



**Department of Atmospheric Science**  
**Graduate Student Handbook**  
**2026**

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## Where to Find What You Need

| If you need information about...                                                     | Go to                                                                                                                          |
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| Degree requirements, deadlines, and milestones                                       | M.S. – <a href="#">3.1</a><br>Ph.D. – <a href="#">3.2</a><br>Timeline – <a href="#">3.3</a><br>Checklist – <a href="#">3.5</a> |
| Developing your research plan/prelim and finding examples                            | Sections <a href="#">3.1.5</a> , <a href="#">3.2.5</a> , and the ATSC Student Teams                                            |
| Expectations for student participation in seminars and other departmental activities | Section <a href="#">4.2</a>                                                                                                    |
| Problems involving your advisor, research, coursework, or the department             | Section <a href="#">6</a> and <a href="#">4</a>                                                                                |
| Funding, assistantships, fellowships, and awards                                     | Section <a href="#">4.4</a>                                                                                                    |
| Professional development and career resources                                        | Section <a href="#">5.2</a>                                                                                                    |
| University and community resources                                                   | Section <a href="#">5.3</a>                                                                                                    |
| Safety, discrimination, harassment, or legal concerns                                | Section <a href="#">5.4</a> and <a href="#">5.5</a>                                                                            |
| What is the upcoming class schedule                                                  | <a href="#">Appendix</a>                                                                                                       |

## Disclaimer

The purpose of this guide is to provide a single source of information and guidance useful for graduate students in the Department of Atmospheric Science as they pursue their M.S. and Ph.D. degrees. The information herein is distilled from extant resources either online at various University web sites, in written documents or through word of mouth gleaned from previous students relating their experiences navigating the University system.

Unfortunately, rules change, as does our understanding of them. Although we try to keep this document current, it may be out of date or, in places, poorly vetted. Please follow through by double checking through official University web sites, most of which are cited throughout this document. When you can't find a clear answer online, please contact the department graduate coordinator or various resources on campus, typically the registrar's office in Knight Hall. As such this document should be considered advisory and not the final word regarding current University, College, and Departmental policies. **Ultimately it is up to students to communicate regularly with their advisor and the department graduate coordinator to stay informed of the latest rules and regulations regarding expectations and deadlines throughout their degrees.**

# 1. Mission and Goals

## 1.1. Mission

The Department of Atmospheric Science at the University of Wyoming advances fundamental understanding of the atmosphere through world-class airborne and ground observations, high-performance computing, and interdisciplinary research. We are committed to addressing grand challenges in air quality and weather phenomena now and in the future by developing innovative technologies, training the next generation of scientists, and fostering impactful collaborations across Wyoming, the nation, and the globe.

We are dedicated to advancing graduate education through research-driven training that equips students with the skills, knowledge, and experience needed to lead in academia, industry, and the public sector. We foster an inclusive, supportive, and intellectually vibrant environment where students engage with world-class faculty and cutting-edge observational and computational tools. Our mission is to prepare graduate students for impactful careers by emphasizing interdisciplinary collaboration, professional development, and global engagement in the atmospheric sciences.

The Department of Atmospheric Science has a current Strategic Plan that explains how we are working towards our missions: <https://www.uwyo.edu/atsc/files/main/atsc-sp-2025-2030-final-public.pdf>

## 1.2. Goals for ATSC Graduate Students

All graduates of the Atmospheric Science graduate program develop deep scientific expertise and the confidence to apply it in meaningful ways. They gain advanced understanding of atmospheric dynamics, thermodynamics, atmospheric radiation, and atmospheric chemistry appropriate to their area of specialization, and they learn to use quantitative methods, including numerical modeling, statistical analysis, and modern computational tools, to address complex atmospheric problems. Through hands-on engagement with observational platforms and high-performance computing resources, students conduct, interpret, and communicate original research that connects fundamental science with real-world challenges.

Graduates leave the program prepared to communicate clearly and professionally to scientific audiences, to work collaboratively and ethically, and to contribute thoughtfully to issues involving weather hazards, air quality, climate, and environmental decision-making. Our alumni go on to impactful careers in academia, the private sector, and public service, where they apply rigorous scientific training to advance knowledge, support innovation, and serve society.

### **1.3. Learning Outcomes for the MS Program**

The MS program prepares students for professional practice in atmospheric science and related fields, or for continued study at the doctoral level, through rigorous coursework and mentored research.

- Demonstrate mastery of core disciplinary knowledge sufficient for professional practice or doctoral study.
- Design and execute a research project under faculty supervision, including data analysis, interpretation, and synthesis.
- Apply advanced computational and/or observational tools to solve atmospheric science problems.
- Critically evaluate scientific literature and integrate findings into their own work.
- Communicate research findings through a thesis suitable for publication in a peer-reviewed journal or equivalent scholarly product and formal presentation.

### **1.4. Learning Outcomes for PhD Program**

The PhD program prepares scholars to lead independent research that advances knowledge in atmospheric science and to contribute at the highest professional levels in academia, research institutions, industry, and public service.

- Demonstrate deep, specialized expertise in a defined area of atmospheric science.
- Identify significant research questions and develop innovative approaches to address them.
- Conduct independent, original research that advances the field and is published in peer-reviewed journals.
- Integrate observational, theoretical, and/or computational methods at an advanced level.
- Lead research collaborations, mentor junior researchers, and contribute to interdisciplinary scientific teams.
- Secure and manage research resources appropriate to their career stage (e.g., fellowship/proposal development, project leadership).
- Communicate complex scientific ideas effectively to diverse audiences, including policymakers, the public and academics.

## 2. Applying to the Graduate Program

### 2.1. How to Apply

All applicants must submit a completed application packet by **January 2** for consideration of admittance for the upcoming fall semester. We may review applications received as late as January 15, but priority will be given to complete applications received by Jan 2 and students considering applying late should make the graduate coordinator aware of their intentions. The packet should include all of the following:

- Applicants must submit the UW graduate application (<https://www.uwyo.edu/admissions/graduate.html>). We offer a limited amount of fee waivers for qualified students experiencing a financial burden. Please contact the graduate coordinator to see if you are eligible.
- Within the online application you will be asked to submit a **Personal Statement (1-2 pgs)**, **Unofficial transcripts**, and **Unofficial English Proficiency Scores** (TOEFL or IELTS). GRE scores are optional, not required. Both the Unofficial transcript, GRE scores, and English Proficiency scores must be scanned copies of official scores.
- If admitted, one set of official transcripts must be sent directly to the UW Admissions Office from each previous collegiate institution.
- Domestic applicants must have completed at least a bachelor's degree from a regionally accredited institution. International transcripts will be evaluated for accreditation and U.S. degree equivalency. International applicants must have completed at least a degree equivalent to a U.S. bachelor's.
- Applicants to the atmospheric science graduate program should have an undergraduate degree in atmospheric science, meteorology, mathematics, physics, or engineering. Some other physical sciences degrees may be appropriate, providing the applicant has taken the required coursework.
- All applicants are required to have completed undergraduate coursework including **mathematics through calculus 3**, and **two semesters of calculus-based physics**. Additionally, a class in **ordinary differential equations is recommended**, though not required.
- All applicants are required to have **at least a 3.0 cumulative GPA** (scale of 4.0).
- **3 Letters of reference are required** to be submitted directly by the recommender through the online application.

Not required but highly recommended components to an application:

- All applicants are encouraged to contact the faculty member they would like to work with.

Graduate applicants should email the graduate coordinator for questions concerning application materials.

## **2.2. Program Specific Graduate Assistantships**

All applicants to the atmospheric science graduate program are considered for assistantships. Applicants are NOT required to complete the graduate assistant application form. While it is possible to pursue a graduate degree in atmospheric science at UW without a graduate assistantship, historically this has been very rare and temporary.

## **2.3. Non-Degree Seeking Graduate**

The University does accept non-degree seeking graduate students. If such a student would like to take courses in the Atmospheric Science department to be later used toward a graduate degree in Atmospheric Science, we strongly suggest they find a graduate advisor within the department.

