GRADUATE PROGRAM HANDBOOK
Department of Psychology
University of Wyoming

2014--2015
<table>
<thead>
<tr>
<th>Table of Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>List of Helpful People</td>
<td>4</td>
</tr>
<tr>
<td>Nature of the Graduate Training Program</td>
<td>5</td>
</tr>
<tr>
<td> Advising</td>
<td>6</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>6</td>
</tr>
<tr>
<td> Master of Science</td>
<td>6</td>
</tr>
<tr>
<td> Doctor of Philosophy</td>
<td>6</td>
</tr>
<tr>
<td> Specific Degree Requirements for Students in Clinical Psychology</td>
<td>6</td>
</tr>
<tr>
<td> Specific Degree Requirements for Students in Experimental Psychology</td>
<td>6</td>
</tr>
<tr>
<td>Transfer Credits and Program Requirement Waivers</td>
<td>7</td>
</tr>
<tr>
<td>Evaluation</td>
<td>8</td>
</tr>
<tr>
<td>Research Philosophy and Requirements</td>
<td>9</td>
</tr>
<tr>
<td>Obtaining a Master's Degree in Psychology</td>
<td>10</td>
</tr>
<tr>
<td> Masters Advisory Committee</td>
<td>10</td>
</tr>
<tr>
<td> Program of Study</td>
<td>10</td>
</tr>
<tr>
<td> Thesis Requirement</td>
<td>11</td>
</tr>
<tr>
<td>Attaining Doctoral Candidacy</td>
<td>11</td>
</tr>
<tr>
<td> Doctoral Advisory Committee</td>
<td>11</td>
</tr>
<tr>
<td> Doctoral Program of Study</td>
<td>12</td>
</tr>
<tr>
<td> Comprehensive (Preliminary) Examination</td>
<td>12</td>
</tr>
<tr>
<td>Completing the Doctoral Degree</td>
<td>13</td>
</tr>
<tr>
<td> Time Limitations of Doctoral Studies</td>
<td>14</td>
</tr>
<tr>
<td> Graduate Student Continuous Enrollment Policy</td>
<td>14</td>
</tr>
<tr>
<td> New Parent Accommodation Policy</td>
<td>14</td>
</tr>
<tr>
<td> Commencement Exercises</td>
<td>14</td>
</tr>
<tr>
<td> Awards in Psychology</td>
<td>15</td>
</tr>
<tr>
<td>Research Supports</td>
<td>15</td>
</tr>
<tr>
<td> Internal Review Board</td>
<td>15</td>
</tr>
<tr>
<td> Psychology Research Participant Pool</td>
<td>16</td>
</tr>
<tr>
<td>Psychology Department Policies</td>
<td>17</td>
</tr>
<tr>
<td> Building Security</td>
<td>17</td>
</tr>
<tr>
<td> Department Colloquia</td>
<td>17</td>
</tr>
<tr>
<td> Department Culture</td>
<td>17</td>
</tr>
<tr>
<td> Grievance Procedures</td>
<td>17</td>
</tr>
<tr>
<td> Leaves of Absence</td>
<td>18</td>
</tr>
<tr>
<td> Summer Proposal and Defense Policy</td>
<td>19</td>
</tr>
<tr>
<td> Teaching</td>
<td>19</td>
</tr>
<tr>
<td>Financial Assistance</td>
<td>19</td>
</tr>
<tr>
<td> Financial Aid and Scholarships</td>
<td>19</td>
</tr>
<tr>
<td> Graduate Assistantships</td>
<td>20</td>
</tr>
<tr>
<td> Graduate Student Summer Augmentation Awards</td>
<td>21</td>
</tr>
<tr>
<td> Graduate Student Travel Support</td>
<td>21</td>
</tr>
<tr>
<td> Summer Employment Opportunities</td>
<td>21</td>
</tr>
</tbody>
</table>
Departmental Facilities 21
   Computer Facilities 22
   Office Staff 22
   Offices, Telephones, and Keys 22
   Photocopy Accounts 22
   Student Files 22

