive research laboratory activities (total 8 credit hours). Students in Psychology and Law are expected to participate in the Psychology and Law Proseminar each semester and to be active members of the Psychology and Law Research Lab. All students should consult with their major advisors regarding additional specific requirements.

### **Transfer Credits and Program Requirement Waivers**

Students completing graduate course work at other institutions prior to entering the UW doctoral program may be eligible to transfer credits into this program. However, courses, clinical training experiences, and a thesis completed for a graduate program elsewhere are not automatically accepted for credit in this program. In consultation with appropriate faculty as designated below, the Transfer/Waiver Committee will decide which transfers and waivers will be accepted. Students wishing to obtain transfer credits or waivers should initiate the following process within their first year.

A. Students entering the program with a Master's degree that included completion of a research-based thesis may be allowed to transfer from their Master's program a maximum of 21 course credit hours into their UW Doctoral Degree Program of Study. Only courses completed with a grade of "B" or higher will be considered for transfer/waiver. Certain limitations on transfer/waiver exist for clinical students. The Clinical Psychology Program Handbook should be consulted for details.

Step 1: Submit a letter to the Director of your training program listing all the requests for transfers and/or waivers that you are seeking.

Step 2: Submit a copy of your thesis to your faculty advisor. If your advisor agrees that your thesis is a research-based project that may qualify for a waiver of the thesis requirement in our program, then proceed to Step 3.

Step 3: Submit your thesis to the Transfer/Waiver Committee for consideration. If your thesis is accepted as having fulfilled our thesis requirement, then you may proceed to Step 4. If your thesis is not accepted, then you will be considered a Master's candidate and transfers and waivers will follow "B" below.

Step 4: If you wish to have a course accepted for transfer credit into UW's program, you must provide substantiating documentation to justify the request. Such documentation will include transcripts, course catalog listings, course syllabi, and any other relevant information you can provide. Present your documentation to the professor currently teaching the course for which you would like transfer credit. That professor will provide the Transfer/Waiver Committee with an opinion as to the acceptability of the request and will forward the documentation to the Committee.

Step 5: All transfer/waiver requests must be approved by the Department Chair.

B. Students who have taken graduate courses at another university but who do not have a Master's degree or whose thesis is not accepted as fulfilling our thesis requirement may transfer up to 9 semester hours into their University of Wyoming Master's Degree Program of Study, in keeping with university graduate student regulations. The procedure

for securing transfer credit/waivers is detailed in section A above.

## Evaluation

As developing Psychologists, we expect all students to know and abide by the APA Ethical Code of Conduct (available at [www.apa.org/ethics/code/](http://www.apa.org/ethics/code/)).

In accordance with University policy, the professor is responsible for the grades assigned in classes. In cases where a student disagrees with a grade assigned by a professor, students will follow the appeal procedure established by the University. Generally, this procedure provides the student an opportunity to proceed to the next step if satisfaction is not found at a previous step in the process. This route is: Professor, Department Chair, Dean of Arts and Sciences, College of Arts and Sciences Appeal Board.

In addition to other types of evaluations made by other bodies (e.g., thesis and dissertation committees), students are evaluated at least once each year by clinical or experimental faculty. Additional evaluations occur as circumstances demand. Other members of the Psychology Department and adjunct faculty may be invited to attend evaluation sessions at the discretion of the Director of the training program. Their attendance is limited to the discussion of only those students they are teaching or whose committees they chair. A written statement from such faculty members is acceptable in place of attendance at the meeting. The Department Chair may be invited to attend any portion of the evaluation session.

Continuation in the program is contingent upon the student's receiving satisfactory evaluations. Factors considered in evaluation will be: (1) class performance; (2) aptitude for clinical practice as displayed in practicum components of classes (clinical students only); (3) performance in stipend positions such as assistantships and fellowships; (4) progress in research requirements; (5) adherence to expected completion dates for the thesis and the comprehensive examination; and, (6) adherence to ethical principles. With regard to class performance, students are expected to perform at an "A" or "B" level in graduate coursework. If a student receives a "C", there will be an automatic review by faculty of the student's standing in the program that may result in remediation or probation. A total of two or more Cs may be cause for termination.

If a student's performance or behavior is deemed unsatisfactory and warrants termination from the program, the student will be informed of this decision through a written statement from the Director of the relevant training program. The student may appeal this decision to the Clinical or Experimental Committee prior to actual implementation. In this appeal, the student may elect: (1) to have the student member of the Clinical or Experimental Committee present as a voting member, (2) to have the student member present but not as a voting member, or (3) not to have the student member present. The appeal is initiated by a letter addressed to the Director of Clinical or Experimental Training. The Director must receive the letter no later than 14 days after the student was notified of termination. If the Clinical or Experimental Committee rejects the student's appeal, it may be pursued through the established appeal process of the college and university.

In the first year, evaluations will be made near the end of the fall and spring semesters. In the second year and all following years, students will be evaluated near the end of spring

semester. In addition, faculty may meet at mid-term each semester to identify and discuss any concerns about students.

Nothing in the above statement of policy shall preclude other forms of evaluation established by the Department of Psychology, the College of Arts & Sciences, or the University.

### **Research Philosophy and Requirements**

Knowledge of theory, research, and methodology gained in the classroom is ultimately applied to research conducted under close faculty supervision. Mentoring is a crucial aspect of our professional training model. Consistent with this orientation, students are accepted into the clinical or experimental program with an assignment to a specific faculty mentor based upon similar research interests. Students are expected to work closely with their mentors to develop and execute research projects.

Students entering the program without a Master's degree in psychology will be expected to produce a thesis by the end of the second year in the program. Students entering the program with a Master's degree in psychology that includes a research-based thesis may apply to the Transfer/Waiver Committee to have their thesis accepted as fulfilling the program's thesis requirement.

All students will complete a dissertation, usually during the 4th or 5th year. Research projects in addition to theses and dissertations are expected.

Students will receive ongoing and comprehensive review of their performance in the program, including feedback on their research progress. If a student is judged to be dilatory in completing research requirements and expectations without compelling justification, then the Clinical or Experimental Faculty may take appropriate action to facilitate productivity, such as requiring a course reduction to permit more time to be devoted to research.

The following schedule illustrates how students can complete the Master's degree, the comprehensive examination, and the dissertation proposal by the fall of the fourth year (and prior to internship application for clinical students). This schedule accords with faculty expectations regarding the completion of research requirements in a timely manner.

#### Second Semester, 1st year

The student will begin serious consideration of a thesis topic by developing a draft of a proposal.

#### First Semester, 2nd year

The student will form a Master's committee, write the final thesis proposal, have the proposal meeting, and begin to collect data.

#### Second Semester, 2nd year

The student will finish data collection, analyze the data, write the thesis, and successfully defend the thesis.

### First Semester, 3rd year

The student, with the advisor's guidance and approval, will constitute the Doctoral Advisory Committee and develop the comprehensive examination questions.

### Second Semester, 3rd year

The student will complete the comprehensive examination.

### Second Semester, 4th year

The student will write the dissertation proposal, have the proposal meeting, and collect data. Clinical students must complete the comprehensive examination and defend the dissertation proposal before applying for internship.

### Second Semester 5th year (Experimental students) or internship year (Clinical students)

The student will write the dissertation, submit it for committee approval, and successfully defend it.

## **Obtaining a Master's Degree in Psychology**

Course requirements for the Master's degree are presented in the section above entitled "Master of Science." Successful completion of the Master's degree requires appointment of a Masters Advisory Committee, completion of a Master's Program of Study, and completion of the thesis requirement.

### **Masters Advisory Committee**

A committee is formed by the student in consultation with the major professor (see Appendix 3C). The proposed committee should be sent to the Psychology Department Advising Coordinator (Melanie Stinson) and then submitted by the Department Chair to the College of Arts and Sciences for final approval. The Master's graduate committee consists of the Chair (the major professor, from Psychology), at least one other Psychology faculty member, and a faculty member from outside the Psychology Department. For clinical students, one of the members must be a member of the clinical faculty (the Chair need not be a clinician). This committee is responsible for advising the candidate concerning course work for the degree program and thesis research. The Master's committee also reviews the thesis and conducts the final examination.

Students often select committee members based on similar interests. However, students may be advised to choose committee members who could expand the student's knowledge or provide an alternative perspective.

### **Program of Study**

A Master's degree program of study should be filed as soon as the Master's Advisory Committee is approved. This document, filed with the Registrar's office, is provisional and can be amended should changes in coursework be necessary. All Psychology Master's Programs are "Plan A" (see the Graduate Student Resources website), so a minimum of 30 hours of coursework is required (including 4 hours of PSYC5960 Thesis Research) and the completion of a thesis for the Master's degree. A copy of the Program of Study form is provided in Appendix 3A and the form can be downloaded from the Graduate Student

Resources webpage (see Appendix 3). The Master's Advisory Committee must be assigned before the Program of Study will be approved by the Registrar's office.

### **Thesis Requirement**

In consultation with the major professor, the student is responsible for formulating a thesis project proposal, which then must be approved by the student's Master's Advisory Committee. At a time convenient to all members, a formal Master's thesis proposal defense meeting is held. The results of this meeting are recorded on the Departmental Milestone Report Form (Appendix 1) and submitted to the Psychology office staff for filing.

The major professor and the advisory committee are responsible for determining the procedure for proposal defense meetings. A typical format is as follows: The student is initially asked to leave the room so that the committee can discuss preliminary matters such as procedure or concerns. The student returns and may or may not be asked to make a brief oral presentation. The committee then questions the student on the proposed research. At the end of the meeting, the student is again asked to leave the room so that the committee can discuss their evaluation of the proposal. Finally, the student rejoins the committee and learns the outcome of the meeting.

Following the proposal meeting, the student should submit a completed Proposal Approval form (Appendix 2) to the Psychology office.

After the committee chairperson approves the completed thesis, it is provided to the other committee members for their review and evaluation. An oral examination is then conducted by the committee. This examination is directed toward the adequacy of the thesis but may also evaluate the student's knowledge and proficiency in other relevant areas. A portion of this examination (typically, a research presentation) may be made open to the public by posting the date of the examination in the departmental office one week prior to its occurrence.

The committee's decision is recorded on the Departmental Milestone Report Form (Appendix 1) and the Report of Final Examination Results Form (obtained through the Graduate Student Resources website, Appendices 4 and 4B). In addition, each committee member will complete a Graduate Assessment form (see Appendix 4C). These forms (ONE FOR EACH COMMITTEE MEMBER) are available in the Psychology office. Committee members will complete the form **at the end of the meeting**.

It is the student's responsibility to provide the Milestone form, the Report of Final Examination Results form, and sufficient copies of the Graduate Assessment form at the meeting and finally to obtain committee signatures on the Report of Final Examination Results form.

