



College of Agriculture, Life Sciences  
and Natural Resources  
Plant Sciences

# Graduate Student Handbook

Revised: February 2025

***The University's policy has been, and will continue to be, one of nondiscrimination, offering equal opportunity to all employees and applicants for employment on the basis of their demonstrated ability and competence without regard to such matters as race, sex, gender, color, religion, national origin, disability, age, veteran status, sexual orientation, genetic information, political belief, or other status protected by state and federal statutes or University Regulations.***

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## Introduction

The Department of Plant Sciences offers Master of Science (M.S.) and Doctor of Philosophy (Ph.D.) degrees in Plant Sciences. Much of the research and teaching in our department focuses on development and practical application of the plant sciences in order to meet the food, feed, fiber, and natural resource needs of a growing population. Our goal in graduate education is to provide students with an applied education that emphasizes the functional relationships between the broad array of scientific disciplines required to produce plants in a sustainable manner. We define sustainable agriculture as utilizing production practices that meet the needs of today, while not compromising the ability of future generations to meet their own needs. Development and application of sustainable production practices requires a breadth of knowledge about how these practices influence other aspects of the agroecosystem. A graduate degree in Plant Sciences from the University of Wyoming will equip students with the skills and knowledge necessary to obtain fulfilling positions in academia, industry, or the public sector.

Faculty in the Department of Plant Sciences have diverse expertise in the areas of pest management (weed science & plant pathology), horticulture (plant propagation, turf management, & landscaping), and crop development and production (plant breeding, biofuels, forage science, variety development, water management, and environmental monitoring). Most of our faculty are based on the main Laramie campus, but we have a significant presence at the Research and Extension Centers near Lingle, Powell, and Sheridan. The Plant Sciences faculty prides itself on our approach to graduate education and the individualization of graduate programs. We have high expectations of ourselves as well as our students. We view graduate education as a collaboration between our faculty and our graduate students. We feel this approach is critical to developing students into scientists.

This handbook is intended to assemble pertinent information into one easily accessible document. For more detailed and potentially up-to-date information, please check the Graduate Education page on the University of Wyoming website (<https://www.uwyo.edu/uwgrad/>) and the Graduate Student Regulations and Policies therein. This handbook is not intended to be a replacement, but a supplement to information provided on that page.

In addition, the University offers a variety of resources for students and researchers to maximize success in their fields. Learn more about these campus resources at <https://www.uwyo.edu/uwgrad/prospective/resources.html>.

## **Responsibilities and Expectations**

### ***Graduate Student Responsibilities and Expectations***

Graduate students are considered members of the Department of Plant Sciences, and as such they are expected to contribute to the mission of the department in the areas of teaching, research, and extension. Teaching responsibilities for Graduate Assistants will be assigned by the Department Head in consultation with the Major Advisor and the student. In general, one semester of teaching will be required during each academic year of the graduate program; however, more or less may be required depending on the needs of the Department. Some funded graduate assistants may be required to teach every semester. (See Graduate Assistantships under the Financial Assistance section.)

In addition to teaching, the Department of Plant Sciences is heavily involved in research and extension activities. All graduate students in the department will be conducting research that will form the basis of their thesis or dissertation. Research conducted in our department should be made available to our stakeholders through many communication channels. Therefore, it is expected that graduate students present the results of their research at extension field days or other venues when appropriate. Writing research results for distribution in the form of extension publication is also a common expectation of graduate students in our department. These writing and presentation experiences will help develop skills that will be valuable for the student regardless of their chosen career path.

Ultimately, it is the student's responsibility to understand and complete all requirements for graduation, including submission of forms, thesis or dissertation submission, etc., although the Major Advisor should provide guidance in this area.

### ***Major Advisor Responsibilities and Expectations***

The Major Advisor should be your primary contact with the Department during the admission process. Once accepted, your thesis or dissertation project will be developed in consultation with your Major Advisor, and it will most likely be within your Major Advisor's area of expertise. The Major Advisor will serve as a resource when designing your Program of Study (the coursework that will be required for your degree). The Major Advisor also serves as the Chair for your Graduate Committee, which will ultimately determine whether you have successfully completed all requirements for the graduate degree. Your advisor will be the primary editor of your thesis or dissertation, and will help you in collection, analysis, and presentation of results. Your relationship with your Major Advisor is one of the most important relationships you will build while in graduate school (and beyond), and therefore, your choice of Major Advisor is an important one. Your Major Advisor is responsible for providing support in all aspects of your education.

## ***Graduate Committee Responsibilities and Expectations***

The role of the Graduate Committee is to help design your graduate experience, especially in the areas of research and coursework. The Graduate Committee should provide input to help design a novel and meaningful project. They should help ensure that the expectations of you as a student are reasonable and that the project can be completed within a time frame that is agreed upon by you and the committee. They will also provide input into your coursework, with the goal of designing a Program of Study that is well integrated with your research program, and one that will provide the expertise necessary to meet the demands of your chosen career path. The Graduate Committee will oversee all graduate examinations, including the final examination that is required for degree completion.