Appendices
1  Milestone Report Form 23
2  Thesis/Dissertation Proposal Approval Form 24
3  Graduate Student Resources: Developing a Program of Study web page 25
   3A  Graduate and Minor Program of Study Form and Instructions 26
   3B  Preliminary Examination for Admission to Candidacy Form 29
4  Graduate Student Resources: Graduation Process web page 30
   4A  Anticipated Graduation Date Form 32
   4B  Report of Final Examination Results Form 33
5  Graduate Student Resources: Forms, Petitions, and Publications web page 34
   5A  Graduate Student Travel Funding Request (university level) 37
**List of Helpful People**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>
Welcome to the doctoral training program at the University of Wyoming. This handbook is intended to acquaint you with our graduate training programs, and their requirements, to 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. The written guidelines here explain our current policies and specific requirements of the training program. 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, Cognitive/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 Graduate Student Resources webpage at http://uwadmweb.uwyo.edu/uwgrad/). You should familiarize yourself with graduate study regulations and policies by reviewing information in the University Catalog. Information is available online at http://uwadmweb.uwyo.edu/uwgrad/

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), the following are required: (1) successful completion and oral defense of a thesis; (2) PSYC 5060 Statistical Methods in Psychology – 3 hours or STAT 5050 Statistical Methods in Biological Science – 3 hours; PSYC 5300 Applied Multivariate Analysis – 3 hours or STAT 5055 Statistical Methods for Biologists II – 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 Cognitive/Developmental Psychology 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 pre-seminar 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 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 the first year on campus.

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.
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 "A" above.

Evaluation

As developing Psychologists, we expect all students to know and abide by the APA Ethical Code of Conduct which is appended to this handbook. 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 so long as they are enrolled at the University. 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 whom they are teaching or for whom they chair committees. A written statement from such faculty members is acceptable in place of attendance at the meeting. The Chair of the department 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.

If a student's performance or action is deemed unsatisfactory and warrants removal from the program, the student will be informed of this decision through a written statement by the Director of the 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 written communication addressed to the Director of Clinical or Experimental Training. The Director must receive the letter no later than 17 days after the student was notified of his
or her dismissal. If the Clinical or Experimental Committee rejects the student's appeal, it may be pursued through the established appeal committee 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, a student 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 and technique 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 encouraged.

Students will be given adequate review, in a comprehensive manner, of their performance and progress in the program, including feedback on their progress in their research projects. If a student is judged to be dilatory in completing research requirements without compelling justification, then the Clinical or Experimental Faculty will take appropriate action such as requiring a course reduction to permit more time to be devoted to research or not allowing the student to register for classes until progress is demonstrated.

The following schedule illustrates how students can complete the Master's degree, the comprehensive (preliminary) examination, and the dissertation proposal by the fall of the fourth year 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 will constitute the Doctoral Advisory Committee and obtain the comprehensive examination questions.

Second Semester, 3rd year
The student will complete the comprehensive examination.

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

By the end of the Fifth 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 constructed by the student's major professor in consultation with the student and the Department Chair. The proposed committee list should be sent to Melanie Stinson by the student's major professor 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 major department. For clinical students, one of the members must be a member of the clinical faculty (the chairperson 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 conducts the final examination of the candidate.

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 committee is approved. This document, filed with the Registrar's office, is a plan 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 5960 Thesis Research) along with 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**
Responsibility for the formulation of a thesis project reposes with the student. This formulation must meet with the approval of the individual’s Master’s Advisory committee. This approval is gained after the major professor determines that the proposal is ready for the 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 Melanie Stinson for filing.

When a student meets with his or her graduate committee to propose or defend a thesis or dissertation, the major professor and the committee determine the procedure for the meeting. A typical format is as follows: The student is initially asked to leave the room for a few minutes so that the committee can discuss preliminary matters such as procedure. The student returns and may or may not be asked to make a brief oral presentation on the work under consideration. The committee then questions the student on the proposal, thesis, or dissertation. Toward 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 or defense. 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 consideration. 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. An oral examination is then conducted by the committee. This examination is directed toward the adequacy of the thesis but may also include segments evaluating the individual’s knowledge and proficiency as a nascent psychologist. 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). It is your responsibility to provide the Milestone form and the Report of Final Examination Results form at the meeting and finally to obtain committee signatures on the latter.

**Attaining Doctoral Candidacy**

**Doctoral Advisory Committee**
Upon completion of the Master's degree, the student should arrange for the formation of his or her 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 chairperson 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 Committee, the Advisory Committee is appointed after the chairperson sends the list to Melanie Stinson and the department chair recommends it to the College of Arts and Sciences.

Following appointment of the Advisory Committee by the College of Arts and Sciences, the student, in consultation with the committee chairperson, prepares a program of coursework 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 exercised to ensure that the student has completed all requirements of the clinical or experimental program.

The student should be aware that the 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 is responsible for 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 adequately prepares him or her for the role of a doctoral-level psychologist. It is within the jurisdiction of the committee to impose other requirements upon students.

