

Disclaimer

The purpose of this guide is to provide a single source of information and guidance useful for graduate students in the Department of Geology and Geophysics as they pursue their M.S. and Ph.D. degrees. The information herein is distilled from extant resources either online at various University web sites, in written documents or through word of mouth gleaned from previous students relating their experiences navigating the University system. Unfortunately, rules change, as does our understanding of them. Although we try to keep this document current, it may be out of date or, in places, poorly vetted. Please follow through by double checking through official University web sites, most of which are cited throughout this document. When you can't find a clear answer online, please contact the department academic coordinator, the department graduate coordinator or various resources on campus, typically the registrar's office in Knight Hall. As such this document should be considered advisory and not the final word regarding current University, College and Departmental policies. **Ultimately it is up to you to communicate regularly with your advisor and the department graduate coordinator to stay informed of the latest rules and regulations regarding expectations and deadlines throughout your degrees.**



College of Engineering
and Physical Sciences
Geology and Geophysics

Graduate Student Handbook 2024

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2 Mission and Goals

2.1 Mission

The Department of Geology & Geophysics has approximately 25 faculty positions, including academic professionals and research associates, all of whom can serve on graduate committees. There are approximately 50 students actively pursuing graduate degrees in a roughly equal split between M.S. and Ph.D. The graduate program is considered the backbone of the department in terms of research productivity, the bread-and-butter of our academic reputation. As a result, we expend an enormous amount of time and money in supporting the graduate program. There are several state-of-the-art analytical facilities within the department and University to which students have access given adequate training. In addition, we house the University's Geology and Map Library in the department, which proves to be a convenient, and important research tool.

The ultimate goal of our MS and Ph.D. programs in Geology and Geophysics is to produce students who have the capacity to develop, perform and lead research at the cutting edge of the geological sciences as professionals in industry, government and academia. We also expect graduate students to have well developed skills in scientific communication and be able to converse effectively both to peers and to the general public.

We recognize that: (1) graduate students merit a quality education that is nationally competitive and (2) employment and further graduate opportunities are strongly project-driven and require numeracy, computer literacy and skills in oral and written communication in addition to a current and relevant knowledge of their discipline.

Finally, we strive to provide the mentoring, training and resources to enable graduate students to successfully complete their degree requirements in a timely manner. Our goal to enable M.S. students to finish in 2 years and Ph.D. students in an additional 3 to 4 years.

2.2 Goals for MS Program

- Students in the program will receive a quality graduate education, including specialized technical training in a core discipline that is current, relevant, practical, and personal.
- MS students who graduate with appropriate grades will be able to compete successfully for admission to PhD programs at graduate schools worldwide and/or be well prepared for entry-level positions as Earth science professionals.

2.3 Objectives for MS Program

- Use cutting-edge knowledge of, and technical skills in a chosen core discipline as part of an academic and/or professional career in the Earth Sciences.
- Apply scientific and technical knowledge to specific tasks and problems.
- Cultivate the specific scientific and technical skills that will allow them to effectively serve their employers and to enhance their own career development.

- Develop increased capacity in the skills of independent learning and research, creative and critical thinking, problem definition, and problem solving.
- Develop enhanced numerical skills and computer literacy as part of a graduate program designed to deliver a current and relevant knowledge of their discipline.
- Communicate effectively and professionally through oral, written, and graphical means and to participate effectively in their workplace and in individual and team-related activities.
- Have the broad general education and an integrated knowledge needed to appreciate the role of Earth Sciences in the societal context and appreciate the importance of ethics in the practice of the profession.

2.4 Goals for PhD Program

- PhD students who reach the appropriate academic standard will be able to compete successfully for careers in academia.
- PhD students who graduate with appropriate grades will be well prepared for positions as professionals within their, and other related, disciplines.