We strongly advise that your Graduate Committee be nominated and appointed in the first two semesters. The student should consult with their Major Advisor early in their program to discuss potential committee members. The Committee Assignment form (<https://www.uwyo.edu/registrar/graduate-students/graduate-student-forms.html>) is online, and you will need to enter your committee members and submit it. Once your form is linked to student records (allow 3-4 business days), it will proceed through the automatic workflow for signatures (you will receive email notifications as your form progresses through each signature step). Once approved, the form will then be routed to the degree analyst in the Office of the Registrar for processing. Note: The Registrar will not accept a Program of Study form until the Committee Assignment Form has been approved in Academic Affairs and is recorded with the Registrar. For further information, please see the Student & Faculty Instructions document under the link for the Committee Assignment Form (<https://www.uwyo.edu/registrar/files/docs/graduate-students/caf.pdf>).

The Graduate Committee must have at least three (3) M.S. or five (5) Ph.D. members and should be composed of the Major Advisor (who serves as Chair of the committee), and at least one faculty member that is from a department other than Plant Sciences. For Ph.D. students, at least three of the five committee members should be from within the Department of Plant Sciences. Occasionally, and as appropriate, Graduate Committees may include a qualified scientist with special expertise from outside the University of Wyoming. Such a committee member does not replace having an outside-the-department UW faculty member on a Graduate Committee.

### **Outside Member of Graduate Committee**

From the UW Graduate Student Regulations and Policies: "It is the role of the outside member to assist the student, in consultation with the Chair, to work to resolve any issues that may arise during the student's graduate program. Their role lies in protection of fairness. The outside member also reviews the student and their graduate program to ensure academic rigor. The outside member provides assessment of the graduate student's learning and of the program rigor and fairness."

# **Admission into the Plant Sciences Graduate Program**

## ***General Criteria and Minimum Requirements***

The Department of Plant Sciences is always seeking highly qualified applicants for graduate admission. We place a high level of emphasis on an applicant's ability to communicate effectively (orally, in writing, and digitally), independent problem-solving skills, and the ability to work well as part of a team. In addition to these desired skills, full admission into the Department of Plant Sciences for graduate study requires:

- Undergraduate cumulative *GPA of 3.0*
- For non-native English speakers:
  - *TOEFL score of 540* (76 on the iBT, internet-Based Test) OR
  - *IELTS score of 6.5 OR*
  - *DuoLingo score of 110*

## ***Application and Admission Process***

Any student who is interested in obtaining a graduate degree from the Department of Plant Sciences should begin by contacting a faculty member within our department to discuss research interests and funding opportunities. Please apply at the University of Wyoming Admissions website (<https://www.uwyo.edu/admissions/>). You will be required to submit the following:

- A statement of purpose that describes your professional objectives and scientific interests
- A current Curriculum Vitae
- Current academic transcripts
- TOEFL, IELTS, or DuoLingo scores (if English is not your primary language)
- Three letters of recommendation (to be submitted directly by references through the online application)

Our registration deadline for fall semester admission is February 15, although we will accept applications any time during the year (including for spring semester admission as well). October 15 is the recommended deadline for a spring admission. More information on Graduate Education and the Admissions process can be located at the UW Graduate Education website: <https://www.uwyo.edu/uwgrad/>.

New graduate students are asked to complete an asynchronous online-only orientation session (New Graduate Student Orientation). Graduate students receiving graduate assistantships are required to attend an all-day Graduate Assistant Teaching and Learning Symposium held prior to the start of the fall semester. The Symposium is intended for graduate assistants with first-time teaching responsibilities. Visit the Graduate Education page at <http://www.uwyo.edu/uwgrad/enrolled-students/symposium.html> to learn more about these sessions. *Both orientations are departmental requirements for all students.*

## ***Provisional or Conditional Acceptance***

In some cases, the Department may approve provisional or conditional admission into the graduate program. For example, a promising student whose previous education is in a diverse discipline may be accepted conditionally, provided they successfully complete remedial coursework by a certain date. In cases of provisional or conditional acceptance, the requirements (such as additional coursework, independent projects, etc.) for attaining full acceptance will be described in the acceptance letter. At minimum, conditionally admitted graduate students must maintain a 3.0 GPA through their first semester. Failure to do so will result in revocation of admission.

## ***Change of Graduate Degree Status***

Students accepted into the graduate program may, at some point, desire a change of status from the Master's level to Doctoral level, or perhaps (in rare cases) from the Doctoral to the Master's level. This may occur for several reasons, the most desirable being that the student has successfully completed all requirements for the M.S. degree and wishes to continue study toward a Ph.D. However, a change may be requested whether or not the student plans to complete a Master's degree before continuing for a Ph.D. Another possible scenario might be that the graduate research project has grown beyond M.S. level work to something that warrants a Ph.D., and the student has demonstrated the ability to obtain the Doctorate. Regardless of the reason, the following procedure should be followed if a change in degree status is desired:

1. Submit a ***Program Change*** form to the Department Head's office. This is a multi-purpose form that has spaces where the student indicates a change *within the same program* from M.S. to Ph.D. or Ph.D. to M.S. The form must be signed by the Department Head(s) affected and filed with the Office of the Registrar. The Program Change form is available online at: <https://www.uwyo.edu/registrar/graduate-students/graduate-student-forms.html>.
2. Update all application materials for review by the faculty. This should include an unofficial transcript (available via WyoRecords), a letter of support from the major professor, an updated CV, and an updated letter describing any new goals and plans for the new degree. These updates should be submitted to the Department Head's office by October 15 if the desired change is to take place for the spring semester, and no later than February 15 if the requested change is to take place for the fall semester. The Plant Sciences faculty will review the application materials at a faculty meeting scheduled for review of graduate applicants.
3. After reviewing the updated application materials, the faculty will vote to either allow or deny the change in status, and this vote will be advisory to the Head. After considering the faculty vote, the Head will act on the request and forward it to the Dean's office for action. Under most circumstances, it is anticipated that the Head's action will concur with the faculty vote, consistent with the academic principle of democratic self-governance, for both changes of status and admission of new applicants to the graduate program.