Non-degree seeking graduates be aware:

- Only 12 credit hours taken with non-degree status may apply toward a graduate degree pending approval by the student's graduate committee. This 12-credit-hour rule may be decreased if prior courses were reserved for graduate credit or transfer hours are going to be used on the program of study.
- Please note that non-degree students are not eligible for student financial aid. Non-degree graduate students deciding to pursue a degree must apply to and be accepted by the Admissions Office.

## **2.4. Re-Enrollment or Re-Admission**

- Any student not registered at UW during the previous 12 months must be readmitted.
- Enrollment can be maintained by 1 hour if research credit.
- A departmental request for readmission must be submitted to the college dean in writing.

- Students are required to be continuously enrolled unless a formal leave of absence has been approved.
- 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 to be included in the student's new program of study.
- Students are encouraged to review previously submitted committees.
- Students who do not re-enroll immediately after being readmitted may become inactive again and will need to repeat the process.

## **2.6. Program Information**

Prospective students are encouraged to look through sections 3.1 and 3.2 for the M.S. and Ph.D. degree requirements, respectively. In addition, a general timeline is provided in section 3.3.

## **2.7. Application Status**

Students may inquire about the status of their application with the graduate coordinator. Typically, offers are made starting in February and March with a required accept/decline response date of April 15<sup>th</sup>. As students accept positions and funding availability becomes clear, additional offers are made until all available positions are filled. Often this process extends through April. All applicants can expect a formal response of acceptance or rejection around the end of the Spring Semester (mid-May).

## **2.6. Contact Information**

Questions about our program, application materials and application status can be directed to the graduate coordinator.

The current person in this position is:

Dr. Dana Caulton  
Email: [dcaulton@uwyo.edu](mailto:dcaulton@uwyo.edu)

## 3. Degrees and Requirements

All graduation requirements must comply with university policy where explicitly defined. In cases of discrepancy between this document and university policy, university policy takes precedence. Official UW policies can be found in the current catalog (search Graduate Student Policies): <https://acalogcatalog.uwyo.edu/>

All forms needed throughout your degree can be found at:  
<https://www.uwyo.edu/registrar/forms/graduate-student-forms.html>

### 3.1. MS Degree

#### 3.1.1. Master of Science in Atmospheric Science

The MS degree requires successful completion of a 30-hour program, 26 hours (minimum) of which must be course work, and 4 hours (minimum) of research (ATSC 5960). At least 21 graduate credits must be earned in the Department of Atmospheric Science. A MS committee consists of three faculty members (minimum) including one external department member.

#### **Required Courses (total – 17 credits with a grade of C or better):**

- Physical Meteorology I (ATSC 5010, 4 cr.) typically first semester in residence.
- Dynamics (ATSC 5014, 4 cr.) typically first semester in residence.
- Ethics & Research Methods (ATSC 5018, 1 cr.) typically first semester in residence.
- Physical Meteorology II (ATSC 5011, 4 cr.) typically second semester in residence.
- Synoptic Meteorology (ATSC 5016, 4 cr.) typically second semester in residence.

After completing the core coursework, M.S. students must complete a minimum of 9 additional elective credit hours. Students who plan to finish the M.S. in two years are encouraged to begin incorporating elective credits early in their program. For example, enrolling in a 1-credit course such as Seminar (ATSC 5890) or Weather Analysis & Forecasting (ATSC 5155) during the second semester can help distribute coursework more evenly. Three 1-credit courses may be taken and can count toward the elective requirement. Planning ahead in this way leaves two additional electives to complete in the second year, which is typically manageable alongside research and thesis writing.

#### 3.1.2. Forming of a Graduate Committee

All MS students must select and have a graduate committee approved by the Office of the Registrar no later than the **end of the second semester of attendance** (typically spring semester of their first year). The MS committee will consist of:

- No less than 3 members including a chair
- An outside member who resides outside of the Atmospheric Science department at the University
- At least two ATSC tenure track faculty including Adjunct Faculty

You should discuss with your advisor who would make suitable internal and external members of the committee. The student is responsible for completing this form. The Committee Assignment Form or a Committee Change form can be found online by logging into [WyoRecords](#).

### 3.1.3. Forming a Program of Study

All MS students must have a program of study approved by the Office of the Registrar no later than the **beginning of the third semester of attendance** (typically summer semester of their first year). This program of study must include a minimum of 26 credit hours of coursework and 4 hours of research within a total 30 hour program. All dual-listed courses must be taken at the 5000 level. The maximum number of 4000 level coursework hours is 12. MS students can transfer at most 9 credit hours from another program. A list of ATSC courses and tentative schedule is provided in the Appendix at the end of this document. A minimum 3.0 grade point average or better is required (See Sect. 4.5 for more information). No more than two courses (total of six credit hours) available for graduate credit may be repeated by students at the graduate level. Courses that appear on your program of study must be passed with a grade of C or higher. The program of study form can be found on the graduate forms webpage or here: <https://www.uwyo.edu/registrar/files/docs/graduate-students/program-of-study-master-new.pdf>. The student is responsible for typing this form and getting all appropriate committee signatures. The department head will pass the form on for the dean's signature.

### 3.1.4. Planning for Your 2<sup>nd</sup> Year Poster Presentation

All students in the Department of Atmospheric Science will be required to complete a *poster presentation* during the beginning of the **fall semester of their 2nd year**. This poster presentation is designed to introduce students to presenting their work appropriately to scientific audiences and gives new students the opportunity to observe the research progression they should achieve in their first year. Students should adhere to standard poster formatting requirements (e.g. AMS or AGU).

A poster award with a small cash prize is available to these students. **Students must have their committee form submitted to be eligible for this award.**

### 3.1.5 Planning for Your MS Research Plan

All MS students in the Department of Atmospheric Science will be required to complete a *research plan* by the **end of the fourth term in residence** (typically fall semester of the second year). The research plan consists of a ~10 page research proposal and an oral examination presented to their graduate committee, during which the student will be questioned with specific reference to any problems in the research outline and to the student's knowledge of the relevant literature. The research plan should be held during the **fourth semester and at least 15 weeks prior to final examination**.

The ATSC Research Plan is a concise proposal outlining the research a student will carry out for their M.S. thesis. It includes:

- Background and significance of the research topic.
- Scope of the project, showing both work already completed and work still to be done.
- Preliminary results, such as early findings or conference presentations.
- Planned work and a timeline for completing it.
- **Formatting Requirements:**
  - M.S. students: 8-10 pages (maximum 15 pages), including figures, but not including title page, abstract, or references.
  - Must follow NSF proposal style (figures allowed, references excluded from page limit). The most current version of the NSF style guide can be found at <https://www.nsf.gov/policies/pappg>

M.S. students are encouraged to **start writing the Research Plan as they are preparing for the 2<sup>nd</sup> Year Poster Session**.

You can find examples of preliminary exams from previous students on the ATSC Student Teams.

### 3.1.6. Planning for Your Defense

The MS thesis and its defense should be held by the student's graduate committee at least 10 days before the last day of classes. The defense must not be held before completion of the research plan and no earlier than the last semester of required coursework. Students are encouraged not to wait until the end of the semester for their defense in situations where semester of graduation is critical. The graduate committee often advises additional corrections to the thesis which may take substantial time to complete.

**Two weeks before the thesis defense date, the student must make public the proposed date, time, and place of defense.** Please inform the Department's seminar announcer (currently Charlotte While) of your defense date, time, location, title and abstract as soon as you have scheduled it. The student's thesis must also be submitted to the student's committee **at least two weeks prior to the defense date**. The thesis should conform to standard formatting requirements:

[https://www.uwyo.edu/registrar/\\_files/docs/thesis\\_dissertation\\_template2020.docx](https://www.uwyo.edu/registrar/_files/docs/thesis_dissertation_template2020.docx)

A favorable vote of the majority of the student's graduate committee members will be accepted as passing as recorded on the Report of Final Examination form: [https://www.uwyo.edu/registrar/\\_files/docs/graduate-students/report-of-final-exam-mastersphd-new\\_11.2022.pdf](https://www.uwyo.edu/registrar/_files/docs/graduate-students/report-of-final-exam-mastersphd-new_11.2022.pdf). Students may be asked to make modifications and/or additions to their thesis by their graduate committee. In such cases, committee members may request to review those changes before accepting/passing the student. In the case of failure of the defense the student may re-defend once after a reasonable period of time has elapsed.