## **Attaining Doctoral Candidacy**

### **Doctoral Advisory Committee**

Upon completion of the Master's degree, the student should arrange for the formation of a Doctoral Advisory Committee. This committee is responsible for conducting the comprehensive examination and serves as the supervising body for the dissertation. The Advisory Committee is comprised of a minimum of five persons, including at least three

Psychology faculty members. The committee must include a chair (typically the major professor) from Psychology and a faculty person from outside the department. The committee for Clinical students shall consist of at least two Clinical faculty members (one must be tenure-track). The committee for an Experimental student shall include at least two Experimental faculty members (one must be tenure-track). As was the case with the Master's Advisory Committee, the Doctoral Advisory Committee is appointed after the committee chair sends the list to the Advising Coordinator (Melanie Stinson) and the Department Chair recommends it to the College of Arts and Sciences.

Following appointment of the Doctoral Advisory Committee by the College of Arts and Sciences, the student, in consultation with the committee chair, prepares a program of course work and research leading to the doctoral degree. After approval of this plan by the Advisory Committee, it is submitted on the appropriate form (Appendix 3A) to the College of Arts and Sciences and then to the Registrar for approval. Upon approval by the Registrar, a student is formally admitted to candidacy for the doctoral degree. In completing this form, care should be taken that all remaining coursework, including remaining clerkships and the internship, are listed. Similarly, care should be taken to ensure that the student has completed all requirements of the clinical or experimental program.

The student should be aware that the Doctoral Advisory Committee plays a significant role in the student's graduate education. It is this committee that determines the student's program of study, conducts the comprehensive examination, and evaluates the dissertation. Although the clinical program is fairly well prescribed, it is within the province of the Advisory Committee to determine whether the student's academic program provides adequate preparation for a doctoral-level psychologist. It is within the jurisdiction of the committee to impose additional requirements.

### **Doctoral Program of Study**

The Doctoral Program of Study form (see Appendix 3A; available on the Graduate Student Resources webpage) should be filed as soon as the Master's degree requirements have been met. This document, filed with the Registrar, is a plan that can be amended should changes in coursework be necessary. The Doctoral Advisory Committee must be assigned before the Registrar will approve the Doctoral Program of Study. Also note that the Program of Study must be on file with the Registrar before the comprehensive examination can be scheduled.

### **Comprehensive (Preliminary) Examination**

To be eligible to take the comprehensive examination, a student must have completed the Master's degree, arranged for a chair for the Doctoral Advisory Committee, had the committee appointed through the Registrar, and filed a Doctoral Program of Study (Appendix 3A) with the Registrar. For course credit while working on the comprehensive examination, students register for the appropriate research course (PSYC 5800-5860).

The comprehensive examination determines whether students are qualified, according to their committee, to proceed to doctoral candidacy. Qualification requires that students exhibit sufficient depth and breadth of scholarly knowledge of relevant literatures, and that they demonstrate profession-appropriate abilities to critically write and converse about their own work and that of others.

## **A student's Doctoral Advisory Committee determines how best to assess candidacy for the doctoral degree.**

The comprehensive examination process is designed to assess students' abilities to synthesize and integrate scientific literatures in two written documents with an oral defense. The successful student will be able to demonstrate depth of knowledge within a research area and breadth of knowledge within other relevant areas. Both papers should be of sufficient quality to warrant publication. Skills necessary for successful completion of the comprehensive examination are addressed throughout the training program, including class discussions focusing on critical evaluation of research articles, integrative papers and grant proposals written for classes, as well as feedback from mentors and other faculty on theses and other research papers.

The first paper for the comprehensive examination will be a critical and integrative review of the literature on a topic in the student's main area of interest and should offer recommendations for further inquiry. This paper can and often does provide the background and foundation for the dissertation. It should be approximately 30 pages in length.

The second paper for the comprehensive examination will typically address a question outside of the student's primary area of interest. It also might focus on a topic of primary interest but from a different perspective (e.g., applying a social psychology theory to a clinical population). This paper should be approximately 15-25 pages in length.

Students are expected to complete the comprehensive examination papers within 6 months after the successful proposal meeting. The committee can be flexible within these guidelines in accepting a proposal that best fits an individual student's training needs.

### **Filing, Submitting, and Defending the Comprehensive Examination**

In general, students should plan to complete the comprehensive examination by the end of the spring semester of the third year. Students entering the program with an approved Master's thesis should successfully propose their examination questions by the end of their first year. Timely completion of the comprehensive examination facilitates completion of the dissertation proposal in the fall of the fourth year and eligibility for internship application.

Following the committee's approval of a student's comprehensive examination topic questions, a copy of the questions should be placed in the appropriate folder in the Psychology office and thus made available to all graduate students.

Once the written portion of the comprehensive examination is completed, the student arranges an oral defense with all Doctoral Advisory Committee members present. Forms completed at this meeting include the Departmental Milestone Report Form (Appendix 1) and the Report of Preliminary Examination for Admission to Candidacy (Appendix 3B). The student is responsible for bringing these forms to the meeting. In addition, as with the thesis, the student is responsible for bringing to the meeting a Graduate Assessment Form (Appendix 4C) **for each committee member**. These forms are available in the Psychology Department office. Committee members will complete this form **at the end of the meeting**.

## Completing the Doctoral Degree

The Doctoral Advisory Committee serves as the candidate's dissertation committee. To avoid potential difficulties, throughout the course of the dissertation it is wise for a student to consult regularly with the chair of the committee as well as with other members. To remain in good standing in the program, the student must be continuously registered from the time the committee is formed until the dissertation is completed and accepted.

The dissertation is regarded as the student's major research work while in graduate school. As such, it is expected that the dissertation project will demonstrate the student's capacity for original scholarly work. Although the department does not require that the dissertation of clinical students be in the clinical area, bear in mind that potential employers or licensing boards may negatively weigh a non-clinical dissertation when evaluating credentials.

Once a dissertation proposal has been approved by the major professor, a formal proposal defense is scheduled. When the proposal is approved by the Doctoral Advisory Committee, a Proposal Approval Form (Appendix 2) should be completed and submitted to the Psychology office. The results of this meeting are also recorded on the Departmental Milestone Report Form (Appendix 1) and submitted to the Department Administrator (Melanie Stinson) for filing.

Following completion of the dissertation, the Doctoral Advisory Committee conducts a final examination, a portion of which (typically a presentation of the project) may be open to the public. The student shall notify the public by posting the date of the examination in the Psychology Department office one week in advance. The examination will involve the defense of the dissertation and require a thorough acquaintance with the field of study. A majority vote of the Doctoral Advisory Committee is necessary to pass the final examination.

The committee's decision is recorded on the Departmental Milestone Report Form (Appendix 1) and the Report of Final Examination Results Form (obtained through the Graduate Student Resources website; see Appendix 3). It is the student's responsibility to provide the Milestone and Report of Final Examination Results Forms at the meeting. As with the thesis and comprehensive examination meetings, the student will also bring a Graduate Assessment Form (see Appendix 4C) for each committee member.

Note that the university requires that students be enrolled during the semester in which they graduate.

The Anticipated Graduation Date Form (Appendix 4A) should be submitted to the Registrar's office by the middle of the semester in which you intend to graduate.

### Time Limitations of Doctoral Studies

Graduate student regulations require that the doctoral degree be completed within four years after the successful completion of the comprehensive examination. In addition, the clinical program requires the doctoral degree be completed within ten years after initial enrollment.

**Graduate Student Continuous Enrollment Policy**

Once admitted, all degree seeking graduate students must maintain continuous enrollment. Graduate students must maintain at least one credit hour of continuous enrollment (excluding summer sessions) and in the semester or session they expect to receive their degree, unless a formal leave of absence is approved.

**New Parent Accommodation Policy**

The New Parent Accommodation policy is designed to allow new parents to maintain full-time, registered student status and facilitate their return to full participation in graduate activities in a seamless manner without penalty. Please consult the UW Graduate Student Resources web page for further information regarding this important policy.

**Commencement Exercises**

Master's and Doctoral degree recipients are encouraged to participate in the College of Arts and Sciences commencement exercises in May or December. Both Master's and Doctoral degree recipients are hooded by their major professors as part of the college commencement exercises.

**Awards in Psychology**

Awards for outstanding achievement during graduate school are available from several sources.

*Psychology Department Awards*

At the end of each academic year, the Psychology Department faculty nominates graduate students to receive awards for outstanding achievement in a variety of categories. Any monetary awards may be processed through the Financial Aid Office and therefore affect needs assessments as determined through UW Financial Aid.

*Wyoming Psychology Association Book Award*

The Wyoming Psychology Association makes a book award to an outstanding graduate student each year. Faculty members nominate students for this award.

*University of Wyoming Awards*

Various university-sponsored awards are made each year (e.g., Outstanding Teaching Assistants, Outstanding Dissertation). The College of Arts and Sciences and Graduate Student Resources are other possible sources of awards for Psychology graduate students.

*Awards from Professional Organizations*

Many professional organizations, including the American Psychological Association, the Association for Psychological Science, and the National Science Foundation offer awards to graduate students. Students are encouraged to explore these possibilities.

## Research Support

### Institutional Review Board

The University of Wyoming mandates that **“Research conducted by faculty and students which involves the use of human subjects in any way must be reviewed and approved by the Institutional Review Board (IRB) prior to the initiation of the research project.”** The IRB is charged with protecting the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of the University of Wyoming. If the research involves interaction or intervention with human subjects in any way, or if a researcher obtains identifiable, private information about a subject (i.e., via survey procedures or existing records), the research proposal must be reviewed by the IRB.

All IRB proposals must be submitted for approval prior to beginning data collection. For Master's theses and dissertations, the student's advisory committee must approve the proposal prior to its submission to the IRB. Investigators (including graduate students) are required to complete the human subjects research training module at <https://www.citiprogram.org/> prior to submitting a proposal for a review.

There are 3 levels of IRB review: exempt, expedited, and full board. **The IRB committee, not the researcher, makes the determination as to the level of review needed.** In general, research proposals that meet the exempt review criteria are those that propose no more than everyday risk to the participant. This may include surveys of adults (18 years and older) about non-sensitive subjects and are usually completed in a few days. Proposals that meet the expedited review level would contain slightly more than everyday risk and the participants are not from sensitive groups such as children, incarcerated people, or those in mental health settings.

All projects that involve more than minimal risk and/or participants from sensitive populations are reviewed by the full Board. The IRB meets approximately every month during the academic year, so if you propose a research project that requires full Board review you must wait for approval until the Board meets. You will be invited and are strongly encouraged to attend the IRB meeting where your proposal will be reviewed. This will give you an opportunity to respond to questions the Board may have or to work out alternative procedures to address Board members' concerns.

Information on the Institutional Review Board procedures, including the outline proposals must follow, submission deadlines, and meeting dates, can be found on the University website at <http://www.uwyo.edu/research/compliance/human-subjects/index.html>. The proposal should include an explanation of the procedures of your study, the identification and assessment of the risks involved in participation in the research, the potential benefits of the research, consideration of the informed consent process, selection of subjects, protection of privacy and confidentiality, and the investigator's plans for collection, storage, and analysis of the data. Also include copies of all measures that you plan to administer and the consent form. Both you and your advisor must sign your IRB proposal. IRB proposals and materials may be submitted at any time to Institutional Review Board, Room 308, Old Main, 1000 East University Avenue, Department 3355, by the due date

prior to the scheduled meeting. However, electronic submission of proposals via email to [IRB@uwyo.edu](mailto:IRB@uwyo.edu) is encouraged.

