

Graduate Studies Progress Worksheet (MS Geology/MS Geophysics)

Note: all forms must be submitted electronically.

Deadline #1 – Qualifying Exam

- When must this be completed? After you have formed your committee and no later than the end of your second semester in residence (i.e., the Spring semester following matriculation)
- What needs to be done by the time this exam is complete?
 - Complete and submit the Graduate Committee Assignment form to the department head for routing to the registrar: https://uwyo-erx.my.salesforce-sites.com/UWStudentForms/apex/ERx_Forms_PageMaker?pagelId=GraduateCommitteeAssignmentForm
 - Complete and submit your program of study form to the department head (for routing to the registrar): <https://www.uwyo.edu/registrar/files/docs/program-of-study-master-new.pdf>
 - Submit a written Research Outline & Literature Review to your committee.
 - Conduct and Oral Qualifying Exam with the members of your committee.
 - Submit the Qualifying Exam Form to the department head and Graduate Program Coordinator
<https://www.uwyo.edu/geolgeophys/files/docs/downloads/Report%20of%20MS%20Qualifying%20Examination.pdf>
- What happens if I cannot complete the Qualifying Exam on time? In rare cases, students may request a 1 semester extension by petitioning the Graduate Admissions Committee: <https://forms.gle/aukGudDMviA8tqQMA> (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 an approved extension will result in suspension of the student's stipend, irrespective of the source of funding. Lack of data, delayed field/lab work, etc really are not reasons to delay the quals For master's students, delaying to the third semester is generally not ok if you want to finish in 2 years.

Deadline #2 – Thesis Defense

- When must this be completed? After completing the required course credits and research hours and upon submission of your written thesis to your committee. Usually after 4 or 5 semesters in residence.
- What needs to be done by the time this exam is complete?
 - Submit the anticipated graduate date form: <https://www.uwyo.edu/uwgrad/files/docs/anticipatedgrad.doc>
 - Submit the Report of Final Examination to the Department Head for routing to the registrar. https://www.uwyo.edu/registrar/graduate_students/report-of-final-exam-mastersphd-new_11.2022.pdf

Graduate Studies Progress Worksheet (PhD Geology/PhD Geophysics)

Note: all forms must be submitted electronically.

Deadline #1 – Qualifying Exam

- When must this be completed? After you have formed your committee and no later than the end of your second semester in residence (i.e., the Spring semester following matriculation)
- What needs to be done by the time this exam is complete?
 - Complete and submit the Graduate Committee Assignment form to the department head for routing to the registrar: https://uwyo-erx.my.salesforce-sites.com/UWStudentForms/apex/ERx_Forms_PageMaker?pageId=GraduateCommitteeAssignmentForm
 - Complete and submit your program of study form to the department head (for routing to the registrar): https://www.uwyo.edu/registrar/_files/docs/program-of-study-doctoral-new.pdf
 - Submit a written Research Outline & Literature Review to your 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 student will have up to two weeks to provide, to each committee member, a one-to-two page answer to each question.
 - One week after returning responses to questions to the committee members, you will complete the Oral Qualifying Exam with the members of your committee.
 - Submit the Qualifying Exam Form to the department head and Graduate Program Coordinator
https://www.uwyo.edu/geolgeophys/_files/docs/downloads/Report%20of%20PhD%20Qualifying%20Examination.pdf
- What happens if I cannot complete the Qualifying Exam on time? In rare cases, students may request a 1 semester extension by petitioning the Graduate Admissions Committee: <https://forms.gle/aukGudDMviA8tqQMA> (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 an approved extension will result in suspension of the student's stipend, irrespective of the source of funding. Lack of data, delayed field/lab work, etc really are not reasons to delay the quals For master's students, delaying to the third semester is generally not ok if you want to finish in 2 years.

Deadline #2 – Preliminary Exam (i.e., “proposal exam”)

- When must this be completed? After at least 30 credit hours of graduate coursework has been completed and after the program of study form is on file at the Registrar's office but no later than the end of the 5th semester in residence. It must be taken more than 15 weeks from the planned final defense date.
- What needs to be done by the time this exam is complete?

- Submit a written thesis proposal to the committee.
- Two weeks after submitting the written proposal, conduct an oral defense of the dissertation proposal.
- Submit the Report on Preliminary Examination form to the department head for routing to the registrar:
<https://www.uwyo.edu/geolgeophys/files/docs/downloads/reportpreliminary-phd.doc>

Deadline #3 – Dissertation Defense

- When must this be completed? After completing the required course credits and research hours and upon submission of your written thesis to your committee. Usually after 8 semesters in residence.
- What needs to be done by the time this exam is complete?
 - Submit the anticipated graduate date form:
<https://www.uwyo.edu/uwgrad/files/docs/anticipatedgrad.doc>
 - Submit the Report of Final Examination to the Department Head for routing to the registrar. https://www.uwyo.edu/registrar/graduate_students/report-of-final-exam-mastersphd-new_11.2022.pdf

Important Clarifying Information

Committee Member Definitions:

- Outside Committee Member: You **must** have an Outside Member. This is a member of the university faculty that is not in your home department/program. i.e., they cannot be on the G&G faculty (cannot be tenure-stream, rolling/extended term contract, or adjunct). The purpose of this committee member is to serve as an impartial judge to ensure fairness of the process and evaluation of exams. If the person is rolling contract or extended term, they can serve in any role *except* as the Outside Member.
- External Committee Member: It is **optional** to have an External Member. This is a person who is not on the university faculty (i.e., not tenure-stream or rolling/extended term contract) and may include annual contract personnel or university staff as well as appropriately qualified members of other universities, institutes, and institutions. UW academic personnel cannot serve as External Members, but UW staff can since they are not in academic positions. If you have an External Member, you must submit a copy of their CV and a completed External Member Acknowledgement form along with your Committee Assignment form:
https://www.uwyo.edu/registrar/graduate_students/external-member-acknowledgement-form_with-form-fields.pdf
- Additional Committee Member: You are required to have a minimum of 3 (MS) or 5 (PhD) committee members, however you may have more from the University faculty. Any in excess of these minimums count as Additional Members.

How many classes/credits do you need to take?

- MS: 26 hrs course credit + 4 hrs research
- PhD: 42 hrs coursework + 30 hrs research credit
 - Up to 24 hrs of course credit can come from a previous degree
 - If you have a full-coursework MS and can apply all 24 credits, that leaves only 18 hrs of *coursework* (~6 courses)

When should I use “continuing registration?”

As a PhD student, after the Preliminary Exam, if you do not need to take any more classes to reach 72 total credit hours (42 hrs coursework + 30 hrs research) and you are not hired as a GA or TA (i.e., if you are not paid a stipend by UW at all), then you should only register for 1 credit per semester of “GEOL5920 continuing registration” under your advisor’s name to avoid being billed for a full load of credits. The continuous registration (5940) can be used if a student has fulfilled all the requirements and **only** needs to be enrolled in the semester they intend to graduate. However, if a student is hired as a graduate assistant (either TA or graduate research assistant) they can’t be enrolled in a continuous registration course. They will need to be enrolled in a credited course even if it’s their last semester.

6-year petition

- If your MS is going to take longer than 6 years, you need to petition that:
https://www.uwyo.edu/registrar/graduate_students/six-year-rule-petition-new_11.2022.pdf

8-year petition

- All coursework has to be completed within 8 years of your PhD graduation date – this may impact students who took time off/worked between MS and PhD degree so the MS coursework might be completed a while ago: https://www.uwyo.edu/registrar/graduate_students/eight-year-rule-petition-new_11.2022.pdf