### 3.1.7. Planning for Your Graduation

After successful completion of a student defense they must complete the following before the last day of classes within the semester they intend to graduate (note—students must be registered for at least 1 cr. during their graduation semester):

- Anticipated Graduation Date form approved by Office of the Registrar.  
This form should be completed prior to your last semester. You must update your graduation date if your actual semester of graduation changes.  
[https://www.uwyo.edu/registrar/\\_files/docs/declaring-graduation-date-online-through-wyorecords.pdf](https://www.uwyo.edu/registrar/_files/docs/declaring-graduation-date-online-through-wyorecords.pdf)
- Turn in signed Report for Final Examination form approved by Office of the Registrar.  
[https://www.uwyo.edu/registrar/\\_files/docs/graduate-students/report-of-final-exam-mastersphd-new\\_11.2022.pdf](https://www.uwyo.edu/registrar/_files/docs/graduate-students/report-of-final-exam-mastersphd-new_11.2022.pdf)
- Submit electronic copy of your Thesis to ProQuest:  
<https://www.etdadmin.com/?siteId=98>  
(If you wish to get a printed copy of your thesis you can do so through ProQuest)

Once all of the above are completed your degree will be awarded and sent to the student within 6 to 8 weeks after the last day of the semester.

### 3.1.8. Continuing on to a Ph.D.

Students completing an M.S. degree who wish to pursue a Ph.D. should consult with their advisor well before finishing the M.S. program. Admission to the Ph.D. is contingent upon

demonstrated academic and research performance, mutual agreement between the student and advisor, and the availability of funding and suitable research opportunities. Continuation is not guaranteed and should be viewed as a separate academic decision.

Students that were admitted to the M.S. program must reapply for the Ph.D. program to be formally registered as Ph.D. students and continue their studies. Students that were admitted as Ph.D. students but got an M.S. degree along the way do not need to reapply.

### 3.2. PhD Degree

#### 3.2.1. Doctor of Philosophy in Atmospheric Science

The PhD degree requires successful completion of a 72-hour program, 42 hours (minimum) of which must be course work and 10 hours (minimum) of thesis or dissertation research (ATSC 5980). Previous coursework from a prior graduate program may be considered for the Ph.D. program with advisor approval. At least 24 graduate course credits must be earned in the Department of Atmospheric Science. A Ph.D. committee consists of four faculty members (minimum) including one external department member.

**Required courses (total – 17 credits with a grade of B or better):**

- Physical Meteorology I (ATSC 5010, 4 cr.) typically first semester in residence.
- Dynamics (ATSC 5014, 4 cr.) typically first semester in residence.
- Ethics & Research Methods (ATSC 5018, 1 cr.) typically first semester in residence.
- Physical Meteorology II (ATSC 5011, 4 cr.) typically second semester in residence.
- Synoptic Meteorology (ATSC 5016, 4 cr.) typically second semester in residence.

Students who are continuing from the M.S. program will have already completed the core classes, at least 26 hours of coursework, and at least 4 hours of research credits. Credits earned enroute towards a M.S. can be counted towards a Ph.D. For these students, an additional 42 credit hours are needed including an additional 16 course credits (minimum) and 6 research credits (minimum). Ph.D. students may take 1-credit classes like Seminar (ATSC 5890) and Weather Analysis & Forecasting (ATSC 5155) for an additional 3 credits.

#### 3.2.2. Forming a Graduate Committee

All Ph.D. students must select and have a graduate committee approved by the Office of the Registrar no later than the **end of the second semester of attendance**. Many students continue on to a Ph.D. after completing an M.S. degree. The Ph.D. committee form should be completed by the second semester following the M.S. degree completion. The Ph.D. committee will consist of:

- No less than 4 members including a chair
- An outside member who resides outside of the Atmospheric Science department at the University
- At least two ATSC tenure track faculty including Adjunct Faculty
- Students are encouraged (but not required) to have an external member (outside of the University) for Ph.D. committees

Students should consult with the advisor to select appropriate members for their committee. The Committee Assignment Form or a Committee Change form can be found online by logging into [WyoRecords](#).

### 3.2.3. Forming a Program of Study

University policy states that all Ph.D. students must form and have a program of study approved by the Office of the Registrar no later than the **beginning of the third semester of attendance**. In practice, we find it is difficult for students to know all the courses they will take several years in the future and expect the Ph.D. program of study to be completed before their preliminary exam is scheduled. This program of study must include a minimum of 42 hours of coursework within a total 72 hour program. For PhD students that completed their MS degree at UW, all course and research credits received for the MS degree also count towards the PhD degree. All dual-listed courses must be taken at the 5000 level. The maximum number of 4000 level coursework hours is 12. Doctoral students may transfer a maximum of 48 credits (including 4 thesis research credits) from another institution. A list of ATSC courses and tentative schedule is provided in the Appendix at the end of this document. A minimum 3.0 grade point average or better is required (See Sect. 4.5 for more information). No more than two courses (total of six credit hours) available for graduate credit may be repeated by students at the graduate level. Courses that appear on your program of study must be passed with a grade of B or higher.

[https://www.uwyo.edu/registrar/\\_files/docs/graduate-students/program-of-study-doctoral-new.pdf](https://www.uwyo.edu/registrar/_files/docs/graduate-students/program-of-study-doctoral-new.pdf)

### 3.2.4. Planning for Your 2<sup>nd</sup> Year Poster Presentation

All students in the Department of Atmospheric Science will be required to complete a *poster presentation* during the beginning of the **fall semester of their 2nd year**. If you are continuing on to a Ph.D. from a M.S. within the department, this has requirements already been completed. This poster presentation is designed to introduce students to presenting their work appropriately to scientific audiences and gives new students the opportunity to observe the research progression they should achieve in their first year. Students should adhere to standard poster formatting requirements (e.g. AMS or AGU).

A poster award with a small cash prize is available to these students. Students must have their committee form submitted to be eligible for this award.

### 3.2.5. Planning Your Preliminary Exam

The preliminary examination is administered following: (a) completion of 30 hours of 4000-level or higher coursework, not including independent study or research credits, (b) the

PhD program of study and committee are approved through the Registrar's Office. The exam should be held during the **fourth or fifth semester and at least 15 weeks prior to final examination**. A favorable vote of the majority of the student's graduate committee members will be accepted as passing.

After successful completion of the preliminary exam the doctoral student will be admitted to candidacy and will have four years from the examination date to complete their program. In the case of failure of this exam the student may attempt the examination once more after not less than one or no more than four semesters have passed.

This exam consists of a **written dissertation proposal and an oral examination/defense** of the proposal administered by the student's dissertation committee. The written proposal, not to exceed 15 pages in length, will outline the student's proposed research study. The proposal must be submitted to the committee **two weeks in advance of exam**. The student will also prepare a presentation of their proposal for the committee. The oral examination (2 to 4 hours duration) will consist of questions focused on the proposed research.

[https://www.uwyo.edu/registrar/\\_files/docs/report-of-on-preliminary-exam-new.pdf](https://www.uwyo.edu/registrar/_files/docs/report-of-on-preliminary-exam-new.pdf)

The ATSC Preliminary Exam is a concise proposal outlining the research a student will carry out for their Ph.D. dissertation. It includes:

- Background and significance of the research topic.
- Scope of the project, showing both work already completed and work still to be done.
- Preliminary results, such as early findings or conference presentations.
- Planned work and a timeline for completing it.
- **Formatting Requirements:**
  - Ph.D. students: **maximum 15 pages** including figures, but not including title page, abstract, or references. Consult with your advisor if appendices or supplemental materials are allowed.
  - Must follow NSF proposal style (figures allowed, references excluded from page limit). The most current version of the NSF style guide can be found at <https://www.nsf.gov/policies/pappg>

You can find examples of preliminary exams from previous students on the ATSC Student Teams.