### **Psychology Research Participant Pool**

All undergraduate students enrolled in PSYC1000 (General Psychology) must fulfill a research participation requirement. One way for students to meet this requirement is by participating in research projects conducted by faculty and students in the Psychology Department. PSYC1000 students typically must participate in 5 hours of research. These students comprise the Psychology Research Participation Pool.

One or two faculty members and a graduate assistant administer the participant pool. They aim to ensure that there are enough projects available for students to fulfill their requirements and enough students available for researchers to complete their studies by distributing research credits each semester to faculty and students who intend to collect data. At the beginning of each semester, the research participation committee solicits requests from researchers for the number of credit hours they anticipate using in that semester. Credit hours are then distributed to the researchers.

Some research designs require participants who meet specific inclusion criteria. Mass Testing is designed to allow students to earn research credit for completing screening questionnaires that may be used by researchers to select them into particular studies. During Mass Testing sessions, PSYC1000 students complete a packet of questionnaires. Researchers can use their scores on these measures to select students to invite to participate in a study.

## **Psychology Department Policies**

### **Building Security**

Keys issued to graduate students are intended for graduate student use only. Keys may not be shared with or lent to friends, undergraduate students, or others.

### **Departmental Colloquia**

Scholars from within and outside the Psychology Department are often invited to present their research in departmental colloquia. These events are an important part of departmental life and graduate student training. As such, graduate students are expected to attend colloquia. They are also encouraged to participate in events (e.g., receptions; dinner with the speaker) related to these presentations.

### **Departmental Culture**

For all members of the Psychology Department, there are informal expectations that help maintain a mutually respectful community of scholars. Graduate students should be accessible to faculty, to undergraduate students, and to one another by maintaining a visible presence in the department and open lines of communication (e.g., e-mail). Graduate students should consult with their advisor before pursuing employment opportunities that may affect full participation in graduate training (such as jobs outside the department that are not psychology-related). Elective coursework may also limit a student's ability to fully participate in graduate training and so should be discussed in advance with the major professor. In scheduling graduate committee meetings such as proposals and defenses, graduate students are expected to respect faculty time

constraints by providing considerable advance notice of such meetings to their committees.

### **Grievance Procedures**

Occasionally students may disagree with policies and procedures of faculty in the department. Following is the departmental grievance procedure:

Personal and academic complaints of one form or another are not uncommon in university life, and it is the department's intention to facilitate the procedures necessary to lodge and resolve sources of discontent which may surface at times in the future.

I. In the event that a graduate student has a grievance regarding a departmental policy, department personnel, or a department decision, the student should take the following steps:

- 1) The student should first bring the matter to his or her major professor. Depending on the nature of the grievance, the major professor may decide to bring the matter to the attention of the relevant graduate program director or the Department Chair, members of the student's Masters or Doctoral Advisory Committee, the faculty of a particular program (e.g., Clinical or Experimental), or the full departmental faculty.
- 2) If the student is not satisfied with the actions taken by the major professor, the student may bring the matter to the Director of the relevant Graduate Training Program (Clinical or Experimental). (If the major professor is also the Director of the student's Graduate Training Program, then the student should bring the matter to the Department Chair.)
- 3) If the student is not satisfied with the actions of the Graduate Training Program Director, the student may bring the matter to the Department Chair.
- 4) Finally, if still not satisfied, the student may consult with the Associate Dean for the College of Arts and Sciences responsible for student appeals. If the grievance alleges prejudice against the student, capricious evaluation, or capricious treatment, the matter may be referred to the College of Arts and Sciences Student Appeals Committee for action.

II. Grievances regarding retention in graduate programs, employment as graduate assistants, and charges of academic dishonesty or scientific misconduct (not related to course grades) should be aired through department/program channels initially. If still not satisfied, such grievances should be taken to the Graduate Student Appeals Board (GSAB). Appeals emanating from thesis or dissertation research will also be heard by the GSAB. However, appeals of course grades or charges of academic dishonesty associated with a course are not handled by the GSAB. These appeals are handled by the procedures of the college in which the course is offered.

III. UW Reg 1-5 details procedures for receiving, investigating, and responding to all reports of discrimination or harassment. Students may elect to take their complaints to the Department Chair or directly to the Employment Practices-Affirmative Action Office.

### **Leaves of Absence**

Except under unusual circumstances, it is expected that a student will complete graduate training in consecutive semesters and summers during which the student is engaged in

full-time training. Any leave-of-absence during the on-campus phase of training must be approved by the Clinical or Experimental Committee. To request a leave, a letter indicating the reasons for the request must be submitted to the Director of Clinical or Experimental Training. Upon receipt of this letter the program director will present the request to the appropriate committee for that body's decision. Unless this procedure is followed, absence from the program will result in the student's dismissal from the program. The Department Chair must approve the leave with a letter stating explicitly the length and the conditions under which the student may return to the program.

### **Summer Proposal and Defense Policy**

Student proposals and defenses (for theses, comprehensive examinations, and dissertations) are expected to take place during the academic year, defined for this purpose as beginning one week prior to the first day of classes in the fall semester and ending two weeks after the last day of classes in the spring semester. Graduate committee meetings should not be scheduled during the summer. Obviously, even within these constraints, meeting times will depend on individual schedules of the student and faculty committee members. It is the student's responsibility to plan according to this policy and it is recommended that students make arrangements well in advance.

### **Teaching**

Most Psychology graduate students become involved in teaching during their graduate careers. Students who receive financial support in the form of Graduate Assistantships will often receive teaching assignments. A variety of factors determine the nature of these assignments. The factors include course offerings, course sizes, student class schedules, TA availability, and faculty and student preferences.

Students interested in obtaining specific teaching experiences should express their interests to their advisors and the Department Chair. Opportunities to teach as sole instructor for summer courses (and occasionally academic year courses), as well as Outreach courses, are occasionally available, depending on the needs of the Department and on faculty assessment of the student's capabilities and experience. In order to teach a course as sole instructor, a student is generally expected to have obtained their Master's degree, to have had a graduate-level course on the topic, and to have been a teaching assistant for the course in question. The student must also have the endorsement of the faculty member who normally teaches the course. Such opportunities are contingent on program needs and cannot be guaranteed to be available.

When graduate students serve as sole instructor for a class, they are expected to consult with the supervising faculty member regarding the selection of textbooks, syllabus development, exam format, and so forth. Student evaluations of the course must be obtained.

## Financial Assistance

### Financial Aid and Scholarships

#### University of Wyoming Financial Aid Office

Students wishing to make application for financial aid, including loans, grants, and scholarships not specifically associated with the Psychology Department, should contact the UW Financial Aid Office for information.

#### Psychology Department Scholarships

Graduate students in Psychology may qualify for monetary support made available by Psychology Department scholarship funds. Thanks to gifts made by generous donors over the years, the Psychology Department can access funds that may be obtained by individual students through competitive application. At the beginning of each academic year, the Department Scholarship Committee will notify students of deadlines and procedures for applying for these funds.

Funds may be sought in the following categories:

1. Thesis and dissertation research
2. Travel expenses related to the presentation of research
3. Educational expenses
4. Other research expenses
5. Emergency expenses
6. Other (applications for other categories will be considered)

Students should be aware that monetary awards provided through Psychology Department scholarship funds are processed through the UW Financial Aid Office. These awards therefore affect student needs assessments, as determined by the Financial Aid Office.

### Graduate Assistantships

Assistantship assignments are made by the Department Chair in consultation with the Directors of Clinical and Experimental Training. These assignments are usually for teaching, either as sole instructor for a class or as a teaching assistant for a faculty member. Typical teaching assignments are General Psychology (PSYC1000) and Research Methods in Psychology (PSYC2000). On occasion, a clinical student might be assigned to teach courses such as Intellectual Disability (PSYC4320), Abnormal Psychology (PSYC2340) or Introduction to Clinical Psychology (PSYC4500). An experimental student might be assigned to teach Developmental Psychology (PSYC2300) or Cognitive Psychology (PSYC3120).

To obtain as much financial assistance as possible for students, it is expected that second and third year students, not previously assigned, will apply for assistantships elsewhere on campus. Before recommending students for graduate assistantships outside of the Department, the faculty will consider the student's progress in the program, such as completion of the thesis according to the established timelines. Progress in the program will also be a primary consideration in the award of departmental support.

The period of service for persons on departmental assistantships is from the first day of registration until the last day of final examinations each semester. During the registration period, each student is required to perform duties as assigned by the Department Chair or a delegated faculty member.

For students with departmental assistantships, any absence must be approved in advance by the supervising faculty member and the Department Chair. Failure to obtain approval for any absence may result in loss of the assistantship.

Assistantship stipends are paid on the last day of each month, with the first payment being made on September 30th.

The standard assistantship provides a stipend to the student payable in installments over the academic year (September through May). The base stipend for a full-time GA is \$16,785. Graduate students who are on an assistantship are expected to work an average of 18-20 hours per week. Usually a student who receives a stipend must enroll for at least 9 credit hours and is considered a full-time, full-fee-paying graduate student. Graduate assistants for summer sessions must not enroll for more than six credit hours.

The tuition and fee reduction covers only the tuition and mandatory fees for courses in which the graduate assistant actually enrolls. Graduate assistantship tuition and fee reduction will cover up to 9 credit hours of tuition and mandatory fees. Some non-state funded GAs may only cover up to 9 credit hours or sometimes more than 12 credit hours, depending on the source of funding. Students should check with their department for individual coverage.

Graduate assistants are not entitled to the difference between the amount stated in an award letter and the actual charges for enrollment. If less than a full stipend is awarded, the tuition and fee reduction is adjusted down to the percentage rate of the stipend. Health insurance will be paid for graduate students on assistantship for the calendar year. Students may refuse the university insurance. The insurance payment, in such cases, reverts to the university.

### **Graduate Student Summer Augmentation Awards**

Funds for summer PhD augmentation are sometimes made available to shorten the candidates' time-to-degree. These funds, when available, are provided during the summer so that doctoral candidates can pursue remaining doctoral requirements. Applications for these funds, when available, are typically due in January of each year. You will be notified of the application process in advance of the deadline.

### **Graduate Student Travel Support**

The policy regarding university travel funds for graduate students can be found in Appendix 5A. Students may also apply for support from the Psychology Department as described earlier in this handbook.

### **Summer Employment Opportunities**

Graduate students are encouraged to arrange their summers to maximize progress in their studies. For students who need to work for money during the summer, opportunities

affording flexibility and relevance to future professional activities include (but are not limited to):

1. Financial support through research fellowships occasionally offered by institutional entities such as the College of Arts and Sciences
2. Research assistantships provided by grant-funded faculty members
3. Teaching for the Psychology Department during summer sessions
4. Tutoring for programs such as the McNair Scholarship Program

### **Departmental Facilities**

The Psychology Department main office is located in 135 Biological Sciences. All students should frequently check the mailboxes provided for them for announcements of departmental and university activities and memoranda.