2.5 Objectives for PhD Program

- Use cutting-edge knowledge of, and technical skills in a chosen core discipline as part of an academic and/or professional career in the Earth Sciences.
- Apply scientific and technical knowledge to specific tasks and problems.
- Cultivate the specific scientific and technical skills that will allow them to effectively serve their employers and to enhance their own career development.
- Develop increased capacity in the skills of independent learning and research, creative and critical thinking, problem definition, and problem solving.
- Develop enhanced numerical skills and computer literacy as part of a graduate program designed to deliver a current and relevant knowledge of their discipline.
- Communicate effectively and professionally through oral, written, and graphical means and to participate effectively in their workplace and in individual and team-related activities.
- Have the broad general education and an integrated knowledge needed to appreciate the role of Earth Sciences in the societal context and appreciate the importance of ethics in the practice of the profession.

3 Applying to the Graduate Program

3.1 How to apply

All applicants must submit a completed application packet no later than January 15. The packet should include all of the following:

- Applicants must submit the UW graduate application (<http://www.uwyo.edu/admissions/graduate/application.html>). Application fees are currently waived. Once submitted, the application and fee payment remain valid for three years. Within the online application you will be asked to submit a CV, Research Statement, Unofficial transcripts, and Unofficial English Proficiency Scores (TOEFL or IELTS). Both the Unofficial transcript, GRE scores, and English Proficiency scores must be scanned copies of official scores.
- One set of official transcripts must be sent directly to the UW Admissions Office from each previous collegiate institution.
- Domestic applicants must have completed at least a bachelor's degree from a regionally accredited institution. International transcripts will be evaluated for accreditation and U.S. degree equivalency. International applicants must have completed at least a degree equivalent to a U.S. bachelors.
- The Graduate Record Examination (GRE) is not considered during the application process and may not be included in the application materials.
- 3 Letters of reference are required to be submitted directly by the recommender through the online application.

Not required but highly recommended components to an application:

- All applicants are encouraged to have at least a 3.0 cumulative GPA (scale of 4.0) to be competitive for funding.
- All applicants are encouraged to contact the faculty member they would like to work with.
- Graduate applicants should email or call the academic coordinator for questions concerning application status.
- All applicants should have completed undergraduate coursework including mathematics through calculus, one year of chemistry, basic training in geology, and for most areas, one semester of calculus-based physics.
- Applicants to the geophysics graduate program should have an undergraduate degree in geophysics, geology, mathematics, physics, or engineering.
- Applicants to the Ph.D. program, without a M.S. degree, must have attained an exceptional undergraduate record.

3.2 Program Specific Graduate Assistantships

All applicants to the geology and geophysics graduate program are considered for assistantships. Applicants are NOT required to complete the graduate assistant application form.

3.3 Non-degree Seeking Graduate

The University does accept non-degree seeking graduate students. If such a student would like to take courses in the Geology and Geophysics department to be later used toward a graduate degree program we strongly suggest they find a graduate advisor within the department.

Non-degree Seeking graduates be aware:

- Only 12 credit hours taken with non-degree status may apply toward a graduate degree pending approval by the student's graduate committee. This 12-credit-hour rule may be decreased if prior courses were reserved for graduate credit or transfer hours are going to be used on the program of study.
- Please note that non-degree students are not eligible for student financial aid. Non-degree graduate students deciding to pursue a degree must apply to and be accepted by the Admissions Office.

3.4 Re-enrollment or Re-admission

- Any student not registered at UW during the previous 12 months must be readmitted.
- Enrollment can be maintained by 1 hour if research credit
- A departmental request for readmission must be submitted to the college dean in writing.
- Students are required to be continuously enrolled unless a formal leave of absence has been approved.
- When enrollment is interrupted for one or more years, without an approved leave, students are automatically reclassified as inactive students and must reapply for admission.
- Students are encouraged to review previously submitted programs of study. Coursework older than six years old will need to be petitioned to be included in the students new program of study.
- Students are encouraged to review previously submitted committees.
- Students who do not re-enroll immediately after being readmitted may become inactive again and will need to repeat the process.

4 Degrees and Requirements

4.1 MS Degree

4.1.1 Master of Science in Geology

Plan A (thesis) (26 hours of coursework and 4 hours of thesis)

The MS degree requires successful completion of a 30 hour program 26 hours (minimum) of which must be course work, and 4 hours (minimum) of research. A MS committee consists of three faculty members (minimum) including one external department member.

