

University of Wyoming



Transfer Handbook  
for  
Undergraduate Degree  
Programs

Revised: Spring 2015

# Welcome to the University of Wyoming's College of Education!

I am thrilled that you are interested in transferring to the College of Education at the University of Wyoming. As Associate Dean, I offer you a warm welcome to our teacher education programs and I trust that you will find our programs engaging, rigorous, and challenging. I am proud of our students, our staff, and our faculty, and I know that all of these people offer help when you need it to manage the sometimes-difficult process of transferring from one institution to another.

This Transfer Handbook outlines what you can expect as you transition to the College of Education at UW, and it will address questions that are common for transfer students. You will find helpful information, such as,

- How to have your current program evaluated;
- What to do when you visit our beautiful campus;
- What you will need to do as you begin the UW teacher education program.

This Transfer Handbook will be useful for you, whether you are transferring from a Wyoming Community College or from an out-of-state college.

The Office of Teacher Education boasts a highly trained staff who are committed to helping you navigate your transition into our program and through to successful completion. You will also find that our faculty is knowledgeable, experienced, and willing to help you succeed in your academic pursuits. Feel free to contact staff in the Office of Teacher Education (307.766.2230 or [edquest@uwyo.edu](mailto:edquest@uwyo.edu)) if you have questions or need more information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Leslie Rush', with a large, stylized loop at the end.

Leslie S. Rush, Ph.D.  
Associate Dean, Undergraduate Programs

## A Word about Accessibility

Most teacher education faculty offices are located in McWhinnie Hall, which does not have an elevator. If you cannot take the stairs to the second or third floors for a scheduled appointment with your advisor or other faculty member, please come to the Office of Teacher Education in room 100 (on the ground floor). The OTE staff will contact that faculty member and he/she can meet with you in McWhinnie Hall, room 100. Faculty offices in the Education Building, as well as in Wyoming Hall are accessible via elevator.

## Table of Contents

### **Before Coming to UW**

Gathering Information and Reaching a Decision. . . . .	5
Course Articulation from Wyoming Community Colleges. . . . .	6
Application & Admission to the University of Wyoming and College of Education. . . . .	7
Initial Orientation, Advising & Registration . . . . .	8

### **After You Arrive**

Advising in the College of Education . . . . .	9
Scholarship Information . . . . .	10
Strategies for Achieving Success in the College of Education . . . . .	11
What You Might Expect at the UW Campus . . . . .	12

### **Additional Information**

Which USP?. . . . .	13
Frequently Asked Questions . . . . .	14
For Wyoming Community College Transfer Students . . . . .	14
For Out-of-State Transfer Students . . . . .	17
Contact Information . . . . .	21

## Before Coming to UW

Even before you begin coursework at UW, you have some homework to do! In this section, we provide guidance on what to do well before starting your UW program, including what information to collect, how to apply for admission, and options for orientation, advising, and registration.

## Gathering Information and Reaching a Decision

It is important that you begin to **look at your educational options** early in your college career, preferably August or September in the year before you will transfer.

Talk with the faculty and staff of your current institution regarding the transfer process. Consult the University of Wyoming's Admissions Office, Registrar's Office and the Office of Teacher Education to find answers to specific questions regarding program information, degree information and the transfer process.

Program sheets outlining requirements for all of the teacher certification degree programs can be found at: <http://www.uwyo.edu/ted/majors-and-program-sheets/index.html>

You can request a **transfer evaluation** from the Office of Teacher Education. We will examine the transcripts you provide to assist you in understanding what requirements you have completed and what remains for your chosen program for the university's requirements as well as the college's requirements. The evaluations are unofficial. There is a fee of \$40 for a transcript evaluation. If you are a graduate of a Wyoming Community College and are transferring directly to UW as an Education major *within three years of receiving your Associate's degree*, and you have not attended another college or university in the interim, your fee will be waived. More information on the transcript evaluation process can be found at: <http://www.uwyo.edu/ted/transcript-eval/>

The Registrar's Office has activated a new website, called TreQs, where you can do your own transfer evaluations directly into your chosen major. TreQs can be found here: <https://wyotransfer.uwyo.edu/WebTreQer/WebTreQer.html#a=WebTreQer>

Save all of your course syllabi and General Bulletins/Catalogs. As you complete courses at your current college, save the syllabi from your courses. You may need a copy of a syllabus down the road in the transfer process.

Once you have decided to transfer to the College of Education at the University of Wyoming, fully explore the college's website and that of the Office of Teacher Education. Write down questions that come to mind as you gather information.

Visit with the Office of Teacher Education's advising staff either via telephone or through an in-office appointment. Ask questions regarding your coursework and others that you have written down. Write down answers so you can reference them later.

Inquire about college specific and UW applications and pay close attention to specific application deadlines.

# Course Articulation with Wyoming Community Colleges

Agreements have been made between the UW College of Education and Wyoming Community Colleges regarding several courses. See information in this section about courses that meet requirements for EDST 2450 and EDST 2480.