#### **Computer Facilities**

The Department maintains a graduate student computer laboratory on the third floor of the Biological Sciences building. The lab is equipped with advanced micro-computer work stations and a printer linked to a local area network file server. SPSS and Microsoft Office software is available. An open computer lab is also located in the basement of the Biological Sciences building adjacent to the Library Annex.

#### **Office Staff**

The departmental Accounting Staff Person (Dora Montez) assists with processing graduate assistant paperwork, travel expense reports, and purchase of supplies on faculty grants.

The departmental Office Associate (Cheryl Hamilton) has multiple administrative duties, and can provide assistance and answer questions regarding office procedures and policies. She also can provide assistance with the fax and copy machines and also takes telephone messages for graduate students.

The departmental office manager and Coordinator of Student Advising (Melanie Stinson) oversees the administrative functioning of the department. She is helpful in communications with the College of Arts and Sciences and the Registrar, registration for courses, providing student forms, scheduling rooms, and anything else that needs doing.

#### **Offices, Telephones, and Keys**

Graduate students are provided an office in the Biological Sciences building, usually sharing office space with one or more other students. Graduate student offices do not have telephones. A telephone is available in the mailroom for department related calls. Telephones are also provided for assessment and participant pool duties. Keys for student offices, mailboxes, and the clinic (for clinical students) are provided for a \$10.00 deposit that is refunded when the keys are returned.

#### **Photocopy Accounts**

Graduate students are provided with two photocopy accounts, a school account and a personal account. The school account should be used for all research assistant and

teaching assistant duties and cost will be covered by the department or faculty grants. The personal account should be used for all personal copies including class readings and other materials related to coursework and graduate training. Students will receive a bill at the end of each month for personal charges.

**Student Files**

Student records are kept in the departmental office and contain information regarding all decisions concerning the student's program and progress. When milestones are achieved or important decisions are made, the appropriate forms, records, or letters will be maintained in the student's file. These include annual student progress reports, progress summary letters, decisions regarding substitution of required courses, and faculty evaluations of student progress. Copies of grade reports and university and department forms are also included in student files.

**MILESTONE REPORT FORM**

**NOTE:** FORM DUE TO DEPARTMENT OFFICE IMMEDIATELY FOLLOWING MEETING

**STUDENT** \_\_\_\_\_ **W#** \_\_\_\_\_

**PROGRAM (Clinical, Experimental).** Please Circle One

**TYPE OF MILESTONE:**

**Date Milestone Completed:**

- \_\_\_\_/\_\_\_\_/20      Master's Thesis Proposal
- \_\_\_\_/\_\_\_\_/20      Master's Thesis Defense
- \_\_\_\_/\_\_\_\_/20      Comprehensive Examination for admission to Ph.D. candidacy
- \_\_\_\_/\_\_\_\_/20      Dissertation Proposal
- \_\_\_\_/\_\_\_\_/20      FINAL Dissertation Defense

Thesis Title:

\_\_\_\_\_

Dissertation Title:

\_\_\_\_\_

**COMMITTEE MEMBERS:**

|                          | (Name typed or printed) | (Signature) |
|--------------------------|-------------------------|-------------|
| Major Professor          | _____                   | _____       |
| Committee Member         | _____                   | _____       |
| Committee Member         | _____                   | _____       |
| Committee Member         | _____                   | _____       |
| Outside Committee Member | _____                   | _____       |

**RESULTS OF MEETING:**

On \_\_\_\_\_, the student's committee voted to \_\_\_\_\_PASS/ \_\_\_\_\_FAIL the student on the milestone indicated above, with \_\_\_\_\_ votes recommending passage, and \_\_\_\_\_ votes recommending failure.

For failure, it is requested that the committee members outline the reasons for failure and recommendations regarding remediation (if appropriate) on the reverse side of this form.

**COMMENTS/REQUIREMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DEPT. OF PSYCHOLOGY

PROPOSAL APPROVAL FORM

This is to confirm that the research study proposal for a master's thesis/doctoral dissertation (circle one), \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ proposed by \_\_\_\_\_, a graduate student in the Dept. of Psychology, has been approved. Permission is granted to conduct the study after approval by the Human Subjects Review Board and with the following changes:

[PLEASE ATTACH A COPY OF THE PROPOSAL TO THIS FORM]

STUDENT

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

GRADUATE COMMITTEE:

CHAIR

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Member/  
Co-Chair

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Member

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Member

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Outside  
Member

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Developing a Program of Study | Office of the Registrar

## Developing a Program of Study

*Note: The processes are exactly the same for both on-campus and off-campus students.*

For a list of forms go to the [Graduate Student Forms](#) page.

**Step 1:** By the end of your second semester of graduate work, you should have a Program of Study and a Committee on file with the Office of the Registrar. If at any time you need to make a change to your approved program of study, please submit a Request for Change in Graduate Program form.

**Step 2:** For doctoral students only: the preliminary examination is taken after the committee and program of study are approved and on file with the Office of the Registrar. Your committee will notify you when you are ready for this examination. Following the examination, the Report of Preliminary Examination for the Ph.D. or Ed.D. Degree must be filed with the Office of the Registrar whether you pass or fail.

**Step 3:** If your research involves human subjects, you must consult with the [Office of Research and Economic Development](#). A copy of the approval letter for Human and Animal Subject Approval forms must be included in the appendix of your thesis or dissertation.

**Step 4:** Be sure all of the documents listed above are submitted to the Office of the Registrar by the appropriate deadline. Utilize any petitions you might need, e.g., 6 year, 4 year, 12 hour, etc.

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# UNIVERSITY OF WYOMING

## GRADUATE & MINOR PROGRAM OF STUDY WORKSHEET- PLEASE TYPE OR USE WORD PROCESSOR

- It is the responsibility of the advisor/committee chair to ensure all department/program requirements have been met.
- Print a copy for yourself and your department/program. Submit signed copy to the Office of the Registrar for final processing.
- Unless notified of a problem, your program of study will be available for viewing in DegreeWorks as a degree audit within two (2) weeks of submission.

|                               |  |  |        |   |  |
|-------------------------------|--|--|--------|---|--|
| <b>1. Student Information</b> |  |  |        |   |  |
| Last Name:                    |  | First Name:  |        | Date Submitted:   |  |
| W Number:                     |  | <input type="checkbox"/> MA <input type="checkbox"/> MS<br><input type="checkbox"/> Other: _____ |        | Major:  |  |
|                               |  |  |        | Master's Thesis <input type="checkbox"/> OR Non-Thesis <input type="checkbox"/> |  |
| Concentration:                |  |  | Minor: |   |  |

| 2. Required Courses Taken Prior to Admission or Reserved for Graduate Credit (12 hour maximum) |              |         |         |                   |              |         |         |
|--|--------------|---------|---------|-------------------|--------------|---------|---------|
| Dept & Course No.  | Course Title | Sem/ Yr | Credits | Dept & Course No. | Course Title | Sem/ Yr | Credits |
|  |              |         |         |                   |              |         |         |
|  |              |         |         |                   |              |         |         |
|  |              |         |         |                   |              |         |         |
| <b>Total</b>   |              |         |         |                   |              |         |         |

| 3. UW Coursework applicable to degree program          |              |         |         |                   |              |         |         |
|--|--------------|---------|---------|-------------------|--------------|---------|---------|
| Dept & Course No.                                      | Course Title | Sem/ Yr | Credits | Dept & Course No. | Course Title | Sem/ Yr | Credits |
|  |              |         |         |                   |              |         |         |
|  |              |         |         |                   |              |         |         |
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|  |              |         |         |                   |              |         |         |
|  |              |         |         |                   |              |         |         |
|  |              |         |         |                   |              |         |         |
| <b>Total number of coursework hours</b>                |              |         |         |                   |              |         |         |
| <b>List total number of 5960 Thesis Research hours</b> |              |         |         |                   |              |         |         |

| 4. Transfer of Specific Course(s) from Other Institution(s) |              |        |       |                    |             |
|---|--------------|--------|-------|--------------------|-------------|
| Dept & Course No.   | Course Title | Credit | Grade | Sem and Year Taken | Institution |
|   |              |        |       |                    |             |
|   |              |        |       |                    |             |
|   |              |        |       |                    |             |
|   |              |        |       |                    |             |
|   |              |        |       |                    |             |
|   |              |        |       |                    |             |
|   |              |        |       |                    |             |
|   |              |        |       |                    |             |
| <b>Total transfer hours</b>                                 |              |        |       |                    |             |

|  |  |  |  |   |
|--|--|--|--|---|
| <b>5. Total number of program hours:</b> |  |  |  | <b>Total Program Hrs (Total sections 2, 3, 4)</b> |
|--|--|--|--|---|

|   |                   |                    |                   |
|---|-------------------|--------------------|-------------------|
| <b>Student Name:</b>                      |                   | <b>Student W#:</b> |                   |
| <b>Student's Signature:</b>               |                   |                    |                   |
|   |                   |                    |                   |
| <b>Committee</b>                          | <b>First Name</b> | <b>Last Name</b>   | <b>Signatures</b> |
| Committee chair                           |                   |                    |                   |
| Committee co-chair                        |                   |                    |                   |
| Advisor (if differs from committee chair) |                   |                    |                   |
| Outside Dept. Member-UW faculty           |                   |                    |                   |
| UW Faculty                                |                   |                    |                   |
| UW Faculty                                |                   |                    |                   |
| UW Faculty                                |                   |                    |                   |
| UW Faculty                                |                   |                    |                   |
| External Member - Not UW faculty          |                   |                    |                   |
| Dual Major Program Director               |                   |                    |                   |
| Advisor for Minor if applicable           |                   |                    |                   |
| Dept. Head/Interdisciplinary Pgm Dir.     |                   |                    |                   |
| College Dean/Provost                      |                   |                    |                   |

## INSTRUCTIONS – PLEASE READ PRIOR TO COMPLETING THE WORKSHEET

All fully admitted graduate students must prepare a Program of Study worksheet, a document which lists all courses counting toward the student's graduate program. This excludes students in professional master's programs. This worksheet will allow the Office of the Registrar to create a Degree Evaluation audit for the student. **If the student was provisionally or conditionally admitted, he/she cannot submit a program of study until the provisions or conditions are met.** The advisor and committee are heavily involved in the development of the program. The student should work from an unofficial transcript to complete a draft of the worksheet and then meet with his/her advisor and committee to discuss what courses will be listed. The program of study must be filed with the Office of the Registrar by end of the second semester of enrollment. The program of study will not be accepted if a committee has not been formed. **This document must be typed or completed using a word processor.**

Block 1 – Student and degree program information.

Block 2 – Please list required courses taken prior to admission to a graduate program as a non-degree seeking graduate student (12 hours allowed) and/or those graduate courses reserved for graduate credit as an undergraduate student (6 hours allowed). Keep in mind the "Rule of Twelve." The rule of twelve refers to the total number of reserved undergraduate hours, transfer hours and non-degree seeking hours that a student may list on a program of study. Any combination of these three types of hours that equal twelve may be used. For example, a student may list nine transfer hours and three non-degree seeking hours or three transfer hours, three reserved undergraduate hours and six non-degree seeking hours. Use of any hours beyond these rules requires a petition.