Required Courses:

- Fundamental of Research (GEOL 5020) first semester in residence.
- Rocky Mountain Field Trip (GEOL 5060) first semester in residence.
- Two semesters of GEOL 5200. Distinguished Lecture Series must be taken in the first semesters of residence, and any semester following during the students program of study.

4.1.2 Master of Science in Geophysics

Plan A (thesis) (26 hours of coursework and 4 hours of thesis)

The MS degree requires successful completion of a 30 hour program 26 hours (minimum) of which must be course work, and 4 hours (minimum) of research. A MS committee consists of three faculty members (minimum) including one external department member.

Required Courses:

- Fundamental of Research (GEOL 5020) first semester in residence.
- Rocky Mountain Field Trip (GEOL 5060) first semester in residence.
- Two semesters of GEOL 5200. Distinguished Lecture Series must be taken in the first semesters of residence, and any semester following during the students program of study.

4.1.3 Forming of a Graduate Committee

All MS students must select and have a graduate committee approved by the Office of the Registrar no later than the end of the second semester of attendance. The MS committee will consist of no less than 3 members including a chair, and an external department member outside of the Geology and Geophysics department. The student is responsible for including the names and departments for all committee members. The academic coordinator will get the W# numbers, as well as the department head and dean's signatures.

4.1.4 Forming a Program of Study

All MS students must have a program of study approved by the Office of the Registrar no later than the end of the second semester of attendance. This program of study is to include a minimum of 26 hours of coursework and 4 hours of research within a total 30 hour program. All dual-listed courses must be taken at the 5000 level. The maximum number of 4000 level coursework hours is 12. Total transfer hours for master's students are 12. A minimum 3.0 grade

point average or better is required for all coursework. No more than two courses (total of six credit hours) available for graduate credit may be repeated by students at the graduate level. Preliminary and initial advising will identify background deficiencies to develop a list of required deficiency coursework. Courses that appear on your program of study must be passed with a grade of B or higher. The program of study form can be found on the Registrars site (<https://www.uwyo.edu/registrar/>). The student is responsible for typing this form and getting all appropriate committee signatures. The department head will pass the forms on for the dean's signature.

4.1.5 Timeline for Satisfactory Progress in MS Program

MS Course Requirements and Course Timeline

Year	Fall	Spring	Summer
1	GEOL 5020, (DLS) 2–3 classes	<i>Qualifier</i> , 2–3 classes	Research
2	<i>DLS</i> 2–3 classes	Research	Research

4.1.6 Planning for Your Qualifying Exam

All MS students in the Department of Geology and Geophysics will be required to complete a *qualifying exam* by the end of the second term in residence, unless the student petitions the Graduate Coordinator for, and is granted, an extension. Extensions will be granted only in rare cases (e.g., the student missed significant time due to field work; the student's advisor was away on sabbatical; etc.). Failure to complete the exam by the end of the second semester in residence without a written approved extension will result in suspension of the student's financial support, irrespective of the source of funding. MS students who fail the exam will be asked to withdraw from the graduate program.

Requirements:

- Formation of a thesis committee. The committee should consist of three individuals; the student's primary advisor shall be the chair of the committee. The committee may be changed during the course of the graduate program, but the qualifying exam will be conducted by the committee in force at that time.
- Submission of a research outline to the committee, at least two weeks prior to the oral exam. The outline should comprise no more than two single-spaced pages and should describe the potential MS project, the topic to be studied, and its scientific importance. The outline should also list and describe the data that will be collected or analyzed, the analysis techniques that will be used, and way(s) in which the proposed work will address the principal scientific question(s). The research outline should contain an annotated bibliography of at least five papers of relevance to the scientific problem. The bibliography should include a succinct summary (3-4 sentences) of the major findings of each cited paper and its relevance to the proposed project.

- An oral examination, during which the student will be questioned with specific reference to any problems in the research outline and to the student's knowledge of the relevant literature.

4.1.7 Planning for Your Defense

The MS thesis and its defense should be held by the student's graduate committee at least 10 days before the last day of classes. The defense must not be held until after all coursework is completed. Two weeks before the thesis defense the student is to make public the proposed date, time, and place of defense. The student's thesis must be submitted to the student's committee at least two weeks prior to the defense date. A favorable vote of the majority of the student's graduate committee members will be accepted as passing. In the case of failure of the defense the student may re-define once after a reasonable period of time has elapsed.

