

COLLEGE OF ENGINEERING AND APPLIED SCIENCE
GRAD FACTS

CONTACTS AND PAPERWORK

As a graduate student pursuing your Master's or Doctorate at the University of Wyoming, you are busy with coursework, research, and teaching (in some cases) while still perhaps trying to have a life outside of your studies (good luck!) You are learning a lot and making significant advances in your field. What you likely don't worry about is the paperwork necessary to proceed in your program, until the paperwork becomes the critical path. The purpose of these Grad Facts is to provide you a quick reference for who to contact to help you find and process necessary paperwork.

Contacts

Question 1:

Who should I contact when I have a paperwork question or need to complete some paperwork?

Answer 1:

Your department's Office Associate, Senior (or Department Admin). This person is *the expert* in your department on paperwork. If they do not know the answer, they will know who to contact. I have summarized their contact information in Table 1.

Table 1. Department Contacts

Department	Office Assoc, Sen	Graduate Coordinator	Department Head
Atmospheric Science	Charlotte While cfoster6@uwyo.edu	Dr. Shane Murphy Shane.Murphy@uwyo.edu	Dr. Bart Geerts geerts@uwyo.edu
Chemical Engineering	Molly DeLau mdelau@uwyo.edu	Dr. Saman Aryana saryana@uwyo.edu	Dr. Vladimir Alvarado valvarad@uwyo.edu
Civil & Arch. Engineering	Mindy Zwieg mzwieg@uwyo.edu	Dr. Jiantang (Julian) Zhu jzhu5@uwyo.edu	Dr. Tony Denzer TDenzer@uwyo.edu
Computer Science	Katelyn Hargrove khargrov@uwyo.edu	Dr. John Hitchcock jhitchco@uwyo.edu	Dr. Ruben Gamboa ruben@uwyo.edu
Electrical & Comp. Engineering	Katelyn Hargrove khargrov@uwyo.edu	Dr. Suresh Muknahallipatna SureshM@uwyo.edu	Dr. John McInroy McInroy@uwyo.edu
Mechanical Engineering	Amy Reed areed26@uwyo.edu	Dr. Michael Stoellinger MStoell@uwyo.edu	Dr. Carl Frick cfrick@uwyo.edu
Petroleum Engineering	Michele Foist muryfois@uwyo.edu	Dr. Lamia Goual lgoual@uwyo.edu	Dr. Denny Coon DCoon@uwyo.edu

Question 2: Is there anyone else I can talk to about paperwork?

Answer 2:

Absolutely. You may always talk to your graduate supervisor. You may also contact your department's Graduate Coordinator. And finally, you may always contact the College's Associate Dean for Graduate Education and Research which is currently me: Dr. David Bagley, bagley@uwyo.edu, 766-3186, EERB 401C.

Paperwork

Question 3: What paperwork do I need to complete?

Answer 3:

There are many forms to choose from but the key ones that every graduate student must complete are shown in Table 2. If you don't find the paperwork you need in Table 2, then see Question 4 or contact your Department Admin.

Table 2. Most Commonly Needed Paperwork¹

Form	Applicability
Graduate Committee Assignment	To establish the required Committee. All Master's and Doctoral students must complete this form.
Graduate Committee Change	Only for students who must change a member of their Committee after it has been formed.
Graduate Program of Study	To establish the coursework to be taken for the degree. All Master's and Doctoral students must complete the appropriate form for their degree.
Request for Change in Graduate Program	Only for students who must change their Program of Study after it was initially approved.
Report on Preliminary Exam	To report the results of the Preliminary Exam taken by all Doctoral students.
Report of Final Examination	To report the results of the Final Exam taken by all Master's and Doctoral students.

¹Many students can complete their studies using just these forms. There are many other forms that may be required depending on a student's individual circumstances. A full list can be found online (see Answer 4) and in the *CEAS Policy for Graduate Education*.

Question 4: Where do I find this paperwork?

Answer 4:

Where everything is found today: online. Specifically, go to http://www.uwyo.edu/registrar/students/graduate_student_forms.html

Question 5: How do I complete this paperwork?

Answer 5:

Start by reading the paperwork carefully. Then talk to your graduate supervisor. Then once you have all the information you need to complete the paperwork, fill it out and sign it wherever the student's signature is required. Obtain the other signatures as indicated in Answer 6.

Question 6: How do I obtain my graduate supervisor and committee member signatures?

Answer 6:

Either take one hard copy form around to obtain the signatures or send the file around for electronic signature. Either approach works. If possible, try to get all the signatures onto one form. Once you have these signatures, give or send the paperwork to your Department Admin.

Question 7:

How do I obtain the signatures of the others who must sign who are not my graduate supervisor or committee members?

Answer 7:

You DON'T. Instead, as stated in Answer 6, give or send the paperwork to your Department Admin and ask them to obtain the remaining signatures. This does two things:

- (a) This provides your Department Admin with a copy of your paperwork.
- (b) This ensures that the paperwork will go to the right people for signature. Your Department Admin knows to whom to send the paperwork. The required signatures can be different for each form. Plus, your Department Admin will keep track of your paperwork as it moves through the different parts of the College and University.

Question 8: How do I know the paperwork has been processed correctly?

Answer 8:

If the paperwork is not correct, you will hear back from whomever first identifies the error. They will point out the error and ask for it to be corrected. If the paperwork is correct, you may not receive formal notification. I recommend that two weeks or so after submitting your paperwork, you follow up, first by checking your University records online, and if you don't see what you expect to see there, by checking with your Department Admin.

Question 9: This seems like a lot of effort. I just want to do my work and graduate.

Answer 9:

Welcome to bureaucracy. "No task is ever completed until the paperwork is done." The good news is here in the College of Engineering and Applied Science, we want you to graduate too and will do what we can to help with the bureaucracy.