Block 3 – List **all** required UW coursework (EXCLUDING those listed in Block 2 and thesis research) taken to complete the program in this block. It is the responsibility of the student and advisor/committee to be sure all department requirements are met. All courses must be taken for a letter grade unless 1) all students in the course are registered S/U, or 2) the course is only offered as S/U. **Star (\*) courses to be used toward an approved graduate minor.**

Block 4 – List any specific transfer work taken at institutions other than UW that apply to your program. Nine credit hours may be transferred for a master's degree. A grade of "B" or better must be earned in all transfer work. No S/U or P/F graded coursework or research hours may be listed in this section. Transfer credits fall under the "Rule of Twelve." Official transcripts from each institution indicating the hours and grades for these courses must be on file with the Office of the Registrar. International transcripts will be individually evaluated for transfer credit eligibility.

*NOTE: If the institution operated under a "quarter hour" system, quarter hours are converted to semester hours by multiplying the number of quarter hours earned by .667.*

Block 5 – Total Program hours: Master's program – minimum of 30 hours [Plan A – 26 hours of coursework and a minimum of 4 thesis research hours (5960)] (some departments require more).

Block 6 –All programs must be signed by the student, all committee members, advisor (if differs from committee chair), department head, and college dean. If a student is pursuing a dual major or minor, the student must also secure the signature of the director/department head of the secondary program or minor as well.

The Office of the Registrar will review a Program of Study prior to submission upon request. The Office of the Registrar would be reviewing for errors in course numbers, policy discrepancies, credit hours shortages, etc. The Office of the Registrar does not review a Program of Study for academic content.

# UNIVERSITY OF WYOMING

## DOCTORAL PROGRAM OF STUDY WORKSHEET- PLEASE TYPE OR USE WORD PROCESSOR

- It is the responsibility of the advisor/committee chair to ensure all department/program requirements have been met.
- Print a copy for yourself and your department/program. Submit signed copy to the Office of the Registrar for final processing.
- Unless notified of a problem, your program of study will be available for viewing in DegreeWorks as a degree audit within two (2) weeks of submission.

|   |  |                 |  |
|---|--|-----------------|--|
| <b>1. Student Information</b>                             |  |                 |  |
| Last Name:  |  | First Name:     |  |
| W Number:   |  | Date Submitted: |  |
| PhD <input type="checkbox"/> EdD <input type="checkbox"/> |  | Major:          |  |
| Minor:  |  | Concentration:  |  |

| 2. Required Courses Taken Prior to Admission or Reserved for Graduate Credit (12 hour maximum) |              |         |         |                   |              |         |         |
|--|--------------|---------|---------|-------------------|--------------|---------|---------|
| Dept & Course No.  | Course Title | Sem/ Yr | Credits | Dept & Course No. | Course Title | Sem/ Yr | Credits |
|  |              |         |         |                   |              |         |         |
|  |              |         |         |                   |              |         |         |
|  |              |         |         |                   |              |         |         |
| <b>Total</b>   |              |         |         |                   |              |         |         |

| 3. UW Coursework applicable to degree program (may include past UW master's coursework) |              |         |         |                   |              |         |         |
|---|--------------|---------|---------|-------------------|--------------|---------|---------|
| Dept & Course No.   | Course Title | Sem/ Yr | Credits | Dept & Course No. | Course Title | Sem/ Yr | Credits |
|   |              |         |         |                   |              |         |         |
|   |              |         |         |                   |              |         |         |
|   |              |         |         |                   |              |         |         |
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|   |              |         |         |                   |              |         |         |
|   |              |         |         |                   |              |         |         |
|   |              |         |         |                   |              |         |         |
|   |              |         |         |                   |              |         |         |
|   |              |         |         |                   |              |         |         |
|   |              |         |         |                   |              |         |         |
|   |              |         |         |                   |              |         |         |
|   |              |         |         |                   |              |         |         |
|   |              |         |         |                   |              |         |         |
|   |              |         |         |                   |              |         |         |
|   |              |         |         |                   |              |         |         |
|   |              |         |         |                   |              |         |         |
|   |              |         |         |                   |              |         |         |
| <b>Total number of coursework hours</b>   |              |         |         |                   |              |         |         |
| <b>List total number of 5960 Thesis Research/5980 Dissertation Research hours</b>       |              |         |         |                   |              |         |         |

| 4. Transfer of Specific Course(s) from Other Institution(s) Please use additional space on page 3 if needed. |              |        |       |                    |             |
|--|--------------|--------|-------|--------------------|-------------|
| Dept & Course No.  | Course Title | Credit | Grade | Sem and Year Taken | Institution |
|  |              |        |       |                    |             |
|  |              |        |       |                    |             |
|  |              |        |       |                    |             |
|  |              |        |       |                    |             |
|  |              |        |       |                    |             |
|  |              |        |       |                    |             |
|  |              |        |       |                    |             |
|  |              |        |       |                    |             |
| <b>Total transfer hours</b>  |              |        |       |                    |             |

|   |  |  |  |
|---|--|--|--|
| <b>5. Total number of program hours:</b>          |  |  |  |
| <b>Total Program Hrs (Total sections 2, 3, 4)</b> |  |  |  |



|                                       |                   |                    |                   |
|---------------------------------------|-------------------|--------------------|-------------------|
| <b>Student Name:</b>                  |                   | <b>Student W#:</b> |                   |
| <b>Student's Signature:</b>           |                   |                    |                   |
|                                       |                   |                    |                   |
| <b>Committee</b>                      | <b>First Name</b> | <b>Last Name</b>   | <b>Signatures</b> |
| Committee chair                       |                   |                    |                   |
| Committee co-chair                    |                   |                    |                   |
| Outside Dept. Member-UW faculty       |                   |                    |                   |
| UW Faculty                            |                   |                    |                   |
| UW Faculty                            |                   |                    |                   |
| UW Faculty                            |                   |                    |                   |
| UW Faculty                            |                   |                    |                   |
| External Member - Not UW faculty      |                   |                    |                   |
| Dual Major Program Director           |                   |                    |                   |
| Advisor for Minor if applicable       |                   |                    |                   |
| Dept. Head/Interdisciplinary Pgm Dir. |                   |                    |                   |
| College Dean/Provost                  |                   |                    |                   |

## INSTRUCTIONS – PLEASE READ PRIOR TO COMPLETING THE WORKSHEET

All fully admitted graduate students must prepare a Program of Study worksheet, a document which lists all courses counting toward the student's graduate program. This worksheet will allow the Office of the Registrar to create a Degree Evaluation audit for the student. **If the student was provisionally or conditionally admitted, he/she cannot submit a program of study until the provisions or conditions are met.** The advisor and committee are heavily involved in the development of the program. The student should work from an unofficial transcript to complete a draft of the worksheet and then meet with his/her advisor and committee to discuss what courses will be listed. The program of study must be filed with the Office of the Registrar by end of the second semester of enrollment. The program of study will not be accepted if a committee has not been formed. **This document must be typed or completed using a word processor.**

Block 1 – Student and degree program information.

Block 2 – Please list required courses taken prior to admission to a graduate program as a non-degree seeking graduate student (12 hours allowed) and/or those graduate courses reserved for graduate credit as an undergraduate student (6 hours allowed).

Block 3 – List **all** required UW coursework (**EXCLUDING** those listed in Block 2 and thesis/dissertation research) taken to complete the program in this block. It is the responsibility of the student and advisor/committee to be sure all department requirements are met. All courses must be taken for a letter grade unless 1) all students in the course are registered S/U, or 2) the course is only offered as S/U. **Star (\*) courses to be used toward an approved graduate minor.** *Doctoral students should list UW master's coursework being applied to the doctoral program here.*

Block 4 – List any specific transfer work taken at institutions other than UW that apply to your program. A grade of "B" or better must be earned in all transfer work. No S/U or P/F graded coursework or research hours may be listed in this section. For the doctoral programs, up to 48 hours (including 4 hours of thesis hours) may be transferred. Official transcripts from each institution indicating the hours and grades for these courses must be on file with the Office of the Registrar. International transcripts will be individually evaluated for transfer credit eligibility.

*NOTE: If the institution operated under a "quarter hour" system, quarter hours are converted to semester hours by multiplying the number of quarter hours earned by .667.*

Block 5 – Total Program hours: Doctoral program – minimum of 72 hours to include at least 42 hours of coursework.

Block 6 –All programs must be signed by the student, all committee members, department head, and college dean. If a student is pursuing a dual major or minor, the student must also secure the signature of the director/department head of the secondary program or minor as well.

The Office of the Registrar will review a Program of Study prior to submission upon request. The Office of the Registrar would be reviewing for errors in course numbers, policy discrepancies, credit hours shortages, etc. The Office of the Registrar does not review a Program of Study for academic content.

# UNIVERSITY OF WYOMING

## REPORT ON PRELIMINARY EXAMINATION FOR ADMISSION TO CANDIDACY

This form must be submitted to the Office of the Registrar after the preliminary examination whether or not the student is successful. **This document must be typed or completed on word processor.**

Ph.D or  Ed.D or  DNP

Student's Name \_\_\_\_\_ W# \_\_\_\_\_

Student's Email \_\_\_\_\_ Department \_\_\_\_\_  
Major: \_\_\_\_\_

Date of Preliminary Exam \_\_\_\_\_

Please type in the name and email of the committee members.

| Committee member  | Typed Name: |  | Email |
|-------------------|-------------|--|-------|
| Chair             |             |  |       |
| Outside Dept. Mbr |             |  |       |
| Member/Co-Chair   |             |  |       |
| Member            |             |  |       |
| Member            |             |  |       |
| External Member   |             |  |       |

Student Passed (majority vote required)       Student Failed 1<sup>st</sup>       Student Failed 2<sup>nd</sup>

The committee member will sign under favorably or unfavorably. If the committee member is not present, an X can be put in that section.

| Favorably (signatures) | Unfavorably (signatures) | Not Present (X) |
|------------------------|--------------------------|-----------------|
| _____                  | _____                    | _____           |
| _____                  | _____                    | _____           |
| _____                  | _____                    | _____           |
| _____                  | _____                    | _____           |
| _____                  | _____                    | _____           |
| _____                  | _____                    | _____           |
| _____                  | _____                    | _____           |

Recommendation for remediation:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Department Head/Interdisciplinary Program Director Signature/Date



**Instructions:** Graduate students should work with their faculty mentor to establish their committees within the first 2-3 semesters of their program. Other graduate forms (i.e. Program of study etc.) will not be accepted by the Registrar until the student's committee is approved and on file in the Registrar's office. Reference the Graduate Committee Formation policy if there are questions on committee formation. This document is available on the Office of the Registrar webpage under Graduate Student Forms, Petitions and Guidelines, [http://www.uwyo.edu/registrar/students/graduate\\_student\\_forms.html](http://www.uwyo.edu/registrar/students/graduate_student_forms.html).

