
Regulations and Policies

Below is a listing of regulations and policies enforced by the Graduate School. If you have questions or concerns about these regulations and policies, please feel free to contact the Graduate School at (307) 766-2287 or uwgrad@uwyo.edu.

All regulations are subject to change without notice by action of the Graduate Faculty, various administrative officers, the University of Wyoming Board of Trustees, and the appropriate departments and divisions. Published regulations are the minimum requirements for any advanced degree.

ACADEMIC DISHONESTY

Academic dishonesty and scholarly misconduct will not be tolerated. Academic dishonesty is an act attempted or performed that misrepresents one's involvement in an academic task in any way, or permits another student to misrepresent the latter's involvement in an academic task by assisting in the misrepresentation (UNIREG 802).

If academic dishonesty has been established, the offending student shall receive a failing grade for the course in question. If two such acts have been recorded at different times or in different courses, the student shall be suspended from the university in accordance with UNIREG 802. These actions shall not preclude the imposition of other sanctions by university officers including the loss of benefits from programs, scholarships, and other opportunities normally afforded students.

ADMISSION TO CANDIDACY

Time spent in graduate study or accumulation of credit hours will not necessarily allow a student to become a candidate for an advanced degree. Admission to candidacy is an expression of the judgment of those who have observed the work and reviewed the credentials of the student, and deem the student worthy of the opportunity to complete the work for an advanced degree. Admission to candidacy for an advanced degree requires a specified procedure for specific degrees.

ADMISSION STATUS CATEGORIES

Advanced-degree applicants may be admitted to the Graduate School in one of the following categories:

- Admitted Graduate Student signifies the applicant has been accepted by the Graduate School and by a major department to work toward an advanced degree.
- Provisionally Admitted Graduate Student signifies the applicant did not meet the formal admission requirements but has sufficient potential that the Graduate School and the major department are convinced that the student will be successful as an advanced-degree candidate. Provisions are usually placed on such students in the form of performance criteria for the first one or two semesters. If the provisions of admission are not met within the specified time period, the student may be denied admission to the Graduate School and the degree program.

The student and an adviser in the major department should monitor progress toward meeting the established provisions. The department is responsible for notifying the Graduate School when all provisions have been met.

Students should be certain they understand their admission status.

ANNUAL SAFETY REPORT

This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the University of Wyoming; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the University of Wyoming Police Department or by accessing the following Web site: http://uwadmnweb.uwyo.edu/UWPD/public_safety_printerfriendly.htm.

APPLICANTS WITH THREE-YEAR INTERNATIONAL DEGREES

India

The Graduate School Council has adopted the policy as written by World Education Services (WES) as of January 2007. The policy states, "The new equivalency applies only to institutions accredited by the National Assessment and Accreditation Council (NAAC). It takes into consideration the relative standing of a university as reflected by the NAAC grade, and the individual degree holder's performance as indicated by the degree classification of the degree. Accordingly, three-year bachelor's degrees earned in Division I and II at institutions accredited by the NAAC with a grade of A are viewed as equivalent to the U.S. bachelor's degree. All other three-year degrees will continue to be regarded as equivalent to three years of undergraduate study."

Bologna Participants

Applicants earning a three-year bachelor's from a school participating in the Bologna process will be reviewed for possible eligibility of graduate admission to the University of Wyoming. Some applicants may be requested to undergo a credentials evaluation from WES. The fee for this service will be the applicant's responsibility.

APPLICATION DEADLINES

Potential students should contact the departments directly about the department-specific application deadlines. A general rule, however, is that application materials should be received by the department and the Graduate School no less than six months prior to the desired date of admission to receive optimum time for evaluation, consideration, and funding allocation. However, the reality is that admission is a continuous process, and may occur at any time, but this is subject to departmental policies.

ARMED SERVICES

Time spent in the armed services is not computed in the total time allowed to complete the requirements for an advanced degree; however, students who are eligible and wish to use this time exclusion must file the leave of absence petition (<http://uwadmnweb.uwo.edu/UWGrad/forms&petitions.asp>).

CAPP (Student Degree Evaluation)

Graduate students enrolled in certain graduate degree and certificate programs are no longer required to complete a program of study. These students' degree audits are completed internally using the CAPP program. Changes to the students' degree program must still be reported by using the Request for Change in Graduate Program to include listing any transfer coursework. The following degree programs participate: MA – Education, Option: Adult & Post-Secondary Education; MS – Education, Option: Instructional Technology; MS – Nursing; MBA – Business Administration; MPA – Public Administration. The following graduate certificate programs participate: Principal Endorsement – Educational Leadership; Reclamation & Restoration Ecology – Renewable Resources; Family Nurse Practitioner, Nurse Educator, and Psychiatric Mental Health Nurse Practitioner – Nursing; Teachers of American Indian Children and Literacy – Education (Curriculum & Instruction); and Behavioral/Mental Health Social Work and Health and Medical Social Work – Social Work.

Accessing your CAPP report:

Once you have logged on to **WyoWeb**, you can complete the following steps to view your transfer evaluation:

- Click on the **Student Resources** (tab at the top of the screen),
- Click on the **Registration Tools Channel** (channel on the left side of the screen),
- Click on the **Degree Evaluation** link,
- Select the **Term** and then hit **Submit**,
- Click on the **Generate New Evaluation** and click **Submit**,
- Select **Detail Requirements** and then **Submit**.

Students in graduate certificate programs will be required to submit a Graduation/Title form and Completion of Requirements form when the student is ready to complete the certificate program. The certificate will be noted on the student's transcript and a certificate will be awarded by the Office of the Registrar.

The major professor will sign the program of study, Graduation/Title form and Completion of Requirements form in lieu of the committee.

CERTIFICATE OF APPROVAL

The Certificate of Approval form must be completed and filed in the Graduate School in conjunction with the Completion of Requirements form. This form indicates committee and department approval for submission of the thesis/dissertation and is signed by the student to indicate student's understanding that the thesis/dissertation will be made available electronically for public use. This form is available on the Graduate School Web site. The student is responsible for obtaining the appropriate signatures and for submitting the completed form to the Graduate School.

CLASSIFIED OR PROPRIETARY RESEARCH

The process of research in graduate education is one of free and open inquiry involving the student and faculty. Final examinations for graduate degrees are open to all Graduate Faculty, and theses and dissertations are accessible to the public upon acceptance by the Graduate School unless embargoed as approved in advance by the dean of the Graduate School.

For the purposes of this policy, classified research is defined as research that has a security classification established by a federal agency. Classified research projects also require approval of the trustees before being initiated. Proprietary research is defined as research for which the sponsor requires a delay in publication.

With the foregoing principle and definitions as guidance, the following policies will be used regarding use of classified and proprietary research for theses and dissertations:

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- A. Classified research cannot be used for a thesis or dissertation.
- B. Proprietary research may be used for theses and dissertations. However, any delay caused by the proprietary nature of the research must be alleviated before the thesis or dissertation is submitted to the Graduate School. Such delays cannot exceed six months without the approval of the dean of the Graduate School. Delays greater than 12 months in length will be approved only in unusual circumstances unless embargoed as approved in advance by the dean of the Graduate School. Sponsors of proprietary research should be aware that theses and dissertations are accessible to the public upon acceptance by the Graduate School.

COMMUNICATION

WyoWeb and UWYO e-mail are the official electronic means by which the university will communicate with campus constituents, including students, faculty and staff. It is expected that all campus constituents will anticipate receipt of business and official correspondence via these means and they will monitor their content on a regular basis. Use of non-UWYO e-mail accounts is not supported or recommended for dissemination of official university communication for those having UWYO e-mail accounts due to potential problems with security and reliability.

COMPLETION OF REQUIREMENTS FORM

The Completion of Requirements form must be completed and filed in the Graduate School by the announced date. This date is approximately 10 days before the last day of final examinations for spring or fall semesters or approximately 10 days before the last day of classes for the Summer Session in which the candidate expects to complete the requirements for a graduate degree. Please check with the Graduate School for the exact dates. The Completion of Requirements form and graduation information is available on the Graduate School Web site. The student is responsible for obtaining the appropriate signatures and for submitting the completed form to the Graduate School.

CONTINUOUS ENROLLMENT

Once admitted, all degree seeking graduate students must maintain continuous enrollment. Unless a formal leave of absence is approved in the Graduate School, all students should maintain at least one hour of continuous enrollment in the semester or session they expect to receive the degree. Students should maintain enrollment for two of the three academic semesters. Reactivation will be required if the student has not enrolled in classes within the previous 12 months. Contact your department to investigate your status. The department will contact the Graduate School to initiate reactivation. Students who have been inactive for a long span of time should also investigate the status of their committees, programs of study, and time to degree status. If a summer-to-summer only enrolling student intends to finish his/her degree and graduate during a fall or spring semester, he or she must be enrolled for the appropriate number of hours, as required of all students, during the semester of intended graduation. International students' enrollment status is monitored by the office of International Students and Scholars and the office should be contacted for more information.

CORRESPONDENCE COURSES AND CREDIT BY EXAMINATION

Correspondence courses and credit by examination courses are not acceptable on graduate programs of study.

COURSE NUMBERING FOR GRADUATE CREDIT

Courses offered for graduate credit are distinguished by number as follows:

- 4000-4999 are primarily for junior and senior students, but also may be used as part of some graduate programs of study
- 5000-5999 are primarily for graduate students

Courses numbered 5000 or above may be taken by undergraduate students having the necessary prerequisites. If a course is filled, graduate students will have preference and undergraduates may be asked to relinquish their place in the course. Graduate students may enroll in courses numbered 1000-3999 to remove undergraduate deficiencies, but only those numbered 4000 and above will be computed into the graduate GPA and be allowed for graduate credit.

COURSES NOT APPLICABLE TOWARD ADVANCED DEGREES

Only courses at the 4000 or 5000 level may be counted for graduate credit. However, some 4000- and 5000-level courses may not be applicable toward undergraduate or graduate degrees. These courses are listed below:

**** 5959. Enrichment Studies in _____. (Any course numbered 5959 is not applicable toward UW degrees.)

EDUC 4740. Field Studies in _____. (Any course in the College of Education numbered 4740 is not applicable toward UW degrees.)

CNSL 5740. Continuing Education in _____.

KIN/HLED 4074. Field Studies in _____.

HLED 4970. Field Experience in Health Education.