**Doctoral Program of Study**
The Doctoral Program of Study form 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 if necessary should changes in coursework be necessary. An example of the Program of Study form is provided in Appendix 3A. This form is available on the Graduate Student Resources webpage. 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 exam 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 graduate committee makes the decision how to best assess candidacy for the PhD degree.**

Our comprehensive exam 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 beyond previous training. Both papers should be of suitable interest and quality to warrant publication. Skills necessary for successful completion of comprehensive exams are addressed throughout the training program, including thoughtful discussion in classes about research designs and critiques, integrative papers and grant proposals written for classes, and feedback from mentors on drafts of Masters’ theses.

The first question will be a review paper in the student’s main area of interest. This paper can be on the same topic as a later dissertation. It is not a substitute for a dissertation proposal as it should lead to multiple questions and recommendations for further inquiry. This paper should be approximately 30 pages in length.

The second paper will address a question outside of the student’s primary focus. This could be in the form of a question on a topic outside of the student’s primary lab focus or a question on the primary focus area, but investigated from a different psychological 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 comps papers within 6 months from the time of the successful proposal to complete their papers. 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 Exam**

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 complete the examination 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 decision regarding the format of a student's comprehensive examination, a description of the format and 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 and the Report of Preliminary Examination for Admission to Candidacy. See the Graduate Student Handbook (also online) for access to these forms. The student is responsible for bringing these forms to the meeting.
Completing the Doctoral Degree

The Doctoral Advisory Committee serves as the candidate’s dissertation committee. Throughout the course of the dissertation, and to avoid potential difficulties, it is wise for a student to consult regularly with the chairperson of his or her committee as well as with other members. In order to remain active and 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, in the dissertation project, the student will demonstrate the capacity for original scholarly work and ability to conduct research within his or her chosen field. 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 proposal has been approved by the major professor and circulated to the committee members, Proposal Approval form (Appendix 2) should be completed and submitted to the Psychology office. Also, a formal proposal defense is scheduled. The results of this meeting are recorded on the Departmental Milestone Report Form (Appendix 2) and submitted to the Department Administrator for filing.

Following completion of the dissertation, the Advisory Committee conducts a final examination. This examination must be at least partly oral, and a portion of it (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 departmental office one week prior to the examination. The examination will involve the defense of the dissertation and be of such a nature as to require a thorough acquaintance with the field of study. A majority vote of the Advisory Committee is necessary for passing 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 your responsibility to provide the Milestone and Report of Final Examination Results forms at the meeting. Note that the university requires that you be enrolled during the semester that you are graduating.

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 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 hour of continuous enrollment (excluding summer session) 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 have the opportunity of participating in formal Departmental commencement ceremonies each May. They may also 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 these ceremonies.

Awards in Psychology
Awards for outstanding achievement during your graduate school career 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 (accompanied by money) for outstanding achievement in a variety of categories, in accord with the constraints of each of the supporting funds. These awards are similarly processed through the Financial Aid Office and therefore do affect assessments as determined though 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 Supports

Internal 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, your committee must approve your proposal prior to submitting your IRB proposal. 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 every day 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. Proposal that meet the expedited review level would contain slightly more than every day 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 Internal 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/research/human-subjects/ IRB information can also be found by clicking on the Proposal Toolkit button on the University of Wyoming Research webpage. 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 vs. the 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, but must be submitted to the Office of Research and Economic Development, Old Main, Room 308, by the due date prior to the scheduled meeting. Electronic submission of proposals via email to amiller@uwyo.edu is encouraged.

**Psychology Research Participant Pool**

All undergraduate students enrolled in PSYC 1000 (General Psychology) must fulfill a research participation requirement. One way for students to meet this requirement is by participating in research projects being conducted by faculty and students in the psychology department. PSYC 1000 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, PSYC 1000 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., dinner with the speaker) related to these presentations.

Department Culture
For all members of the 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 advisors before pursuing employment opportunities that may affect full participation in graduate training (such as jobs outside the department that are not psychology-related). This is especially important for positions requiring more than 20 hours a week because such employment can interfere with a student’s ability to meet program requirements. Similarly, elective coursework may limit a student’s ability to fully participate in graduate training and so should be discussed in advance with an advisor. 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 department decision, that 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 dissatisfied with the actions of his or her major professor, the student may seek out the director of the relevant graduate training program (Clinical or Experimental) to present his or her concerns. If the major professor is also the director of the student’s graduate training program, then the student should seek out the department chair.

