

# UNIVERSITY OF WYOMING

## GRADUATE COMMITTEE ASSIGNMENT FORM

**This form MUST be typed or computer processed.**

**Student Name:** \_\_\_\_\_ **W#** \_\_\_\_\_ **Student Signature:** \_\_\_\_\_ Please sign

**Dept./Pgm:** CLAD **Major/Concentration:** Higher Education

**Select one:** ☐ Master of Arts ☐ Master of Science  
☐ EdD ☒ PhD\* \*Master's already earned? **Yes** **No**  
☐ Other: \_\_\_\_\_ Please select one

*Master's and EdD committees must consist of at least 3 members. PhD committees must consist of at least 5 members.*

| Position                                                                                      | Committee Member Details                     |                                     |
|-----------------------------------------------------------------------------------------------|----------------------------------------------|-------------------------------------|
| <b>→Chair</b> – must be from student's academic unit                                          | <b>Name:</b> Faculty name (printed)          | <b>Signature:</b> Faculty signature |
|                                                                                               | <b>E-mail:</b> _____ required _____@uwyo.edu | <b>DEPT.</b> CLAD                   |
| <b>Co-Chair</b> – if applicable                                                               | <b>Name:</b> Faculty name (printed)          | <b>Signature:</b> Faculty signature |
|                                                                                               | <b>E-mail:</b> _____ required _____@uwyo.edu | <b>DEPT.</b> CLAD                   |
| <b>→Outside Member (UW Faculty)</b> – must be UW faculty from outside student's academic unit | <b>Name:</b> Faculty name (printed)          | <b>Signature:</b> Faculty signature |
|                                                                                               | <b>E-mail:</b> _____ required _____@uwyo.edu | <b>DEPT.</b> Example: STE, C&I      |
| <b>UW Faculty</b> – same/related area                                                         | <b>Name:</b> Faculty name (printed)          | <b>Signature:</b> Faculty signature |
|                                                                                               | <b>E-mail:</b> _____ required _____@uwyo.edu | <b>DEPT.</b> CLAD                   |
| <b>UW Faculty</b> – same/related area                                                         | <b>Name:</b> Faculty name (printed)          | <b>Signature:</b> Faculty signature |
|                                                                                               | <b>E-mail:</b> _____ required _____@uwyo.edu | <b>DEPT.</b> CLAD                   |
| <b>UW Faculty</b>                                                                             | <b>Name:</b> _____                           | <b>Signature:</b> _____             |
|                                                                                               | <b>E-mail:</b> _____@uwyo.edu                | <b>DEPT.</b> _____                  |
| <b>UW Faculty</b>                                                                             | <b>Name:</b> _____                           | <b>Signature:</b> _____             |
|                                                                                               | <b>E-mail:</b> _____@uwyo.edu                | <b>DEPT.</b> _____                  |
| <b>External Faculty</b> – Non-UW member. Attach vita containing contact information.          | <b>Name:</b> _____                           | <b>Signature:</b> _____             |
|                                                                                               | <b>E-mail:</b> _____                         | <b>DEPT.</b> _____                  |

→See role description on page 2

APPROVAL:

**Printed Name:** \_\_\_\_\_  
**Dept. Head/Interdisciplinary Program Director Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_  
**College Dean** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_  
**Associate V.P., Academic Affairs Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## INSTRUCTIONS – PLEASE READ PRIOR TO COMPLETING THE WORKSHEET

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

Block 1 – Student and degree program information.

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

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

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

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

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

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

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

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

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

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

[illegible][illegible]

| 4. Transfer of Specific Course(s) from Other Institution(s) <i>Please use additional space on page 3 if needed.</i> |              |        |       |                                            |                      |              |
|---------------------------------------------------------------------------------------------------------------------|--------------|--------|-------|--------------------------------------------|----------------------|--------------|
| Dept & Course No.                                                                                                   | Course Title | Credit | Grade | Sem and Year Taken                         | Institution          |              |
|                                                                                                                     |              |        |       |                                            |                      |              |
|                                                                                                                     |              |        |       |                                            |                      |              |
|                                                                                                                     |              |        |       |                                            |                      |              |
|                                                                                                                     |              |        |       |                                            |                      |              |
|                                                                                                                     |              |        |       |                                            |                      |              |
|                                                                                                                     |              |        |       |                                            |                      |              |
|                                                                                                                     |              |        |       |                                            |                      |              |
|                                                                                                                     |              |        |       |                                            |                      |              |
|                                                                                                                     |              |        |       |                                            | Total transfer hours | 30 (Maximum) |
| 5. Total number of program hours:                                                                                   |              |        |       |                                            |                      |              |
|                                                                                                                     |              |        |       | Total Program Hrs (Total sections 2, 3, 4) |                      | 72 (Minimum) |



|                                              |                                                          |                                                           |                            |
|----------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------|----------------------------|
| <b>Student Name:</b> Student name (printed)  |                                                          | <b>Student W#:</b> W0000000                               |                            |
| <b>Student's Signature:</b> Please Sign      |                                                          |                                                           |                            |
|                                              |                                                          |                                                           |                            |
| <b>Committee</b>                             | <b>First Name</b>                                        | <b>Last Name</b>                                          | <b>Signatures</b>          |
| <b>Committee chair</b>                       | Faculty last name (printed)<br>Must match committee form | Faculty first name (printed)<br>must match committee form | Faculty signature and date |
| <b>Committee co-chair</b>                    | Faculty last name (printed)<br>Must match committee form | Faculty first name (printed)<br>must match committee form | Faculty signature and date |
| <b>Outside Dept. Member-UW faculty</b>       | Faculty last name (printed)<br>Must match committee form | Faculty first name (printed)<br>must match committee form | Faculty signature and date |
| <b>UW Faculty</b>                            | Faculty last name (printed)<br>Must match committee form | Faculty first name (printed)<br>must match committee form | Faculty signature and date |
| <b>UW Faculty</b>                            | Faculty last name (printed)<br>Must match committee form | Faculty first name (printed)<br>must match committee form | Faculty signature and date |
| UW Faculty                                   |                                                          |                                                           |                            |
| UW Faculty                                   |                                                          |                                                           |                            |
| External Member – Not UW faculty             |                                                          |                                                           |                            |
| Dual Major Program Director                  |                                                          |                                                           |                            |
| Advisor for Minor if applicable              |                                                          |                                                           |                            |
| <b>Dept. Head/Interdisciplinary Pgm Dir.</b> |                                                          |                                                           |                            |
| <b>College Dean/Provost</b>                  |                                                          |                                                           |                            |

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

### **Committee membership roles**

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

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

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

**Outside member:** The role of the Outside member is to uphold the rigor and fairness of the graduate process. An outside member should usually be a tenured faculty member. Untenured tenure-track faculty may serve as the outside member if the faculty member has demonstrated experience mentoring graduate students and the Committee chair has no role in evaluating the untenured faculty member. Outside member, tenured or untenured, must have an academic home outside of the degree-granting unit. **A faculty's agreement to serve as the outside member implies the following:**

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

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

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

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

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