DEGREE COMPLETION

New-Fall 2008

The Graduation/Title form must be filed by the deadline set by the Graduate School (approximately midterm) for the semester in which graduation is planned. This form puts the student on the list for graduation. If graduation does not occur during the projected semester, the student must submit a new Graduation/Title form no later than the deadline date for the new final semester. By the designated deadline, students who are entering their semester of graduation should:

1. Pay their associated graduation fees (diploma and/or certificate fee plus the digitizing fee if thesis/dissertation is involved) and retain receipt.
2. Download Graduation/Title form located on the Graduate School Web site.
 - a. Fill out completely, print out and obtain signatures.
 - b. Attach the above-referenced receipt to the Graduation/Title form.
 - c. Submit to the Graduate School.
3. The Graduate School will forward the Graduation/Title form, Completion of Requirements form, and other paperwork to the degree analysts in the Office of the Registrar for the degree check. After the degree check is complete, the Completion of Requirements form will be returned to the Graduate School.
4. Upon notification, pick up from the Graduate School the graduation packet that includes:
 - a. Graduation process outline,
 - b. Completion of Requirements form,
 - c. Certificate of Approval (thesis/dissertation students only),
 - d. List of graduation deadlines.
5. Follow the process outlined further in this Graduate Bulletin and on the Graduate School Web site under "Enrolled Students."

The Graduate School is responsible for notifying the Graduate Faculty Representative about the availability of the online Graduate Faculty Representative's Evaluation survey. Following submission and approval of the Completion of Requirements form, the Graduate School will send an e-mail notification to each Graduate Faculty Representative indicating the evaluation is ready for completion. This process will not impede the student's graduation in any manner.

DEGREE REVOCATION

UNIVERSITY OF WYOMING
UNIREG 254
Laramie, Wyoming

December 8, 2006
UNIVERSITY REGULATION 254

Initiating

Authority: Vice President for Academic Affairs

Subject: Degree Revocation

GENERAL INFORMATION: The University of Wyoming is a state higher education institution whose Trustees are legislatively empowered to confer degrees on students who have earned them, upon the recommendation of the faculty. The Board of Trustees recognizes that there may be instances where a degree is awarded to an individual who, upon review, has not properly completed all requirements for the degree. In such instances, the Board of Trustees may revoke the degree. This regulation establishes the process for such revocation.

Principles:

Grounds for revoking a degree include convincing evidence that the degree recipient failed to complete the requirements for the degree that were in effect at the time of the degree conferral. Included in this category is evidence that the candidate engaged in academic misconduct serious enough to negate bona fide completion of one or more substantive degree requirements.

Procedure:

Allegations involving academic misconduct which may result in degree revocation shall be reported to the dean of the college from which the degree was awarded.

The dean shall conduct a preliminary investigation to determine whether there exists a factual basis to conclude that academic misconduct may have occurred which would warrant revocation of a degree that has been awarded.

If, after the preliminary investigation, the dean determines that there may have been academic misconduct which could result

in degree revocation, the dean shall present the preliminary findings to the recipient to determine if the degree recipient admits to the alleged misconduct and agrees to degree revocation, or if the degree recipient desires a hearing in accordance with this regulation.

If the degree recipient desires a hearing, the dean shall deliver a formal written charge to the degree recipient. The charge shall:

Identify the dean or a designee as the charging party;

Describe the alleged academic misconduct, the factual basis upon which the allegation is based, and the basis for concluding that the misconduct is serious enough to warrant degree revocation.

Advise the degree recipient that:

- i. The degree recipient has the right to a hearing regarding the charge before a hearing committee;
- ii. UniReg 254 specifies the process for the hearing. A copy of UniReg 254 shall be provided with the charge
- iii. The date upon which the hearing has been scheduled which shall be no earlier than twenty (20) working days following the date upon which the written charge is mailed. As used in this UniReg, a “working day” is a day in which the university is open for business.

The hearing committee shall be composed of three faculty members appointed by the chair of the faculty senate from a list of six faculty members submitted by the Vice-President for Academic Affairs. The faculty on that list shall hold tenure, shall not be currently serving as an officer of the university, and shall have no prior involvement in the matter before the hearing committee. The hearing committee shall elect a chair from its membership.

The hearing shall be held on the date scheduled, except the hearing shall be delayed by the chair of the hearing committee for good cause shown upon request of the degree recipient or the charging party. The hearing will not be open to the public unless the degree recipient so requests.

The parties are the charging party and the degree recipient. Five (5) working days before the hearing, each party shall submit to the other all documentary evidence that the party intends to present at the hearing and a list of proposed witnesses and a summary of the factual testimony expected from each witness.

The degree recipient may be represented by legal counsel, at the degree recipient’s expense, who shall be allowed to fully participate in all proceedings following submission of the charge to the degree recipient.

The university may designate and appoint an attorney to represent the charging party in presenting the evidence and to fully participate in all aspects of the proceedings.

The hearing shall be recorded by a certified court reporter at the university’s expense.

The burden of proof shall be on the university to prove the charge by clear and convincing evidence.

At the hearing the parties may present an opening and closing statement, present witnesses, cross-examine adverse witnesses and submit written or documentary evidence relevant to the charge. No depositions may be taken unless a witness is unavailable to testify in person or by some other means on the day of the hearing.

No formal rules of evidence shall be used by the committee. The chair shall control the conduct of the hearing and shall rule on the admissibility of any disputed evidence and may exclude any evidence which would appear to be untrustworthy, irrelevant, or redundant. The committee may request the university provide independent counsel to advise the committee and assist in conducting the hearing.

The committee shall present written findings of fact to the Vice President for Academic Affairs. These findings shall state whether the charge was substantiated by clear and convincing evidence and shall also set forth the specific pertinent factual findings established by the evidence. These findings shall be by majority vote and shall be reported to the Vice President within fifteen (15) working days after the conclusion of the hearing or as soon thereafter as is practicable. The findings shall be mailed to both parties.

Within five (5) working days of receipt of the committee findings or as soon thereafter as practicable, the Vice President shall make a written recommendation to the President of the University, regarding whether the degree should be revoked or the charges dismissed.

The recommendation shall be mailed to both parties.

If the recommendation is dismissal of the charges, and the President concurs, the charge is dismissed.

If the recommendation is revocation of a degree and the President concurs, the President shall forward to the Board of Trustees a recommendation and the reasons therefore, along with the full record of the case. The President shall provide the same information to both parties.

If the recommendation is dismissal and the President does not concur with that recommendation, the President shall forward to the Board of Trustees a recommendation and the reasons therefore, the recommendation of the Vice-President for Academic Affairs and the full record of the case. The President shall provide the same information to both parties.

The Board of Trustees shall consider the matter at a special or regular meeting.

The degree recipient may submit a written argument to the Board, indicating why the Board should disapprove the recommendation for revocation of the degree. The written argument must be submitted no later than twenty (20) working days after the degree recipient is sent notice of the President’s recommendation. The degree recipient shall provide a copy of the written argument to the charging party.

The charging party shall have ten (10) working days from receipt of that degree recipient’s written argument to submit a written

response to the Board of Trustees and to the charging party.

The Board may determine that it desires additional information and schedule a time for oral argument from the parties, or request additional written argument from the parties.

The Board shall revoke the degree or dismiss the charge.

The Board shall submit its decision, in writing, to both parties and to the President within five (5) working days of the decision.

The decision of the Board is the final decision of the university.

A review of this regulation shall be conducted by the Office of Academic Affairs, in consultation with the faculty senate. The results of the review, including a revised regulation if deemed necessary, shall be submitted to the Board of Trustees prior to the end of the spring 2008 semester.

APPROVED: December 8, 2006

Thomas Buchanan

President

DIGITIZING REQUIREMENT

All graduate students admitted to the Graduate School accept as a condition of enrollment that completed theses and dissertations will be published through ProQuest Information and Learning. This involves a special fee. The Graduate School believes it is in the best interest of all if graduate research is widely and quickly distributed in a manner that is recognized and readily available. The appropriate form for submitting the thesis/dissertation is available when submitting the project electronically through ProQuest Information and Learning.

These projects must meet the regulations established by the University Libraries, the Graduate Faculty, and ProQuest Information and Learning and must be filed with the Graduate School.

DOCTOR OF EDUCATION CANDIDATES

The degree of doctor of education (Ed.D.) is offered to competent students who wish to pursue a program of studies and to participate in appropriate activities in preparation for professional service in teaching, administrative, and supervisory positions in education. The program is designed to meet the needs of those for whom intensive research is not a practical prerequisite to vocational goals. Doctoral students are expected to participate not only in organized coursework but also in informal types of activities that will insure breadth of outlook and technical competence.

Each doctoral student must furnish satisfactory evidence of having had three years of successful professional experience. This experience may be in teaching or administration or both. The student's graduate committee will determine what experience shall be required and when this requirement has been satisfied.

At least 36 semester hours must be earned in the major field. The degree requires a minimum of 72 graduate hours (beyond the bachelor's degree) to complete all requirements. In addition to the program of studies in organized coursework, the doctoral student will be required to complete an approved applied project report or dissertation within the major field of professional specialization.

A student who has taken a major part of his/her undergraduate and graduate training at UW may be required by his/her graduate committee to do a specified portion of graduate work at some other institution. The program must be on file in the Graduate School before the preliminary examination can be scheduled.

DOCTOR OF PHILOSOPHY CANDIDATES

The doctor of philosophy degree does not represent a specified amount of work over a definite period of time but rather the attainment of independent and comprehensive scholarship in a particular field. Such scholarship will be manifest in a thorough acquaintance with present knowledge and a demonstrated capacity for research. The fulfilling of the following requirements suggests, therefore, only the minimum task one must undertake to earn the doctor of philosophy degree. No amount of time spent in graduate study or accumulation of credit hours entitles the student to become a candidate for this degree.

The program of study must include a minimum of 72 semester hours of credit at the 4000 level or above from UW or equivalent levels from another approved university. This 72-hour requirement may include graduate credits earned while working toward the master's degree in the same area, but at least 42 hours (of the 72) must be earned in formal coursework. Additional credits toward the 72-hour requirement may include additional formal course credits, 5980 Dissertation Research, or 5990 Internship. The program must be on file in the Graduate School before the preliminary examination can be scheduled.

DUAL LISTED COURSES

Approved: Graduate Council, 1/9/2007

If a course is dual listed at the 4000/5000 level, the course must be taken at the 5000 level to receive graduate credit regardless of whether the course is in the student's primary program area.