## **Financial Assistance**

### ***Graduate Assistantships***

Teaching assistantships or research assistantships are available as funding allows in the Department of Plant Sciences. Graduate assistantships may be awarded exclusively for teaching or for research, but in most cases a combination of teaching and research will be expected from all students receiving assistantships. With few exceptions, financial support from an assistantship will be limited to two (2) years for the M.S. degree, and three (3) years for the Ph.D. degree. Except in rare circumstances, we require an M.S. degree prior to acceptance into the Ph.D. program. However, if you were accepted to pursue a Ph.D. after first completing only a Bachelor's degree, you may be allowed up to five (5) years of funding. Additional funding may sometimes be provided if degree requirements are not yet met after these time limits; however, additional funding in most cases will be subject to availability of grant funds or other external funding sources. Please discuss these options with your advisor if you think these time limitations will be an issue. All funding is subject to adequate progress toward your degree. Graduate Assistants must maintain a cumulative overall minimum GPA and a cumulative degree program GPA of 3.0. Please see the section on annual progress reviews for more information.

### ***Scholarships and Fellowships***

Several scholarships and fellowships are available to graduate students in the Department of Plant Sciences. Most of these financial awards are above and beyond the graduate assistantship; that is, having a GA does not preclude you from applying for or receiving these awards. Therefore, all Plant Sciences graduate students are encouraged to apply for these awards, regardless of whether they are currently on a graduate assistantship.

#### **For Plant Sciences Graduate Students Only:**

Bohnenblust-Kolp Student Research Experience Scholarship – This scholarship honors two plant geneticists (Ken Bohnenblust and Bernie Kolp) from the Department of Plant Sciences. Students conducting research activities in the areas of crop science, horticulture, plant pathology, and weed science are eligible for this award. *Proposals must be submitted by your faculty advisor.*

George H. Bridgmon Fund in Plant Science – This scholarship is awarded to a student in plant pathology each year in honor of Professor George H. Bridgmon. Students conducting applied research in plant pathology (or agroecology if no plant pathology students apply) are eligible for this award. *Proposals must be submitted by your faculty advisor.*

Edward H. "Ted" and Susan King Lloyd Graduate Research Award – The Lloyd Research Award may be used to fund all aspects of graduate student research, including travel. Funded research should be relevant to agriculture and have plausible business potential. Student financial need may be considered. *Proposals must be submitted by your faculty advisor.*

**For All College of Agriculture, Life Sciences, and Natural Resources Graduate Students:** The scholarship application process for College of Agriculture, Life Sciences, and Natural Resources graduate students will be an online application to [WyoScholarships](#) and will require applicants to upload several documents early in the spring semester (see further details below).

The College of Agriculture, Life Sciences, and Natural Resources has three Brand of Excellence graduate scholarships available for the academic year with **very specific criteria you must meet to be eligible**. If you determine that the research you are doing meets the criteria of any one of these scholarships (*descriptions included below*), you should apply via [WyoScholarships](#).

Before applying to these scholarships, you must complete the General Application. When you log into [WyoScholarships](#), this will be the first thing you see, and it should take just a few minutes to complete (3-4 questions with check boxes). Once complete, you can search for the scholarship(s) by name that you plan to apply to. The application requires: 1) a description of how your research meets the criteria of the scholarship, 2) your anticipated graduation date, 3) the name of your advisor/major professor, and 4) a copy of your CV/resume. **The deadline to apply is March 15.**

#### **Jim and Marian Berger Graduate Scholarship**

Must have an agriculture related undergraduate degree, preferences to WY residents, must be dedicated to natural resources. Primary consideration is the recipient's desire to integrate natural resources into their agricultural practices.

#### **Johnston Family Graduate Scholarship**

Production agriculture, water resources, natural resource management, animal health.

#### **National Western Stock Show Graduate Student Scholarship**

Traditional agriculture focus, US citizen, priority to former National Western Stock Show undergraduate recipients.

Additionally, the fellowship below is offered by the Wyoming Agricultural Experiment Station. Please contact the Director of SAREC for details.

**Robert L. Lang Graduate Fellowship** – This fellowship is offered by the Wyoming Agricultural Experiment Station and is intended to support graduate students working in plant sciences or range resource management. The fellowship provides \$1,200-\$1,500 during the summer, and is to be used to support summer salary, travel, or supplies. Graduate students should be doing the majority of their graduate work at the James C. Hageman Sustainable Agriculture Research and Extension Center (SAREC) to qualify for this fellowship.

Please contact the Scholarships & Data Management Coordinator in the Associate Dean's Academic and Student Programs Office if you have additional questions.

## **Graduate Program in Plant Sciences**

### ***The Program of Study***

Following formation of the committee, each student must submit a Program of Study to the Office of the Registrar for approval. The Program of Study form is available online at <https://www.uwyo.edu/registrar/graduate-students/graduate-student-forms.html>. A minimum of 30 hours are required for the M.S. degree, and a minimum of 72 hours are required for the Ph.D. For the M.S. degree, at least 26 hours must be in formal coursework beyond the bachelor's degree numbered 4000 or above, and a minimum of 4 hours must be thesis research hours (PLNT 5960). For the Ph.D. degree, at least 42 hours must be in formal coursework beyond the bachelor's degree numbered 4000 or above, and a minimum of 12 hours must be dissertation research hours (PLNT 5980). A maximum of 9 credit hours may be transferred from other institutions for the M.S., and up to 48 hours may be transferred for the Ph.D.