4.1.8 Planning for Your Graduation

After successful completion of a student defense they must complete the following before the last day of classes within that semester:

- Must be a registered student.
- Anticipated Graduation Date form approved by Office of the Registrar.
- Completed Report for Final Examination form approved by Office of the Registrar.
- Submit electronic copy of your Thesis to ProQuest

Once all of the above are completed your degree will be awarded and sent to the student within 6 to 8 weeks after the last day of the semester.

4.1.9 Exception Process

If an exception is needed for any of these requirements the graduate student must submit a formal letter to the Graduate Coordinator requesting an exception. This letter must include the extenuating circumstances that are preventing the student from meeting the requirements.

4.2 PhD Degree

4.2.1 Doctor of Philosophy in Geology (Total 72 hour program)

The PhD degree requires successful completion of 72 hour program 42 hours (minimum) of which must be course work. Previous course work from a previous graduate program may be considered for the Ph.D. Program with advisor approval. A Ph.D. committee consists of five faculty members (minimum) including one external department member.

Required courses:

- Fundamental of Research (GEOL 5020) first semester in residence.
- Rocky Mountain Field Trip (GEOL 5060) first semester in residence.
- Two semesters of GEOL 5200. Distinguished Lecture Series must be taken in the first semesters of residence, and any semester following during the students program of study.

4.2.2 Doctor of Philosophy in Geophysics (Total 72 hour program)

The PhD degree requires successful completion of 72 hour program 42 hours (minimum) of which must be course work. Previous course work from a previous graduate program may be considered for the Ph.D. Program with advisor approval. A Ph.D. committee consists of five faculty members (minimum) including one external department member.

Required courses:

- Fundamental of Research (GEOL 5020) first semester in residence.
- Rocky Mountain Field Trip (GEOL 5060) first semester in residence.
- Two semesters of GEOL 5200. Distinguished Lecture Series must be taken in the first semesters of residence, and any semester following during the students program of study.

4.2.3 Forming a Graduate Committee

All Ph.D. students must select and have a graduate committee approved by the Office of the Registrar no later than the end of the second semester of attendance. The Ph.D. committee will consist of no less than 5 members including a chair, and an external department member with no less than three members inside of the Geology and Geophysics department.

4.2.4 Forming a Program of Study

All Ph.D. students must form and have a program of study approved by the Office of the Registrar no later than the end of the second semester of attendance. This program of study is to include a minimum of 42 hours of coursework within a total 72 hour program. All dual-listed courses must be taken at the 5000 level. The maximum number of 4000 level coursework hours is 12. Total transfer hours for doctoral students is 48. A minimum 3.0 grade point average or better is required for all coursework. No more than two courses (total of six credit hours) available for graduate credit may be repeated by students at the graduate level. Preliminary and initial advising will identify background deficiencies and develop a list of required deficiency coursework. Courses that appear on your program of study must be passed with a grade of B or higher.

4.2.5 Timeline for Satisfactory Progress in PhD Program

PhD Course Requirements and Course Timeline

Year	Fall	Spring	Summer
1	GEOL 5020, DLS	<i>Qualifier</i> , 2–3 classes	Research
2	2–3 classes, DLS	<i>PhD Preliminary Exam</i> 2–3 classes	Research
3	2–3 classes	2–3 classes	Research
4	Research	<i>Defense</i> , Research	

4.2.6 Planning for Your Qualifying Exam

All Ph.D. students in the Department of Geology and Geophysics will be required to complete a *qualifying exam* by the end of the second term in residence, unless the student petitions the Graduate Admissions Committee for, and is granted, an extension. Extensions will be granted only in rare cases (e.g., the student missed significant time due to field work; the student's advisor was away on sabbatical; etc.). Failure to complete the exam by the end of the second semester in residence without a written approved extension will result in suspension of the student's financial support, irrespective of the source of funding. Ph.D. students who fail the exam will be asked to withdraw from the graduate program or to enroll in the M.S. program.