3) If the student is dissatisfied with the actions of the Graduate Training Program Director, the student may seek out the Department Chair to present his or her concerns.

4) Finally, if still dissatisfied, the student may consult with the Associate Dean for the College of Arts and Sciences responsible for student appeals. If the grievance alleges prejudice toward the student, capricious evaluation, or capricious treatment, the matter may be referred to the 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 dissatisfied 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 his or her 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, student absence from the program will result in the student’s dismissal from the
program. The Chair of the Department 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 assistantships. 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. 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. He or she 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 a graduate student is permitted to serve as sole instructor for a class, he or she is expected to consult with the supervising faculty person 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 the Psychology Department's 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 Scholarships are processed through the UW Financial Aid Office. Thus, each award affects students’ needs assessments, as determined by the Financial Aid Office.

**Graduate Assistantships**
Assistantship assignments are made by the Chair of the Department in consultation with the Director of Clinical or Experimental Training. These assignments are usually to the teaching of classes or to assist a faculty member teaching a class. Typical teaching assignments are General Psychology (1000) and Research in Psychological Methods (2000). On occasion, a clinical student might be assigned to teach such courses as Intellectual Disability (4320), Abnormal Psychology (2340) or Introduction to Clinical Psych (4500). An experimental student might be assigned to teach Developmental Psychology (2300).

Because of the desire to garner 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. The faculty will consider the student’s progress in the program, such as completion of the thesis according to the established time lines, before writing letters of recommendation for graduate assistantships outside of the Department. 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 his or her delegate.

For students having departmental assistantships, it is required that any absences be cleared with the instructors having responsibility for their work and with the Department Chair. Failure to do so will 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 payment of a basic, or full, stipend to the student payable in installments over the academic year (September through May). The base stipend for a full-time GA for a Master’s student is $11,349 and $15,795 for a full-time GA for a doctoral student. Graduate students who receive a full stipend are expected to work an average of 18-20 hours per week for the stipend. Usually, a student who receives a
full stipend must enroll for at least 9 credit hours and is considered a full-time, full-fee-paying graduate student. Students who receive one-half stipend may enroll for 9-15 credit hours. 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 12 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 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 made available to shorten the candidates’ time-to-degree. These funds are provided during the summer so that doctoral candidates can pursue remaining doctoral requirements. Applications for these funds are due in January of each year. You will be notified of the application process in advance of the deadline.

**Graduate Student Travel Support**
The university policy regarding university travel funds for graduate students is 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 so as to maximize the possibility of progressing with 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 as occasionally offered by institutions such as the College of Arts and Sciences
2. Research assistantships supervised by grant-funded faculty members
3. Teaching for the Psychology Department in Summer School (see also the section on Teaching)
4. Tutoring for programs such as the McNair program

**Departmental Facilities**
The departmental 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 person assists with processing graduate assistant paperwork, travel expense reports, and purchase of supplies on faculty grants.

The office assistant provides assistance with the fax and copy machines. She also takes telephone messages for graduate students.

The office manager 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 forms for student meetings, and scheduling rooms.

Offices, Telephones, and Keys
Graduate students are provided an office in the Biological Sciences building, although most students share office space with one or more other students. Graduate student offices do not have telephones. A telephone is available in the department mailroom for school related calls. Telephones are also provided for assessment and participant pool duties. Keys for student offices, the building mailboxes, and the clinic (for clinical students) are provided based on a $5.00 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. You will receive a bill at the end of each month for personal charges.

Student Files
Student records will be kept in the departmental office and should contain information regarding all decisions concerning the student’s program and progress. Whenever any important decision is made, the appropriate forms or letters will be placed 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 grades and University and Graduate Student forms are automatically placed in the file.
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:

________________________________________________________________________

________________________________________________________________________
THE UNIVERSITY OF WYOMING

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]

<table>
<thead>
<tr>
<th>STUDENT</th>
<th>Printed Name</th>
<th>Signature</th>
<th>Date</th>
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<th>GRADUATE COMMITTEE:</th>
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<th>CHAIR</th>
<th>Printed Name</th>
<th>Signature</th>
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<th>Member/Co-Chair</th>
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<th>Outside Member</th>
<th>Printed Name</th>
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Graduate Education

Developing a Program of Study

Note: The process are exactly the same for both on-campus and off-campus students. For a list of forms, see the Forms, Petitions, and Guidelines page.

- **Step 1:** By the end of your second semester of your 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 the Request for Change in Graduate Program.

- **Step 2:** For doctoral students only, the preliminary examination is taken after the committee and program of study are approved 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 or not 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 appendices of your thesis/dissertation.