The completed Program of Study form should be submitted to the Office of the Registrar. Degree Analysts will transcribe the program into a degree evaluation, which constitutes an agreement between the student, the student's committee, and the university wherein the minimum coursework requirements for that student's degree are listed. The program should be filed no later than the beginning of the student's third semester (or second Summer Session if enrolling only in summers). No master's student will be a candidate for a degree until his/her program is approved by the Department Head and the College Associate Dean of Academic and Student Programs. Changes to the approved program must be petitioned on the Office of the Registrar's Request for Change in Graduate Program form (<https://www.uwyo.edu/registrar/graduate-students/graduate-student-forms.html>).

**ALWAYS MAKE A COPY OF DOCUMENTS FOR YOURSELF.**

### ***Coursework Requirements***

All graduate students in the Department of Plant Sciences are expected to register for Graduate Seminar (PLNT 5820) at least one semester per academic year, and are expected to attend Graduate Seminar meetings during both the fall and spring semesters. Graduate Seminar is held on Fridays from 1:10 to 2:00 p.m. Students enrolled in PLNT 5820 will be expected to present a 20- to 40-minute seminar as a part of the seminar series. The topic for that seminar will most likely be related to the student's research project, but other topics may be appropriate. Students should consult their Major Advisor and the Graduate Seminar instructor to decide on a topic and to help prepare for this seminar. At least two seminars are required for the M.S. degree, and three seminars are required for the Ph.D.

A minimum cumulative 3.0 grade point average (GPA) or better is required for all coursework. Hours for which a C was earned may be balanced by a corresponding number of hours for which an A was earned. No credit will be allowed toward an advanced degree for coursework in which a grade lower than C is earned.

Courses offered for graduate credit are distinguished by number as follows:



- 4000-4999 are primarily for junior and senior undergraduate students, but also may be used as part of the graduate Program of Study
- 5000-5999 are primarily for graduate students

Only courses at the 4000 or 5000 level may be counted for graduate credit. If a course is dual listed at the 4000/5000 level, the course must be taken at the 5000 level to receive graduate credit regardless of whether the course is in the student's primary program area. Only 12 credit hours of 4000-level coursework will be permitted on the graduate Program of Study.

Graduate students may enroll in courses numbered 1000-3999 to remove undergraduate deficiencies, but only those numbered 4000 and above will be computed into the graduate GPA and be allowed for graduate credit. Grades earned in coursework that are not included in the approved Program of Study for each candidate for an advanced degree will not be included in the accumulated GPA to determine eligibility for an advanced degree. These courses are, however, included in the GPA as listed on the academic record if the courses are numbered 4000 or above, and are used in determining probation or suspension. Courses numbered below 4000 are not added into the semester and cumulative totals, nor computed into the GPA.

All courses taken to fulfill the requirements for the degree program must be taken for letter grade (A-F) except those courses given for S/U only. The grade of S in thesis or dissertation research is a judgment that the student is adequately engaged in the required research objective. It in no way implies that the final thesis or the thesis defense will be judged of sufficient quality for the award of the appropriate degree.

A public defense seminar is a required element of the final examination for both M.S. and Ph.D. degrees in Plant Sciences. The public defense seminar can only be given after the thesis or dissertation document has already been provided to the graduate committee in preparation for the defense and Final Examination. Ideal practice is that the defense seminar and final exam committee meeting are held on the same day (with the seminar held before the final exam committee meeting). In circumstances that require separating these activities, the public defense seminar and the final exam committee meeting cannot be separated by more than two weeks. The defense seminar can be given as part of the departmental seminar series, but this is not required. Review the University of Wyoming Graduate Student Policies for "Examinations" (<https://acalogcatalog.uwyo.edu/content.php?catoid=14&navoid=1189#examinations>) for further details related to the requirements and deadlines for the final examination for your degree.

## ***Continuous Enrollment***

Once admitted, all degree-seeking graduate students must maintain continuous enrollment. Unless a formal leave of absence is approved, all students must maintain at least one hour of continuous enrollment, including in the semester or session they expect to receive the degree. Students should maintain enrollment for two of the three academic semesters. Readmission will be required if the student has not enrolled in classes within

the previous 12 months. Readmitted students should contact their department to learn more about their status. The department will contact the Office of the Registrar to initiate reactivation. Students who have been inactive for a long span of time should also investigate the status of their committees, program of study, and time to degree status. International students' enrollment status is monitored by the office of International Students and Scholars, and the office should be contacted for more information. Only students not supported on a Graduate Assistantship are eligible to enroll in Continuous Registration.

### ***Time Allowance and Limitations***

Master's students have six (6) calendar years to complete their degrees from the beginning of the first course taken and listed on the program of study, including any transfer courses. Doctoral candidates have four (4) calendar years after the successful completion of their preliminary examination to complete their degree, and they must complete their degree within eight (8) years of the first course taken and listed on their program of study, including any transfer courses.

### ***Academic Dishonesty***

Academic dishonesty and scholarly misconduct will not be tolerated. Academic dishonesty is an act attempted or performed that misrepresents one's involvement in an academic task in any way or permits another student to misrepresent the latter's involvement in an academic task by assisting in the misrepresentation (UW Regulation 2-114).