Requirements:

- Submission of a research outline to the committee, at least three weeks prior to the oral exam. The outline should comprise at most two single-spaced pages (not including the bibliography) and should describe the proposed Ph.D. project, the topic to be studied, data to be collected or analyzed, the analysis techniques that will be used, and the way(s) in which the proposed data analysis will address the principal scientific question(s). The research outline should contain an annotated bibliography of at least five papers of relevance to the scientific problem. The bibliography should include a succinct summary (3-4 sentences) of the major findings of each cited paper and its relevance to the proposed Ph.D. project.
- Written responses to questions provided by the committee. One week after receiving the research outline, the committee will give the student at least three, and up to five, questions to answer in detail. The questions are designed to test the breadth of the student's knowledge of the selected field of research. The student will have up to two weeks to provide, to each committee member, a one-to-two page answer to each question.
- An oral examination, which will take place approximately one week after the written responses are returned. During the exam, the student will be questioned with specific reference to their written responses, research outline, and knowledge of the relevant literature.

4.2.7 Planning Your Preliminary Exam

The preliminary examination is administered following: (a) completion of 30 hours of 4000-level or higher coursework, not including independent study or research credits, (b) the PhD program of study and committee are approved through the Registrar's Office. The exam must be held during the fourth or fifth semester and at least 15 weeks prior to final examination. A favorable vote of the majority of the student's graduate committee members will be accepted as passing. After successful completion of the preliminary exam the doctoral student will be admitted to candidacy and will have four years from the examination date to complete their program. In the case of failure of this exam the student may attempt the examination once more after not less than one or no more than four semesters have passed.

This exam consists of a written dissertation proposal and an oral examination/defense of the proposal administered by the student's dissertation committee. The written proposal, not to exceed 15 pages in length, will outline the student's proposed research study. The proposal must be submitted to the committee 4 weeks in advance of exam. The committee will give the candidate a written exam 2 weeks in advance of oral exam which must be completed and given back to the committee before the oral exam. The oral examination (2 to 4 hours duration) will consist of questions focused on the proposed research.

4.2.8 Planning for Your Defense

The Ph.D. dissertation and its defense should be held by the student's graduate committee at least 10 days before the end of the term of graduation. The defense must not be held until after all coursework is completed. Two weeks before the dissertation defense the student is to make public the proposed date, time, and place of defense. The student's dissertation must be submitted to the student's committee at least three weeks prior to the defense date. A favorable vote of the majority of the student's graduate committee members will be accepted as passing. In the case of failure of the defense the student may re-define once after a reasonable period of time has elapsed. The candidate's committee is responsible for monitoring progress of the research, refereeing the written work, and administering the final examination.

4.2.9 Planning for Your Graduation

After successful completion of a student defense they must complete the following before the last day of classes within that semester:

- Must be a registered student.
- Anticipated Graduation Date form approved by Office of the Registrar
- Completed Report for Final Examination form approved by Office of the Registrar.
- Complete the Survey of Earned Doctorates
- Submit electronic copy of your dissertation to ProQuest

Once all of the above are completed your degree will be awarded and sent to the student within 6 to 8 weeks after the last day of the semester.

4.2.10 Exception Process

If an exception is needed for any of these requirements the graduate student must submit a formal letter to the Graduate Coordinator requesting an exception. This letter must include the extenuating circumstances that are preventing the student from meeting the requirements.

5 Roles and Responsibilities

5.1 Student

5.1.1 Teaching Assistants

Job duties for state-funded TAs

Every graduate student supported on a state-funded TA deserves the opportunity and experience of participating in the cascade of knowledge through academic instruction. This instruction may occur in a host of unique settings. Examples include, but are not limited to, traditional classroom or laboratory settings, assisting in professional clinics, and providing educational support in state facilities such as museums, archaeological sites, etc.

The University of Wyoming has an expectation for all half time teaching assistants to spend an average of 18 hours a week devoted to teaching duties.

All state-funded TA job assignments must include one or more of the following topics:

- Notable contributions to traditional teaching related activities. These may include a mixture of the following:
 - Teaching independent classes
 - Teaching labs or leading discussion sections
 - Mentoring students individually or in groups, including holding office hours
 - Supporting instructional labs, for example the Math Lab or Writing Center
 - Supplementary instruction sessions
 - Administrative support for large classes
 - Preparation of course materials such as tests or study guides
 - Assisting or leading field trips
 - Involvement with assessment
 - Grading

Note: state-supported TAs should spend no more than halftime (9 hours) in support of grading.