- **Step 4:** Be sure all of the documents listed above are submitted to the Office of the Registrar by the correct deadline. Utilize any petitions you might need: 6 year, 4 year, 12 hour, etc.
GRADUATE & MINOR PROGRAM OF STUDY WORKSHEET

- This worksheet is provided to help you plan your program of study with your advisor/committee chair. Only fully admitted students can submit a program of study – please make sure you are fully admitted.
- Enter the required courses taken at UW prior to admission and after admission to UW graduate study. Enter any transfer courses from other accredited institutions specific to your program. Indicate courses for Minor program with an (*) asterisk.
- Secure signatures of advisor/committee, department head/program chair and college dean/provost. 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 WYOWEB as a CAPP audit within two (2) weeks of submission.

### 1. Student Information

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<tr>
<th>Date Submitted</th>
<th>Admission Sem/yr</th>
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<td>Last Name:</td>
<td>First Name:</td>
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<td>Academic Dept./Program:</td>
<td>Degree:</td>
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<td>Option:</td>
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<td>Minor:</td>
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### 2. Required Courses Taken Prior to Admission or Reserved for Graduate Credit (12 hour maximum)

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<th>Dept &amp; Course No.</th>
<th>Course Title</th>
<th>Sem</th>
<th>Credits</th>
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**Total**

### 3. UW Coursework applicable to degree program (may include past UW master’s coursework)

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<th>Dept &amp; Course No.</th>
<th>Course Title</th>
<th>Sem</th>
<th>Credits</th>
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**Total number of coursework hours**

**Total number of thesis/dissertation research hours**

### 4. Transfer of Specific Course(s) from Other Institution(s)

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<thead>
<tr>
<th>Dept &amp; Course No.</th>
<th>Course Title</th>
<th>Credit</th>
<th>Grade</th>
<th>Sem and Year Taken</th>
<th>Institution</th>
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**Total transfer hours**

OR 3/7/11
5. Total number of program hours:

<table>
<thead>
<tr>
<th>Year Master’s Degree Awarded</th>
<th>Institution</th>
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Required signatures:
- Student Signature is required on all program of study worksheets.
- Graduate Certificate - Advisor or committee chair/dept. head/college dean
- Master’s program - Advisor or committee chair/dept. head/college dean
- Doctoral program - All committee members/dept. head/college dean
- **Interdisciplinary programs require the signature of the program director and provost
- Dual majors must have signature from dual major program director
- If declaring a minor, must have minor advisor’s signature

Student's Signature:

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<tr>
<th>Committee</th>
<th>First Name</th>
<th>Last Name</th>
<th>Signatures</th>
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<tbody>
<tr>
<td>Advisor/Committee chair</td>
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<td>Committee co-chair</td>
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<td>External Department Member</td>
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<td>Dual Major Program Director</td>
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<td>Advisor for Minor if applicable</td>
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<tr>
<td>Dept. Head/Interdisciplinary Pgm Dir.</td>
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<tr>
<td>College Dean/Provost</td>
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OR 3/7/11
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 taken in pursuit of all degrees. This worksheet will allow the Office of the Registrar to create a CAPP 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. It is highly recommended the student work from an unofficial transcript to complete a draft of the worksheet and then meet with his/her advisor 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.

Block 1 – Self explanatory.

Block 2 – Please list required courses taken prior to admission 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”. This rule refers to the total number of reserved undergraduate hours, transfer hours and non-degree seeking graduate hours 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 9 transfer hours and 3 non-degree seeking hours OR 3 transfer hours, 3 reserved undergraduate hours and 6 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 but including 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. If a course is offered either S/U or letter grade, the student must take the course for a letter grade if the other students take this course for a letter grade unless ALL enrolled students are taking this course S/U or the course is offered S/U only. 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 all transfer work taken at institutions other than UW. For certificate, master’s and ed specialist programs, 9 credit hours may be transferred. 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. Five quarter hours are equal to 3.33 semester hours, four quarter hours are equal to 2.67 semester hours, three quarter hours are equal to 2 semester hours, two quarter hours are equal to 1.33 semester hours, and one quarter hour is equal to .67 semester hours.

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). Doctoral program – minimum of 72 hours.

Block 6 – If transferring in hours from a prior master’s degree, please list year of degree and institution. Doctoral students need to list any research tools here.