### 3.2.6. Planning for Your Defense

The Ph.D. dissertation and its defense should be held by the student's graduate committee at least 10 days before the end of the term of graduation. The defense must not be held until after all coursework is completed. Students are encouraged not to wait until the end of the semester for their defense in situations where semester of graduation is critical. The graduate committee often advises additional corrections to the thesis which may take substantial time to complete.

**Two weeks before the dissertation defense the student is to make public the proposed date, time, and place of defense.** Please inform Charlotte of your defense date, time, location and title and abstract as soon as you have scheduled it. The student's dissertation must be submitted to the student's committee **at least two weeks** prior to the defense date. The dissertation should conform to standard formatting requirements:

[https://www.uwyo.edu/registrar/\\_files/docs/thesis\\_dissertation\\_template2020.docx](https://www.uwyo.edu/registrar/_files/docs/thesis_dissertation_template2020.docx)

A favorable vote of the majority of the student's graduate committee members will be accepted as passing as recorded on the Report of Final Examination

[https://www.uwyo.edu/registrar/\\_files/docs/graduate-students/report-of-final-exam-mastersphd-new\\_11.2022.pdf](https://www.uwyo.edu/registrar/_files/docs/graduate-students/report-of-final-exam-mastersphd-new_11.2022.pdf). In the case of failure of the defense the student may re- defend once after a reasonable period of time has elapsed. The candidate's committee is responsible for monitoring progress of the research, refereeing the written work, and administering the final examination.

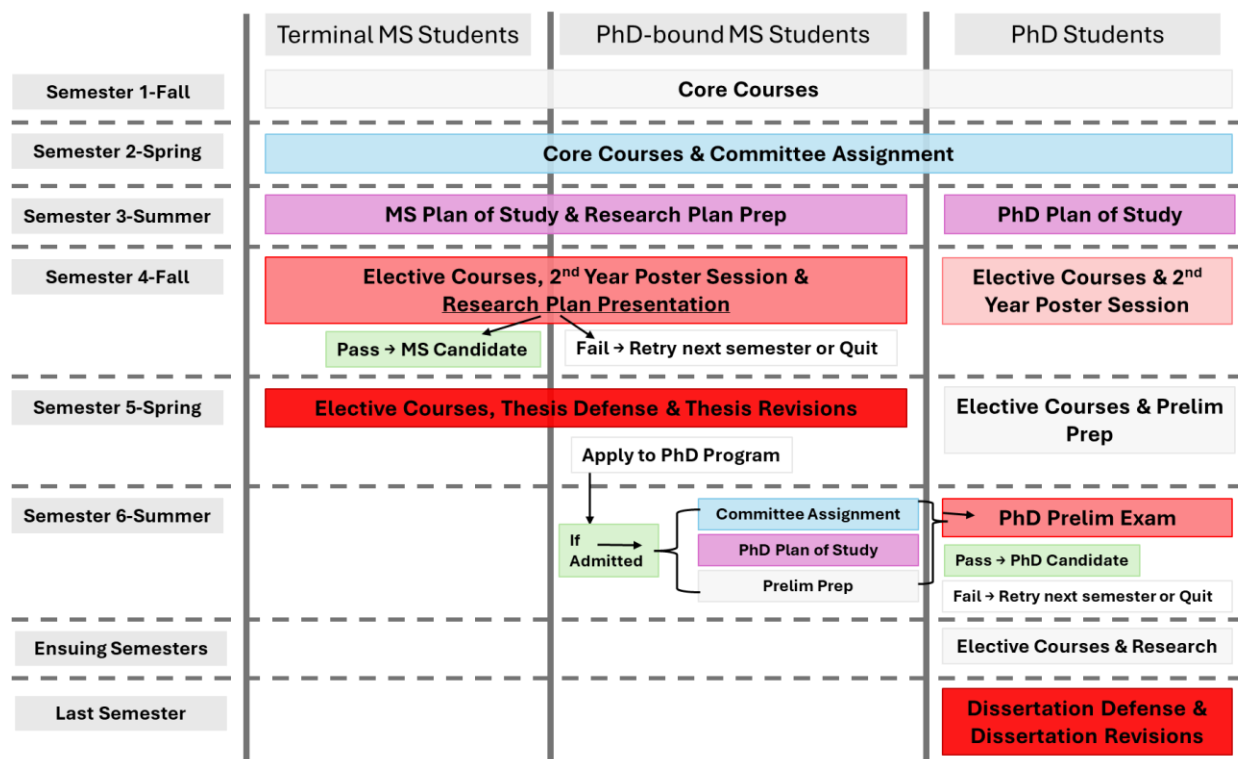
### 3.2.7. Planning for Your Graduation

After successful completion of a student defense they must complete the following before the last day of classes within the semester they intend to graduate (note—students must be registered for at least 1 cr. during their graduation semester):

- Anticipated Graduation Date form approved by Office of the Registrar.  
This form should be completed prior to your last semester. You must update your graduation date if your actual semester of graduation changes.  
[https://www.uwyo.edu/registrar/\\_files/docs/declaring-graduation-date-online-through-wyorecords.pdf](https://www.uwyo.edu/registrar/_files/docs/declaring-graduation-date-online-through-wyorecords.pdf)
- Turn in signed Report for Final Examination form approved by Office of the Registrar.  
[https://www.uwyo.edu/registrar/\\_files/docs/graduate-students/report-of-final-exam-mastersphd-new\\_11.2022.pdf](https://www.uwyo.edu/registrar/_files/docs/graduate-students/report-of-final-exam-mastersphd-new_11.2022.pdf)
- Complete the Survey of Earned Doctorates: <https://sed-ncses.org/>
- Submit electronic copy of your Dissertation to ProQuest:  
<https://www.etdadmin.com/?siteId=98>  
(If you wish to get a printed copy of your dissertation you can do so through ProQuest)

Once all of the above are completed your degree will be awarded and sent to the student within 6 to 8 weeks after the last day of the semester.

### 3.3. Timeline for Satisfactory Progress in MS and PhD Program



### 3.4. Exception Process

If an exception is needed for any of these requirements the graduate student must submit a formal letter to the Graduate Coordinator requesting an exception. This letter must include the extenuating circumstances that are preventing the student from meeting the requirements.

