

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:** Learning, Design, and Technology

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

→ 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** _____

UNIVERSITY OF WYOMING

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.

1. Student Information			
Last Name:	First Name:	Date Submitted	
W Number:	PhD ☐ EdD ☐	Major:	
Minor:		Concentration:	

2. Required Courses Taken Prior to Admission or Reserved for Graduate Credit (12 hour maximum)							
Dept & Course No.	Course Title	Sem/ Yr	Credits	Dept & Course No.	Course Title	Sem/ Yr	Credits
						Total	

3. UW Coursework applicable to degree program (may include past UW master's coursework)							
Dept & Course No.	Course Title	Sem/ Yr	Credits	Dept & Course No.	Course Title	Sem/ Yr	Credits
				Total number of coursework hours			
				List total number of 5960 Thesis Research/5980 Dissertation Research hours			

4. Transfer of Specific Course(s) from Other Institution(s) Please use additional space on page 3 if needed.					
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)

Student Name: student name (printed)		Student W#: W0000000	
Student's Signature: Please sign			
Committee	First Name	Last Name	Signatures
Committee chair	Faculty first name (printed) must match committee form	Faculty last name (printed) must match committee form	Faculty signature and date
Committee co-chair	Faculty first name (printed) must match committee form	Faculty last name (printed) must match committee form	Faculty signature and date
Outside Dept. Member-UW faculty	Faculty first name (printed) must match committee form	Faculty last name (printed) must match committee form	Faculty signature and date
UW Faculty	Faculty first name (printed) must match committee form	Faculty last name (printed) must match committee form	Faculty signature and date
UW Faculty	Faculty first name (printed) must match committee form	Faculty last name (printed) 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			
Dept. Head/Interdisciplinary Pgm Dir.			
College Dean/Provost			

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.

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.