Block 7 – All programs must be signed by the student (Block 1). Master’s, and ed specialist students need to secure the signature of their advisor/committee chair. If a student is pursuing a dual master’s, the student must also secure the signature of the director/dept. head of the secondary program as well. Doctoral students need to secure the signature of all committee members. All programs require the signature of the department head and college dean.

OR 3/7/11
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.

☐ Ph.D or ☐ Ed.D

Student’s Name ___________________________________________ W# __________________________

Student’s Email ___________________________________________ Department __________________________

Date of Preliminary Exam __________________________________________

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

Committee member

Chair

GFR

Member/Co-Chair

Member

Member

Member

Student Passed (majority vote required) ☐ ☐ Student Failed 1st ☐ Student Failed 2nd

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) __________________________________________

Research Tools: Are there courses or skills listed as research tools on the students Program of Study? ☐ Yes ☐ No

If so, has proficiency been secured in these courses or skills? ☐ Yes ☐ No

Recommendation for remediation:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Revised 7/29/2009
Office of the Registrar

Graduate Student Graduation Information

Fall 2013 Deadline - December 6, 2013 Deadline

**If you wish to participate in Commencement Ceremonies, please contact your College Dean's Office.

All students must declare their graduation 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

Important Things to do and Dates to Remember:

Declare your graduation date - Anticipated Graduation Date forms may be submitted at any time, but should be submitted as early in the term of graduation as possible. A Program of Study/CAPP audit, and Committee Assignment (if required) and Preliminary Examination Results forms (doctoral students only) must be on file before the Anticipated Graduation Date form will be processed. 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.

<table>
<thead>
<tr>
<th>Degrees</th>
<th>Degree Analyst</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA degrees and Graduate Certificates</td>
<td>Dave Bluemel (307)766-6647</td>
</tr>
<tr>
<td></td>
<td>e-mail: <a href="mailto:dbluemel@uwyo.edu">dbluemel@uwyo.edu</a></td>
</tr>
<tr>
<td>MAT, MFA, MP, MM, MST, MSW degrees</td>
<td>Marilyn Bryan (307)766-5219</td>
</tr>
<tr>
<td></td>
<td>e-mail: <a href="mailto:mbryan4@uwyo.edu">mbryan4@uwyo.edu</a></td>
</tr>
<tr>
<td>MS degrees</td>
<td>Kris Brewer (307)766-6645</td>
</tr>
<tr>
<td></td>
<td>e-mail: <a href="mailto:kbrewer@uwyo.edu">kbrewer@uwyo.edu</a></td>
</tr>
<tr>
<td>MBA, MPA degrees</td>
<td>Nicole Candelaria (307)766-3952</td>
</tr>
<tr>
<td></td>
<td>e-mail: <a href="mailto:transam@uwyo.edu">transam@uwyo.edu</a></td>
</tr>
<tr>
<td>All Doctorate degrees</td>
<td>Dawn Carver (307)766-5728</td>
</tr>
<tr>
<td></td>
<td>e-mail: <a href="mailto:dcarver@uwyo.edu">dcarver@uwyo.edu</a></td>
</tr>
</tbody>
</table>
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 6, 2013, 5:00 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 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. You will be advised if additional corrections are required.

If you have not previously done so, pay your graduation fees online 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. 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.

Graduation/Diploma Information

**NOW - All graduate students must declare their graduation 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.

December 6, 2013 - Your name will be printed on your diploma as it appears on WyoWeb, unless you tell us differently. Likewise, the diploma will be mailed to your permanent address unless you tell us differently. You may check both of these through WyoWeb. If you would like to change either one, you may stop by the Office of the Registrar or print, fill out, and return Anticipated Graduation Date form. Any changes must be made by this date.

December 6, 2013 - The graduation fee of $25.00 (pay online) is due in the Cashier’s Office, Knight Hall 170. After this date, an additional $5.00 fee will be added. If you are receiving more than one degree, $25.00 must be paid for each degree. Students in certificate programs will be charged $12.50 for each certificate completed. If you are an off-campus student, you can either pay online or mail your check to the Office of Registrar (payable to the University of Wyoming) at Dept. 3964, 1000 E. University Ave., Laramie, WY 82071.

December 6, 2013 - All course requirements must be completed, including main campus classes and courses through the Outreach School.

December 6, 2013 - Any financial obligations with the university must be cleared. If you have a financial hold on your records, you cannot receive copies of your transcripts and your diploma will not be sent to you until the obligations are satisfied.

December 6, 2013 - If you are taking courses at another academic institution for your degree, all official transcripts
must be received by the Office of the Registrar by this date. For the transcripts to be official, you must request that the transcripts be sent directly from the institution to the University of Wyoming Office of the Registrar.