### **Committee membership roles**

#### **Chair:**

The Chair serves as the primary resource for student direction and sees that all steps of the graduate program proceed in a timely fashion. Any tenure track faculty or extended term academic professional who holds a terminal degree, emeritus faculty or faculty who serve via University-Agency cooperative agreements may serve as chair for granting degrees within their academic home. In most cases, annually appointed academic faculty (temporary, visiting research professor, clinical professor and professor of practice should not generally chair graduate committees. **The decision to serve as a graduate committee chair implies the following commitment:**

*"I agree to take primary responsibility for guiding the student in all aspects of degree completion, and to provide the student with professional and personal support. I will ensure regular committee meetings and clearly communicated expectations to enable the student to progress towards the degree completion in a timely manner as long as the student meets the program requirements and expectations of their program."*

**Co-Chair:** Any faculty capable of serving as Chair and any extended term Academic Professional who does not hold a terminal degree but who demonstrates a record of research or creative activity appropriate to the student's degree may serve as a committee co-chair.

**Outside member:** The role of the Outside member is to uphold the rigor and fairness of the graduate process. An outside member must be a tenured UW faculty with demonstrated experience in service on UW graduate committees, and whose academic home is outside of the degree-granting unit. **A faculty's agreement to serve as the outside member implies the following:**

*"I agree, in addition to providing academic assistance to the student, to monitor this graduate committee for its adherence to University policies, assure that the student is treated fairly and that the student meets University standards of academic achievement worthy of the degree being pursued."*

**Required members-** Required members are needed to compose a full committee (a total of 3 for Masters and Ed.D. and 5 members on Ph.D. committees). Required members include any UW faculty who is active in a research or creative program pertinent to the student's degree. Required members must hold a degree equal to or higher than the degree sought by the student. (Written exception requests are possible and the student should consult with the department head or their chair to consider an exception).

**External members:** Individuals not employed by UW may serve if they hold a degree equal to or higher than the degree the student seeks and who hold expertise within the student's discipline. External members may not replace Outside members.

**Other members:** Any UW faculty capable of serving in other committee roles *and* any UW faculty or academic professional may serve as additional committee members without seeking an exception. Additional faculty including *annually appointed academic faculty*, can be added to any committee for their expertise as desired. Students should limit the number of committee members to ensure that timely meetings and committee function is not compromised by unwieldy committee size. In no case can the total of External and other members out-number required members.

**Exceptions** in committee service are proposed by the Department Head and approved by the College Dean and Academic Affairs. In some cases, *individual faculty* with particular expertise can be approved for exceptions to the service roles described above. Students should consult first with their committee chair and the department to pursue an exception in forming their graduate committee.

# OFFICE OF THE REGISTRAR

## Graduate Student Graduation Information

### Fall 2017 Deadline - December 11, 2017 Deadline

\*\*If you wish to participate in Commencement activities please visit the UW Commencement site (<http://www.uwyo.edu/commencement/index.html#Commencement>).

**All students must declare their graduation (../\_files/docs/anticipatedgraddate.pdf) dates in writing to the Office of the Registrar. This may be sent through the mail (Dept. 3964, 1000 E. University Ave., Laramie, WY 82071) or by fax to 307-766-3960.**

Pay your Graduation Fee Online ([https://secure.touchnet.net/C27222\\_ustores/web/store\\_main.jsp?STOREID=22&SINGLESTORE=true](https://secure.touchnet.net/C27222_ustores/web/store_main.jsp?STOREID=22&SINGLESTORE=true))

Important Things to do and Dates to Remember:

Declare your graduation date - Anticipated Graduation Date (../\_files/docs/anticipatedgraddate.pdf) forms may be submitted at any time, but should be submitted as early in the term of graduation as possible. Upon receipt of the form, your Degree Analyst will verify that all course requirements have been met. If discrepancies are found, the Degree Analyst will contact you with instructions on how to resolve them. Your Degree Analyst will also verify that you have registered for a minimum of one semester hour for the current semester. If you have questions, please contact the appropriate Degree Analyst.

Any change in your graduation date should be reported in writing immediately to your Degree Analyst.

|  |  |
|--|--|
| College of Arts and Sciences (Majors A-M)  | Meghann Deming (307)766-6612<br>e-mail: <a href="mailto:mdeming3@uwyo.edu">mdeming3@uwyo.edu</a> ( <a href="mailto:mdeming3@uwyo.edu">mailto:mdeming3@uwyo.edu</a> ) |
| College of Arts and Sciences (Majors P-Z)  | Michael Nutter (307)766-6613<br>e-mail: <a href="mailto:mnutter@uwyo.edu">mnutter@uwyo.edu</a> ( <a href="mailto:mnutter@uwyo.edu">mailto:mnutter@uwyo.edu</a> )     |
| College of Engineering and Applied Science<br>College of Health Sciences<br>School of Energy Resources | Marilyn Bryan (307)766-5219<br>e-mail: <a href="mailto:mbryan4@uwyo.edu">mbryan4@uwyo.edu</a> ( <a href="mailto:mbryan4@uwyo.edu">mailto:mbryan4@uwyo.edu</a> )      |
| College of Agriculture and Natural Sciences<br>College of Business<br>College of Law                   | Nicole Candelaria (307)766-3952<br>e-mail: <a href="mailto:transam@uwyo.edu">transam@uwyo.edu</a> ( <a href="mailto:transam@uwyo.edu">mailto:transam@uwyo.edu</a> )  |
| College of Education<br>Haub School of Environment & Natural Resources                                 | Debbie Swierczek (307) 766-5723<br>e-mail: <a href="mailto:dswiz@uwyo.edu">dswiz@uwyo.edu</a> ( <a href="mailto:DSwiz@uwyo.edu">mailto:DSwiz@uwyo.edu</a> )          |

## Prepare for your Defense

A formal public announcement of thesis and dissertation defenses is required. Contact your department for specific procedures. A copy does not need to be provided to the Office of the Registrar.

Prior to the defense, complete the Report of Final Examination form and take it to the defense.

## After the Defense

The deadline for submission of all graduate student graduation paperwork (including submission of the thesis or dissertation) is the last day of classes for the semester: **December 11, 2017, 4:00 pm.**

Following the defense and when all committee signatures have been secured (note: committee chairs may delay signature until all necessary changes to the thesis/dissertation/non-thesis paperwork have been made and approved), submit the form to the Office of the Registrar.

After submission of the Report of Final Examination Results (Graduate\_Student\_Forms.html) form indicating all changes/revision have been made and the thesis/dissertation is approved for final submission, student will submit the document for format review and final electronic publication to ProQuest (<http://www.etdadmin.com/cgi-bin/school?siteId=98>). You will be advised if additional corrections are required.

If you have not previously done so, pay your graduation fees online ([https://secure.touchnet.net/C27222\\_ustores/web/store\\_main.jsp?STOREID=22&SINGLESTORE=true](https://secure.touchnet.net/C27222_ustores/web/store_main.jsp?STOREID=22&SINGLESTORE=true)) or at the Cashier's Office, Knight Hall 170. Thesis/Dissertation publication fees will be made directly to ProQuest.

Ph.D. students only: Complete the NORC national survey of doctoral students. This is done using the Survey of Earned Doctorates on the NORC website (<https://sed.norc.org/survey>). At the end of the survey, you will be prompted to send an email indicating completion of the survey. Please send this email to [registrar@uwyo.edu](mailto:registrar@uwyo.edu) (<mailto:registrar@uwyo.edu>).

## Graduation/Diploma Information

**NOW - All graduate students must declare their graduation (../\_files/docs/anticipatedgraddate.pdf) dates in writing to the Office of the Registrar. This may be sent through the mail or by fax. The fax number is 307-766-3960 and the mailing address is: Office of the Registrar, Dept. 3964, 1000 E. University Ave., Laramie, WY 82071.**



## Anticipated Graduation Date

**If this anticipated date changes:** please submit a new Anticipated Graduation Date form.

\_\_\_\_\_  
Name

\_\_\_\_\_  
W#

\_\_\_\_\_  
Semester and Year of Anticipated Graduation

### Degree and Program Information

List any/all program information:

Degree Sought: \_\_\_\_\_

Major(s): \_\_\_\_\_

Concentration(s): \_\_\_\_\_

Minor(s): \_\_\_\_\_

I understand that participating in Commencement will require additional steps that can be found online at <http://www.uwyo.edu/commencement/>.

### Diploma Information

Diploma Name: \_\_\_\_\_

Please tell us exactly how you would like **your name** to appear on your diploma

Diploma Mailing Address (please allow 3 months after commencement for mailing):

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

*OPTIONAL:* Have you received a job offer? If yes, please answer the following:

\_\_\_\_\_  
Company

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Location

\_\_\_\_\_  
Start Date

\_\_\_\_\_  
Signature (**DO NOT TYPE NAME; sign in ink**)

\_\_\_\_\_  
Date

A one-time **Graduation Fee** (\$25.00 for each diploma, \$12.50 for each certificate program) must be paid by the last day of classes. After this date, a late fee of \$5.00 will be added and a hold will be placed on your account.

**If returning this by mail, please send it to:**

**Office of the Registrar, 1000 E. University Avenue, Dept. 3964, Laramie, WY 82071**

**Official transcripts will not be released to students who have holds on their accounts.**



**University of Wyoming Psychology: Graduate Student Assessment**

Student's name:

Date:

Program (mark): Clinical \_\_\_ Social \_\_\_ Cognitive/Cog Dev \_\_\_ Psychology &amp; Law \_\_\_

Milestone (mark): Master's thesis \_\_\_ Comprehensive exam \_\_\_ PhD dissertation \_\_\_

Assessor's name:

Assessor's role (mark all that apply): Committee chair \_\_\_ Committee member \_\_\_ Other \_\_\_

For each dimension, a definition of a presentation that MEETS EXPECTATIONS is provided.  
Rate with a mark from 1-7 where 4 is the lowest level of meeting expectations.