## **EDST 2450: Foundations of Development and Learning (as of Fall 2013)**

<b>Casper College</b> EDFD 2100, Educational Psychology PSYC 2300, Developmental Psychology	<b>Northern WY Community College District</b> EDFD 2100, Educational Psychology PSYC 2300, Developmental Psychology
<b>Central WY College</b> EDFD 2100, Educational Psychology EDFD 2450, Human Lifespan Dev	<b>Northwest College</b> EDFD 2100, Educational Psychology PSYC 1200, Human Development
<b>Eastern WY College</b> EDFD 2100, Educational Psychology PSYC 2450, Life Span Development	<b>Western WY Community College</b> EDFD 2100, Educational Psychology PSYC 2300, Development Psychology
<b>Laramie County Community College</b> EDFD 2100, Educational Psychology EDST 2450, Life Span Development	

## **EDST 2480: Diversity & Politics of Schools**

<b>Casper College</b> EDFD 2020, Foundations of Education EDUC 2100, Public School Practicum	<b>Northern WY Community College District</b> EDFD 2020, Foundations of Education EDUC 2100, Practicum in Teaching
<b>Central WY College</b> EDFD 2020, Foundations of Education EDUC 2100, Public School Practicum	<b>Northwest College</b> EDFD 2020, Foundations of Education EDFD 1000, Intro to Careers in Ed
<b>Eastern WY College</b> EDFD 2020, Foundations of Education EDUC 2100, Practicum in Teaching	<b>Western WY Community College</b> EDFD 2020, Foundations of Education EDUC 2100, Practicum in Teaching I
<b>Laramie County Community College</b> EDFD 2020, Foundations of Education EDFD 1010, Intro to Teaching EDUC 2100, Practicum	

# Application & Admission to the University of Wyoming and the College of Education

**Apply to the University of Wyoming**, declaring a specific education major if you know what area of content you want to teach. The earlier you apply to UW (ideally, no later than three months prior to the semester you intend to transfer), the easier the transfer process! An early applications ensures that you receive notifications of deadlines and upcoming events specifically for transfer students at UW.

To learn more about the **transfer admission process and for the application** go to:

<http://uwadmnweb.uwyo.edu/admissions/info.asp?p=2924>

All transfer students wishing to declare a major in Education must have completed a **minimum of 15 transferable credits**, including the University Studies Program “QA” requirement (as determined by the UW Registrar) to do so. Transfer students must have a **minimum transfer GPA of at least 2.75 and successfully complete an approved background check**.

If you are attempting to transfer into the College of Education but do not meet the grade point average requirements, we suggest that you declare your major in general undeclared (UNDC) so that you will receive more appropriate advising and access to support services through the Center for Advising and Career Services until you meet the minimum GPA requirements. Students who are unable to pass the background check cannot continue in the College of Education.

## Don't Forget!

- Get **multiple** copies of your FINAL official transcript from your current college – make sure your degree appears, if applicable. You need to keep at least one official copy for yourself!
- If you are receiving an Associates of Arts, Associates of Science or and Associates of Business degree from a Wyoming community college, the degree must be posted on the official transcript sent to UW in order to receive full credit for the completion of your Wyoming Core.
- Immunization Requirements - Before you will be able to register for classes, it is required that you provide proof that you have received the measles, mumps, and rubella (MMR) vaccines. A copy of your vaccination record signed by a medical provider may be faxed to the Student Health Service Office at (307) 766-2711, or call (307) 766-2130 with questions. A Student Immunization and Health History Form must also be completed before you can utilize the services at Student Health Service. This form can be found at: [www.uwyo.edu/shser](http://www.uwyo.edu/shser).
- Complete the steps for Financial Aid and notify your current Financial Aid Office that you will be transferring and ask to have your financial aid transferred.  
<http://uwadmnweb.uwyo.edu/SFA/>
- Confirm through WyoWeb that all required materials have been received by the various offices at the University of Wyoming.

## Behind the Scenes

The Registrar's Office will complete an initial screening of the transferability of your courses. If you are entering UW for the first time, a link to your Transfer Credit can be found as one of the To-Do items in the Checklist of your Welcome page in WyoWeb.

As you view your transfer evaluation, remember that **there are three types of transfer credit**:

- Credit for major requirements and college specific courses
- Credit for University Studies Program (USP) courses
- Credit for other courses (“general elective” credit)

Additional information regarding the transfer and evaluation of credits can be found at:

<http://uwadmnweb.uwyo.edu/REGISTRAR/transfer.asp>

## Initial Orientation, Advising & Registration

Both the University of Wyoming and the College of Education offer **orientation and advising sessions designed specifically for transfer students**. We strongly recommend that you attend one of these sessions. You can obtain more information about transfer orientation through the Office of Admissions: <http://www.uwyo.edu/admissions/>

If you're not able to attend a transfer student orientation session, please follow these steps:

First, obtain a copy of your chosen degree program sheet from this page:

<http://www.uwyo.edu/ted/majors-and-program-sheets/index.html>

Next, review the *University Catalog* and the *Class Schedule* carefully. Both can be found at this link:

<http://uwadmnweb.uwyo.edu/REGISTRAR/>

Using the program sheet, your transfer evaluation, the *University Catalog* and the *Class Schedule*, sketch out a preliminary schedule for the upcoming semester. You will review these items through an individually scheduled appointment with an advisor in the Office of Teacher Education. When you are ready, call the Office of Teacher Education (307.766.2230) for this appointment. In order to keep from registering for the wrong classes, please do not register until you have met with an advisor.