If academic dishonesty has been established, the offending student shall receive a failing grade for the course in question. If two such acts have been recorded at different times or in different courses, the student shall be suspended from the university in accordance with UW Regulation 2-114. These actions shall not preclude the imposition of other sanctions by university officers including the loss of benefits from programs, scholarships, and other opportunities normally afforded students.

### ***Performance Standards***

#### **Academic Requirements**

Basic performance standards are described previously under the Coursework Requirements section. A minimum cumulative 3.0 grade point average (GPA) or better is required for all coursework required for an advanced degree. A student who fails to do satisfactory work may, upon the recommendation of the Department Head and with the approval of the College Dean, be placed on suspension for one semester. Students who fail to bring their graduate GPA to 3.0 or greater and remove themselves from probation after one semester will be suspended from the university. A suspended student can petition to be reinstated. The Dean will consult with the Department Head prior to a petition decision. A reinstated student is on probation and may be subject to other performance criteria as determined by the Dean in consultation with the Department Head.

Grades earned in coursework that are not included in the approved Program of Study for each candidate for an advanced degree will not be included in the accumulated GPA to determine eligibility for an advanced degree. These courses are, however, included in the GPA as listed on the academic record if the courses are numbered 4000 or above, and are used in determining probation/suspension. This coursework may also be taken into consideration during the annual progress review.

### **Annual Progress Reviews**

Near the end of each spring semester, all graduate students in the Department of Plant Sciences will be required to fill out the **Annual Graduate Student Evaluation Form**, available from the Department Head's office. This form will require you to document your research accomplishments as well as summarize your teaching responsibilities from the previous year. These forms will be reviewed by Plant Sciences faculty to ensure appropriate progress toward your degree is being made. The evaluation form must be reviewed and signed by your Major Advisor prior to submission to the Department Head's office. It is important that you communicate with your advisor to ensure this evaluation is done in a timely manner. Continued funding and enrollment in the Plant Sciences graduate program will be contingent on making adequate progress toward your degree. All students on a graduate assistantship must be in good academic standing and maintain a cumulative overall minimum GPA and a cumulative degree program GPA of 3.0. If there are any concerns from the faculty about your progress, you will be notified about measures that must be taken to address these concerns.

### ***Termination from the Graduate Program***

In general, there are three circumstances that will lead to termination of the student from the Plant Sciences Graduate Program: (1) The student successfully completes all requirements and obtains the graduate degree; (2) The student voluntarily terminates the program; or (3) The student is involuntarily terminated from the program. Obviously, the desired result for the Department and for the student is that the student completes their degree and moves on to a successful career or further education. However, many circumstances can lead to a student voluntarily leaving the program before the degree is completed, such as a change in goals or perhaps changes in the student's personal situation. In the case of voluntary termination by the student, all that is required is a letter to the Major Advisor, with copies delivered to the Department Head and Graduate Program Coordinator (currently Randa Jabbour).

Involuntary termination of a student from the graduate program is never a desired outcome, but circumstances sometimes require this course of action. Involuntary termination can occur as a result of inadequate progress toward the degree, or failure to meet minimum standards of the graduate program.

### ***Grievance Reporting***

If you as a student have a grievance to discuss, generally begin first with your major advisor, then the department head or grad program coordinator. If you are uncomfortable raising the issue with your advisor for whatever reason, you can begin the discussion with

the department head or grad program coordinator. More information about university-level policies for grad student grievances, petitions and appeals can be found at [https://www.uwyo.edu/uwgrad/files/docs/graduate\\_appeal\\_policy.pdf](https://www.uwyo.edu/uwgrad/files/docs/graduate_appeal_policy.pdf) and lastly in the Petitions and Appeals portion of the Graduate Student Regulations and Policies (<https://acalogcatalog.uwyo.edu/content.php?catoid=14&navoid=1189#guidelines-for-satisfactory-academic-progress>).

### **Other University-wide Resources for Students**

- **Deans:**

- Dean of the School of Graduate Education
- Dean of Students

Reaching out to these offices/individuals directly does not allow anonymity, and both are mandatory reporters.

- **Confidential Employees:**

- University Counseling Center: 307-766-2187, 341 Knight Hall. For after-hours crises, call 766-8989 and ask for the on-call counselor. If you are experiencing an emergency, call 911.
- Student Health Services: 307-766-2130, Student Health/Cheney International Building, email [studenthealth@uwyo.edu](mailto:studenthealth@uwyo.edu)

- **Academic Bullying & Interpersonal Issues:**

- Sr. Vice Provost, Academic Affairs
- Dean, School of Graduate Education

- **Office of the Ombuds:**

- <https://www.uwyo.edu/ombuds/index.html>, [ombuds@uwyo.edu](mailto:ombuds@uwyo.edu), (307) 766-3459

Welcome to the Office of the Ombuds! We aim to provide a safe space for students to facilitate the process of problem-solving. We are committed to unbiased and fair services to the University of Wyoming community.

- Listen to student concerns
- Provide information on university policies and procedures
- Provide information on how to make your concern known to the university
- Assist you in evaluating available options
- Provide feedback to administration when systemic issues/trends occur

#### **Informal:**

The Ombuds Office works informally to achieve fair and equitable solutions to concerns. We are not a reporting office, and do not participate in formal investigations or play any role in a formal resolution process.