## 3.5. Graduation Checklist

| Check Here | Task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | <b>Before the last semester in residence:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|            | <b>Complete Committee Form (due by end of 2<sup>nd</sup> semester)</b><br><i>The Committee Assignment Form or a Committee Change form can be found online by logging into <a href="#">WyoRecords</a>.</i>                                                                                                                                                                                                                                                                                                                          |
|            | <b>Complete Program of Study Form (due by beginning of 3<sup>rd</sup> semester)</b><br><i>M.S.: <a href="https://www.uwyo.edu/registrar/_files/docs/graduate-students/program-of-study-master-new.pdf">https://www.uwyo.edu/registrar/_files/docs/graduate-students/program-of-study-master-new.pdf</a><br/>Ph.D.: <a href="https://www.uwyo.edu/registrar/_files/docs/graduate-students/program-of-study-doctoral-new.pdf">https://www.uwyo.edu/registrar/_files/docs/graduate-students/program-of-study-doctoral-new.pdf</a></i> |
|            | <b>Complete 2<sup>nd</sup> Year Poster Presentation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|            | <b>Declare Anticipated Graduation Date</b><br><a href="https://www.uwyo.edu/registrar/_files/docs/declaring-graduation-date-online-through-wyorecords.pdf">https://www.uwyo.edu/registrar/_files/docs/declaring-graduation-date-online-through-wyorecords.pdf</a>                                                                                                                                                                                                                                                                  |
|            | <b>At least 15 weeks before the defense:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|            | <b>Pass Research Plan Presentation (MS Only)</b><br><i>There is no form to submit for this.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|            | <b>Pass Preliminary Exam (PhD Only)</b><br><a href="https://www.uwyo.edu/registrar/_files/docs/report-of-on-preliminary-exam-new.pdf">https://www.uwyo.edu/registrar/_files/docs/report-of-on-preliminary-exam-new.pdf</a>                                                                                                                                                                                                                                                                                                         |
|            | <b>In the last semester in residence:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|            | <b>Register for Commencement (Optional)</b><br><i>Make sure to let your advisor know early in the semester if you plan to walk at commencement! Don't forget to order your regalia!</i><br><a href="https://www.uwyo.edu/commencement/index.html">https://www.uwyo.edu/commencement/index.html</a>                                                                                                                                                                                                                                 |
|            | <b>Schedule your Defense</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|            | <b>At least two weeks before the defense:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|            | <b>Publicly Announce Thesis/Dissertation Defense</b><br><i>Provide Charlotte with defense date, time, location, title, and abstract.</i>                                                                                                                                                                                                                                                                                                                                                                                           |
|            | <b>Provide Committee with Thesis/Dissertation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|            | <b>After the defense:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|            | <b>Turn in Signed Report of Final Exam</b><br><a href="https://www.uwyo.edu/registrar/_files/docs/graduate-students/report-of-final-exam-mastersphd-new_11.2022.pdf">https://www.uwyo.edu/registrar/_files/docs/graduate-students/report-of-final-exam-mastersphd-new_11.2022.pdf</a>                                                                                                                                                                                                                                              |
|            | <b>Complete Survey of Earned Doctorates (PhD Only)</b><br><a href="https://sed-ncses.org/">https://sed-ncses.org/</a>                                                                                                                                                                                                                                                                                                                                                                                                              |
|            | <b>Upload Thesis/Dissertation to ProQuest</b><br><a href="https://www.etdadmin.com/?siteId=98">https://www.etdadmin.com/?siteId=98</a><br><i>Thesis/Dissertation should conform to standard formatting requirements.</i><br><a href="https://www.uwyo.edu/registrar/_files/docs/thesis_dissertation_template2020.docx">https://www.uwyo.edu/registrar/_files/docs/thesis_dissertation_template2020.docx</a>                                                                                                                        |

## 4. Roles and Responsibilities

### 4.1. Department Behavioral Guidelines

The Department of Atmospheric Science is committed to maintaining a safe, inclusive, and professional environment in which all members of our community are treated with kindness, respect, and integrity. We believe that excellence in research, teaching, and service depends on mutual trust, collegiality, and a shared responsibility to foster a supportive and welcoming culture. All interactions, whether in offices, classrooms, laboratories, field settings, or professional travel, are expected to reflect these core values. These expectations apply to all faculty, staff, and students in the department.

We are committed to ensuring that every member of the department feels welcome regardless of their race, gender, sexual orientation, ethnicity, or religion, disability status, or nationality. Derogatory remarks, jokes, or materials have no place in the workplace or at any work-related event. This applies even if you believe that no one immediately present would be offended.

Our departmental behavior guidelines affirm and supplement the University policies governing conduct, nondiscrimination, and harassment. All department members are expected to comply with applicable University regulations and codes of conduct. Official University policy can be found here:

<https://www.uwyo.edu/generalcounsel/faqs/discrimination-and-harassment.html>

### 4.2. Research Assistants

Most graduate students in the Department of Atmospheric Science are supported through federal or institutional research funding and are appointed as Research Assistants or Graduate Assistants. These appointments are classified by the University as 20-hour per week, non-benefited positions. Most students are supported for the entire calendar year. This employment classification does not include the time students devote to coursework, thesis, or dissertation research, which are integral components of degree progress.

Graduate education is a professional training experience rather than a fixed-hour job. While assistantship appointments specify a 20-hour employment commitment, successful progress toward a graduate degree requires sustained engagement in coursework, research, publication, and scholarly development beyond those hours. As with traditional courses, credit hours for research and thesis work represent a meaningful time commitment. Students should plan to work 40 hours a week between their employment and courses. Students are expected to be available for coursework and research during regular business hours, roughly 9 am – 5 pm.

**Students should directly discuss workload, priorities, time management and expectations with their graduate advisor to ensure they are progressing towards their**

**degree in a timely manner.** More important than the number of hours worked per week is the student's ability to focus and plan their research strategically towards timely graduation.

The primary responsibility of a graduate student is to develop and conduct high-quality, original research that advances knowledge in the atmospheric sciences and to communicate that work through presentations and peer-reviewed publications. Degree completion is based on scholarly achievement and professional development rather than on a fixed number of hours spent in the office or laboratory. For both academic and many research-focused careers, employers often look to peer-reviewed publications and scholarly contributions, and ability to present and defend their creative work as indicators of impact and readiness.

Assistantship appointments are non-benefited positions under University policy and therefore do not include vacation leave or family medical leave. Students are encouraged to review University policies and available student support resources, including healthcare and wellness services (some resources are listed in Section 5). Time away from research responsibilities, including academic breaks that are not designated University holidays, should be discussed in advance with the graduate advisor. Expectations may evolve as students' progress and take on increasing independence, and time-off arrangements should be determined through communication between the student and advisor in alignment with University policy.

#### *Job duties for RAs*

- To (usually) **make research a higher priority than course work.** While you must maintain a minimum GPA of 3.0 in graduate classes (see <https://www.uwyo.edu/registrar/grading/gr-academic-status.html>), research is ultimately what affects your career opportunities. If you feel your workload is unmanageable you should discuss your options with your advisor.
- To **behave honestly and to not plagiarize or fabricate data.** If the data doesn't support your hypothesis, it is always better to accept these results and there is often something interesting to discover even if it wasn't what you thought originally. This cannot be emphasized enough, but any **plagiarism or data fabrication will have severe consequences** and may extend beyond you (see here under Academic Honesty for a more complete discussion: UWyo regulation 2-114 [https://www.uwyo.edu/regs-policies/\\_files/docs/regulations-2023/uwreg2-114approved7-14-23.pdf](https://www.uwyo.edu/regs-policies/_files/docs/regulations-2023/uwreg2-114approved7-14-23.pdf)).
- To develop the ability to **document your research to community standards including publishing in peer-reviewed publications.**
- To **develop the ability to communicate your research through presentations.**
- **Contribute to the intellectual community of the department** by regularly attending seminars and defenses and participating in scientific discussions.

- To generally be around during the work week. **If you wish to frequently work from home, you need to discuss it with your advisor and develop a clear plan to enable you to meet goals and work remotely.**
- While most of your work will be individual, students are expected to **be able to work collaboratively** if needed. No attempts to undermine another department member's research or academic efforts will be tolerated.

### 4.3. Teaching Assistants

#### *Job duties for state-funded TAs*

In addition to students supported by research funding, some student support is tied to teaching commitments. Students supported as TAs have the same requirements as RAs listed above, but their job duties include additional instruction obligations. This instruction may occur in a host of unique settings. Examples include, but are not limited to, traditional classroom or laboratory settings, etc.

The University of Wyoming has an expectation for all half-time teaching assistants to spend an average of 18 hours a week devoted to teaching duties.

All state-funded TA job assignments must include one or more of the following topics:

- Notable contributions to traditional teaching related activities. These may include a mixture of the following:
  - Teaching independent classes
  - Teaching labs or leading discussion sections
  - Mentoring students individually or in groups, including holding office hours
  - Supporting instructional labs, for example the Math Lab or Writing Center
  - Supplementary instruction sessions
  - Administrative support for large classes
  - Preparation of course materials such as tests or study guides
  - Assisting or leading field trips
  - Involvement with assessment
  - Grading

*Note: state-supported TAs should spend no more than halftime (9 hours) in support of grading.*

- Development of new courses, laboratories, or experiments and demonstrations for inclusion in courses and laboratories
- Support for professional clinics
- Support for educational and outreach facilities; for example museum docents
- Duties may include driving of a University vehicle.