Once you have received advising, you will register for courses through the WyoWeb portal. Remember, you should attend the orientation session you have registered for, if applicable. During these sessions there is often a scheduled advising component. Please check with Admissions for the dates of upcoming orientation sessions.



## After You Arrive

Now that you are admitted and registered for your first semester, you should begin thinking ahead to the remainder of your career at UW. This means meeting with your advisor during advising week or at another mutually agreed upon time and getting advice on meeting program requirements.

## Advising in the College of Education

The College of Education highly values the academic advising process, so an individual advisor will be assigned to you who is knowledgeable in the requirements of your chosen program of study. The assignment of your advisor will be made prior to the next scheduled advising week. Check your Student Resources tab on WyoWeb to see your assigned advisor. You can find their contact information through the University's directory available online.

For every semester you register, you must meet with your advisor. Your advisor will give you advice on coursework, petitioning courses, and your program of study. Registration for the actual courses is your responsibility through WyoWeb.

We see advising as a partnership between the student and the advisor.

### Student Roles and Responsibilities

You, the student, need to be prepared to meet with your advisor with specific questions and any documentation on which you may have questions. For advising appointments, you should come with a **draft of a schedule** that coincides with your degree requirements and your educational goals and plans. If you are making a long-term plan, you need to know whether or not you are interested in spending time in an exchange program or if there are other life choices that need to be considered.

You should also **have the right information**. Be familiar with the *University Catalog*, the semester *Class Schedule*, the Wyoming Teacher Education Program Handbook (online), your College of Education and University of Wyoming academic requirements, and navigating WyoWeb. Be aware of GPA requirements and prerequisites for content and professional education courses. Remember that all students must complete a total of 48 hours of upper division credit (3000/4000 level courses) in order to meet UW graduation requirements.

Be sure you **use the right tools**. Become familiar with your degree evaluation as found on WyoWeb, and keep your contact information current on WyoWeb.

### Advisor Roles and Responsibilities

Your advisor will be either a professional advisor in the Office of Teacher Education or a faculty member whose experience is in advising your major. Your advisor will assist you in the following ways:

- **completing necessary paperwork** as applicable;
- **finding additional resources** to answer questions and solve problems;
- providing advice on how to attain your academic and career goals; and



- ensuring you are making adequate progress toward your goals.

Remember that advisors are **advisors not dictators**. The advisor's job is to treat you as a responsible adult and to help you navigate through the university and the degree program. They are a resource and a helping hand, but your advisor will expect you to take responsibility and initiative for your degree program. Do understand, however, that when you choose to register for courses other than those defined in consultation with your advisor that there may be a risk of delaying your program timeline.

## Scholarship Information

Separate applications for College of Education scholarships are not required. Education majors (new and returning) meeting the criteria for scholarships, as set forth by the donor(s), will be reviewed by the College of Education Scholarship Committee. Following the fall semester add/drop deadline, the University of Wyoming's Office of Student Financial Aid (307-766-3790) provides the College of Education Scholarship Committee with reports containing the names of Teacher Education majors (new and returning) who meet the awarding criteria, as set forth by the donor(s), in order for the Committee to match students with scholarships.

Awardees of College of Education Scholarships will be notified in mid-October via their uwyo.edu email accounts. If additional information is required for awarding purposes, the College of Education Scholarship Committee will contact those students who are under consideration for a scholarship. Students awarded College of Education scholarship(s) will be required to write a letter of thanks to the donor(s) before any funds awarded will be released.

*The sole exception* to this process is the **Superior Student in Education Scholarship** (two scholarships, \$1000 each) awarded each fall. Further information and applications for this scholarship can found at:

<http://www.uwyo.edu/ted/scholarships/index.html>

Because many College of Education scholarships include financial need as a criterion, we strongly recommend that you complete the FAFSA (Free Application for Federal Student Aid) form available at:

<http://uwadmnweb.uwyo.edu/sfa/FAFSA/>

For information regarding the *Hathaway Scholarships*, please see:

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

For information regarding the *Wyoming Teacher Shortage Loan Repayment Program*, please see:

<http://www.uwyo.edu/seced/financial-aid-opportunities/loan-repayment-program.html> .