The syllabus for a dual listed course must specifically define differential expectations, outcomes and assessment for the 4000 and 5000-level components. These may include but are not limited to intellectual skills, discipline-specific competencies and challenging learning outcomes. For example, students enrolled in the 5000-level course may be required to lead discussion sessions, submit a portfolio, write a paper or may be involved in a service learning component, internship or collaborative assignment designed to provide experience in applying course information in different contexts.

Students enrolled in the 5000-level course will be expected to demonstrate greater sophistication in content expertise, inquiry, creativity, communication, problem solving, analytic reasoning and/or collaborative learning compared with those enrolled in the 4000 course.

The Course Action Request and course syllabus should articulate 4000- and 5000-level student learning outcomes and assessment standards. Flexibility in establishing learning outcomes and assessment is intentional; faculty are best positioned to specify content, define the overarching enduring principles and articulate differential expectations, outcomes and assessment for the 4000- and 5000-level components of their course.

EDUCATIONAL SPECIALIST CANDIDATES -- These programs are currently under review.

Coursework leading to the educational specialist degree has been designed for persons who desire additional preparation beyond the master's level but are not interested in pursuing a doctorate.

The program of study must include a minimum of 30 semester hours, 15 of which must be in the student's area of specialization. Six of the required hours must be in the form of specifically designated professional activity in education (such as supervision, administration, research, classroom experimentation, or technical assistance) and must be directed and supervised by the student's major professor or a designee. Approval of the program of study for an Ed.S. student is the admission to candidacy. In accordance with the academic unit's policy or the decision of the candidate's graduate committee, the hours earned toward the Ed.S. degree may, under specified conditions, be used to meet the requirements for a doctorate.

A written report must be submitted concerning the specifically designated professional activity. The graduate committee will evaluate the report for competency in English expression, organization, and significance of the contribution to the student's field of specialization. This report will also serve as a basis for the final oral examination and must be filed with the student's major professor.

Each doctoral student must furnish satisfactory evidence of having had three years of successful professional experience. This experience may be in teaching or administration or both. The student's graduate committee will determine what experience shall be required and when this requirement has been satisfied.

EXAMINATIONS

Examinations may be required of any graduate student or advanced-degree candidate at such time or of such nature as the department or the student's graduate committee may require. It is standard procedure for doctoral students (Ph.D. and Ed.D. students) to be given a preliminary examination, and for final examinations to be conducted for both master's and doctoral students. It is common for the nature of these exams to differ from one academic unit to another.

Preliminary Examination

The preliminary examination will be held at least 15 weeks prior to the final examination. The preliminary examination may not be given before: (a) the research tool requirements, if any, have been met and certification approved by the Graduate School; (b) at least 30 hours of coursework have been completed; and (c) the doctoral program of study has been approved by the Graduate School. The format and conduct of this examination shall be the responsibility of the student's committee, in line with any departmental policies (see specific department).

Following the completion of the departmental preliminary examination, the Report on Preliminary Examination must be submitted to the Graduate School regardless if the student passed or failed. The favorable vote of the majority of the student's graduate committee members will be accepted as passing. In case of failure, the student may attempt the examination once more after not less than one nor more than four semesters have elapsed. When the preliminary examination has been successfully completed, and the report of the committee is on file in the Graduate School, the student is considered a doctoral student admitted to candidacy for the degree. At this time, the doctoral candidate has four years to complete the degree process.

Final Examination

The final examination may not be held until after the beginning of the semester or session in which coursework is completed. Two weeks before the final examination, please make public the proposed date, time and place of the examination. Also, please include this information in an e-mail to the Graduate School. The committee may require the candidate to take a written examination as well as an oral examination. The oral and/or written examination should be held by the student's graduate committee **at least 10 days before the final completion date.**

The written vote of each member of a candidate's committee must be on record in the Graduate School on the Completion of Requirements form, indicating the majority of the committee members' approval, before any candidate will be recommended for an advanced degree. A student failing his/her final examination may retake the examination once after a reasonable period of time has elapsed. Failure of the final examination shall be reported in writing to the dean of the Graduate School by the major professor or the head of the department involved.

EXTENSION COURSES

Extension courses, to carry graduate credit, must satisfy achievement criteria acceptable to the Graduate School and must be taken under the auspices of UW, or involve study completed at an off-campus center.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (PL-380) (FERPA)

General Statement

The University of Wyoming has the responsibility for effectively supervising any access to and/or release of official data/information related to the educational records of its students. Certain items of information about individual students are fundamental to the educational process and must be recorded. This recorded information concerning students must be used only for clearly-defined purposes, must be safeguarded and controlled to avoid violations of personal privacy, and must be appropriately disposed of when the justification for its collection and retention no longer exists.

In this regard, the university is committed to protecting, to the maximum extent possible, the right of privacy of all individuals about whom it holds information, records, and files. Access to, and release of, such records is restricted to the student concerned, to parents of dependent students, to others with the student's written consent, to officials within the university, to a court of competent jurisdiction, and otherwise pursuant to law.

Access

All official information collected and maintained in the university identifiable with an individual student will be made available for inspection and review at the written request of that student subject to certain exceptions.

For purposes of access to records at the University of Wyoming, students enrolled (or formerly enrolled) for academic credit or audit at the university shall have access to official records concerning themselves.

A request for general access to all official records, files, and data maintained by the university must be made in writing to the registrar or to other person(s) as designated by the university officer in charge of the unit maintaining records. A request for access to official data maintained in a particular office may be made to the administrative head of the office.

When students (or former students) appear at a given office and request access to the university record about themselves:

1. The student must provide proper identification verifying that he or she is the person whose record is being accessed.
2. The designated staff person(s) must supervise the review of the contents of the record with the student.
3. Inspection and review shall be permitted within a period not to exceed 45 days from the date of the student's request.
4. A student will be free to make notes concerning the contents, but no material will be removed from the record.

Recordkeeping personnel and members of the faculty and staff with administrative assignment may have access to records and files for internal educational purposes as well as for routinely necessary clerical, administrative, and statistical purposes as required by the duties of their jobs. The name and position of the official responsible for the maintenance of each type of educational record may be obtained from the registrar of the university.

Any other access allowed by law must be recorded showing the legitimate educational or other purpose and the signature of the person gaining access. The student concerned shall be entitled to review this information.

Release of Information

No personally identifiable information shall be disclosed to any individual (including parents, spouse, or other students) or organization except as follows:

1. Disclosure is authorized in writing by the student.

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2. Disclosure is to university officers or employees who need to know so as to accomplish legitimate university purposes related to their function.
 3. Disclosure to a governmental agency, educational organization, parent of a dependent student, or other entity as described by federal regulations or otherwise required by state or federal law. Custodians of records should obtain legal interpretations whenever third parties request personally identifiable information.
 4. When disclosure of any personally identifiable data/information from university records about a student is demanded pursuant to court order or lawfully issued subpoena, the staff member receiving such order shall, if possible, immediately notify the student concerned in writing prior to compliance with such order or subpoena. (NOTE: In fulfillment of its responsibilities to monitor certain state benefit and entitlement programs, the Wyoming state auditor may issue to the university from time to time an administrative subpoena for a listing of currently enrolled full-time students, the students' Social Security numbers, and information relating to the nature and amount of any educational financial aid being received by such students. Upon being served with such a subpoena, the university will provide the information requested without further notice.)
 5. Data/information from university records about students will be released for approved research purposes only if the identities of the students involved are fully protected, or if the research is related to official university business and not publicly disseminated.
 6. Information from university records may be released to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.

The university officer responsible for the records from which information is released shall maintain with the student's record a listing of disclosures of personally identifiable information except disclosures in accordance with items 1 and 2 above for which no record need be kept. The listing shall identify the parties who requested or obtained information and the legitimate interests these parties had in making the request.

Public or Directory Information

The following items are considered public data/information and may be disclosed by the university in response to inquiries concerning individual students, whether the inquiries are in person, in writing, or over the telephone:

1. Name;
2. Affirmation of whether currently enrolled;
3. Campus location.

Unless students have officially filed a written request with the university registrar within 10 working days after the first day of classes for a semester that disclosure not be made without their written permission, the following items, in addition to those above, are considered public/directory information; may be included in appropriate university/campus directories and publications; and may be disclosed by designated staff members in response to inquiries concerning individual students, whether the inquiries are in person, in writing, or over the telephone:

1. School, college, department, major, or division;
2. Dates of enrollment;
3. Degrees received;
4. Honors received;
5. Local address and phone numbers;
6. Home address (permanent);
7. E-mail address;
8. Participation in officially recognized activities and sports;
9. Weight and height of members of athletic teams;
10. Full-time or part-time enrollment.

Letters of Appraisal/Recommendation

Candid recommendations and evaluations of performance and potential are an essential part of the educational process. Clearly, the providing of such information to prospective employers, to other educational institutions, or to other legitimately concerned outside individuals and agencies is necessary and in the interest of the particular student.

Data/information that was part of university records prior to January 1, 1975, and that was collected and maintained as confidential information will not be disclosed to students. Should a student desire access to a confidential letter of appraisal received prior to January 1, 1975, the student shall be advised to have the writer of that appraisal notify, in writing, the concerned records custodian of the decision as to whether or not the writer is willing to have the appraisal made available for the student's review. Unless a written response is received approving a change of status in the letter, the treatment of the letter as a confidential document shall continue.

Documents of appraisal relating to students and collected by the university or any department or office of the university on or

after January 1, 1975, will be maintained confidentially only if a waiver of the right of access has been executed by the student. In the absence of such a waiver, all such documents will be available for the student's inspection and review.

If a student files a written waiver with the department or office concerned, letters of appraisal received pursuant to that waiver will be maintained confidentially. Forms will be available for this purpose.

Challenges to the Record

All students shall have the opportunity to challenge any item in their files that they consider to be inaccurate, misleading, or otherwise inappropriate. A student shall initiate a challenge by submitting a request in writing for the deletion or correction of the particular item. The request shall be made to the custodian of the particular record in question.

If the custodian and the student involved are unable to resolve the matter to the satisfaction of both parties, the written request for deletion or correction shall be submitted by the student to such person as designated by the president of the university who shall serve as the hearing officer. The student shall be given the opportunity for a hearing at which the student may present oral or written justification for the request for deletion or correction. The hearing officer may obtain such other information as he or she deems appropriate for use in the hearing and shall give the student a written decision on the matter within 30 days from the conclusion of the hearing. If the decision of the hearing officer is to deny the deletion or correction of an item in the student's file, the student shall be entitled to submit a written statement presenting the student's position with regard to the item to the hearing officer. Both the written decision of the hearing officer and the statement submitted by the student shall be inserted in the student's file. The decision of the hearing officer shall be final.