December 6, 2013 - Any incomplete grade ("I") must be removed and a grade assigned by this date or you will not graduate in this term.

When the degree verification process is complete, degrees will be posted to student records.

8-10 Weeks After Graduation - Diplomas will be mailed to those students who successfully met all graduation requirements. Students who did not successfully complete requirements will be notified in writing and will be provided with a change of graduation date form.
Anticipated Graduation Date

All students must fill out top section of this form and return to the Office of the Registrar. Dept. 3964, 1000, E. University Ave., Laramie, WY 82071; Fax: (307)766-3960
If this anticipated date changes, please notify our office in writing.

I, _____, W number, _____ plan to finish my last course(s) and graduate in the

☐ Spring  ☐ Fall  ☐ Summer  semester of ____ (year).

Student Information:
Level:  Undergraduate ☐  Graduate ☐  Professional ☐

Diploma Mailing Address (please allow 10-12 weeks for mailing):
Street: ____________________________  City: ____________________________
State: ____________________________  Zip: ____________________________

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

☐ Agriculture  ☐ Arts & Sciences  ☐ Business  ☐ Education
☐ Engineering & Applied Science  ☐ Health Sciences  ☐ Law  ☐ Interdisciplinary

Undergraduate Degree Students:
Please provide your major:

Graduate Degree Students:
Please provide the following information

Degree Sought:
Master’s students indicate:  Thesis ☐  Non-thesis ☐
Major: ____________________________
Option: ____________________________
Minor: ____________________________

Student Signature:  ____________________________ Date: ____________________________

A one-time Graduation Fee ($25 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 will be added and a hold will be placed on your account. To participate in the commencement ceremony, contact your college dean’s office.

Diplomas will not be released to students who have holds on their accounts.
Report of Final Examination Results

Student’s Name: ________________________________

W #: ________________________________

Major: ________________________________

Concentration: ________________________________

Degree Sought: ________________________________

☐ Non-thesis   ☐ Thesis   ☐ Dissertation

Date of Defense: ________________________________

Thesis/Dissertation Title (Non-thesis students do not enter title here):

Committee Recommendation

Committee Chair

☐ Confer  ☐ Deny  ☐ Abstain

Committee Member

☐ Confer  ☐ Deny  ☐ Abstain

External Dept. Member

☐ Confer  ☐ Deny  ☐ Abstain

Committee Member

☐ Confer  ☐ Deny  ☐ Abstain

Committee Co-Chair or Member

☐ Confer  ☐ Deny  ☐ Abstain

Committee Member

☐ Confer  ☐ Deny  ☐ Abstain

FOR THESIS AND DISSERTATION STUDENTS ONLY

Committee Review and Acceptance:

Signature above indicates this thesis or dissertation has been read by each member of the committee and has been found to be satisfactory regarding content, English usage, format (other than that required by the University of Wyoming), bibliographic style, and consistency, and is ready for submission. The student and committee agree to abide by the statements below, and confirm that this form serves as the Approval Page for the thesis, dissertation, or project including any abstract enclosed within.

1. I hereby certify that, if appropriate, I have obtained and attached a written permission statement from the owner(s) of copyrighted matter to be included in my thesis, dissertation, or project, allowing distribution of this project.

2. I certify that the electronic version I submitted is the exact same document as the final copy approved by my graduate committee.

3. I grant UW and its agents the non-exclusive license to archive and make accessible my thesis, dissertation, or project in whole or part in all forms of media, now or hereafter known. I retain all other ownership rights to the copyright of the thesis, dissertation, or project. I also retain the right to use in future works (such as articles or books) all or part of the thesis, dissertation, or project.

Student Signature and Date: ________________________________

Embargo Agreement

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

Academic Affairs:

Research Office(s):

Administrative Approval

Dept. Head/Interdisciplinary Pgm.
Director Signature and Date: ________________________________

College Dean/Provost Signature and Date: ________________________________
Graduate Student Forms and Guidelines | Office of the Registrar

A-B

Academic Reinstatement (.doc), (.docx)
Anticipated Graduation Date (.doc), (.docx)
Authorization of Incomplete (online petition)

C-D

Change of Major Form (.doc), (.docx)
Committee Assignment/Change Form
Continuing Registration Petition (Leave of Absence), (Instructions)
Dissertation Format Guide (.doc), (.pdf)
Dissertation Formatting Webcast 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

Enrollment Authorization (online petition)
Exception Request (online petition)