A notable topic missing from the above list of activities is that of research support for individual faculty members. As a general principle, the Office of Academic Affairs will not allocate state funded TA positions for use as full-time *de facto* research assistants. Students are expected to be making adequate progress towards their degree and fulfilling their teaching duties responsibly. An assistantship may be terminated if the student does not perform adequately in either of these areas.

#### **4.4. Scholarships**

All students that have been awarded a competitive scholarship or fellowship will be treated and have the same expectations as a grant- funded RA. Please see section entitled "Research Assistants" for more details.

Scholarships and fellowships are an excellent path to build your CV and open up future opportunities, enhance flexibility in your research agenda, and potentially increase your salary. A list of graduate fellowships/scholarships is maintained by ATSC and is available on the student and department Teams and can be shared upon request.

Students are encouraged to pursue external fellowships and awards and should discuss potential applications with their advisor. Because funding arrangements vary substantially among programs, students should understand how an award will be administered and whether it will affect their stipend, assistantship, tuition support, or other benefits before accepting it. Students should work with their advisor and appropriate university staff to determine the specific implications of an award.

#### **4.5 Academic Standing**

A cumulative grade point average of at least 3.000 is required for graduation and good standing. A graduate student enrolled at the university will be placed on academic probation at the end of a semester or summer session when his or her graduate cumulative UW grade point average is below 3.000 **or** if they have earned Unsatisfactory (U) grades in six or more graduate credit hours. Students will be suspended if they earn less than a cumulative 2.00 average at any time, or if they are on probation and earn less than a 3.00 in the next enrollment period and are full-time students, or if they have earned Unsatisfactory (U) grades or grade in six or more credit hours while on probation.

Students who are on academic probation are prohibited from being employed as graduate assistants on the UW campus (i.e. they cannot be paid a stipend), even if they are supported by grant funds. An advisor may request an exception to continue employing a student on academic probation, but approval is not guaranteed. Assistantship support reflects both academic performance and professional responsibility. Students should not assume that continued funding will be available in the absence of satisfactory progress. Advisors are best positioned to advocate for students who communicate openly and demonstrate a clear commitment to improvement. Students who are on academic probation should work with their advisor or committee to identify the best path forward which may include retaking coursework, reducing courseload, deferring a semester, or transferring to a different program.

Relevant policies:

<https://www.uwyo.edu/registrar/grading/gr-academic-status.html>

<https://acalogcatalog.uwyo.edu/content.php?catoid=14&navoid=1189>

[https://www.uwyo.edu/uwgrad/\\_files/docs/policies/graduate-students-on-probation-or-suspension-ja.pdf](https://www.uwyo.edu/uwgrad/_files/docs/policies/graduate-students-on-probation-or-suspension-ja.pdf)

#### **4.6. Advisor**

The graduate student's advisor is expected to provide guidance on all aspects of a student's graduate education including :

- Selecting courses
- Completing a compliant Program of Study
- Identifying a thesis or dissertation research topic
- Selecting the Graduate Committee
- Advise through the completion of a successful thesis or dissertation.

#### **4.7. Graduate Program Coordinator**

This individual tracks graduate student's progress throughout their program of study. If the Graduate Program Coordinator has a conflict of interest in a problem, then the graduate student will be referred directly to the Department Head.

The current person in this position is:

Dr. Dana Caulton

Phone: 307-766-5363

Email: [dcaulton@uwyo.edu](mailto:dcaulton@uwyo.edu)

Office: EN6062

#### **4.8. Graduate Student Representatives**

The Graduate Student Representatives can assist in the event that a conflict arises between a faculty and graduate students or between graduate students. The student should first strive to resolve conflicts directly with the advisor, before bringing these matters to the representatives.

The current people in these positions are:

August Mikkelsen (PhD representative)  
Email: [amikkels@uwyo.edu](mailto:amikkels@uwyo.edu)

Brianna Hauke (MS representative)  
Email: [bhauke1@uwyo.edu](mailto:bhauke1@uwyo.edu)

#### **4.9. Graduate Committee**

The committee functions to guide the student in coursework selection, the degree project construction, and requirements completion of the degree. 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 Office of the Registrar. 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.

#### **4.10. Department Head**

The current person in this position is:

Dr. Jeff French  
Phone: (307) 766-4143  
Email: [jfrench@uwyo.edu](mailto:jfrench@uwyo.edu)  
Office: EN6034A

#### **4.11. Department Staff**

##### **4.11.1. Front Office**

The individual in this position will be your main point of contact. All reimbursement, keys, copy codes, general questions, non-academic forms, and mail disbursement will be handled by this person. If graduate students are unsure who they should ask a specific question, please start with this person.

The current person in this position is:

Charlotte While

Phone: (307) 766-3245  
Email: cfoster6@uwyo.edu  
Office: EN 6034

#### **4.11.2. Department Business Manager**

The individual in the payroll position aids graduate students with payment of tuition and fee questions, benefits, and stipends.

The current person in this position is:

Nikki Stotler  
Phone: (307) 766-3292  
Email: nmichel@uwyo.edu  
Office: EN 6058

## 5. Graduate Student Resources

### 5.1. Resources for Research

#### 5.1.1. Department Resources

- **Department Facilities**

There are a variety of resources available to students from the department. These include collaborative spaces and a computer lab. Notably, the department will provide a laptop to new students to ensure they have access to equipment to complete their work. Other equipment such as extra monitors may also be available. Students are responsible for looking after their assigned laptop and equipment broken due to negligence may be replaced at the student's expense.

- **Seminars**

Seminars within the department can help graduate students with the ability to collaborate and/or networking with other faculty within atmospheric science. Seminars are held weekly through the academic semester and are typically at 3 PM on Tuesdays.

#### 5.1.2. University Resources

- **School of Graduate Education**

The School of Graduate Education supports graduate students at every stage of their career, from onboarding through graduation. They offer many services and events that support professional development for students.

<https://www.uwyo.edu/uwgrad/index.html>

- **International Student and Scholars Office**

Mission: The mission of International Students and Scholars is to educate and inform the international population; the University of Wyoming community; and local, state and federal entities of the regulations governing the enrollment of international students and scholars. Service include aide with international forms, policies and regulations.

International Students & Scholars

Cheney International Center

Phone: (307) 766-5193

Email: [uwglobal@uwyo.edu](mailto:uwglobal@uwyo.edu)

<http://www.uwyo.edu/iss/>

- **Disability Support Services**

University Disability Support Services (DSS) provide a comprehensive range of services and accommodations to ensure students with disabilities have equal access to educational opportunities. These services include academic accommodations such as extended time on exams, note-taking assistance, and alternative format textbooks, as well as the use of assistive technology like screen readers and speech-to-text software. Overall, these services aim to support the academic and personal success of students with disabilities, fostering an inclusive campus environment.

<https://www.uwyo.edu/udss/accommodations/index.html>

- **Graduate Student Council**

The purpose of the council is to serve all graduate students in many capacities, such as advocating for student needs to ASUW programs, providing input on the school of graduate education direction, forthcoming proposed guidelines, and planned graduate student specific programming. There are two elected representatives for CEPS that rotate yearly, and each bi-weekly meeting is open to the public to best serve graduate students. For more information, reach out to the faculty representative, Brandon Roberts ([Brandon.Roberts@uwyo.edu](mailto:Brandon.Roberts@uwyo.edu)), or the Dean of the School of Graduate Education, Carolyn Pepper ([CPepper@uwyo.edu](mailto:CPepper@uwyo.edu)).

- **Student Legal Services**

Student Legal Services provides free, confidential, legal assistance to all full-fee paying University of Wyoming students. The Student Legal Services attorney can assist with a wide variety of legal issues. Student Legal Services also provides general legal information through presentations, publications, and other outreach efforts.

