

Dear Doctoral Student in the College of Education at UW:

Thanks for choosing the UW College of Education for your doctoral work! We are glad that you are studying with us. This document provides an abbreviated overview of the order of major events in your doctoral program. As well, it includes links to various important forms you will need throughout your program. This is a friendly reminder that, as a doctoral student, you are responsible for securing, completing and submitting all forms associated with your doctoral program. The information below is an abbreviated overview of forms and processes associated with your doctoral program; however, the following link provides a more in-depth overview of all forms and guidelines associated with your doctoral work at UW:

http://www.uwyo.edu/registrar/students/graduate_student_forms.html

Guidelines for College of Education Doctoral Process

1. Complete the necessary work to be admitted into the College of Education Doctoral Program of your choice

- a) Once you are accepted into your doctoral program, read carefully the Graduate Student Regulations and Policies Document. You will likely want to revisit this document across your program:
http://www.uwyo.edu/registrar/university_catalog/grad_students.html

2. Create a Doctoral Committee

- a) Meet with your advisor on a regular basis to discuss your progress in your doctoral program.
- b) Read the following committee formation document: http://www.uwyo.edu/regs-policies/_files/docs/policies/graduate_committee_formation_sap_effective_10-29-18.pdf#GradCommitteeFormation
- c) Meet with your advisor to discuss potential committee members for your doctoral committee.
- d) After input from your advisor, invite faculty to become members of your doctoral committee. This should occur your second or third semester in the program.
- e) For a guideline on UW Graduate Committee Formation, review: http://www.uwyo.edu/regs-policies/_files/docs/policies/graduate_committee_formation_sap_effective_10-29-18.pdf#GradCommitteeFormation: http://www.uwyo.edu/regs-policies/_files/docs/policies/graduate_committee_formation_sap_effective_10-29-18.pdf#GradCommitteeFormation
- f) Complete a doctoral committee form: http://www.uwyo.edu/registrar/_files/docs/committee-assignment-new.pdf
- g) Make sure the correct degree is listed on your doctoral committee form.
- h) Secure signatures of your committee chair and committee members on your doctoral committee form.
- i) Once you secure all the signatures including your own, submit the form to your program office associate. Your advisor/chair can check your forms for accuracy of your paperwork.
- j) Any changes to your committee should occur only after consulting your advisor. The following committee change form must be completed anytime you change a committee member:
http://www.uwyo.edu/registrar/_files/docs/committee-change-form-new.pdf#CommitteeChange

3. Program of Study

- a) You should complete and submit a Program of Study form by the 3rd or 4th semester after you were admitted to your program. The Program of Study form can only be completed AFTER the committee form has been filed and approved and PRIOR to your Preliminary Exam.
- b) Doctoral Program of Study Form: http://www.uwyo.edu/registrar/_files/docs/program-of-study-doctoral-new.pdf
- c) Make sure to read instruction on the Program of Study form before filling it out. As stated on the form, it is the responsibility of the student and advisor/committee to be sure all department requirements are met. Make sure all committee members are listed and signatures are present, including your own signature.
- d) Make sure courses taken prior to being admitted are listed in Section 2 of the form. Any courses that are being transferred from another institution should be listed in Section 4. Make sure only 12 credits

- are listed between the two sections. A grade of “B” or better must be earned in all transfer courses, and the courses must be identifiable within and relevant to your current program. If you have more credits, you will need to fill out a Graduate Studies Petition.
- e) Any courses with a 4000 level can be used ONLY if a 5000 level doesn’t exist and only up to 6 credit hours.
 - f) Dissertation hours should be listed in the appropriate section.
 - g) Make sure the correct hours are listed for the appropriate degree.
 - h) Check excess credits on graduate level courses. If there is a maximum number of credits for a course, you must adhere to the credit limit for that course. (Exception: The department housing a course can contact the Registrar to seek permission to allow an excess number of credits to count for any particular course.)
 - i) Once you secure all the signatures including your own, submit the form to your program office associate. Again, it is the responsibility of the student and advisor/committee to be sure all department requirements are met.
 - j) Any potential changes to the Doctoral Program of Study form must be discussed with your advisor. If you do make any changes (this includes adding a minor or changing your major) to your Program of Study form, you will need to fill out the following
Program Change Form: http://www.uwyo.edu/registrar/_files/docs/program-change-form-new.pdf

4. Preliminary Examination

- a) Please be aware that UW has strict guidelines pertaining to preliminary (or comprehensive) exams. Please read very carefully the guidelines pertaining to “Examinations” in this digital document: http://www.uwyo.edu/registrar/university_catalog/grad_students.html
- b) The Report on Preliminary Examination for Admission to Candidacy form can only be submitted AFTER the Committee Form and Program of Study have been filed with the Office of Registrar.
- c) Report on Preliminary Examination for Admission to Candidacy: http://www.uwyo.edu/registrar/_files/docs/report-of-on-preliminary-exam-new.pdf

5. Anticipated Graduation Date Form

- a) Work closely with your advisor to determine the semester you will *likely* graduate. The semester you intend to graduate, please follow the directions in this link: http://www.uwyo.edu/registrar/_files/declaring-graduation-date-online-through-wyorecords.pdf
- a) If you are earning a dual degree, or if you are seeking a certificate, a SEPARATE Anticipated Graduation Date form needs to be submitted for each degree that applies.

6. Report of Final Examination

- a) Work closely with your advisor to determine when you will defend your dissertation. (You should defend your dissertation well before the end of the semester you intend to graduate.)
- b) Complete a Report of Final Examination (Master’s and Ph.D) after you have successfully defended your dissertation and made all revisions required by your committee: http://www.uwyo.edu/registrar/_files/docs/report-of-final-exam-masters-and-phd-new.pdf
- c) Submit a survey of earned doctorates: <https://sed-ncses.org/login.aspx>
- d) Submit your very final draft of your dissertation into ProQuest: <https://www.etdadmin.com/main/home?siteId=98>

ADDITIONAL IMPORTANT INFORMATION/FORMS:

Common Mistakes that Students Make:

1. Not reading the instruction on the form
2. Forgetting to sign their own forms
2. Putting inaccurate major and concentration information in forms
3. Putting dissertation hours in Section 3 of the Program of Study form
4. Not carefully checking and double-checking total number of credit hours on forms—especially the Program of Study form

1. **Continuous Enrollment:** You will need to be enrolled in courses every fall and spring semester while you are working on your graduate degree. If you decide not to take any classes during a fall or spring semester, you will need to enroll in a continuous registration (5940) credit PRIOR to the last day to add a course for that semester.
2. **Degree Works:** Please check your “degree works” often. This site will provide important information you will need to know to complete your degree.
3. **Please make sure that your advisor is listed in *Degree Works*.** To access your Degree Evaluation, log on to WyoRecords and find the tab for Registration. A link for Degree Evaluation will be listed under the Registration option. This link will direct you to the audit of your requirements within *Degree Works*.
4. **To access any other forms you may need to fill out, please visit the following link:**
http://www.uwyo.edu/registrar/students/graduate_student_forms.html
5. **College of Education forms you may need during your doctoral program:**
 - a) Courses and Minors of the College of Education: <http://www.uwyo.edu/clad/edresearch/index.html>
 - b) Independent Study Forms and Information: <http://www.uwyo.edu/ste/curriculum-instruction/independent-study-courses/>