#### **Independent:**

The University of Wyoming Ombuds Office is an independent office. This allows students to come forward, be heard, and discuss issues with any department of UW

without fear of retribution. The office reports to the highest possible level of the university. The ombudsperson exercises total discretion regarding their responsibilities. The office is not part of and does not take part in any administrative or formal complaint processes.

**Neutral or Impartial:**

We utilize processes that provide fairness and equity and provide impartial resources for the University of Wyoming community. The Ombudsperson avoids situations that may cause or result in conflicts of interest.

**Confidential:**

Information concerning any inquiries will not be disclosed without explicit permission, with the exception of a compelling reason (i.e., a safety risk). Upon request of a complainant, the office may contact individuals within the institution whose help is necessary to resolve a problem. The Ombudsperson does not testify in formal proceedings. The only exception to this privilege of confidentiality is where there appears to be an imminent risk of serious harm, and where there is no reasonable option other than disclosure.

**The Office of the Ombuds cannot:**

- Replace or circumvent existing channels.
- Advocate for specific concerns.
- Direct any University of Wyoming office to change a decision.
- Make binding or administrative decisions.
- Make decisions for you.
- Make changes in or set aside policy, procedures, rules, or regulations.
- Provide legal advice or represent you in a legal manner.

# **Thesis & Dissertation Guidelines**

## ***Content***

Most theses and dissertations (but not all) will be divided into chapters, with the first chapter being an introduction and literature review, the final chapter consisting of a summary and overall conclusions, and all other chapters reporting the results of original research. Beyond this general guideline, specific details should be discussed with your Major Advisor and Graduate Committee. The content of your thesis or dissertation will be submitted for publication upon completion of your degree. The thesis or dissertation document must be submitted to the ProQuest Electronic Theses and Dissertations (ETD) online resource project (<https://www.proquest.com/>) before the last day of classes.

## ***Formatting***

Thesis and Dissertation formatting guides (including an M.S. Word template) are available under "Dissertation/Thesis Resources" on the UW Graduate Student Forms and Guidelines web page (<https://www.uwyo.edu/registrar/graduate-students/graduate-student-forms.html>). Other than the specifications listed on the graduate student forms site, other details such as literature citation format, table and figure placement, etc. are discipline-specific and should be discussed with your Major Advisor prior to beginning to write the document. The Writing Center on campus is another resource.

The thesis or dissertation document and all appendices must be provided in an electronic format for upload into ProQuest following the format of standards established by the University Libraries, ProQuest Information and Learning. Please see the Thesis & Dissertation Guide ([https://www.uwyo.edu/registrar/files/docs/thesis\\_dissertation\\_guide2020.pdf](https://www.uwyo.edu/registrar/files/docs/thesis_dissertation_guide2020.pdf)), which is also on our Plant Sciences website under Graduate Studies/Student Resources. The Report on Final Examination must be signed and submitted to the Registrar's Office prior to electronic submission.

## ***Using Journal Articles in the Thesis/Dissertation***

To encourage publication of thesis or dissertation results and to avoid requiring degree candidates to recreate thesis or dissertation chapters from peer-reviewed publications, the University of Wyoming permits the use of published papers as the foundation for theses and dissertations subject to the following conditions:

1. The publications must be refereed and must have been accepted for publication in scholarly journals of high quality. The source should be cited in the comprehensive introductory chapter (see point 5 below).
2. The publications must be written by the student. Editorial oversight by the mentor and committee is allowable and desirable; however, the mentor and committee have the responsibility to ensure that the student is the main author.

3. If there is more than one publication, the articles submitted must form a coherent whole, having a well-defined intellectual focus and advancing novel contributions along a clearly identified line of inquiry.
4. For multi-authored articles, the contribution of each author must be clearly stated in the preface or introduction to the thesis or dissertation.
5. A comprehensive, cohesive and coherent introduction and discussion must be incorporated as separate chapters. These chapters should summarize the current state of knowledge and the rationale for the research. They should clarify how each chapter is interconnected and provide a meaningful synthesis and discussion of chapter results as part of a coherent whole.
6. Appendices can be attached to include expanded methodology, unpublished data, tables, etc. Where appropriate, the appendices may be in electronic formats, provided the data are readily accessible to the international scholarly community.
7. An abstract is not sufficient to address these criteria.

## **Facilities & Resources**

### ***Research and Extension Centers***

#### **Laramie Research and Extension Center (LREC)**

The Laramie Research and Extension Center (LREC) was established March of 2011, though the individual buildings have been around much longer, some since 1890. LREC consists of a Beef Unit, Swine Unit, Sheep Unit, UW Research Greenhouse, McGuire Ranch, and Lab Animal facilities. LREC is spread out around Laramie and the surrounding areas.

#### **James C. Hageman Sustainable Agriculture Research and Extension Center (SAREC)**

The Sustainable Agriculture Research and Extension Center (SAREC) is located in southeastern Wyoming along the North Platte River, near Lingle, in Goshen County. SAREC comprises 1,522 acres of dry land cropland, 349 acres of irrigated cropland, and 1,880 acres of rangeland. An additional 19 acres of irrigated cropland and 40 acres of dry land cropland are reserved for organic production. There is a 400-head multi-species research feed lot, a livestock weighing and sampling facility, and a wet chemistry laboratory for processing and analyzing forage samples. SAREC has a four-bedroom congregate residence available for use by faculty and students. Equipment includes a GPS transmission base station, automated weather stations, field sprinkler systems, tractors, sprayers, planters, cultivators, and harvesters for both small plot experiments and field scale operations.