# Strategies for Achieving Success in the College of Education

**Following these suggestions means never having to say, “No one told me.”**

- Seek assistance and accurate information from the Office of Teacher Education in McWhinnie Hall, room 100, if you are hearing conflicting information.
- Become familiar with the first (approximately) 60 pages of the *University Catalog*, which contains information on academic requirements and regulations. Read the first (approximately) 25 pages of the *Class Schedule* each semester to keep updated on any new rules or regulations about tuition and fees, deadlines, course repeat policies, etc. This information can be found online in the “Front Section” portion of the online *University Catalog* at:  
[http://www.uwyo.edu/registrar/university\\_catalog/index.html](http://www.uwyo.edu/registrar/university_catalog/index.html)
- Know the academic calendar, located in the beginning of the *Class Schedule* each semester. Don’t miss important deadlines that can cause negative consequences academically or financially (e.g. Advising Week). This is online at: [http://www.uwyo.edu/registrar/class\\_schedules/index.html](http://www.uwyo.edu/registrar/class_schedules/index.html)
- Know the degree requirements for your major. Use a current program sheet to track the completion of your program requirements. Your advisor is there to offer advice and support but all decisions regarding your academic program are yours.
- Become familiar with the College of Education deadlines and requirements for Phases, scholarships, etc.
- Get to know your academic advisor. Visit more than one time each semester.
- Create a long-term academic plan (from admission to graduation) with your advisor.
- Keep personal copies of your academic information in a file for quick reference. Bring all pertinent information to each advising session.
- Review your graduation requirements through WyoWeb at least once each semester. Check with your advisor about any discrepancies.
- Attend all class sessions and take an active part in classes.
- Get to know the faculty who teach your classes each semester. Make an appointment or visit during scheduled office hours.
- Participate in clubs and organizations within the College of Education, UW, or the community.

# What You Might Expect on the UW Campus

As a transfer student, you may experience some differences between attending a community college and the University of Wyoming. Some examples are listed below, though the list may vary for you depending on your previous experiences.

- More students on campus – from all over the US and the world.
- Larger campus – but ten minutes is usually sufficient time to get to your next class.
- College of Education classrooms that seat a *maximum* of 40 students. (Although introductory-level courses offered by other UW colleges may be larger.)
- Upper-division classes – challenging, but required to prepare you to be a competent and democratic teacher.
- “Culture shock” – Laramie is a small town for some and a big city for others; however, it provides a variety of restaurants, cultural opportunities, recreational opportunities and opportunities to become involved in intramural sports and other organizations to match your interests.
- A wide variety of recreational, cultural, career-related opportunities and student organizations. Information regarding the current Recognized Student Organizations on campus can be found at: <http://www.uwyo.edu/RSO/>.
- Student fees give you access to Student Health Services, Half Acre Gym, Corbett Pool & Gym, all sporting events within the regular NCAA seasons, the UW Libraries, computer labs, ASUW activities (admission fees may apply), *Friday Night Fever* events, etc.
- Longer winters and high altitude (7,200 feet) provide opportunities for downhill skiing in the Snowy Range (45 minutes from campus); cross-country and snowshoeing in the Medicine Bow National Forest (15-20 minutes away). Summer and early fall weather is great for camping, hiking, biking, rock climbing, etc., all within a one-hour drive from Laramie.
- Parking and campus transportation: The Transit & Parking Services Department provides several distinct transportation systems. Students are able to use all shuttle systems as part of their student fees. For more information: <http://uwadmnweb.uwyo.edu/tap/> and <http://uwadmnweb.uwyo.edu/tap/Transservices.asp>

# Additional Information

## Which USP-?

Effective fall semester 2015, all transfer students entering the University of Wyoming as undergraduates will be subject to the most recent changes in the University Studies Program requirements (USP 2015).

Students transferring 30 or more post-high school credits to UW, who were in attendance at UW in the fall 2014 and/or spring semester 2015 and would like to continue under the previous University Studies Program requirements (USP 2003), would need to make a formal request to the UW Office of the Registrar. It is recommended that students in this category consult with their academic advisor to determine whether changing to USP 2003 would be in their best interest. Please note: *The student must accept either the new requirements or the requirements in effect when they entered the university or one of Wyoming's community colleges in their entirety, not a combination from each.*

Students transferring fewer than 30 post-high school credits to UW from a Wyoming Community College may not change their University Studies Program requirements back to USP 2003. In addition, they must also successfully complete a 3-credit, First-Year Seminar (FYS) course as part of their USP 2015 requirements.

Out-of-state transfer students who completed their A.A. or A.S. degree(s) during the period beginning spring 2012 and ending summer 2015 at one of the non-Wyoming institutions, with which the University of Wyoming has a formal general education articulation agreement (see list below), will be subject to the most recent changes in the University Studies Program requirements (USP 2015). In addition, they must also successfully complete both the "COM-3" and the "V" as part of their USP 2015 requirements.