**1. Oral Communication**

Oral communication is clear and logical. The speaker communicates to listeners effectively. The visual aids, if any, are well organized and support the presentation. The speaker answers questions appropriately, substantively, and concisely. Finally, the student is able to consider alternative perspectives non-defensively and is able to acknowledge what s/he does not know.

| BELOW EXPECTATIONS |   | MEETS EXPECTATIONS |   | EXCEEDS EXPECTATIONS |   |   |
|--------------------|---|--------------------|---|----------------------|---|---|
| 1                  | 2 | 3                  | 4 | 5                    | 6 | 7 |

**2. Written Communication**

The student competently articulates in writing knowledge of concepts, as well as theoretical and historical perspectives related to the topic. In particular, the student demonstrates the ability to critically evaluate and synthesize the literature. In addition, the exposition is well organized, clear and concise. The writing style and format are appropriate to the discipline.

| BELOW EXPECTATIONS |   | MEETS EXPECTATIONS |   | EXCEEDS EXPECTATIONS |   |   |
|--------------------|---|--------------------|---|----------------------|---|---|
| 1                  | 2 | 3                  | 4 | 5                    | 6 | 7 |

**3. Scientific Merit/Contribution**

The research or review constitutes a significant contribution to the discipline. The content is innovative and original. The research (if empirical) is conducted using sound scientific methods. Literature review aspects of the project reflect knowledgeable and judicious selection. One or more peer-reviewed publications may result from the work.

| BELOW EXPECTATIONS |   | MEETS EXPECTATIONS |   | EXCEEDS EXPECTATIONS |   |   |
|--------------------|---|--------------------|---|----------------------|---|---|
| 1                  | 2 | 3                  | 4 | 5                    | 6 | 7 |

**4. Knowledge**

The student understands the focal topics and demonstrates knowledge of supporting topics. S/he knows the subject area (i.e., the field's current state of understanding, the unanswered questions, what is considered controversial, the strengths and weaknesses of methodologies). The student is able to adopt a critical stance with regard to the material and is able to synthesize and integrate different scientific literatures.

| BELOW EXPECTATIONS |   | MEETS EXPECTATIONS |   | EXCEEDS EXPECTATIONS |   |   |
|--------------------|---|--------------------|---|----------------------|---|---|
| 1                  | 2 | 3                  | 4 | 5                    | 6 | 7 |

**5. Methodological and Quantitative Reasoning**

The student demonstrates adequate understanding of statistical techniques and quantitative reasoning. Student recognizes methodological advantages and limitations of different research methods.

| BELOW EXPECTATIONS |   | MEETS EXPECTATIONS |   | EXCEEDS EXPECTATIONS |   |   |
|--------------------|---|--------------------|---|----------------------|---|---|
| 1                  | 2 | 3                  | 4 | 5                    | 6 | 7 |

**6. Scholarly Engagement**

The student engages in this endeavor as a scholarly activity, demonstrating genuine curiosity, a willingness to take intellectual risks, and a passion for ideas. The student demonstrates that s/he views the research as contributing to an ongoing conversation about the issues.

| BELOW EXPECTATIONS |   | MEETS EXPECTATIONS |   | EXCEEDS EXPECTATIONS |   |   |
|--------------------|---|--------------------|---|----------------------|---|---|
| 1                  | 2 | 3                  | 4 | 5                    | 6 | 7 |

**7. Additional comments:**

# GRADUATE STUDENT FORMS AND GUIDELINES

**A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V  
| W | X | Y | Z**

## A-B

**Academic Reinstatement** (.doc) (../\_files/docs/Acad\_Reinstate\_Grad.doc), (.docx) (../\_files/docs/Acad\_Reinstate\_Grad.docx)

Anticipated Graduation Date (../\_files/docs/anticipatedgraddate.pdf) - *Please type your responses. **Please note:** This is a .pdf form. If you do not have Adobe Acrobat Reader, you may download it for free at [get.adobe.com/reader/](http://get.adobe.com/reader/) (<https://get.adobe.com/reader/>).*

Appeal Policy (../\_files/docs/graduate\_appeal\_policy.pdf#Grad Appeal Policy)

Instructions for Requesting an Appeal (../\_files/docs/graduate\_appeal\_instructions.pdf#Instructions for Appeal)

**Authorization of Incomplete** (online petition ([https://www.eduforms.com/cgi/forms/forms.cgi?FORM\\_NAME=Incomplete%20Authorization%20\(X\)&sch=uwyo](https://www.eduforms.com/cgi/forms/forms.cgi?FORM_NAME=Incomplete%20Authorization%20(X)&sch=uwyo)))

## C-D

**Change of Major Form** (.doc) (../\_files/docs/ChangeMajor.doc), (.docx) (../\_files/docs/ChangeMajor.docx)

Committee Assignment Form (../\_files/docs/committee\_assignment.pdf)

Committee Change Form (../\_files/docs/committee\_change.doc#CommitteeChange)

\*Graduate Committee Formation Policy (../\_files/docs/Grad\_Comm\_Formation\_Policy\_revisedJune2017.pdf#GradCommitteeFormation)

Exception to Being Continually Enrolled (Leave of Absence) (../\_files/docs/contregistration.docx), (Instructions (Continuous\_Reg.html))

**Dissertation Format Guide** (.doc) (../\_files/docs/Thesis.doc), (.pdf) (../\_files/docs/thesis.pdf)

**Dissertation Formatting Manual for Word 2007** (.pdf) (../\_files/docs/Formatting.pdf)

Dissertation Formatting Webcast (<http://wyocast.uwyo.edu/WyoCast/Catalog/pages/catalog.aspx?catalogId=b3edf27d-f1a3-4752-b149-e95d7c7dd956>) Click on the Training folder on the left side of the screen and then choose the "Formatting your Thesis in Word 2007" presentation link to start the session.

## E-F

Eight Year Rule Petition (../\_files/docs/eightyearrulepetition.docx), (Exception to Regulation: Completion of the Doctoral Degree within Eight Years)

**Enrollment Authorization** (../\_files/docs/enrollment\_authorization.doc) (online petition ([https://www.eduforms.com/cgi/forms/forms.cgi?FORM\\_NAME=Enrollment%20Authorization%20Request&sch=uwyo](https://www.eduforms.com/cgi/forms/forms.cgi?FORM_NAME=Enrollment%20Authorization%20Request&sch=uwyo)))\* \*\*

\*May not be used if the course has a wait list. If the course has a wait list, please contact the department.

\*\*This form may NOT be used for MATH courses or any College of Business or College of Engineering and Applied Sciences courses. Please contact the Math department, the College of Business Academic Advising office, or the College of Engineering and Applied Sciences Dean's office.\*\*

**Exception Request** (online petition ([https://www.eduforms.com/cgi/forms/forms.cgi?FORM\\_NAME=Request%20for%20Exception&sch=uwyo](https://www.eduforms.com/cgi/forms/forms.cgi?FORM_NAME=Request%20for%20Exception&sch=uwyo)))

**Final Examination Conflict** (online petition ([https://www.eduforms.com/cgi/forms/forms.cgi?FORM\\_NAME=Final%20Examination%20Conflicts&sch=uwyo](https://www.eduforms.com/cgi/forms/forms.cgi?FORM_NAME=Final%20Examination%20Conflicts&sch=uwyo)))

Five Pages (../\_files/docs/five-pages.docx) you need to have to get your thesis/dissertation approved

Four-Year Rule Petition (../\_files/docs/fouryear.docx), (Instructions (Four\_Year.html)), (Completion of the Doctoral Degree Within Four Years After Passing the Comprehensive Exam)

## G-H

Graduate Assistantship Application (../\_files/docs/application\_for\_a\_graduate\_assistantship\_1.doc)

Graduation Information and Deadlines (Graduate\_Student\_Graduation.html)

Graduate Student Handbook

## K-L

LaTeX Thesis/Dissertation Template (../\_files/docs/uwyo\_thesis.zip) (For students in math, science, and engineering only)

## M-N

New Parent Accommodation Petition (../\_files/docs/New\_Parent\_Accomm.doc)

New Parent Accommodation Policy (../\_files/docs/New\_Parent\_Policy.pdf)

## O-P

Optional Student Fee Package Petition (../\_files/docs/OptStudentFeePetition.docx)

Overload Petition (../\_files/docs/OverloadPetition.doc) (online petition ([https://www.eduforms.com/cgi/forms/forms.cgi?FORM\\_NAME=Overload%20Petition&sch=uwyo](https://www.eduforms.com/cgi/forms/forms.cgi?FORM_NAME=Overload%20Petition&sch=uwyo)))

Program of Study Worksheet - Masters Programs (../\_files/docs/programofstudy\_masters.doc)

Program of Study Worksheet - Doctoral Programs (../\_files/docs/programofstudy\_doctoral.doc)

Program of Study, Instructions for Developing (Program\_Study.html)

ProQuest (<http://www.etdadmin.com/cgi-bin/school?siteId=98>)

## Q-R

Report of Final Examination - Master's and PhD only (../\_files/docs/repfinalexam.docx)

Report of Final Examination - EdD only (../\_files/docs/repfinalexam\_EdD.docx#repfinalexam\_EdD)

Report on Preliminary Examination for Admission to Candidacy (../\_files/docs/ReportPreliminary.pdf)

Request for Change in Graduate Program (../\_files/docs/requestforchange.docx)

**Request for Extension of Incomplete** (online petition ([https://www.eduforms.com/cgi/forms/forms.cgi?FORM\\_NAME=Extension%20of%20Incomplete&sch=uwyo](https://www.eduforms.com/cgi/forms/forms.cgi?FORM_NAME=Extension%20of%20Incomplete&sch=uwyo)))

Request to Reserve Coursework for Graduate Credit (../\_files/docs/reservecoursework.docx)

## S-T

Six Year Rule Petition (../\_files/docs/sixyearrulepetition.docx), (Exception to Regulation: Completion of the Master's Degree within Six Years)

Survey of Earned Doctorates (<https://sed.norc.org/doctorate/showRegister.do>)

S/U Grade Petition (../\_files/docs/SU\_Petition.doc#SUGradePetition)

Thesis Template 2010 (../\_files/docs/thesis\_template2010\_72216.docx) (Instructions (../\_files/docs/templatedirections.doc)) This Thesis Template is in .docx format; the password for modifications is thesis. If your operating system does not support this format, please contact the Office of the Registrar ([registrar@uwyo.edu](mailto:registrar@uwyo.edu) (<mailto:registrar@uwyo.edu>))) for a template.