Grades may be challenged under this procedure only on the basis of the accuracy of their transcription.

Exception to the Policy

It is the position of the university that certain data/information maintained in various offices of the university is not subject to the provisions of this policy with regard to inspection, review, challenge, correction, or deletion. Exceptions to "educational records" include: alumni records, employment records, law enforcement records, medical records, sole possession records, and university disciplinary records.

1. Statements submitted by parent(s)/guardian(s) or spouse in support of financial aid or residency determinations are considered to be confidential between those persons and the university, and are not subject to the provisions of this policy except with the written consent of the persons involved. Such documents are not regarded as part of the student's official record.
2. University employment records of students are not included in this policy, except as provided under Section 9-9-103(d)(iii) Wyoming Statutes 1977 (Supp. 1982).
3. With regard to general health data, only that data/information which is used by the university in making a decision regarding the student's status is subject to review by the student under this policy. Written psychiatric or psychological case notes which form the basis for diagnoses, recommendations, or treatment plans remain privileged information not accessible to the student. Such case notes are not considered to be part of official university records. To ensure the availability of correct and helpful interpretations of any psychological test scores, notes, or other evaluative or medical materials, the contents of these files for an individual student may be reviewed by that student only in consultation with a professional staff member of the specific department involved. Records that are subject to FERPA are not subject to the HIPAA Privacy Rule.
4. Records relating to a continuing or active criminal investigation by the University of Wyoming Police Department, or records of said office not relating to the student's status with the university are not subject to this policy.
5. No student is entitled to see information or records that pertain to another student, to parents, or to other third parties. A student is entitled to review only that portion of an official record or file that pertains to him or her.
6. The personal files, or sole possession records, of members of the faculty and staff which concern students, including private correspondence, and notes which refer to students, are not regarded as official records of the university. This includes notes intended for the personal use of the faculty and never intended to be official records of the university. In order to be sole possession records, they cannot be shared with anyone else.

Rights of Students

Students are hereby notified that controlling provisions of federal law are contained in Sec. 438, Pub. L. 90-247, Title IV, as amended, 88 Stat. 571-574 (U.S.C. 1232g) and regulations set forth in the code of Federal Regulations, 34 C.F.R. sections 99.1 to 99.67 (1981). Complaints of institutional noncompliance may be made to the Department of Education as provided in the regulations.

FINANCIAL HOLDS

A student failing to pay fees, charges, fines, penalties, deposits or short term loans as prescribed by the Trustees of the University of Wyoming shall be denied registration at the university and copies of academic transcripts and/or diplomas until such fees,

charges, fines, penalties, deposits or short term loans are paid in full. A ten-day wait is required before a student loan hold can be removed if the debt is paid with a personal check. Contact Accounts Receivable or the Student Financial Operations Office in Knight Hall for information regarding financial holds.

FORMAT FOR COURSE LISTINGS

On the department pages, courses approved for offering are listed by college, department and course level (number). The heading that precedes the brief description of each course shows the current course identification number; course title; the number of semester credit hours established for the course (fixed or variable with the semester); and the career maximum of credit for successive term enrollments in the identified course, if different from the established semester credit hours. For example, “1-3 (Max. 9)” means that a student may earn between 1 and 3 hours of credit for that course within one semester and the maximum of 9 hours within a degree career. The course description indicates any prerequisites for that course and if it is offered for S/U only.

GRADE POINT AVERAGE

A minimum 3.0 grade point average (GPA) or better is required for all coursework required for an advanced degree. Hours for which a C was earned may be balanced by a corresponding number of hours for which an A was earned. Departments and divisions have the option of indicating subject areas in which they will not accept grades of C for credit regardless of accumulated grade point average. No credit will be allowed toward an advanced degree for coursework in which a grade lower than C is earned. A student who fails to do satisfactory work may, upon the recommendation of the head of the department and with the approval of the dean of the Graduate School, be placed on suspension for one semester or Summer Session. Students who fail to bring their graduate GPA to 3.0 or greater and remove themselves from probation after one semester or one Summer Session will be suspended from the university. A suspended student can petition to be reinstated. The dean of the Graduate School will consult with the department head prior to all petition decisions. A reinstated student is on probation and may be subject to other performance criteria as determined by the dean in consultation with the department head.

Grades earned in coursework that are not included in the approved program of study for each candidate for an advanced degree will not be included in the accumulated grade point average to determine eligibility for an advanced degree. These courses are, however, included in the GPA as listed on the academic record if the courses are numbered 4000 or above, and are used in determining probation/suspension.

GRADES FOR THESIS AND DISSERTATION RESEARCH

The grade of S in thesis and dissertation research is a judgment that the student is adequately engaged in the required research objective. It in no way implies that the final thesis or the thesis defense will be judged of sufficient quality for the award of the appropriate degree.

GRADUATE CERTIFICATES

Students in graduate certificate programs will be required to submit a Graduation/Title form and Completion of Requirements form when the student is ready to complete the certificate program. The certificate will be noted on the student's transcript and the certificate will be awarded by the Office of the Registrar.

The major professor will sign the program of study, Graduation/Title form and completion form in lieu of the committee.

Please see DEGREE COMPLETION for further explanation.

GRADUATE COMMITTEE

A student's graduate committee is appointed by the dean of the Graduate School and is based on the recommendation of the department or division chair or head. The committee functions to guide the student in coursework selection, the degree project construction, and requirements completion of the degree. All committees will have at least one member of the UW Graduate Faculty from the appropriate department/division as chairperson and a member of the UW Graduate Faculty from outside the major department/division. The person outside the major department/division serves as the Graduate Faculty Representative.

Master's committees are usually constructed by the student's major professor in consultation with the student and the department/division head or chair. The proposed committee is submitted by the head or chair to the dean of the Graduate School for final approval. The master's graduate committee consists of at least a member of the UW Graduate Faculty from the appropriate department/division as chair (the major professor) and a member of the UW Graduate Faculty from outside the major department/division. Master's degree committees require a minimum of three members. The graduate committee is responsible for advising the candidate concerning coursework for the degree program and research or other creative endeavors required. The graduate committee is also responsible for conducting the final examination of the candidate and other degree-specific examinations. Educational specialist committees consist of at least a member of the Graduate Faculty from that same department, and a member of the Graduate Faculty from outside the major department. The educational specialist's committee must have three members and will ordinarily not have more than five members.

Doctoral committees will consist of at least five members, including the major professor (the committee chair). Not fewer than three members will be from the major department/division. The major professor (committee chair) and the outside member must be members of the Graduate Faculty. Individuals with off-campus affiliations or with UW adjunct appointments may serve on graduate committees with the approval of the major professor, department head, and dean of the Graduate School.

The committee will serve in an advisory capacity for development of the student's coursework and research programs and must approve the official program of study filed with the Graduate School. The committee will also determine pass or fail on the preliminary examination, approve or disapprove the dissertation or project report, and will conduct the final examination.

The doctoral committee must be on file with the Graduate School before the program of study form is submitted. Changes in committee membership or major professor assignment can be requested at any time by the department/division head. This is normally done in consultation with the student and committee chair. The dean of the Graduate School, however, is responsible for approving and making these and any other changes to the graduate committee.

Graduate Committee Rules Approved by the Graduate Council – November 1, 2000

- Appointment – Each student will be assigned a graduate committee by the dean of the Graduate School in consultation with the student's major professor and the department/division head.
- Chair or Co-chairs – Each graduate committee will have at least one chairperson who is a member of the UW Graduate Faculty and is an "inside" member in the student's academic unit.*
- Graduate Faculty Representative (outside member) – Each graduate committee will have a Graduate Faculty Representative or "outside" member who is a member of the UW Graduate Faculty and is outside the student's academic unit.* The Graduate Faculty Representative on the student's committee serves to provide academic assistance and to ensure that the "process" is fair for both the student and the university.
- Number of members: See information provided above.

*Definition of "inside" and "outside" members

- A. Any faculty, adjunct faculty member, or academic professional in a department/division is considered an "inside" member for the department/division and cannot serve as the Graduate Faculty Representative for students within that department/division.
- B. Administrators for graduate degree offering academic units (i.e. departments, divisions, colleges, etc.) will be considered only "inside" members for those units for which they have jurisdiction and cannot serve as the Graduate Faculty Representative for students within those units.
- C. Faculty involved in interdisciplinary programs (American Studies, Food Science & Human Nutrition, International Studies, Natural Science, etc.) will be determined as "inside" or "outside" based on the committee chair(s) home department(s)/division(s). The Graduate Faculty Representative must be from a different department/division than the committee chair(s) and cannot be the program director (see definition B).

For the combined units of animal/veterinary sciences, these faculty can only serve as inside members of these combined units, i.e., the Graduate Faculty Representative for an animal science committee cannot be from veterinary sciences.

For the combined Curriculum & Instruction program, secondary and elementary/early childhood faculty are considered to be department (inside) members.

Policy instituted August 2, 1994:

Faculty with split appointments can chair graduate committees for the two or more departments in which they hold split appointments provided that they are members of the Graduate Faculty for the two or more units.

Role of the Graduate Faculty Representative: Each graduate student's committee includes a representative outside of the disciplinary program or department. In the past, this member of the Graduate Faculty was referred to as the "outside" member. Following the 1992 review of the Graduate School, the designation of the outside member was changed to "representative of the Graduate Faculty."

In keeping with the name change, the duties of this member of a student's graduate committee were also changed. The representative of the Graduate Faculty not only serves as a source of outside expertise for the student, but also serves as a

representative of the Graduate Faculty in that he/she monitors and evaluates the process of graduate education for that particular student.

To avoid possible conflicts of interest, the representative of the Graduate Faculty must not be a member of the department in which the graduate student will be receiving his/her graduate degree. A faculty person's home department is that department in which he or she is evaluated for tenure, promotion, and salary adjustments. For purposes of serving as a representative of the Graduate Faculty, persons with true split appointments (i.e., evaluated for tenure, promotion, and salary adjustments in two or more departments) will be considered as members of the two or more departments in which they are evaluated for tenure, promotion, and salary adjustments.

Other members of graduate committees: Restrictions on members other than the chair and the Graduate Faculty Representative are few. Usually, the members should be tenure-track faculty; however, use of non-tenure-track persons can be made on a case-by-case basis. Qualified non-faculty are welcomed as full voting members of committees. Some examples of non-faculty are: employees of federal research laboratories, public school administrators, and others where graduate-level expertise is required of their position. Ordinarily, such persons should have attained at least the same academic degree as that being sought by the student.