F-L

Final Examination Conflict (online petition)
Five Pages you need to have to get your thesis/dissertation approved
Four-Year Rule Petition, (Instructions), (Completion of the Doctoral Degree Within Four Years After Passing the Comprehensive Exam)
Graduate Student Handbook (.doc), (.docx), (.pdf)
LaTeX Thesis/Dissertation Template (For students in math, science, and engineering only)

M-N

New Parent Accommodation Petition
New Parent Accommodation Policy

O-P
Optional Student Fee Package Petition
Overload Petition (online petition)
Program of Study Worksheet
Program of Study, Instructions for Developing

Q-R

Report of Final Examination
Report on Preliminary Examination for Admission to Candidacy
Request for Change in Graduate Program

Request for Extension of Incomplete (online petition)

S

Six Year Rule Petition (.doc), (.docx), (Exception to Regulation: Completion of the Master's Degree within Six Years)
Survey of Earned Doctorates

T

Thesis Template 2010 (Instructions) This Thesis Template is in .docx format; the password for modifications is thesis. If your operating system does not support this format, contact Kris Brewer (kbrewer@uwyo.edu) for a template.

Thesis Format Guide (.doc), (.pdf)


Thesis Formatting Webcast  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.

Time Conflict (online petition)
Travel Funding Request

Twelve-Hour Petition, (Exception to Regulation: Limit of 12 non-degree seeking hours)
GRADUATE STUDENT TRAVEL FUNDING REQUEST

Funds are available to support graduate students' travel expenses to attend regional, national, and international conferences. In consideration of the limited funds available and UW's desire to support as many students as feasible, we request that programs capable of fully funding student travel refrain from applying.

Allocation policy:
- The applicant must be making a presentation at a conference.
- The applicant must be currently enrolled in a graduate program at UW at the time of the request and at the time of the presentation/exhibit.
- Awards are limited to $250 or actual expenses, whichever is less, although the full amount is not guaranteed. Receipts will be required for your travel expenses, since, with the exception of mileage, all charges to our account must be actual, receipted travel expenses.
- The applicant's mentor or department must be willing to match the funding provided by the graduate state account.
- Receipts for travel must be submitted to the department secretary/bookkeeper after the trip. They are then sent to Student Financial Aid with the appropriate vouchers for payment.
- Vouchers for payment must be forwarded to Student Financial Aid within 30 days of completed travel. Failure to submit your travel vouchers within this timeframe will result in loss of funding.
- An applicant may receive only one award for one trip during his or her graduate career.
- Awards are made on a first-come, first-served basis.
- Awards are made only when complete information is provided to support the request prior to the conference date.

<table>
<thead>
<tr>
<th>STUDENT'S NAME</th>
<th>W #</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT'S E-MAIL</td>
<td></td>
</tr>
<tr>
<td>ADDRESS</td>
<td></td>
</tr>
<tr>
<td>NAME, SPONSOR, DATES AND LOCATION OF CONFERENCE</td>
<td></td>
</tr>
<tr>
<td>TYPE OF PRESENTATION</td>
<td>ORAL</td>
</tr>
<tr>
<td>ESTIMATED TRAVEL BUDGET</td>
<td></td>
</tr>
<tr>
<td>REGISTRATION</td>
<td></td>
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<tr>
<td>LODGING</td>
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<tr>
<td>MEALS</td>
<td></td>
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<tr>
<td>TRANSPORTATION</td>
<td></td>
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<tr>
<td>TOTAL ESTIMATED COST</td>
<td></td>
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<tr>
<td>AMOUNT PROVIDED BY DEPT. OR OTHER UNIT</td>
<td></td>
</tr>
<tr>
<td>AMOUNT REQUESTED FROM THE GRADUATE ACCOUNT</td>
<td></td>
</tr>
<tr>
<td>AMOUNT TO BE PAID FROM PERSONAL RESOURCES</td>
<td></td>
</tr>
</tbody>
</table>

Please include the following with this travel funding request form:
- □ Presentation abstract
- □ Evidence from the conference that the abstract has been accepted for presentation
- □ A letter of support from the applicant's major professor indicating approval for presentation at the conference (this letter should state the specific amount the department or program is providing toward the applicant's travel)

Please submit only complete packets when requesting travel funds. Incomplete packets will not be acted upon. Requests should be submitted at least one month prior to the conference; however, earlier is better since these funds are allocated on a first-come, first-served basis. Applications for travel beginning July 1 or after should not be submitted before June 1. Responses to complete packets are usually sent within two weeks.

Revised 8/20/09