<https://www.uwyo.edu/studentatty/index.html>

- **Financial Literacy**

<https://extension.catalog.instructure.com/courses/ext-perfin1-072418>

<https://libguides.lccc.wy.edu/finlit>

<https://wyoextension.org/tetoncounty/community-development-education/financial-literacy/>

## 5.2. Resources for Professional Development

- **Writing Center**

Aid to on and off campus students to help improve writing skills. Walk-ins are welcome but scheduling an appointment is best. Appointments can be made by visiting the

center in Coe Library room 302 or calling 766-5250. The writing center hours are Monday thru Friday 11:00 am- 5:00 pm. <https://www.uwyo.edu/writing-center/index.html>

- **Graduate Student Guide to the Library**

Workshops on Grants/Funding, Writing reviews of the literature, copyright and author rights and more. Help with citations, access to Ref Works and new information about being published. Search articles and books within the library.

<https://uwyo.libguides.com/gradstudents>

- **Advising Career Exploratory Studies Center**

Services include help with resumes and interview prep, assist with finding a job or internship and other career development tools. <https://www.uwyo.edu/aces/>

- **Ellbogen Center for Teaching and Learning**

The Ellbogen Center for Teaching and Learning at the University of Wyoming is dedicated to enhancing teaching and learning across campus. We are here to support faculty, staff and graduate students by providing resources and opportunities for professional development. Through workshops, consultations and specialized training we help UW's educators find and foster their most effective teaching strategies. ECTL strives to empower educators to refine their teaching practices and find success and joy in their work, leading to improved student outcomes across the university!

<https://www.uwyo.edu/ctl/programs/graduate-student-programs/index.html>

### **5.3. Graduate Life in Laramie**

- **Recreation**

- Climbing
- Ski Resort
- Laramie Recreation Center
- Outdoor Program
- Residence Life & Dining Services

- **Health Care**

- **Student Health Service**

Mission: to provide high quality health care that enables students to perform optimally physically, mentally, and emotionally, and thus achieve their academic goals while minimizing interruptions in their course of studies; and, to provide effective health education that motivate students to develop and maintain healthy lifestyles that enhance their intellectual and personal growth and development.

Service include but not limited to acute illness, ongoing illness, injuries, women's health, mental health, and preventative health. Services for which there is an additional charge include; psychiatric, orthopedic clinics, pharmacy, laboratory, allergy immunotherapy, immunizations, appliances, medical supplies, and medical or surgical procedures.

To be eligible for service graduate students must have full-time status or part-time with the Optional Student Fee Package.

For additional information about eligibility, benefits, or services visit <http://www.uwyo.edu/shser/>

- **Ivinson Memorial Hospital**

[www.ivinsonhospital.org/](http://www.ivinsonhospital.org/)

- **Downtown Clinic**

<https://www.downtownclinic.org/>

- **UW Counseling Center**

<https://www.uwyo.edu/ucc/index.html>

## **5.4. Promoting a safe work environment in the department**

### **5.4.1. Behavioral Guidelines for Off-Campus Environments**

Some of our educational and research activities occur outside traditional campus settings and may involve shared housing, fieldwork logistics, resource sharing, and extended collaboration. Faculty, staff and students are encouraged to develop a formal document containing behavioral expectations for these situations. We suggest our members follow the guidelines developed by the Department of Geology and Geophysics for these situations. The guidelines supplement, but do not replace University policies, codes of conduct, or any additional expectations established by individual faculty members for specific activities. [https://www.uwyo.edu/geolgeophys/\\_files/docs/behavioralguidelines-fieldwork.pdf](https://www.uwyo.edu/geolgeophys/_files/docs/behavioralguidelines-fieldwork.pdf)

#### **5.4.2. Department Safety Coordinator**

Environmental and physical safety is also an important component of our work environment, especially in the labs where additional safety measures are often necessary, and in the field where environmental conditions might be challenging for educational activities. Research Scientist Anna Robertson (arober29@uwyo.edu) is the Safety Coordinator for our department. More information about the department safety program as well as a reporting tool can be found at: <https://www.uwyo.edu/atsc/atsc-internal/atsc-dept-safety.html>

#### **5.4.3. University Green Dot Program**

The Department of Atmospheric Science encourages all members to complete the Green Dot training. Green Dot is a bystander intervention program to reduce power-based forms of violence with one thought; If everyone does one thing, no one will have to do everything. <https://www.uwyo.edu/greendot/index.html>

### **5.5. Resources for reporting sexual misconduct, discrimination and workplace violence**

#### **5.5.1. University summary of reporting resources**

<https://www.uwyo.edu/reportit/resources.html>

#### **5.5.2. Equal opportunity report and response (EORR)**

<https://www.uwyo.edu/reportit/eorr/index.html>

#### **5.5.3. Make a Report**

<https://www.uwyo.edu/reportit/make-a-report/index.html>

Or email: [report-it@uwyo.edu](mailto:report-it@uwyo.edu)

#### **5.5.4. Standard Administrative Procedure (SAP): Equal opportunity, harassment, and nondiscrimination**

[https://www.uwyo.edu/regs-policies/\\_files/docs/policies/uw-sap-4.2-eo-harassment-nondiscrim-sap-approved-8-14-20.pdf](https://www.uwyo.edu/regs-policies/_files/docs/policies/uw-sap-4.2-eo-harassment-nondiscrim-sap-approved-8-14-20.pdf)

#### **5.5.5. Mandatory Reporting**

At UW all employees are considered mandatory reporters except those who have been designated confidential employees (victim advocates, health care providers, mental health counselors, and clergy acting in their professional/confidential role). Mandatory reporters must report all Title IX related concerns to the Title IX Coordinator (Jim Osborne) or their supervisor. The supervisor will promptly notify the Title IX Coordinator of the incident and assist with immediate safety measures and other necessary and appropriate interim measures (e.g., housing, academic) in consultation with the Title IX Coordinator or the Dean of Students.

## 6. FAQ

### CREDIT HOURS/TUITION

- **HOW MANY ARE YOU TAKING?** Enrollment in a minimum of 9 credit hours during the fall and spring semesters is required to maintain full-time student status. Twelve credits represent the upper limit for block tuition billing. **Most students enroll in at least 9 credits during the academic year and 1 credit during the summer session.** Maintaining full-time status is particularly important for international students due to visa requirements and for domestic students receiving financial aid or loan deferral. Students are responsible for ensuring that their enrollment complies with University and federal regulations and are encouraged to remain in contact with ISS and other relevant offices to confirm their status.
- **WHAT TO DO IF YOU ARE ADDING OR DROPPING?** This is done through WyoWeb. If you encounter any error while registering, please contact Charlotte.
- **ARE THEY ADEQUATE FOR YOUR PROGRAM?** Please consult with your advisor.

### FEES

- **WHAT IS OR ISN'T COVERED?** The department pays for fees. Fees cover health insurance, campus recreation, transit, IT services, etc.

### WHAT EXTRA CHARGES SHOULD I WATCH OUT FOR AND POTENTIALLY OPT OUT OF?

There are a few resources available through the university that may not be beneficial to all students, but you will need to opt out of if you will not utilize them and wish to avoid paying for them:

All graduate students are automatically enrolled every semester in Startright+ program through the University Bookstore, which gives you access to digital content for your classes. If you do not opt out of this program each semester, it will cost \$275.00 per semester and this is NOT allowed to be paid for by your assistantship. Double check with your professors, but this program is typically not beneficial for our department's courses. Here is a link to opt out: [StarRight+ \(Choice\), How it Works](#).

All graduate students will be offered student health insurance. If you have your own insurance or would prefer not use the university's student insurance, you will need to opt out of this in your wyoweb student account.