#### **Powell Research and Extension Center (PREC)**

The Powell Research and Extension Center (PREC) is one mile north of Powell on Highway 295 at an elevation of 4,374 feet. The 30-year average annual precipitation is 6.67 inches. May and June are the only two months that exceed one inch of average precipitation. One hundred seventy-five of the 220 acres at the PREC are irrigated cropland. Research focuses include agronomic weed control, irrigation, cropping systems, high tunnel production, variety performance testing, transgenic variety response to herbicide treatments, and alternative crops. PREC participates in numerous regional research and education projects.

#### **Sheridan Research and Extension Center (ShREC)**

The Sheridan Research and Extension Center (ShREC) is in the U.S. Department of Agriculture (USDA) Plant Hardiness Zone 4 with an average growing season of 120 days and average annual precipitation of 15 inches. ShREC now has two active sites within Sheridan County. First the Wyarno station site, originally established in 1915, is located nearly seven miles east of Sheridan near Wyarno. This site consists of approximately 300 acres of dry land with an elevation of approx. 3,800 feet. The second and main office site is located just south of Sheridan. In 2013 the University of Wyoming purchased and renovated the Watt Regional Agriculture Center on the Sheridan College campus. It then



subleased the Adams Ranch located directly south of the new office location. The Adams Ranch consists of approximately 400 acres, to be utilized for research and educational activities. Since most of the Adams Ranch is under irrigation, the scope of ShREC has expanded even further. ShREC is able to provide dry land and irrigated land for studies to facilitate research and education on agriculture, forage management, horticulture, and viticulture (the science, study and production of grapes), along with various other possibilities.

## M.S. Checklist

- ☐ **Committee Assignment** form has been approved by the Department Head, the College Associate Dean of Academic and Student Programs, and the Vice Provost/Dean of Graduate Education, and the form is on file with the Office of the Registrar. This should be done in consultation with your Major Advisor in the first two semesters of your graduate program.
- ☐ **Program of Study** form has been completed and approved by your Graduate Committee, Department Head, and the College Associate Dean of Academic and Student Programs. This form should also be on file with the Office of the Registrar. It is suggested that discussion and approval of the Program of Study be an agenda item at a committee meeting within the first year of your graduate program. The program should be filed no later than the beginning of your third semester (or second Summer Session if enrolling only in summers). You will be officially admitted to candidacy for the master's degree upon successful completion of this form.
- ☐ The **Final Examination** may not be held until after the beginning of the semester in which coursework is completed. The Final Examination date, time, and place must be made public at least two weeks before the examination. This will typically be done by providing the information (along with a research abstract) to the Department Head's office, where it can be distributed. The format of the Final Examination is at the discretion of your Graduate Committee, and typically involves an oral examination, but may also involve a written examination. The thesis document must be submitted to your Graduate Committee at least three weeks prior to the final exam. The Final Examination typically begins with a public presentation of your research, followed by questions from interested faculty and your Graduate Committee. *The Final Examination must be held at least 10 days prior to the end of the semester (last day of finals) in which you wish to graduate.* The **Report of Final Examination** form must be approved by your committee (majority vote), the Department Head, and the College Associate Dean of Academic and Student Programs. The form must then be filed with the Office of the Registrar.
- ☐ An **Anticipated Graduation Date** form must be filed with the Office of the Registrar. This form should be submitted as early as possible in the semester in which you intend to graduate.
  - ☐ **Pay** the associated graduation fee.
- ☐ **Upload thesis** to ProQuest.

**ALL PAPERWORK IS DUE BY THE LAST DAY OF CLASSES IN THE SEMESTER YOU PLAN TO GRADUATE.**

## Ph.D. Checklist

- ☐ **Committee Assignment** form has been approved by the Department Head, the College Associate Dean of Academic and Student Programs, and the Vice Provost/Dean of Graduate Education, and the form is on file with the Office of the Registrar. This should be done in consultation with your Major Advisor in the first two semesters of your graduate program.
- ☐ **Program of Study** form has been completed and approved by your Graduate Committee, Department Head, and the College Associate Dean of Academic and Student Programs. This form should also be on file with the Office of the Registrar. It is suggested that discussion and approval of the Program of Study be an agenda item at a committee meeting within the first year of your graduate program. The program should be filed no later than the beginning of your third semester (or second Summer Session if enrolling only in summers).
- ☐ **Preliminary Examination** should be taken after your Graduate Committee has approved your Program of Study. The Preliminary Exam must be held at least 15 weeks prior to the final examination, and after at least 30 hours of coursework have been completed. The format and conduct of this exam are the responsibility of your Graduate Committee, and thus you should consult with your Major Advisor on the requirements for successful completion. It is common in the Department of Plant Sciences for both a written examination and oral examination to be conducted. A **Report on Preliminary Examination for Admission to Candidacy** form must be completed and submitted to the Office of the Registrar upon completion of the Preliminary Examination, regardless of the outcome (pass or fail). You will be officially admitted to candidacy for the doctoral degree upon successful completion of the Preliminary Examination.
- ☐ The **Final Examination** may not be held until after the beginning of the semester in which coursework is completed. The Final Examination date, time, and place must be made public at least two weeks before the examination. This will typically be done by providing the information (along with a research abstract) to the Department Head's office, where it can be distributed. The format of the Final Examination is at the discretion of your Graduate Committee, and typically involves an oral examination, but may also involve a written examination. The dissertation document must be submitted to your Graduate Committee at least three weeks prior to the final exam. The Final Examination typically begins with a public presentation of your research, followed by questions from interested faculty and your Graduate Committee. *The Final Examination must be held at least 10 days prior to the end of the semester (last day of finals) in which you wish to graduate.* The **Report of Final Examination** form must be approved by your committee (majority vote), the Department Head, and the College Associate Dean of Academic and Student Programs. The form must then be filed with the Office of the Registrar.
- ☐ An **Anticipated Graduation Date** form must be filed with the Office of the Registrar. This form should be submitted as early as possible in the semester in which you intend to graduate.
  - ☐ **Pay** the associated graduation fee.
- ☐ **Upload dissertation** to ProQuest.
- ☐ Complete the **Survey of Earned Doctorates** online survey.