<b>Colorado Colleges</b> Aims Community College Arapahoe Community College Colorado Mountain College Colorado Northwestern Community College Community College of Aurora Community of College of Denver Front Range Community College Lamar Community College Morgan Community College Northeastern Junior College Otero Junior College Pikes Peak Community College (for A.A. or A.S. degrees completed fall 2008 or later) Pueblo Community College Red Rock Community College Trinidad State Junior College	<b>Kansas Colleges</b> Colby Community College  <b>Nebraska Colleges</b> Western Nebraska Community College Mid-Plains Community College
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------

Out-of-state transfer students who did not complete their A.A. or A.S. degree at one of these institutions prior to summer 2015, as well as out-of-state transfer students from other institutions, *regardless of whether or not they completed their A.A. degree(s)*, would be subject to USP 2015.

Students transferring fewer than 30 post-high school credits to UW from an out of state college or must also successfully complete a 3-credit, First-Year Seminar (FYS) course as part of their USP 2015 requirements.

# Frequently Asked Questions (FAQ)

## Transferring to UW College of Education from a Wyoming Community College

### What requirements must I meet before I can declare a major in Elementary Education or in Secondary Education at the University of Wyoming?

All incoming Education students must successfully complete an approved background check, either through the Wyoming Department of Criminal Investigation and the Department of Family Services, or by being issued a Wyoming Substitute Teaching Permit before they will be fully admitted to the Wyoming Teacher Education Program.

Transfer students from Wyoming community colleges wishing to declare a major in Education must have completed a minimum of 15 transferable credits, including the University Studies Program “QA” requirement (as determined by the UW Registrar) to do so. Transfer students must have a minimum Transfer GPA of at least 2.75 and successfully complete an approved background check.

For transfer students not meeting the grade point average requirements, it is suggested that they declare their major in general undeclared (UNDC) so that they will receive more appropriate advising and access to support services through the Center for Advising and Career Services until they meet requirement of a minimum 2.75 UW grade point average (with at least 15 UW credits), and successfully complete an approved background check. Students who are unable to pass the background check cannot continue in the College of Education.

### What are the requirements to enter Phase II/ EDST 3000 (Teacher as Practitioner) of the Wyoming Teacher Education Program (WTEP)?

All students wishing to enter Phase II must meet all prerequisites (listed below) one week prior to the first day of EDST 3000 for the semester in which they are enrolled:

- Valid WY Substitute Teaching Permit – please submit a photocopy (front and back) with application
- Grade C or better in WA (e.g.: ENGL 1010)
- Grade C or better in QA (e.g.: MATH 1000, 1100, 1400, 1405, or 1450)
- 2.75 (minimum) UW Total Institution grade point average
- Grade C or better in EDST 2450, *Foundations of Development and Learning* (or community college equivalent)
- Grade C or better in ITEC 2360, *Teaching with Technology* (or community college equivalent)
- Grade C or better in EDST 2480, *Diversity and the Politics of Schooling* (or community college equivalent)
- Grade C or better in EDEX 2484, *Intro to Special Education* (or community college equivalent)
- Junior standing—60 semester hours completed (on UW Transcript)

**I will transfer to UW from a Wyoming community college with my A.A. or A.S. degree completed ON or AFTER spring 2001. Does this mean that all of my University Studies Program (USP) requirements are now completed?**

Transfer students who completed their A.A. (Associate's of Arts) or A.S. (Associate's of Science) degrees in spring 2001 (or later) are considered to have met the "Wyoming Core" – the majority of the University Studies Program requirements. However, there are several exceptions:

- a) The *WC* (Writing III) requirement in the University Studies Program is not covered by the Wyoming Core. This requirement is met by the successful completion of the appropriate teaching methodology course for the student's degree program.
- b) The *QB* (second Math) requirement. The *QB* (second Math) requirement is not covered by the Wyoming Core. Transfer students from Wyoming community colleges have the option of completing the QB concurrently with their A.A. or A.S. degree or at the University of Wyoming in order to fulfill their University Studies Program requirements.

NOTE: Please be aware that A.A.S. (Associate's of Applied Science) and A.F.A. (Associate's of Fine Arts) degrees do not fulfill the "Wyoming Core" and are evaluated on a course-by-course basis.

**I plan on transferring to UW from a Wyoming community college without completing my A.A. or A.S. degree. How does this affect my completion of University Studies Program (USP) requirements?**

The course work that you completed will be evaluated by the UW Registrar as to which classes meet specific USP requirements for graduation. The Registrar will provide you with a Transfer Evaluation after you have been admitted to the University. You will need to complete all of your USP requirements prior to graduation.

The Registrar's Office has activated a new website, called TreQs, where you can do your own transfer evaluations directly into your chosen major. TreQs can be found here:  
<https://wyotransfer.uwyo.edu/WebTreQer/WebTreQer.html#a=WebTreQer>

**I started at the University of Wyoming as a freshman and then transferred to a Wyoming community college. I now wish to return to UW and complete my Bachelor's degree. How does this affect my grade point average?**

The GPA that you earned at UW initially is the GPA you will continue with when you return to UW. Students who left UW under Academic Probation will return (if re-admitted) to the University of Wyoming under the same status. Students who were academically suspended must petition for, and receive Academic Reinstatement. (Please refer to [http://www.uwyo.edu/registrar/students/forms\\_and\\_petitions.html](http://www.uwyo.edu/registrar/students/forms_and_petitions.html) and see "b" below). However, there are several factors that can affect returning students' UW grade point averages:

- a) Retaking a course that you failed at UW at a Wyoming community college: If the transfer equivalent of the course is passed, the UW Registrar will grant transfer credit for its successful completion but the grade earned will not be reflected in the Quality Points used to determine your UW GPA. This would diminish the negative effect of an initial grade of *F* but it will not

provide the benefit [of a full replacement](#) of an A or B to your UW GPA. The best way to improve one's UW grade point average is to re-take and earn a higher grade in the same course at the University of Wyoming.

