

INSTRUCTIONS – PLEASE READ PRIOR TO COMPLETING THE WORKSHEET

All graduate students, except those in professional master's or "canned" programs, must prepare a Program of Study worksheet, a document which lists all courses taken in pursuit of all degrees. This excludes students in professional master's programs. This worksheet will allow the Office of the Registrar to create a degree audit for the student. The advisor and committee are heavily involved in the development of the program. **It is highly recommended the student work from an unofficial transcript to complete a draft of the worksheet** and then meet with his/her advisor to discuss what courses will be listed. The program of study worksheet must be filed with the Office of the Registrar by end of the second semester of enrollment. **This document must be typed or completed using a word processor and must be submitted to the Office of the Registrar prior to getting signatures.**

Block 1 – Self explanatory.

Block 2 – Please list courses taken as a non-degree seeking graduate student (12 hours allowed) and/or those graduate courses reserved for graduate credit as an undergraduate student (6 hours allowed). Keep in mind the "Rule of Twelve". The "Rule of Twelve" only applies to students prior to being admitted to a master's program. The rule of twelve refers to the total number of reserved undergraduate hours, transfer hours and non-degree seeking hours that a student may list on a program of study. Any combination of these three types of hours that equal twelve may be used. For example, a student may list nine transfer hours and three non-degree seeking hours or three transfer hours, three reserved undergraduate hours and six non-degree seeking hours. Use of any hours beyond these rules requires a petition. Second page is at end if needed.

Block 3 – List **all** required UW coursework (EXCLUDING those listed in Block 2 and thesis/dissertation research) taken to complete the program in this block. It is the responsibility of the student and advisor/committee to be sure all department requirements are met. If a course is offered either S/U or letter grade, the student must take the course for a letter grade if the other students take this course for a letter grade unless ALL enrolled students are taking this course S/U or the course is offered S/U only. **Star (*) courses to be used toward an approved graduate minor.** *Doctoral students should list UW master's coursework being applied to the doctoral program here.*

Block 4 – List any specific transfer work taken at institutions other than UW that apply to your program. For certificate, master's programs, 9 credit hours may be transferred. No S/U or P/F graded coursework or research hours may be listed in this section. For the doctoral programs, up to 48 hours (including 4 hours of thesis hours) may be transferred. Official transcripts from each institution indicating the hours and grades for these courses must be on file with the Office of the Registrar. International transcripts will be individually evaluated for transfer credit eligibility.

NOTE: If the institution operated under a "quarter hour" system, quarter hours are converted to semester hours by multiplying the number of quarter hours earned by .667.

Block 5 – Total Program hours: Master's program – minimum of 30 hours [Plan A – 26 hours of coursework and a minimum of 4 thesis research hours (5960)] (some departments require more). Doctoral program – minimum of 72 hours to include at least 42 hours of coursework.

Block 6 –All programs must be signed by the student (Block 1). **If you are declaring a committee as well as providing the program of study, remember you must include each committee member's department and W number. Please check the box above the signatures.** Master's students need to secure the signature of their advisor/committee chair. If a student is pursuing a dual major, the student must also secure the signature of the director/dept. head of the secondary program as well. Doctoral students need to secure the signature of all committee members. ALL programs require the signature of the department head and college dean.

UNIVERSITY OF WYOMING

BS/MS GRADUATE PROGRAM OF STUDY WORKSHEET- PLEASE TYPE OR USE WORD PROCESSOR

- It is the responsibility of the advisor/committee chair to ensure all department/program requirements have been met.
- Print a copy for yourself and your department/program. Submit signed copy to the Office of the Registrar for final processing.

1. Student Information			
Date Submitted		Catalog Sem/Yr	
Last Name:		First Name:	W Number:
Academic Dept./Program:		Degree:	Master's Thesis <input type="checkbox"/> OR Non-Thesis <input type="checkbox"/>
Major:		Concentration:	
Minor:			

2. List the two UG courses for dual credit (6 hour max) and any courses reserved for graduate credit (12 hour maximum for reserved courses)							
Dept & Course No.	Course Title	Sem/Yr	Credits	Dept & Course No.	Course Title	Sem/Yr	Credits
						Total	

3. UW Coursework applicable to degree program							
Dept & Course No.	Course Title	Sem/Yr	Credits	Dept & Course No.	Course Title	Sem/Yr	Credits
						Total number of course work hours	
						List total number of thesis/dissertation research hours	

4. Transfer of Specific Course(s) from Other Institution(s)					
Dept & Course No.	Course Title	Credit	Grade	Sem and Year Taken	Institution
					Total transfer hours

5. Total number of program hours:			
		Total Program Hrs (Total sections 2, 3, 4)	

REQUIRED SIGNATURES:

Remember you must submit to the Office of the Registrar PRIOR to getting signatures.

Student Signature is required on all program of study worksheets.

Graduate Certificate - Advisor or committee chair/dept. head/college dean

Master's program – Advisor or committee chair/dept. head/college dean

Doctoral program – All committee members/dept. head/college dean

****Interdisciplinary programs require the signature of the program director and provost**

Dual majors must have signature from dual major program director

If declaring a minor, must have minor advisor's signature

Student's Signature:	
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CHECK HERE IF YOU ARE DECLARING A COMMITTEE. **The committee member's W numbers and department information must be included. When appointing an external (off campus) committee member, please be sure to include a one page vita including the member's contact information.**

Committee	First Name	Last Name	Signatures
Advisor/Committee chair W# & Dept.			
Committee co-chair W# & Dept.			
Outside Dept. Member-UW faculty W# & Dept.			
Member W# & Dept.			
Member W# & Dept.			
Member W# & Dept.			
External Member - Not UW faculty Please supply 1-2 page vita			
Dual Major Program Director W# & Dept.			
Advisor for Minor if applicable W# & Dept.			
Dept. Head/Interdisciplinary Pgm Dir.			
College Dean/Provost			