### OPTIONAL FEE PACKAGE

- WHAT IS IT? This is a petition that can be used by eligible graduate students to register for under 4.5 credit hours and retain full time status.
- AM I ELIGIBLE? If you are at the end of your Master's program or if you have completed your prelim exam during your Doctoral program, and are under 4.5 credit hours then you are eligible to fill it out to maintain full time status.

### STIPEND OR FELLOWSHIP

- ISSUES RECEIVING PAY? See Nikki
- PAY SCHEDULES? See Nikki
- WILL I GET A SUMMER STIPEND? Most GAs and RAs in our department are paid through the summer. Please see your advisor if you have questions.

### HUMAN RESOURCE ISSUES

- WHO DO SEE ABOUT AN ADDRESS CHANGE? Please change your address on both WYOWEB and through Self-Service under the workplace banner.

### WHAT DO I NEED TO DO TO DRIVE A UNIVERSITY VEHICLE?

- Complete the MVR: <https://mvr.uwyo.edu/>

### WHAT DO I DO IF I HAVE A CONFLICT ARISE?

If a conflict arises, please visit with the following in this order:

- Advisor
- Graduate Student Rep
- Committee or Committee Member
- Department Head
- Dean of the College of Engineering and Physical Science
- Graduate Counsel

The Graduate Student Appeals Board's (GSAB) intent for the Graduate Student Appeals process is to provide a venue for graduate students to appeal decisions influencing their program after all other appeal attempts fail.

[https://www.uwyo.edu/registrar/\\_files/docs/graduate\\_appeal\\_policy.pdf](https://www.uwyo.edu/registrar/_files/docs/graduate_appeal_policy.pdf)

[https://www.uwyo.edu/registrar/\\_files/docs/graduate\\_appeal\\_instructions.pdf](https://www.uwyo.edu/registrar/_files/docs/graduate_appeal_instructions.pdf)

### WHAT IS THE PROCESS FOR SUBMITTING FORMS?

Note: As of Spring 2024 forms are rolling out as online-only and those that can be submitted through the webform supersede the PDF submission process outline below. Please check the following link to determine if the PDF or webform is current:

<https://www.uwyo.edu/registrar/forms/graduate-student-forms.html>

- **Forms must be submitted sequentially** and not all at the same time. So, first the committee should be formed, then the program of study should be defined, and then the PhD preliminary form should be submitted. You should not move to the next step if the previous step had not been approved.
- In particular, **before taking the preliminary exam, you should make sure that the committee assignment is approved**, and shown as submitted in the degree evaluation in WyoWeb. If you submit a form of a preliminary exam without an approved committee assignment, the form will not be accepted as that exam should have never taken place.
- For each form the submission process is the following:
  - I. **The student must fill the form and sign it**
  - II. **The student collects all the digital signatures of the committee members** (digital signatures are more than welcome, they don't have to be certified).
  - III. **The student submits the form electronically to Charlotte to get the signature of the Department Head**
  - IV. Charlotte submits the form to the Dean's office (do not include the Dean's name on the form because graduate students forms are signed by the Associate Dean, leave the space blank and the Associate Dean will add their name and signatures).
  - V. The Dean's office will send the form to the next office for the final approval.
  - VI. The Registrar will update the Degree Evaluation in Wyoweb (this step is taking a bit longer than usual at the moment).

- VII. Only the first three steps are responsibility of the students, so please try to follow the rules.

**CAN I USE ARTIFICIAL INTELLIGENCE (AI) IN MY GRADUATE STUDIES?**

The Atmospheric Science Department does not currently have its own policy related to the use of AI (e.g., chatbots) by students to complete or supplement coursework, exams, and research, however students should adhere to University regulations on this topic.

Specifically, UniReg 2-114(IV)A indicates the “[u]se of Artificial Intelligence-based applications is prohibited unless expressly permitted...” and is otherwise classified as cheating. If you are considering the use of AI in your graduate coursework, exams, or research, it is important for you to discuss UniReg 2-114 with your advisor or instructor beforehand. Please note that all class syllabi are strongly encouraged to have their own policy on this and should be consulted.

Typically the end result of your graduate studies is a series of peer-reviewed papers. Journals typically have their own policies about AI use, but you as the author are responsible for all material in your articles, whether or not you generated it.

**IMPORTANT:** If you are reviewing a confidential text (for instance a paper draft or proposal), feeding it into a chat bot is viewed by many journals and agencies as breaking confidentiality. ALWAYS check with the relevant entity first.

- UniReg 2-114: [https://www.uwyo.edu/regs-policies/\\_files/docs/regulations-2023/uwreg2-114approved7-14-23.pdf](https://www.uwyo.edu/regs-policies/_files/docs/regulations-2023/uwreg2-114approved7-14-23.pdf)
- Report from Artificial Intelligence Chatbots Working Group:  
[https://www.uwyo.edu/acadaffairs/announcements/\\_files/final-report-aigw-2023.pdf](https://www.uwyo.edu/acadaffairs/announcements/_files/final-report-aigw-2023.pdf)

## APPENDIX

**Disclaimer: This information is meant to show the types of elective classes we offer and the frequency with which they are offered. Students should consult with their advisor and the catalog for up-to-date information on course offerings.**

### Long-Term Elective Schedule (Subject to Change)

| Year | Semester                                                                                                                                     |                                                                                                                              |
|------|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
|      | Fall                                                                                                                                         | Spring                                                                                                                       |
| 1    | ATSC 5360: Aircraft Instrumentation (3cr)<br>ATSC 5040: Climate Science and Climate Change (3cr)                                             | ATSC 5330: Boundary Layer Meteorology (3cr)<br>ATSC 5008: Mesoscale Meteorology (3cr)<br>ATSC 5009: Objective Analysis (3cr) |
| 2    | ATSC 5380: Aerosol Science (3cr)<br>ATSC 5370: Satellite Remote Sensing (3cr) <b>or</b><br>ATSC 5500: Atmospheric Radiation and Optics (3cr) | ATSC 5350: Atmospheric Chemistry (3cr)<br>ATSC 5340: Radar Meteorology (3cr)<br>ATSC 5009: Objective Analysis (3cr)          |

### ATSC Core Course Schedule

| Year       | Semester                                                                                                                         |                                                                                     |
|------------|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|            | Fall                                                                                                                             | Spring                                                                              |
| Every Year | ATSC 5010: Physical Meteorology I (4cr)<br>ATSC 5014: Dynamic Meteorology (4cr)<br>ATSC 5018: Ethics and Research Methods (1 cr) | ATSC 5011: Physical Meteorology II (4 cr)<br>ATSC 5016: Synoptic Meteorology (4 cr) |

### Other ATSC Courses:

- ATSC 5890: Seminar (1 cr) – usually offered every semester
- ATSC 5155: Weather Analysis & Forecasting (1 cr) – TBD
- ATSC 5700: Numerical Weather Prediction (3 cr) – TBD
- ATSC 5880: Atmospheric Science Problems (1-3 cr, used to offer special classes) – TBD
- ATSC 5960: Thesis Research (1-9 cr) – MS research credits offered every semester for every advisor
- ATSC 5980: Dissertation Research (1-9 cr) -PhD research credits offered every semester for every advisor
- ATSC 5940: Continuing Registration – Off Campus (1 credit, used for students not supported by a GA to maintain enrollment, not commonly used)

### Outside Courses:

- GEOL 5441: Advanced Climate Variability (3 cr) – offered in the Spring
- GEOL 5525: Environmental Data Analysis (4 cr) – offered in the Fall
- GIST 4410: UAS Sensors and Platforms (1 cr) – online, offered every semester
- GIST 4430: UAS Regulations & Safety (1 cr) – online, offered every semester
- GIST 5050: Basics of Spatial Data Science (3 cr) – offered every semester
- GIST 5111: Introduction to Remote Sensing (3 cr) – offered in the Fall
- GIST 5211: Advanced Remote Sensing (3 cr) – offered in the Spring

Find the current Catalog here: [https://www.uwyo.edu/registrar/university\\_catalog/index.html](https://www.uwyo.edu/registrar/university_catalog/index.html)