- b) Academic Renewal – Returning students who have not taken a course at UW for five or more years, or have not completed a Bachelor's degree in that time have the option of commencing a new cumulative GPA under the Academic Renewal policy. More information can be found at: [http://www.uwyo.edu/registrar/students/forms\\_and\\_petitions.html](http://www.uwyo.edu/registrar/students/forms_and_petitions.html)

**Since I transferred to UW with a grade point average from another college or university, how is my grade point average determined?**

Your progress in the Wyoming Teacher Education Program is based in part upon your UW Total Institution grade point average (minimum 2.50 for Phase I; 2.75 for Phases II and III) and the content grade point average (minimum 2.50) in your subject area. If you do not yet have a UW grade point average, you will be permitted to enroll at UW in Education courses with a GPA of "0.00" -- for your first semester only!

After the first semester, your progress will be evaluated upon your UW Total Institution grade point average. Your content area GPA is calculated by using your grades from approved transfer courses **and** course grades earned at UW according to the "content courses" required on the back side of each program sheet. Any grades lower than "C" cannot be used to fulfill either your content area or your Professional Education requirements. In addition, education courses completed more than 10 years ago will not be accepted for Professional Education requirements.

**Where are WTEP students typically placed for student teaching?**

Currently we have formal Partner School District agreements with schools in these Wyoming communities: Sheridan (Elementary only), Rock Springs (Elementary only), Riverton (Elementary only), Green River (Elementary only), Ethete (Elementary only), Gillette, Cheyenne, and Laramie (Elementary and Secondary), and Casper (Secondary only, unless enrolled as an Elementary Ed major in the UW Casper program). The majority of our students complete their 16-week Residency (student teaching) in one of these sites. A small percentage of students will complete Residency in a Wyoming school outside the Partner School Districts when there are not enough placements available in a Partner School District.

**I want to complete my degree at UW and be certified to teach in a state other than Wyoming. How do I do this?**

The Wyoming Teacher Education Program has been continuously accredited by the National Council for the Accreditation of Teacher Education (NCATE) since 1954. Our teacher education programs are also approved by the Wyoming Professional Teaching Standards Board for PTSB certification or endorsement in Wyoming. National accreditation and state approval, in combination with successful completion of your degree in Education from UW, facilitates teacher certification in other states.

Each state is unique. You should contact the teacher licensing board to find out if there are additional requirements, beyond the completion of the Wyoming Teacher Education Program, in order to become certified outside of Wyoming.



In some cases, it is advantageous to certify in Wyoming first and take that certificate (license) to the state where you would like to teach. In other cases, it is advantageous to seek initial certification (licensure) directly from the state where you would like to teach.

**Will I be “Highly Qualified” when I graduate from the WTSP degree program that I choose as a major?**

Because we have Wyoming Professional Teaching Standards Board (PTSB) approval of our programs, graduates are guaranteed “Highly Qualified” status in their area of preparation in Wyoming. Those completing programs in Elementary Education and in Secondary Social Studies Education majors (including concurrent majors in History, Geography, or Political Science) must successfully pass the PRAXIS II in their content area in order to meet Wyoming’s certification requirements. This is a certification requirement for these content areas, not a requirement for graduation from the College of Education. Further information is available from the Office of Teacher Education located in McWhinnie Hall, room 100.

Each state sets its own definition of Highly Qualified and we are confident that our WTSP majors meet **most** states’ criteria, but as noted above, you should contact the relevant state department of education to learn about Highly Qualified requirements in another state.

**Transferring to the UW College of Education from an Out-of-State Institution**

**What requirements must I meet before I can declare a major in Elementary Education or in Secondary Education at the University of Wyoming?**

All incoming Education students must successfully complete an approved background check, either through the Wyoming Department of Criminal Investigation and the Department of Family Services, or by being issued a Wyoming Substitute Teaching Permit before they will be fully admitted to the Wyoming Teacher Education Program.

Transfer students from out-of-state colleges and universities wishing to declare a major in Education must have completed a minimum of 15 transferable credits, including the University Studies Program “QA” requirement (as determined by the UW Registrar) to do so. Transfer students must have a minimum Transfer GPA of at least 2.75 and successfully complete an approved background check.

For transfer students not meeting the grade point average requirements, it is suggested that they declare their major in general undeclared (UNDC) so that they will receive more appropriate advising and access to support services through the Center for Advising and Career Services until they meet requirement of a minimum 2.75 UW grade point average (with at least 15 UW credits), and successfully complete an approved background check. Students who are unable to pass the background check cannot continue in the College of Education.