Appointment of husband-wife teams and significant-other teams to graduate committees will be made only under most unusual circumstances and only on a case-by-case basis. Although such teams usually serve with the most honorable intentions, the perceptions of unfairness by either students or other committee members do not warrant making such appointments. Graduate education must withstand the reasonable scrutiny of interested persons. Appointment of husband-wife teams or significant-other teams to graduate committees causes almost automatic questioning.

GRADUATE STUDENT APPEALS

I. GRADUATE STUDENT APPEALS BOARD (GSAB)

A. Purpose:

The purpose of the GSAB is to review appeals by graduate students (the appellant) and decisions made by university representatives (the appellee) concerning:

1. retention in graduate programs,
2. employment as graduate assistants,
3. charges of academic dishonesty or scientific misconduct, unless extramural funding is involved, and
4. selected other issues related to graduate education as deemed appropriate to forward to the GSAB by the chair of the board, the graduate dean, provost or president of the university.

The GSAB will not, however, hear appeals of course grades or charges of academic dishonesty associated with a course other than a research course, e.g. thesis, non-thesis, or dissertation research [see Sections II and V.]

B. Composition:

The GSAB will consist of three Graduate Faculty and two graduate students chosen from the membership of the Graduate Council. The GSAB will be chaired by the associate dean of the Graduate School (or other designee of the dean of the Graduate School). The chair may vote only in case of a tie vote on the findings and recommendations of the GSAB. Membership on the GSAB will be a two-year appointment with alternating terms to maintain continuity of the board to coincide with membership on the Graduate Council. Members will be appointed by the chair of the Graduate Council (or the dean of the Graduate School in the event that the elected chair is not available) at the first meeting of the Graduate Council each fall semester. To the extent possible, GSAB membership will not change during a student's appeal process; thus, if a case is not resolved until after the end of a member's term on the Graduate Council, the member may be asked by the chair to continue to serve on the GSAB until the findings and recommendations are approved by the GSAB and forwarded to the dean of the Graduate School. In addition to the appointed members of the GSAB, the chair of the Graduate Council will designate two alternate Graduate Faculty members and two alternate graduate student members (the alternate student members will be designated following consultation with the two regular student members of the Graduate Council). Members of the GSAB may be re-appointed. The dean of the Graduate School cannot serve as a member of the GSAB and will not attend a "hearing" unless invited to testify, only then participating during that testimony. The Graduate School will provide a recording secretary who serves without vote.

C. Meetings:

1. The GSAB will meet as soon as possible when notified by the chair of the GSAB that an appeal is pending.
2. The GSAB requires a quorum for a meeting of at least three persons: two Graduate Faculty members and at least one graduate student member. Any member of the GSAB may disqualify him/herself or be disqualified for cause determined by a simple majority vote of the GSAB, excluding the vote by the challenged member. If the disqualification results in absence of a quorum, the meeting or hearing will be adjourned until an appropriate alternate member is designated by the chair and present.

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3. Record of proceedings: The recording secretary will compile the minutes of each hearing and the decision reached and/or recommendations advanced by the GSAB.

D. Notification:

The chair of the GSAB will be involved in all phases of an appeal including the hearing. He/she will notify the appellant and the appellee of the decision reached by the GSAB in the initial review of the appeal; specifically, whether an appeal will be heard or not [see Section IV.A.2]. If a hearing is to be held, the chair will notify the appellant and the appellee of the date, time, and place for the hearing. The chair of the GSAB is responsible for notification of the dean of the Graduate School of the findings and recommendations reached by the GSAB after the hearing. The dean of the Graduate School upon review of the findings and recommendations of the GSAB will notify the appellant and the appellee of his/her action.

II. JURISDICTION OF THE GRADUATE STUDENT APPEALS BOARD

A. General jurisdiction:

The GSAB has jurisdiction to receive the written appeal of any graduate student for review of decisions or actions of university administrative officials, faculty, staff, or academic units concerning all aspects of retention in a graduate program, employment as a graduate assistant, and charges of academic or scientific misconduct or dishonesty or other issues involved in graduate education. The GSAB will hear appeals concerning thesis or dissertation research even though these two activities are designated by course numbers. In addition, the GSAB shall accept any case referred to it by the dean of the Graduate School or president of the university for such review, hearing, or other action as may be directed.

B. Limitations:

The GSAB will not review:

1. appeals of course grades except thesis and dissertation research courses. (These appeals will be heard via the prescribed procedures for the college in which the course was offered.)
2. appeals of decisions concerning academic coursework dishonesty. (These appeals will be heard via the prescribed procedures for the college in which the course was offered.)
3. appeals for which the appellant has not fully utilized all other applicable appeal or review processes [see Section A.1].
4. appeals filed more than 21 calendar days from the date of a prior review or 21 calendar days from the date of receiving notification of an action or decision.

III. AUTHORITY

- A. The GSAB may recommend to affirm or reverse the decision being appealed and make such recommendations for further actions as seem appropriate.
- B. In the course of any hearing, the GSAB is authorized to request the appearance or additional evidence of any student, faculty or staff member, or other employee of the university, or other individual as a witness.
- C. The GSAB shall have final authority in procedural matters.
- D. The GSAB will forward recommendations to the dean of the Graduate School along with a record of the hearing proceedings. The findings and recommendations of the GSAB will be submitted in a standard format. The dean will make a final independent decision taking into account the findings and recommendations of the GSAB and the records of the hearing. The dean will inform the appellant, the appellee and the GSAB of the decision in writing.

IV. PROCEDURES

A. Filing an appeal:

1. Before a request for an appeal is accepted by the GSAB, the normal channels for resolving disputes must have been consulted. First, the appellant should consult with the major professor to resolve the issue at that level. Next, if the issue is not then resolved, the appellant should seek out the department head/chair or designee for resolution. In some cases, if the major professor and department head have not been able to satisfy the appeal or the action still needs to be pursued, it may be appropriate to pursue the issue with the academic college dean. If the concern has not been resolved at any one of these levels, an appeal to the GSAB may be pursued.
2. All requests for appeals must be submitted to the associate dean of the Graduate School, in writing, in the approved format along with supporting documents, list of witnesses and any other pertinent evidence. The written appeal must specify the grounds for the appeal as listed in Section V of this document. Only such grounds for appeal will be considered although University Regulations pertinent to the case may be used as supporting grounds. It is incumbent upon the appellant student to demonstrate to the GSAB that grounds for the appeal, in fact, exist.
3. The associate dean of the Graduate School will notify the appellee and request, in writing, information from the appellee related to the case.

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4. The appeal, information from the appellant and the appellee, lists of witnesses and any supporting documents by either party constitute the written evidence in the case. All such evidence will be transmitted to both parties and to all members of the GSAB as soon as the evidence is available. Any additional evidence brought to the hearing is subject to acceptance or rejection by the GSAB. All information submitted becomes part of the permanent record of the GSAB hearing record maintained by the Graduate School.
- B. Initial review of appeals:
1. The GSAB will be convened by the chair to conduct an initial review of the appeal to determine whether the appeal is subject to dismissal or if further action by the GSAB is warranted.
 2. Appeals which fail to set forth grounds for an appeal as described in Section V shall be dismissed.
 3. When the GSAB determines that a graduate student should be afforded a hearing on an appeal, the chair of the GSAB shall give written notice to all parties involved in the appeal. The notice will include the time, date, and location of the appeal hearing, allowing no less than one-week preparation time before the hearing.
- C. Hearings: All hearings by the GSAB shall be conducted in accordance with written rules of procedure adopted by the GSAB and made available to all parties as contained in these guidelines. Such rules shall be subject to the following requirements:
1. Any additional materials requested by the GSAB at the time of the initial review to be considered at the hearing shall be made available to all parties prior to the hearing.
 2. Parties to the appeal have the right to:
 - a. be present and hear all arguments and oral statements made to the board.
 - b. make arguments, present oral statements and written documents, and call witnesses with regard to any issues of fact relevant to the grounds for appeal.
 3. Hearings shall not be adversarial in nature and shall be conducted in a manner conducive to ascertaining the facts of the case upon appeal.
 - a. Parties (appellant and/or appellee) shall have the right to be accompanied to the hearing by an adviser or counsel of choice.
 - b. If either party decides to be accompanied by an adviser or counsel, he/she must inform the chair of the GSAB in writing at least 48 hours before the hearing.
 - c. The function of counsel shall be exclusively to aid the parties in presenting the case of the appellant and/or the appellee. The active participation (e.g., presenting oral arguments) of such counsel in the hearing shall be subject to the discretion of the GSAB.
 4. The GSAB may request assistance of counsel, call witnesses, or introduce matters and information deemed relevant to the appeal.
 5. The GSAB may establish time limitations for the presentation of oral rebuttals and arguments by the parties.
 6. Hearings shall be closed to the public unless the appellant requests in writing that the hearing be open. If the GSAB elects to conduct an open hearing, however, it may close the hearing to the public at any time if it determines the functions of the GSAB are being hindered.
 7. At any time prior to the final judgment of the GSAB, the parties shall be free to settle or otherwise informally dispose of the appeal.
 8. All evidence, including hearsay evidence, not repetitious or irrelevant shall be admissible.
 9. The number of witnesses to appear before the GSAB is not limited.
 10. GSAB members may address questions to any person giving testimony before the board.
 11. Cross examination shall be permitted by the appellant or appellee.
 12. Both the appellant and the appellee shall have the right to remain silent, but either may be questioned if he/she testifies in his/her own behalf. The decision of an individual to remain silent shall not be used in itself as a factor against him/her.
 13. In hearings involving more than one student, a single hearing may be scheduled for each of the appellants; however, when collective hearings are held, individual findings, decisions and recommendations shall be rendered.
 14. The chair shall be responsible for the maintenance of the rules and procedures for the GSAB during a hearing.
 15. It shall be the responsibility of the chair, together with the recording secretary, to see that the integrity of the record is maintained. The hearing will be tape recorded for the purpose of accurate reporting of the record.
 16. The chair shall preside and rule on matters of procedure and evidence not specified herein, such ruling to be conclusive subject to objection by a member of the GSAB. Such objection will be included in the record. Should an objection be made, the chair shall recess the hearing and the GSAB shall consider the matter in closed chambers until the matter is resolved. At this time, the hearing shall be reconvened.
 17. The chair shall have the right to dismiss anyone from the hearing should their conduct become disorderly during the proceedings.
- D. Findings, decisions and recommendations of the GSAB:
1. Upon completion of hearings, the GSAB shall meet in closed session for deliberations [see Section VI.C.]. A simple

majority vote of the GSAB is required for all findings and recommendations. The chair will vote only in the case of a tie.