**Thesis Format Guide** (.pdf) (../\_files/docs/thesis.pdf)

**Thesis Formatting Manual for Word 2007** (.pdf) (../\_files/docs/Formatting.pdf)

Time Conflict (../\_files/docs/TimeConflict.docx) (online petition ([https://www.eduforms.com/cgi/forms/forms.cgi?FORM\\_NAME=Class%20Time%20Conflict%20&sch=uwyo](https://www.eduforms.com/cgi/forms/forms.cgi?FORM_NAME=Class%20Time%20Conflict%20&sch=uwyo)))

Travel Funding Request Application Process (../\_files/docs/Grad\_student\_travel.pdf)

Twelve-Hour Petition (../\_files/docs/twelvehour.docx), (Exception to Regulation: Limit of 12 non-degree seeking hours)

## U-Z

**Withdrawal, Class** [Secure ([https://www.eduforms.com/cgi/forms/forms.cgi?FORM\\_NAME=Class%20Withdrawal%20Request&sch=uwyo#class\\_withdrawal](https://www.eduforms.com/cgi/forms/forms.cgi?FORM_NAME=Class%20Withdrawal%20Request&sch=uwyo#class_withdrawal))]

\*After the withdrawal deadline ([http://www.uwyo.edu/registrar/calendar\\_and\\_deadlines/index.html#deadlines](http://www.uwyo.edu/registrar/calendar_and_deadlines/index.html#deadlines)), please submit an Exception Request [Secure ([https://www.eduforms.com/cgi/forms/forms.cgi?FORM\\_NAME=Request%20for%20Exception&sch=uwyo#exception\\_request](https://www.eduforms.com/cgi/forms/forms.cgi?FORM_NAME=Request%20for%20Exception&sch=uwyo#exception_request))].\*

\*\*Refunds are based on the completion date of the withdrawal, not the petition submission date\*\*

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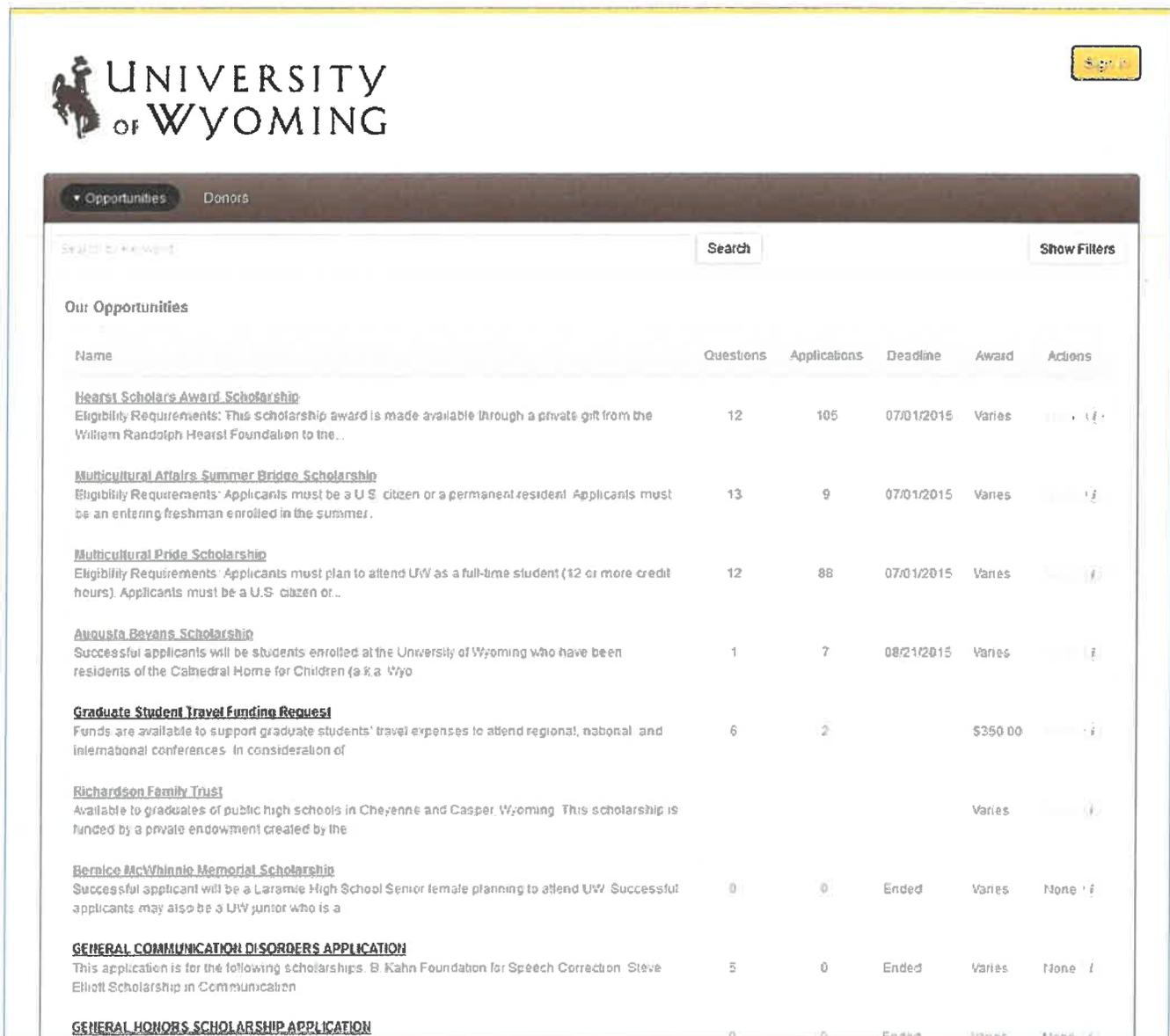
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# UNIVERSITY OF WYOMING

**Office of Academic Affairs**  
1000 E. University Avenue  
Dept. 3302, 312 Old Main  
Laramie, WY 82071  
307.766.4286 • fax: 307.766.2606

## Graduate Student Travel Scholarship Application Process:

Visit <http://uwyo.academicworks.com> and click the **Sign In** button to begin the application process.



The screenshot shows the University of Wyoming Academic Works website. At the top left is the University of Wyoming logo. Below it, there are tabs for "Opportunities" and "Donors". A search bar is present with a "Search" button and a "Show Filters" link. The main content area is titled "Our Opportunities" and displays a table of various scholarships. Each row includes the scholarship name, a brief description, the number of questions, applications, the deadline, the award amount, and an "Actions" column with icons for details and application.

| Name   | Questions | Applications | Deadline   | Award    | Actions   |
|--|-----------|--------------|------------|----------|---|
| <b>Hearst Scholars Award Scholarship</b><br>Eligibility Requirements: This scholarship award is made available through a private gift from the William Randolph Hearst Foundation to the..                     | 12        | 105          | 07/01/2015 | Varies   |   |
| <b>Multicultural Affairs Summer Bridge Scholarship</b><br>Eligibility Requirements: Applicants must be a U.S. citizen or a permanent resident. Applicants must be an entering freshman enrolled in the summer. | 13        | 9            | 07/01/2015 | Varies   |    |
| <b>Multicultural Pride Scholarship</b><br>Eligibility Requirements: Applicants must plan to attend UW as a full-time student (12 or more credit hours). Applicants must be a U.S. citizen or..                 | 12        | 88           | 07/01/2015 | Varies   |    |
| <b>Augusta Bevens Scholarship</b><br>Successful applicants will be students enrolled at the University of Wyoming who have been residents of the Calmedral Home for Children (a.k.a. Wyo                       | 1         | 7            | 08/21/2015 | Varies   |    |
| <b>Graduate Student Travel Funding Request</b><br>Funds are available to support graduate students' travel expenses to attend regional, national, and international conferences. In consideration of           | 6         | 2            |            | \$350.00 |    |
| <b>Richardson Family Trust</b><br>Available to graduates of public high schools in Cheyenne and Casper, Wyoming. This scholarship is funded by a private endowment created by the                              |           |              |            | Varies   |    |
| <b>Bernice McWhinnie Memorial Scholarship</b><br>Successful applicant will be a Laramie High School Senior female planning to attend UW. Successful applicants may also be a UW junior who is a                | 0         | 0            | Ended      | Varies   | None   |
| <b>GENERAL COMMUNICATION DISORDERS APPLICATION</b><br>This application is for the following scholarships: B. Kahn Foundation for Speech Correction, Steve Elliott Scholarship in Communication                 | 5         | 0            | Ended      | Varies   | None   |
| <b>GENERAL HONORS SCHOLARSHIP APPLICATION</b>  | 0         | 0            | Ended      | Varies   | None   |

Sign in with your UW username and password.

The screenshot shows the University of Wyoming logo at the top left. Below it is a navigation bar with 'Opportunities' and 'Donors'. Underneath, there are links for 'Applicants and Administrators' and 'References and Reviewers'. The main content area features a 'Welcome!' message, a paragraph of instructions for applicants and administrators, and a link for 'trouble signing in'. A prominent yellow button labeled 'Sign in with your UW Account' is centered below the text. At the bottom of the page, there is a copyright notice for AcademicWorks, Inc. and a link to 'Admissions Scholarships'.

If prompted, complete the consent agreement on the **General Application Questions** page and click the **Finish and Submit** button.

The screenshot displays the 'General Application Questions' page. At the top left is the University of Wyoming logo. The navigation bar includes 'Applications' (with a notification icon), 'Opportunities', and 'Donors'. A 'Test Student1' dropdown menu is visible on the right. A yellow warning banner at the top states: 'You have unanswered required questions on your General Application. In order to be considered you must complete all the required questions below.' Below this, the 'General Application Progress' section shows 'Profile Information' as the current step. The 'General Application Questions' section contains a consent agreement text, a 'I Agree' checkbox (which is checked), and two buttons at the bottom right: 'Save and Keep Editing' and 'Finish and Submit'.

Select **Opportunities > Recommended** from the menu bar.

The screenshot shows the University of Wyoming application portal. At the top left is the University of Wyoming logo. The navigation bar includes 'Applications', 'Opportunities', and 'Donors'. A user profile 'Test Student1' is visible in the top right. A notification banner at the top reads 'Your general application has been successfully saved.' A dropdown menu is open under 'Recommended', showing options: 'Recommended', 'Ours', and 'External'. Below the navigation is a 'Start Applying' button. The main content area features a section titled 'General Applications' with the text: 'These are your basic applications. The information included will be attached to any other application that you submit.' Below this text is a card for a 'General Application' with a placeholder image and two buttons: 'Complete' and 'View'. At the bottom of the page, there is a copyright notice: '© 2010 - 2015 AcademicWorks, Inc. All rights reserved.' and a link for 'Admissions Scholarships'.

The **Graduate Student Travel Funding Request** should appear in the list of **Recommended Opportunities**. Use the **Search** box if the list of **Recommended Opportunities** is too long. Click the corresponding **Apply** button to start your application.



Applications
▼ Opportunities
Donors
▼ Test Student1

---

**Graduate Student Travel Funding Request**
Search
Show Filters

1 Found • [Remove Filters](#)

**IMPORTANT NOTE TO APPLICANTS: READ BEFORE PROCEEDING FURTHER**

**Apply for More Scholarships:** Listed below are additional scholarship opportunities for you to review because you might be qualified. You'll need to determine if you are eligible and answer the additional questions to apply. Please keep in mind that "recommended" does not constitute qualified. If after reading a scholarship description, you know you don't qualify, please don't apply.

**Browsing "ALL" Scholarships:** You may click on the "All" menu under "Opportunities" in the menu above and browse additional opportunities. This list shows all scholarships without filtering them based on your individual credentials, with many scholarships not requiring an additional application. (Scholarship Without Applications will show up with "None Required" in the Action column – if you qualify, you will be automatically considered.)

**Scholarships Without Applications:** These opportunities do not require students to apply. Students will be identified based on their qualifications, dean/faculty recommendations and selected through an internal process. No further action is required. Qualifying does not guarantee you will receive a scholarship.

**Award Amounts:** The number and amount of scholarship awards shown are for general information purposes only, and should not be considered a guarantee of what you will receive if selected. Actual award amounts vary based on students' individual eligibility factors and funds available.

**Recommended Opportunities**

| Name   | Questions | Applications | Deadline | Award    | Actions  |
|--|-----------|--------------|----------|----------|--|
| <p><b><u>Graduate Student Travel Funding Request</u></b><br/>                     Funds are available to support graduate students' travel expenses to attend regional, national, and international conferences. In consideration of</p> | 6         | 2            |          | \$350.00 | <div style="border: 1px solid #ccc; background-color: #ffc107; padding: 2px 5px; display: inline-block;">Apply</div> |