**I am a Junior and an Education major at an out-of-state university and plan to transfer to the University of Wyoming to complete my degree. Can I do this in two years?**

All course work completed at out-of-state institutions of higher education by students transferring to University of Wyoming is evaluated by the Office of Registrar. Courses are: (1) not accepted, (2)

accepted as general transfer credit, or (3) accepted as the equivalent of a specific University of Wyoming course. Transfer courses falling into categories 2 or 3 above may be petitioned to the relevant department in the College of Education to substitute for Professional Education or Education content requirements. Be prepared to provide course syllabi for petitioning classes that may substitute for Wyoming Teacher Education Program (WTPEP) requirements.

Because of state and national accreditation approvals, teaching methods course work, student teaching, or “teacher cadet” program activities are not accepted toward the fulfillment of Wyoming Teacher Education Program requirements.

**I plan on transferring to UW from an out-of-state college or university. How does this affect my completion of University Studies Program (USP) requirements?**

The course work that you completed will be evaluated by the UW Registrar as to which classes meet specific USP requirements for graduation. Students always have the option to petition a course which they believe meets the criteria for a USP requirement which was not given that credit by the Registrar. Incoming students with an active WyoWeb account will be able to access their transfer evaluation report online. All USP requirements must be completed prior to graduation.

Effective fall 2012, UW entered into formal general education articulation agreements with a number of non-Wyoming institutions (see list below). Transfer students from those eligible two-year colleges and who completed their A.A. or A.S. in spring 2012 (or later) will have met UW’s lower-division USP requirements, *with the exception of* completion of the second quantitative reasoning (QB) course and a one credit Wyoming government course. If a qualifying QB course was completed, as determined by the UW Registrar, then that requirement is met. All transfers will still need to complete the upper-division USP writing requirement (WC).

<p><b>Colorado Colleges</b></p> <ul style="list-style-type: none"> <li>Aims Community College</li> <li>Arapahoe Community College</li> <li>Colorado Mountain College</li> <li>Colorado Northwestern Community College</li> <li>Community College of Aurora</li> <li>Community of College of Denver</li> <li>Front Range Community College</li> <li>Lamar Community College</li> <li>Morgan Community College</li> <li>Northeastern Junior College</li> <li>Otero Junior College</li> <li>Pikes Peak Community College (for A.A. or A.S. degrees completed fall 2008 or later)</li> <li>Pueblo Community College</li> <li>Red Rock Community College</li> <li>Trinidad State Junior College</li> </ul>	<p><b>Kansas Colleges</b></p> <ul style="list-style-type: none"> <li>Colby Community College</li> </ul> <p><b>Nebraska Colleges</b></p> <ul style="list-style-type: none"> <li>Western Nebraska Community College</li> <li>Mid-Plains Community College</li> </ul>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Since I transferred to UW with a grade point average from another college or university, how is my grade point average determined?**

Your progress in the Wyoming Teacher Education Program is based in part upon your UW Total Institution grade point average (minimum 2.50 for Phase I; 2.75 for Phases II and III) and the

content grade point average (minimum 2.50) in your subject area. If you do not yet have a UW grade point average, you will be permitted to enroll at UW in Education courses with a GPA of “0.00” -- for your first semester only!

After the first semester, your progress will be evaluated upon your UW Total Institution grade point average. Your content area GPA is calculated by using your grades from approved transfer courses **and** course grades earned at UW according to the “content courses” required on the back side of each program sheet. Any grades lower than “C” cannot be used to fulfill either your content area or your Professional Education requirements. In addition, education courses completed more than 10 years ago will not be accepted for Professional Education requirements.

### **What are upper-division credits and how many do I need to graduate?**

Upper-division credits are earned by successfully completing Junior and Senior level courses numbered 3000-3999 and 4000-4999. In order to graduate from the University of Wyoming, all students must complete **a minimum of 48 upper-division credits**.

**Students from 2-year colleges** do not – in most cases – bring any upper division credits to UW as transfer credits. **Students from 4-year colleges and universities** may – in some cases – have some upper-division transfer credits. The University of Wyoming Registrar determines whether upper-division courses from 4-year colleges and universities transfer to UW as upper-division credit.

**UW Elementary Education majors** who take the course sequence as defined in the program sheet have up to 45 upper-division credits already included in their Professional Education and content area requirements and must take a minimum of 3 additional upper-division credits to meet the total of 48 for graduation.

**UW Secondary Education majors** who take the course sequence as defined in the program sheet have up to 30 upper-division credits already included in their Professional Education requirements and must take the remainder of their upper-division credits in their specific content area to meet the total of 48 for graduation.