2. The GSAB shall prepare:
 - a. written findings addressing all issues presented in the appeal. The findings and recommendations shall be prepared using the standard format.
 - b. a recommendation which indicates whether the appealed decision or sanction should be affirmed, set aside, or modified.
 - c. recommendations, if appropriate, for further actions by university authorities.
3. The associate dean of the Graduate School shall provide the dean of the Graduate School with a copy of the findings and recommendations of the GSAB with copies being sent to all parties involved in the appeal. Notice shall again be given that the findings and recommendations are subject to review by the dean of the Graduate School.
4. The dean of the Graduate School has 14 calendar days to act upon the findings and recommendations of the GSAB. If no action is taken within the 14 days, except when extenuating circumstances justifying a delay are involved, the findings and recommendations of the GSAB will be final. Further appeal is not available within the university.

V. GROUNDS FOR APPEAL

- A. The GSAB will respond to a request for an appeal on the grounds of:
 1. Adverse academic evaluation: Appeals involving an academic evaluation of a graduate student's performance, including appeals of decisions regarding reinstatement of students into graduate programs, are restricted to prejudice toward the graduate student, capricious evaluation, or capricious treatment.
 2. Graduate assistants: A graduate assistant may appeal a decision by his/her department, division or unit to terminate his/her employment as a graduate assistant. A graduate assistant may not appeal a decision to terminate his/her employment as a graduate assistant if that decision is the result of the graduate assistant being on academic probation or suspension or of lack of finances of the institution.
 3. Academic or scientific misconduct: The GSAB will hear allegations of academic or scientific misconduct directed toward graduate students unless extramural funding is involved. Then procedures prescribed by the vice president for research will be followed.
 4. Issues forwarded to the GSAB by the dean of the Graduate School, provost or president of the university.
- B. The GSAB will respond to a request for an appeal if:
 1. all other remedies open to the appellant have been exhausted (at the department and the college level).
 2. the appellant can show grounds that he/she was previously denied a fair hearing. A fair hearing shall be deemed to include notice of the alleged cause prior to the time of the hearing, notice of the sanction that may be imposed for the alleged cause and an opportunity to present evidence.
 3. the decision being appealed is not supported by substantial evidence.
 4. the sanction being imposed is beyond the authority of the personnel involved.
 5. the sanction or action is unduly severe or disproportionately harsh in comparison to like cases.

VI. APPEALS HEARING - ORDER OF THE PROCEEDING

- A. The chair shall call the meeting to order. The chair will introduce the GSAB members. Appropriate University Regulations shall be read into the record (for example: UniReg 580, etc.)
- B. Both the appellant and appellee (or their adviser or counsel) shall be allowed to present their cases orally. The order of presentations shall be:
 1. Appellant's statement
 2. Appellee's statement
 3. Appellant's rebuttal, including witnesses
 4. Appellee's rebuttal, including witnesses
 5. A brief recess will normally be taken for summary preparation
 6. Appellee's summary
 1. Appellant's summary
- C. All persons other than the members of the GSAB and the recording secretary shall then retire from the room to allow the GSAB to determine the findings and recommendations. If the GSAB's discussion, including review of the provided documentation requires more time than scheduled, the board may suspend its discussion, convening at a later, specified and announced date. The appellant and the appellee will be notified.

In concluding its findings and recommendations, the board shall only concern itself with whether reasonable people, acting on the available evidence, could have made the same decision or taken the same action as the one being appealed.

VII. FORMS OF THE APPEALS PROCESS

Appropriate forms for the appeals process are found on the Graduate School Web site.

GRADUATION/TITLE FORM

This form is for graduate students declaring graduation. This completed form must be submitted to the Graduate School no later than the deadline date (usually mid-semester) for the semester in which graduation is anticipated. Please check with the Graduate School for specific deadline dates each semester. **If graduation does not occur during the projected semester, the student must resubmit a new form no later than the deadline date for the new final semester.** Once this form is processed by the Graduate School, your name will be added to the graduation list. Your program of study, committee, and preliminary exam report (doctoral students only) must be approved and on file in the Graduate School before you can be placed on the graduation list.

HOURS EARNED BEFORE ADMISSION

With committee and Graduate School approval, a student may submit up to a total of 12 pre-admission hours that may be a culmination of non-degree, reserved, and/or transfer hours. The total number of hours allowed from each category is as follows: 12 non-degree graduate hours; 9 transfer; and 6 undergraduate. A student may elect to utilize a combination of the three different areas to total the 12 maximum allowed (i.e. 6 non-degree hours, 3 transfer hours, and 3 reserved hours). Please review the individual sections of the bulletin that cover the specific policies for non-degree hours, reserving coursework for graduate credit, and transfer credit.

INCOMPLETE GRADES

The incomplete grade (I) is a temporary grade used under circumstances where awarding a grade would be unjust or not reflective of the student's actual performance in a course. An incomplete grade may not be assigned unless accompanied by a written authorization. Time allowed for completing course requirements will normally not exceed 120 calendar days beyond the end of the semester in which the I was given. The dean of a college may designate certain research courses where the 120-day limit may be extended by the instructor.

The I will revert to an F if the final grade for the course is not received in the Office of the Registrar by the date indicated on the authorization. Students receiving an incomplete in any course(s) listed in their program of study must have the incomplete removed by the end of the semester in which they turn in their Completion of Requirements form to the Graduate School. If the incomplete is not removed, the student will not graduate that semester. Students with an incomplete on their transcript at the end of the semester in which they turn in their Completion of Requirements form will be required to:

1. enroll the following semester,
2. complete the requirements to have the incomplete removed and
3. have another degree check done before the graduation deadline the following semester.

For an undergraduate student, the date should not be later than the time of the graduation unless the student has filed and had approved the appropriate form for reserving the course for graduate credit. If the course has been reserved for graduate credit, the assigned I will not affect baccalaureate graduation.

IN-RESIDENCE COURSEWORK (RESIDENCY)

In-residence coursework includes courses and/or research work on the UW Laramie campus, at an approved UW off-campus course site, and/or research work done for credit in the field under the direction of a UW faculty member.

The minimum number of semester credit hours that must be earned on the UW Laramie campus or at an approved UW setting for a particular degree program shall be determined by the individual colleges or the Graduate School. In no case shall these minimum numbers of credit hours be less than 21 hours beyond the bachelor's degree for the master's degree, 21 hours beyond the master's degree for the educational specialist degree, or 24 hours beyond the bachelor's degree for the doctoral degree.

In computing the in-residence requirements for the Plan A thesis and doctoral degrees, credit earned working on the thesis or dissertation shall apply.

LANGUAGE OR OTHER TOOL REQUIREMENTS FOR DOCTORAL CANDIDATES

The prospective Ph.D. student should refer to the specific department in which he/she desires to major to ascertain what languages or research tools are required. Certification of a language or tool, if required, will be made by the appropriate agency or department of the university to the Graduate School when proficiency requirements have been met to fulfill the tool requirements. Students may demonstrate proficiency on a standardized language examination prepared by the Educational Testing Service, or by receiving at least a grade of B in a course (or courses) specified by a department on this campus or on a reading test administered by the department. It will be each student's responsibility to see that certification of proficiency for tool requirements is made to the dean of the Graduate School. Coursework certification may be made from transcripts filed by the student in the Graduate School.

LIMITATION OF 4000-LEVEL COURSEWORK HOURS

The Graduate Council approved this policy on October 10, 2006. Beginning with students admitted to the spring 2007 semester, only 12 credit hours of 4000-level coursework will be permitted on the graduate program of study.

MASTER'S CANDIDATES

The functional and contractual document for the individual student master's degree is the program of study. It includes a declaration that the student will pursue a particular project plan: either a Plan A thesis or a Plan B non-thesis. Once the program of study has been approved for a master's student, the student advances to candidacy. After the student's program of study has been filed with the Graduate School, the approvals of the major professor and the Graduate School dean are required to transfer from one project plan type to another. If such a change is made, some credit under the original program of study may not meet requirements of the new program of study. The master's program of study, whether a declared thesis or non-thesis project plan, must include a minimum of 30 hours of graduate credit.

Current policy specifically requires a culminating defense for Plan A master's programs but does not address a similar requirement for non-thesis, Plan B programs.

Recognizing that plan A and B programs are academically equivalent and that a capstone event is an integral component of the graduate learning experience, the Graduate Council unanimously approves the requirement for an oral defense for Plan B programs.

The defense structure and format is flexible but it should allow opportunity for the student to demonstrate content comprehension and application, critical and quantitative analysis, creative thinking, problem solving, synthesis and evaluation.

The department, student or major adviser should notify the Graduate School via e-mail of the date, time and location at least two weeks prior to the oral defense. Following the event, regardless of the outcome, the student will submit a Certificate of Approval form that includes the Plan B title and the Completion of Requirements form. These forms are available on the Graduate School Web site.

Plan A Master's

1. This program type must reflect a minimum of 26 hours of acceptable graduate coursework and four hours of 5960. Thesis Research. The Plan A thesis option accommodates original research, although the degree of originality and the definition thereof is sometimes program specific. The planning, development, and production of the thesis is guided by the committee chair and the graduate committee.
2. The thesis is the final, written product of the project. General required guidelines for preparing a thesis are available in a publication from the Graduate School called the "Thesis and Dissertation Format Guide." The thesis must be submitted to the student's committee at least two weeks before the intended date of final examination. To finalize the master's program and project, an electronic copy of the thesis is submitted to the Graduate School along with the Completion of Requirements form and the Certificate of Approval form (spring 2007).

The electronic copy must meet the standards established by the Graduate Faculty and those of the University Libraries. This copy submitted to the Graduate School will ultimately be deposited in the University Libraries. Each student should normally plan to produce at least three copies of his/her thesis: one for the thesis director, one for the department, and one to retain for personal use.