- Development of new courses, laboratories, or experiments and demonstrations for inclusion in courses and laboratories
- Support for professional clinics
- Support for educational and outreach facilities; for example museum docents
- Duties may include driving of a University vehicle.

A notable topic missing from the above list of activities is that of research support for individual faculty members. As a general principle, the Office of Academic Affairs will not allocate state-funded GA positions for use as full-time de facto research assistants. Students are expected to be making adequate progress towards their degree and fulfilling their teaching duties

responsibly. An assistantship may be terminated if the student does not perform adequately in either of these areas.

5.1.2 Research Assistants

5.1.3 Scholarships

All students that have been awarded a scholarship will be treated and have the same expectations as a state-funded TA. Please see section entitled " Teaching Assistants" for more details.

5.2 Advisor

The major professor is expected to provide guidance on all aspects of a student's graduate education including:

- Selecting courses
- Completing a compliant Program of Study
- Identifying a thesis or dissertation research topic
- Selecting the Graduate Committee
- Advise through the completion of a successful thesis or dissertation.

5.3 Graduate Program Coordinator

This individual tracks graduate student's progress throughout their program of study. The Graduate Program Coordinator is also the graduate student's first point of contact in the event that an extension is requested for the Qualifying or Preliminary Exams. If the Graduate Program Coordinator has a conflict of interest in a problem, then the graduate student will be referred directly to the Department Head.

The current person in this position is:

Dr. Andy Parsekian
Associate Professor
Phone: 307-223-1197
Email: aparseki@uwyo.edu
Office: GE133B

5.4 Department Ombudsperson

The Ombudsperson can assist in the event that a conflict arises between an advisor and a graduate student. The student should first strive to resolve conflicts directly with the advisor, then with the thesis/dissertation committee, before bringing these matters to the Ombudsperson.

The current person in this position is:

Dr. John Kaszuba

John.Kaszuba@uwyo.edu

5.5 Graduate Committee

The committee functions to guide the student in coursework selection, the degree project construction, and requirements completion of the degree. The committee will serve in an advisory capacity for development of the student's coursework and research programs and must approve the official program of study filed with the Office of the Registrar. The committee will also determine pass or fail on the preliminary examination, approve or disapprove the dissertation or project report, and will conduct the final examination.

5.6 Department Head

The current person in this position is:

Dr. Dario Grana (interim)

dgrana@uwyo.edu

GE124

5.7 Department Staff

5.7.1 Front Office

The individual in this position will be your main point of contact. All reimbursement, keys, copy codes, general questions, non-academic forms, and mail disbursement will be handled by this person. If graduate students are unsure who they should ask a specific question please start with this person.

The current person in this position is:

Claire Buchanan

cbuchan2@uwyo.edu

GE122

5.7.2 Payroll and Accounting Staff

The individual in the payroll position aids graduate students with reimbursements and procurement.

The current person in this position is:

Adalgiza "Giza" Bonifacio

abonifac@uwyo.edu

5.7.3 Department Business Manager

The individual in the payroll position aids graduate students with payment of tuition and fee questions, benefits, and stipends.

The current person in this position is:

Cody Trask

jtrask@uwyo.edu

6 Graduate Student Resources

6.1 Geology Organizations

6.1.1 Geology Club

President: Zach Tennerly

Faculty Advisor: Dr. Joe Biasi

What are we about?

- Geology field trips
- Student and faculty parties
- T-shirt sales
- Highway clean-ups
- Charity walk-a-thons
- Support for the Geological Museum
- Food drives
- Student research

6.1.2 AAPG Student Chapter

6.1.3 SEG Student Chapter

6.2 Resources for Research

6.2.1 Department Resources

- Department Facilities
- Seminars

Seminars within the department can help graduate students the ability to collaborate and/or networking with other faculty within geology and geophysics.

6.2.2 University Resources

- Graduate Student Guide to the Library
Workshops on Grants/Funding, Writing reviews of the literature, copyright and author rights and more. Help with citations, access to Ref Works and new information about being published. Search articles and books within the library.