### **Where are WTEP students typically placed for student teaching?**

Currently we have formal Partner School District agreements with schools in these Wyoming communities: Sheridan (Elementary only), Rock Springs (Elementary only), Riverton (Elementary only), Green River (Elementary only), Ethete (Elementary only), Gillette, Cheyenne, and Laramie (Elementary and Secondary), and Casper (Secondary only unless enrolled as an Elementary Ed major in the UWCC program). The majority of our students complete their 16-week Residency (student teaching) in one of these sites. A small percentage of students will complete Residency in a Wyoming school outside the Partner School Districts when there are not enough placements available in a Partner School District.

### **I’m a transfer student from out of state. I want to student teach in my home state to make it easier for me to find a job after I graduate. Can I do this?**

In order to be considered for an out-of state Residency (student teaching) placement, candidates must have a minimum 3.0 UW Total Institution grade point average and be able to document serious extenuating circumstances. Financial considerations (e.g., residing with friends or family for

the purpose of defraying living expenses) or student teaching in another state in order to facilitate finding employment in that state do not constitute extenuating circumstances. Those applying for out-of-state placement must meet with the Associate Dean, Undergraduate Programs to go over the requirements.

**I want to complete my degree at UW and be certified to teach in a state other than Wyoming. How do I do this?**

The Wyoming Teacher Education Program has been continuously accredited by the National Council for the Accreditation of Teacher Education (NCATE) since 1954. Our teacher education programs are also approved by the Wyoming Professional Teaching Standards Board for PTSB certification or endorsement in Wyoming. National accreditation and state approval, in combination with successful completion of your degree in Education from UW, facilitates teacher certification in other states.

Each state is unique. You should contact the teacher licensing board to find out if there are additional requirements, beyond the completion of the Wyoming Teacher Education Program, in order to become certified outside of Wyoming. In some cases, it is advantageous to certify in Wyoming first and take that certificate (license) to the state where you would like to teach. In other cases, it is advantageous to seek initial certification (licensure) directly from the state where you would like to teach.

**Will I be “Highly Qualified” when I graduate from the WTTP degree program that I choose as a major?**

Because we have Wyoming Professional Teaching Standards Board (PTSB) approval of our programs, graduates are guaranteed “Highly Qualified” status in their area of preparation in Wyoming. Those completing programs in Elementary Education and in Secondary Social Studies Education majors (including concurrent majors in History, Geography, or Political Science) must successfully pass the PRAXIS II in their content area in order to meet Wyoming’s certification requirements. This is a certification requirement for these content areas, not a requirement for graduation from the College of Education. Further information is available from the Office of Teacher Education located in McWhinnie Hall, room 100.

Each state sets its own definition of Highly Qualified and we are confident that our WTTP majors meet most states’ criteria, but as noted in Question #8, you should contact the relevant state department of education to learn about Highly Qualified requirements in another state.

## Contact Information

The University of Wyoming - <http://www.uwyo.edu/>

UW Admissions - <http://uwadmnweb.uwyo.edu/ADMISSIONS/>

Knight Hall, room 146

Dept. 3435

Phone: 307-766-5160

Fax: 307-766-4042

UW Student Financial Aid - <http://uwadmnweb.uwyo.edu/SFA/>

Knight Hall, room 174

Dept. 3335

Phone: 307-766-3790

Fax: 307-766-3800

UW Student Health Services - <http://uwadmnweb.uwyo.edu/ShSer/>

Student Health Bldg.

Dept. 3068

Phone: 307-766-2130

Fax: 307-766-2711

UW Office of the Registrar - <http://uwadmnweb.uwyo.edu/REGISTRAR/>

FERPA Information - <http://www.uwyo.edu/registrar/ferpa/index.html>

Knight Hall, room 167

Dept. 3964

Phone: 307-766-5272

Fax: 307-766-3960

UW Residential Life & Dining - <http://uwadmnweb.uwyo.edu/RESLIFE-DINING/>

Washakie Center, Lower Level

Dept. 3394

Phone: 307-766-3175

Fax: 307-766-3613

UW Office of Student Educational Opportunity - <http://www.uwyo.edu/seo/>

Knight Hall, room 330

Dept. 3808

Phone: 307-766-6189

Fax: 307-766-4010

UW WyoOne ID Office - <http://uwadmnweb.uwyo.edu/idoffice/>

Knight Hall Basement, room 28

Phone: 307-766-5267

UW Campus Store - <http://www.uwyobookstore.com/>

Wyoming Union

Phone: 307-766-3264

The Office of Teacher Education  
College of Education  
McWhinnie Hall, Room 100  
Phone: 307-766-2230  
Fax: 307-766-2018  
<http://www.uwyo.edu/ted/>

Mailing: Dept. 3374, 1000 E. University Ave.  
Laramie, WY 82071

#### A Word About Accessibility

Most teacher education faculty offices are located in McWhinnie Hall, which does not have an elevator. If you cannot take the stairs to the second or third floors for a scheduled appointment with your advisor or other faculty member, please come to the Office of Teacher Education in room 100 (on the ground floor). The OTE staff will contact that faculty member and he/she can meet with you in McWhinnie Hall, room 100. Faculty offices in the Education Building, as well as in Wyoming Hall are accessible via elevator.