Plan B Master's

1. This program type carries a minimum of 30 hours of coursework, but some variants require more than 30 hours of credit (see specific program requirements in this bulletin). At least 14 of these hours must be in the student's major field. The student's committee in specific programs may modify this requirement. The Plan B non-thesis program type differs from the thesis program type in that it may include additional hours of coursework instead of thesis hours. It permits a wider distribution of courses and permits a wider array of possible final products than the Plan A thesis program type. For example, the Plan B project may resemble a thesis, but the topic is not research or original. The non-thesis project may take the form of a business plan or a professional portfolio. The Plan B project can, but does not have to, be a paper (see the next section). Each academic unit that engages in Plan B non-thesis activities often has its own set of principles that guide students in that unit.
2. Most, but by no means all, of the academic units that have students pursuing master's degrees in the Plan B non-thesis category have the students prepare a paper, or sometimes two papers, as their final project. In the selection of a subject and preparation of the paper(s), the student shall be guided by the adviser or, in some academic units, by the instructor(s) in charge of the course(s) connected to the paper(s). The paper(s) should present the results of study and at a level of scholastic quality commensurate with a Plan A thesis project. The Plan B non-thesis is different from the Plan A thesis in that it is not an in-depth research project. The student and his or her adviser often, but not always,

decide if a project will be Plan A or Plan B. Academic units have principles that guide students in this selection. Many units have rules that precisely dictate the type of program and project a student can conduct.

The format for the Plan B non-thesis paper should follow that of the Plan A thesis. Printed guidelines for this Plan A thesis are available from the Graduate School. However, Plan B non-thesis paper titles do not appear on the student's transcript, whereas, Plan A thesis titles do; further, Plan B non-thesis papers are not filed in the University Libraries and they are not submitted to the Graduate School. They are filed with the major academic unit.

Students pursuing the master of arts in teaching or the master of science in teaching should follow the regulations listed under the specific requirements for the master's degree with the minor modifications listed below.

M.A.T./M.S.T. Degrees

Candidates for the M.A.T. or the M.S.T. should have completed the requirements for teacher certification prior to application for admission to graduate study. In exceptional cases, however, applicants may be admitted to graduate study even though they fall short of certification requirements. The M.A.T./M.S.T. program is completely separate from the certification requirements. Hours used to meet certification requirements cannot be applied toward the M.A.T./M.S.T. degrees.

The M.A.T./M.S.T. degrees are only modifications of the Plan B non-thesis option and are subject to the requirements of the admitting department and the general requirements of the Graduate Faculty.

At least 24 of the 30 semester hours required must be in a particular teaching area (e.g., chemistry, history, etc.), with at least 12 hours in one department. A student working jointly in two departments must take at least 12 hours from each department.

The M.S.T. is designed for one teaching area and must include 18 hours in, or the total required by, that area. A program designed for two teaching areas must include 12 hours in, or required by, each of the specified two areas. Courses offered by the Science and Mathematics Teaching Center do not constitute a separate area in themselves but may be applied to an appropriate area. A program designed for two teaching areas must be approved by the heads of both departments, and the graduate committee for this program must include one member from each department. The M.S.T. is intended for individuals teaching at the secondary level. The program should represent the student's needs.

NEW PARENT ACCOMMODATION POLICY

The University of Wyoming is dedicated to ensuring optimal success for all graduate students. However, new parents are frequently forced to interrupt their education cycle, sometimes in a transient manner but often permanently. At the minimum, under current guidelines, new parents are faced with a difficult and often untenable situation.

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. In support of maximizing opportunities for new parents in graduate education and in recognition of the importance of parenting, the University of Wyoming formally adopts the following New Parent Accommodation policy for full-time students enrolled in a graduate program. If both members of the new parent partnership are UW graduate students, one but not both will be eligible for the full accommodation. However, The Graduate School encourages accommodation of schedules for exams, assignments and programs of study for the graduate student partner. This accommodation does not apply to part-time students.

A student anticipating becoming a new parent is eligible for accommodation consideration for a period of up to one semester. The exact accommodation period will begin on the date specified on the New Parent Accommodation petition approved by the Graduate School. This petition must be filed and approved prior to the actual date of childbirth or adoption.

The New Parent Accommodation consists of the following:

1. Specific accommodations may include but are not limited to deferment of course assignments, preliminary/qualifying exams, submission of the program of study and full or partial release from teaching and research duties as appropriate. Arrangements for completion of requirements when the accommodation period is completed should be discussed with the faculty mentor and the principal investigator on the supporting grant (if different from the faculty mentor). The agreed-upon arrangements should be explicitly defined and specified in a memorandum of understanding (MOU) signed by the student, the mentor (on behalf of the graduate committee), the principal investigator on the supporting grant (if different from the faculty mentor) and the department head. The MOU will be submitted to the Graduate School with the New Parent Accommodation petition.
2. For students supported by a Section I or Section II (funded by grants or other sources of non-state money) graduate assistantship (GA), the Graduate School will continue to pay a stipend equivalent to the standard UW GA stipend for the period of the accommodation. It is important to note that principal investigators will not be accountable for providing GA support during the period of the accommodation. Payment will be prorated for students with partial

assistantships. Graduate assistants will continue to be covered by UW health insurance during the New Parent Accommodation.

3. Students who are not supported by a GA are eligible for the New Parent Accommodation period, but are not entitled to a university-supported stipend or health insurance.
4. For all students approved for New Parent Accommodation, the Graduate School will provide a one-credit-hour tuition waiver to allow continuous registration as a full-time graduate student. This will allow international students to maintain their visa status and for all students to maintain financial aid agreements requiring full-time enrollment status.
5. To enable a seamless return for the student, departments, mentors and principal investigators are advised to discuss and establish appropriate measures to support students that may include opportunities for continued involvement in limited research, teaching or program milestones during the accommodation period. However, this agreement should be based upon mutual consent between the student and mentor (and principal investigator on the supporting grant if different from the mentor) and specified in the MOU.

Process:

- At least three months prior to the anticipated childbirth or adoption, the student should initiate the New Parent Accommodation petition (available on the Graduate School Web site). The petition requires approval by the student's faculty mentor, the principal investigator of the grant (if different from the faculty mentor), department head or equivalent, college dean and Graduate School dean. This process is designed to ensure that all stakeholders are aware of the planned accommodation and measures to ensure equitable and appropriate consideration. The student should discuss specifics regarding the exact nature of the accommodation, plans for future completion of requirements and milestones, and mutual expectations. In particular, both parties should consider mechanisms to fulfill any teaching responsibilities so that the petitioner may regain his or her graduate assistantship following completion of the New Parent Accommodation period. All expectations and agreements should be included in the MOU.
- Appropriate documentation of the anticipated childbirth or adoption from the student's medical service provider or other official entity is required.
- Upon approval, the Graduate School will notify the applicant and the department head or equivalent of the dates granted for the New Parent Accommodation.

This policy will be subject to review in AY 2009.

NON-DEGREE HOURS

You may request that up to 12 hours of graduate-level coursework, taken during your graduate, non-degree status, be used toward a program of study should you choose to pursue a graduate degree at the University of Wyoming. This would be subject to the approval of your graduate committee and the Graduate School dean. These hours can be affected by other pre-admission hours. See HOURS EARNED BEFORE ADMISSION above.

PATENTING OR COPYRIGHT BY UW

In some cases, where significant university funds or resources have been used in dissertation research, the university may claim an interest in patenting or copyrighting the results. When this seems likely, the student (or the student's major professor) should consult with the dean of the Graduate School or the vice president for research.

PETITIONS AND APPEALS

The University of Wyoming, as a fully-accredited public institution of higher education, must comply with general laws, regulations, and principles of fairness, uniformity, and accountability. Exceptions to uniform application of general regulations are justified only in extraordinary circumstances. Exceptions to regulations may be petitioned by submitting the appropriate form to the Graduate School dean. If any of the signers recommend that the petition be denied, the registrar may deny the exception, make further inquiries, or refer the matter to the vice president for academic affairs for direction. If all the signers recommend that the exception be granted, the registrar may concur (and process the exception) or may deny the exception and refer the matter to the vice president for academic affairs for direction. If the petition is denied by the registrar, the student may elect to pursue the petition with the vice president for academic affairs.

The Graduate Student Appeals Board (GSAB) was established to provide an appellate body to review appeals of graduate students concerning retention in graduate programs, employment as graduate assistants, and charges of academic dishonesty or scientific misconduct. The GSAB will not hear appeals of course grades or charges of academic dishonesty associated with a course (these appeals will be handled by the procedures of the college in which the course is offered). Appeals emanating from Plan B, thesis, or dissertation research will be heard by the GSAB even though thesis and dissertation research are designated by course numbers. Policies and procedures for graduate student appeals will be modeled after those used by the University Board of Student Appeals and published as part of the regulations of the Graduate Faculty.

PROBATION/SUSPENSION

Graduate students whose graduate-level UW cumulative GPA drops below 3.0 after a given semester will be placed on academic probation.

A graduate student who is placed on academic probation will be placed on academic suspension if after his/her subsequent semester he/she still has a graduate-level UW cumulative GPA below 3.0. If in that subsequent semester he/she brings his/her graduate-level UW cumulative GPA equal to or above 3.0, he/she will be placed on good standing once more.

A suspended student may petition the dean of the Graduate School for reinstatement to the same degree program or to another degree program. The dean will consult with the appropriate department head prior to all petition decisions. A reinstated student will be on probation and may be subject to other performance criteria as specified by the dean of the Graduate School in consultation with the department. The student and adviser should prepare a memorandum of understanding outlining deadlines, mentoring, and benchmarks for student success. A reinstatement form is available on the Graduate School Web site and must accompany this memo.

The 3.0 GPA requirement is considered a minimum requirement. Departments may recommend suspension of students from their degree program based on higher GPA requirements or based on other performance criteria as well.

PROGRAM OF STUDY

Unless otherwise specified, each student must submit a program of study to the Graduate School for approval. The program of study form is available online at www.uwyo.edu/uwgrad. Return the completed form with all required attachments to the Graduate School, 106 Knight Hall. After the dean approves the program (approximately two-week turnaround time), you will receive an e-mail indicating approval of the program for your records. The program or CAPP report constitutes an agreement between the student, the student's committee, the Graduate School, and the university wherein the minimum coursework requirements for that student's degree are listed. The program should be filed no later than the beginning of the student's second semester (or second Summer Session if enrolling only in summers). No master's student will be a candidate for a degree until his/her program is approved by the head of the appropriate department and the dean of the Graduate School. Master's degree candidacy occurs with the approval of the program of study. Candidacy in the doctorate occurs upon certification of successful completion of the preliminary examination.

Some degree programs require more hours of credit than the minimum requirement of the Graduate School. Students should consult their advisers as well as the college and department sections in this bulletin. The program filed must include the appropriate minimum number of semester hours of graduate credit required. Changes to the approved program must be petitioned on the Graduate School's Request for Change in Graduate Program form.