<https://uwyo.libguides.com/gradstudents>

- Advising Career Exploratory Studies Center
Services include help with resumes and interview prep, assist with finding a job or internship and other career development tools.

<https://www.uwyo.edu/aces/>

- International Student and Scholars Office

Mission: The mission of International Students and Scholars is to educate and inform the international population; the University of Wyoming community; and local, state and federal entities of the regulations governing the enrollment of international students and scholars.

Service include aide with international forms, policies and regulations.

International Students & Scholars

Cheney International Center

Phone: (307) 766-5193

Email: uwglobal@uwyo.edu

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

6.3 Resources for Professional Development

Writing Center: Aid to on and off campus students to help improve writing skills. Walk-ins are welcome but scheduling an appointment is best. Appointments can be made by visiting the center in Coe Library room 302 or calling 766-5250. The writing center hours are Monday thru Friday 11:00 am-5:00 pm. <https://www.uwyo.edu/writing-center/index.html>

6.4 Graduate Life in Laramie

6.4.1 Recreation

Climbing

Ski Resort

Laramie Recreation Center

Outdoor Program

Residence Life & Dining Services

6.4.2 Health Care

Student Health Service

Mission: to provide high quality health care that enables students to perform optimally physically, mentally, and emotionally, and thus achieve their academic goals while minimizing interruptions in their course of studies; and, to provide effective health education that motivate students to develop and maintain healthy lifestyles that enhance their intellectual and personal growth and development.

Service include but not limited to acute illness, ongoing illness, injuries, women's health, mental health, and preventative health. Services for which there is an additional charge include; psychiatric, orthopedic clinics, pharmacy, laboratory, allergy immunotherapy, immunizations, appliances, medical supplies, and medical or surgical procedures.

To be eligible for service graduate students must have full time status or part-time with the Optional Student Fee Package.

For additional information about eligibility, benefits, or services visit <http://www.uwyo.edu/shser/>

Ivinson Memorial Hospital

www.ivinsonhospital.org/

Downtown Clinic

<https://www.downtownclinic.org/>

UW Counseling Center

<https://www.uwyo.edu/ucc/index.html>

6.5 Promoting a safe work environment in the department

6.5.1 Statement of commitment

Our department is committed to a safe work environment that reflects the values that our community shares: kindness and respect.

6.5.2 Department Behavioral Guidelines

The department is committed to making our work environment safe and inclusive for all its members and ensuring that everyone's behavior reflect our core values of kindness and respect in every interaction between individuals and groups, in the offices, classrooms, labs, and field. To this end, we have established a document including behavioral guidelines for learning, teaching, and research experiences that take place off campus and include social and intellectual activities that may be new to some department members, such as common living, camping, resource sharing, group cooking, etc. This document does not substitute any guidelines document that individual faculty members might provide for their field work activities. It also does not replace the university code of conduct nor any university regulations. The goal of this document is to reinforce the values of kindness and respect, that we believe should regulate all interactions in the department as well as when engaging in educational activities off campus. Please refer to the full Behavioral Guidelines document here:

<https://www.uwyo.edu/geolgeophys/files/docs/behavioralguidelines-fieldwork.pdf>

Environmental and physical safety is also an important component of our work environment, especially in the labs where additional safety measures are often necessary and in the field where environmental conditions might be challenging for educational activities. Research Scientist

Janet Dewey is the Safety coordinator for our department and has extensive experience on lab safety. Furthermore, Prof. Ken Sims (Chair of the Radiation Safety Committee) has a great experience on environmental and physical safety, in the lab and in field, and has developed detailed safety guidelines for field research

6.6 Resources for reporting sexual misconduct, discrimination and workplace violence

Department summary of reporting resources

<https://www.uwyo.edu/geolgeophys/files/docs/uw-resources.pdf>

Equal opportunity report and response (EORR)

<https://www.uwyo.edu/reportit/eorr/index.html>

Make a Report

<https://www.uwyo.edu/reportit/make-a-report/index.html>

Standard Administrative Procedure (SAP): Equal opportunity, harassment, and nondiscrimination

