Good morning –

In an effort to centralize the paperwork and forms that require the Department Head’s signature, we have a new process for you. This will be both grad and undergrad forms, change of major/minor, committee forms, programs of study forms, etc...

Please complete your part of the form and bring them to Deborah in Geology Room #102, she will have the Department Head sign and then e-mail you when it is ready for pickup. From there you will be responsible for getting the form to the next area needed for signature, for example, A&S Dean, Graduate Program in Old Main, or the Registrar’s office.

We highly recommend you make a copy of your form before sending it off for the completion of signatures outside of the Department.

Always check to make sure the form you are using is the most current form available, we have had quite a few come back and have to be started over because they were on the old form.

You can find most of the forms you need on the following websites:

<http://www.uwyo.edu/registrar/students/>

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

Tammy

**To clarify:**

Inside member = a tenured or non-tenured faculty from the student’s degree-granting department;

Outside member = a tenured or non-tenured faculty from a UW department other than the student’s degree-granting department;

External member = a faculty from another university or a scientist holding a Ph.D. degree from a national laboratory or state agencies (EORI, WGS, CMI, etc.).

See below link:

<http://www.uwyo.edu/regs-policies/_files/docs/policies/graduate_committee_formation_sap_effective_10-29-18.pdf>