REENROLLMENT OR READMISSION

Any student not registered at UW during the previous 12 months must be readmitted.

- A departmental request for readmission must be submitted to the Graduate School in writing.
- Students are required to be continuously enrolled unless a formal leave of absence has been approved by the Graduate School.
- When enrollment is interrupted for one or more years, without an approved leave, students are automatically reclassified as inactive students and must reapply for admission.
- Students are encouraged to review previously submitted programs of study. Coursework older than six years old will need to be petitioned.
- Students are encouraged to review previously submitted committees.
- Students who do not reenroll immediately after being readmitted may become inactive again and will need to repeat the process.

REPETITION OF COURSES

No more than two courses (total of six credit hours) available for graduate credit may be repeated by students at the graduate level. This regulation does not apply to those courses carrying variable credit (e.g., research or independent study). Variable credit courses are considered repeated only when so certified in writing by the instructor to the dean of the Graduate School and the registrar.

RESEARCH, INVESTIGATIONS, OR INDEPENDENT STUDY

Courses such as Individual Problems; Special Problems; Research in; Investigations in; etc. may not be used to develop information or material that will be submitted as a thesis or dissertation.

RESERVING COURSEWORK FOR GRADUATE CREDIT

Approved graduate level courses taken prior to completing the baccalaureate degree, but not part of that degree's requirements, may be applied to the master's or doctoral program with the approval of the student's committee. Approval for reserving

the coursework is rendered jointly by the adviser and graduate dean, and applies only to courses taken within 12 months of completion of the baccalaureate degree.

If a course is dual listed at the 4000/5000 level, the course must be taken at the 5000 level to receive graduate credit. Each 4000- or 5000-level course must be reserved for graduate credit by completing the Request to Reserve Coursework for Graduate Credit form, obtained online at www.uwyo.edu/uwgrad. The form must be completed and submitted to the Graduate School prior to the semester or Summer Session in which the coursework is taken. If you would like to retroactively reserve a course for graduate credit after the start of the semester or after the semester the course has been completed, you must obtain an "Exception Request" from the Office of the Registrar along with a written statement from the instructor stating that the evaluation of the student is/was at the graduate level and that there is support for approving the coursework after the deadline.

These courses will appear on the undergraduate transcript with a notation that they have been reserved for graduate credit. NOTE: Students will only be allowed to transfer six hours of coursework that has been reserved for graduate credit into their degree program.

SATISFACTORY/UNSATISFACTORY GRADES

All courses taken to fulfill the requirements for the degree program must be taken for letter grade (A-F) except those courses given for S/U only.

The grade of S (satisfactory) is interpreted to include grades A-C and the grade of U (unsatisfactory) to include grades D-F on the conventional grade scale for courses numbered less than 5000 (for courses 5000 or above, the grade of S is interpreted to include grades A and B). Credit hours of S/U courses are counted as hours attempted toward graduation. However, neither the S nor U grade carries grade points and neither will be included in the calculation of the cumulative grade point average.

The faculties of the various colleges and of the Graduate School shall determine the number of credit hours of S that may be used to satisfy degree requirements in their programs. They may also place restrictions upon the use of S credits to satisfy college or major requirements. In addition, they may designate particular courses in their colleges as courses to be offered for S/U only.

SECOND BACCALAUREATE DEGREES

A student working toward a second baccalaureate degree is subject to all regulations concerning undergraduates and is not considered a graduate student. Students requesting to reserve coursework for graduate credit must be able to complete their undergraduate degree within 12 months of the request. NOTE: Only six hours of undergraduate coursework reserved for graduate credit will be allowed for consideration in a graduate degree program.

SECOND GRADUATE DEGREES AND USE OF COURSES FROM FIRST GRADUATE DEGREE

Requirements for a second degree are considered separate from the first degree. Hours from the first master's degree may not be used for completing the hours toward the second master's. Hours from the first doctoral degree may not be used for completing the hours toward the second doctorate. Hours from an earned doctorate may not be used in a subsequent master's degree. In accordance with the academic unit's policy or the decision of the candidate's graduate committee, the hours earned toward the Ed.S. degree may, under specified conditions, be used to meet the requirements for a doctorate.

STUDENTS WITH DISABILITIES

The University of Wyoming is committed to providing equal access for students with disabilities. If you have a physical, learning, or emotional disability and require accommodations or academic adjustments, please contact the University Disability Support Services office. Documentation of disability is required prior to initiating accommodations. For more information contact:

University Disability Support Services
Student Education Opportunity
Dept. 3808, 1000 E. University Ave.
Laramie, WY 82071
Phone: (307) 766-6189
TTY: (307) 766-3073

SURVEY OF EARNED DOCTORATES

The Graduate School requires the Survey of Earned Doctorates provided and the certified Completion of Requirements form on or before the date established by the Graduate School for fulfilling the requirements for advanced degrees each semester. The survey (for registration with the National Research Council) is available on the Graduate School Web site. All doctoral students must complete this survey.

THESIS OR DISSERTATION

The candidate shall submit an electronic thesis or dissertation showing by its form and organization the candidate's ability to write acceptably and use the language. The thesis or dissertation must be approved by the student's graduate committee. Approval shall be indicated using the Certificate of Approval. No attempt will be made to evaluate the thesis or dissertation in terms of credit hours. The thesis or dissertation must meet the standards established by the University Libraries, the Graduate Faculty, and ProQuest Information and Learning and be approved by the committee chair. It must be submitted to the candidate's committee at least three weeks prior to the final examination. The thesis or dissertation must be available for inspection by any other member of the Graduate Faculty who may wish to examine it.

Format for utilization of journal articles in theses and dissertations

The master's thesis and doctoral dissertation are integral components of the graduate learning experience. Writing the thesis or dissertation not only sharpens vital communication skills but also provides the opportunity to expand upon research detail, include unpublished results and engage in creative speculation and synthesis of research outcomes to a degree greater than normally allowed by journal editors.

For many disciplines, publication of student research in peer-reviewed journals is a hallmark of successful graduate education. It validates the significance of the scholarly results and is beneficial for student, mentor and the institution. To encourage publication of thesis or dissertation results and to avoid requiring degree candidates to recreate thesis or dissertation chapters from peer-reviewed publications, the Graduate School permits the utilization of published papers as the foundation for theses and dissertations subject to the following conditions:

1. The publications must be refereed and must have been accepted for publication in scholarly journals of high quality. The source should be cited in the comprehensive introductory chapter (see 5 below).
2. The publications must be written by the student. Editorial oversight by the mentor and committee is allowable and desirable; however, the mentor and committee have the responsibility to ensure that the student is the main author.
3. If there is more than one publication, the articles submitted must form a coherent whole, having a well-defined intellectual focus and advancing novel contributions along a clearly identified line of inquiry.
4. For multi-authored articles, the contribution of each author must be clearly stated in the preface or introduction to the thesis or dissertation.
5. A comprehensive, cohesive and coherent introduction and discussion must be incorporated as separate chapters. These chapters should summarize the current state of knowledge and the rationale for the research. They should clarify how each chapter is interconnected and provide a meaningful synthesis and discussion of chapter results as part of a coherent whole.
6. Appendices can be attached to include expanded methodology, unpublished data, tables, etc. Where appropriate, the appendices may be in electronic formats, provided the data are readily accessible to the international scholarly community.
7. An abstract is not sufficient to address these criteria.

TIME ALLOWANCE AND LIMITATIONS

Master's students and educational specialists have six calendar years to complete their degrees from the beginning of the first course taken and listed on the program of study. Doctoral candidates have four calendar years after the successful completion of their preliminary examination to complete their degree.

TIME SPENT IN THE ARMED SERVICES

Time spent in the armed services is not computed in the total time allowed to complete the requirements for an advanced degree; however, students who are eligible and wish to use this time exclusion must petition for an extension.

TRANSFER CREDIT

To transfer hours earned at another institution to a graduate program at UW, the student must provide an official transcript from the institution where the credits were earned. This official transcript must be part of the student's permanent file. The student must also provide evidence that the course was approved for graduate credit at the institution where the course was taken.

No more than 9 semester hours that have been transferred from another accredited institution may be used for meeting the credit hour requirements of a master's student's program. Transferred hours must carry a B or better grade and will not reduce the residence requirements. Transferred credit will be subject to the approval of the appropriate major professor and the dean of the Graduate School and must be completed prior to approval of a master's degree program of study for which the credit is to apply. S/U or P/F transfer hours are not acceptable on a program of study.

Coursework hours approved for transfer from another college or university are considered as part of the 12-credit-hour pre-admission course limitation for master's and educational specialist students.

Hours transferred from other institutions for a doctoral program must carry a letter grade of B (3.0) or better (A=4). Doctoral (Ed.D. and Ph.D.) candidates may transfer up to 48 credit hours of such coursework, only four of which can be thesis research. Transfer hours for doctoral students are not considered as part of the 12-hour pre-admission course limitation.

VETERANS' EDUCATIONAL BENEFITS

Students who have served in the armed forces may be allowed credit for courses taken in some military schools. Students who desire to apply for credit on the basis of the military school courses should submit a copy of the DD-214 Form or its equivalent to the Office of the Registrar. Individual colleges will determine whether such courses will be applicable to degree programs.

All veterans seeking educational benefits must register with the veterans' certification specialist in the Office of Student Financial Aid, 174 Knight Hall, (307) 766-3016. This includes completing a veteran's registration card each semester.

Those veterans not completing a veteran's registration card by the last day of the late registration period will be dropped from VA educational assistance at the university. Class load requirements for veterans are as follows:

- Full-time (9 or more graduate credit hours or certification by dean of the Graduate School*)
- 3/4 time (at least 7, but fewer than 9 graduate credit hours or certification by dean of the Graduate School*)
- 1/2 time (at least 4.5, but fewer than 7 graduate credit hours or certification by dean of the Graduate School*)
- Less than 1/2 time (registration credit hour fee reimbursement only)

If any portion of a veteran's schedule is composed of courses which are less than the full semester in length (i.e. short courses, workshops, "blocked" courses, etc.), the rate of benefit payment may be affected. If you have any questions or concerns, contact the veteran's certification specialist in the Office of Student Financial Aid, 174 Knight Hall, (307) 766-3016.

Withdrawal from a class or classes could reduce a veteran's benefits for that term. For details contact the veteran's certification specialist in the Office of Student Financial Aid.

*The final responsibility for seeing that the veteran's certification specialist has a certification from the dean of the Graduate School rests with the student. This must be received by the last day of scheduled registration.