<https://www.uwyo.edu/regs-policies/files/docs/policies/eo-harassment-nondiscrim-sap-approved-8-14-20.pdf>

Reporting sexual misconduct, discrimination and workplace violence

<https://www.uwyo.edu/reportit/files/documents/reportingbrochure.pdf>

At UW all employees are considered mandatory reporters except those who have been designated confidential employees (victim advocates, health care providers, mental health counselors, and clergy acting in their professional/confidential role). Mandatory reporters must report all Title IX related concerns to the Title IX Coordinator (Jim Osborne) or their supervisor. The supervisor will promptly notify the Title IX Coordinator of the incident and assist with immediate safety measures and other necessary and appropriate interim measures (e.g., housing, academic) in consultation with the Title IX Coordinator or the Dean of Students. report-it@uwyo.edu

7 FAQ

- CREDIT HOURS/TUITION
 - HOW MANY ARE YOU TAKING? 9 credits is full time and 4.5 credits is part time. 12 is the maximum for block tuition. Consult with your advisor as to how many credits you need to be in during any given semester.
 - WHAT TO DO IF YOU ARE ADDING OR DROPPING? This is done through WyoWeb. If you encounter any error while registering please contact Claire.
 - ARE THEY ADEQUATE FOR YOUR PROGRAM? Please consult with your advisor.
- FEES
 - WHAT IS OR ISN'T COVERED? The department pays for fees.
- OPTIONAL FEE PACKAGE
 - WHAT IS IT? This is a petition that can be used by eligible graduate students to register for under 4.5 credit hours and retain full time status.
 - AM I ELIGIBLE? If you are at the end of your Master's program or if you have completed your prelim exam during your Doctoral program, and are under 4.5 credit hours then you are eligible to fill it out to maintain full time status.
- STIPEND OR SCHOLARSHIP
 - WHO DO YOU SEE? Cody
 - PAY SCHEDULES? Cody
 - SUMMER STIPENDS? Please see your advisor.
- HUMAN RESOURCE ISSUES
 - WHO DO SEE ABOUT AN ADDRESS CHANGE? Please change your address on both WYOWEB and through Self-Service under the workplace banner.
- WHAT DO I NEED TO DO TO DRIVE A UNIVERSITY VEHICLE?
 - Complete the MVR: <https://mvr.uwyo.edu/>
- WHAT DO I DO IF I HAVE A CONFLICT ARISES?
 - If a conflict arises please visit with the following in this order:

Advisor
Committee
Department Ombudsperson
Department Head
Dean of the College of Engineering and Physical Science

Graduate Counsel

- **WHAT IS THE PROCESS FOR SUBMITTING FORMS?**

Note: As of Spring 2024 forms are rolling out as online-only and those that can be submitted through the webform supersede the PDF submission process outline below. Please check the following link to determine if the PDF or webform is current:

https://www.uwyo.edu/registrar/graduate-students/Graduate_Student_Forms.html

- **Forms must be submitted sequentially** and not all at the same time. So, first the committee should be formed, then the program of study should be defined, and then the PhD preliminary form should be submitted. You should not move to the next step if the previous step had not been approved.
- In particular, **before taking the preliminary exam, you should make sure that the committee assignment is approved**, and shown as submitted in the degree evaluation in WyoWeb. If you submit a form of a preliminary exam without an approved committee assignment, the form will not be accepted as that exam should have never taken place.
- For each form the submission process is the following:
 - I. The student must fill the form and sign it**
 - II. The student collects all the digital signatures of the committee members** (digital signatures are more than welcome, they don't have to be certified).
 - III. The student submits the form electronically to the Department Head**
 - IV. The Department Head submits the form to the Dean's office (do not include the Dean's name on the form because graduate students forms are signed by the Associate Dean, leave the space blank and the Associate Dean will add their name and signatures).
 - V. The Dean's office will send the form to the next office for the final approval.
 - VI. The Registrar will update the Degree Evaluation in Wyoweb (this step is taking a bit longer than usual at the moment).

Only the first three steps are responsibility of the students, so please try to follow the rules.
- Our college is now the **College of Engineering and Physical Sciences (CEPS)**. Do not write A&S on the form.