**ALL PAPERWORK IS DUE BY THE LAST DAY OF CLASSES IN THE SEMESTER YOU PLAN TO GRADUATE.**

## **Appendix A - New Graduate Student Packet**

TO: New Plant Sciences Graduate Student

RE: Helpful Information

Welcome to the Department of Plant Sciences at the University of Wyoming!

When you arrive, please come to Room 49 in the basement of the Agriculture Building, where you will receive a packet of information to help you settle in, as well as your office assignment, keys, building access, etc. In addition, you will need to do the following:

- complete your **I-9** on or before your first day of work (see the Employee Hire Checklist and the List of Acceptable Documents page in your packet);
- file a Tax Withholding Form (Federal **W-4**);
- submit a **Direct Deposit** Authorization; and
- get your **WyoOne ID** card (their office is located in the IT Building in Room 167, just east of the open computer lab).

Your student **email** account will be accessible through the email icon on wyoweb.uwyo.edu. As an admitted student, you get access to WyoRecords before you get access to your uwyo email, which is assigned by the university. To begin, on wyoweb.uwyo.edu click on the "Obtain Username and Initial Password" blue link toward the top right. This will allow you to set up your login so that you can enroll in classes. You will need a PERC number to enroll, so please contact your advisor for your specific number. After you enroll, it can take up to two days to activate your uwyo email. All Plant Sciences communications will be sent to your UW email address, so be sure to check it regularly.

Once you are settled in, you will need to contact your advisor regarding necessary **trainings**, particularly the following:

- Pesticide Safety Training – for working at Greenhouse/LREC (contact Ryan Pendleton via email at [pendletrn@uwyo.edu](mailto:pendletrn@uwyo.edu))
- Laboratory Safety Series (OSHA) Training (4 hours total, offered online - <https://uwyo3.catalog.instructure.com/browse/14/21>):
  - New Employee Safety Orientation (1 hour)
  - Laboratory Safety "Chemical Hygiene & GHS / OSHA" (2 hours)
  - Regulated Waste Management (1 hour)
- Motor Vehicle Access: ([Vehicles](#))

If you are an international student, you will also need to check in with Student Health (<http://www.uwyo.edu/shser/international-students.html>). You must go to Student Health with your medical information prior to registration for classes. You will also need to check in with the International Students and Scholars office in Suite 5 of the Cheney International Center, in the basement of Student Health (<http://www.uwyo.edu/iss/>).

If you are flying to Denver and need a ride to Laramie, there is a bus that travels to and from Denver International Airport called Groome Transportation (formerly called Green Ride). Here is the link and the schedule: <https://groometransportation.com/wyoming/>.

Lastly, if you have not already found a place to live, there are many Facebook groups that you can join that may help you find housing off campus. Some of them are listed on the Additional Resources page. Also included are groups where items are sold, as well as the local

newspaper. If you prefer to live on campus, here is the link to our Housing, Dining and Residence Life Services: <http://www.uwyo.edu/reslife-dining/>.

This is a lot of information, so let us know if you have any questions. We are happy to help. Again, welcome to our department – we are glad you are joining us!

## Additional Resources

Sign up for a free Interlibrary Loan account: <https://ill.uwyo.edu/illiad.dll?Action=10&Form=79>

Agriculture Librarian at Coe Library: David Kruger, 766-5623, [tseliot@uwyo.edu](mailto:tseliot@uwyo.edu)

Ellbogen Center for Teaching and Learning (ECTL): <https://www.uwyo.edu/ctl/index.html>

Graduate Teaching Assistant Handbook from ECTL: <http://www.uwyo.edu/ctl/new-gta-handbook3.pdf>

UW Graduate Student Network site: <https://www.facebook.com/gradstudentnetwork/>

UW Student Organizations: <https://uwyo.presence.io/organizations>

Plant Sciences Student Resources (Grad Student Handbook, New Grad Student Packet, and Thesis & Dissertation Guide): <http://www.uwyo.edu/plantsciences/graduate-studies/student-resources.html>

The Writing Center: <https://www.uwyo.edu/writing-center/index.html> (free for consultations and advice – available in person and online)

Link to Transit and Parking Services: <http://www.uwyo.edu/tps/transit/index.html>  
(Using the bus is very helpful when you don't have a car to get around campus and Laramie.) Maps for bus routes, bicycle paths, and campus parking are included in your welcome packet. Transloc tracks the buses in real time so you know when they're coming (<http://uwyo.transloc.com/>). There is also an app for your phone.

Laramie Classifieds	<a href="https://www.facebook.com/groups/243664642417519/">https://www.facebook.com/groups/243664642417519/</a>
Laramie Garage Sale	<a href="https://www.facebook.com/groups/156647257805056/">https://www.facebook.com/groups/156647257805056/</a>
Laramie For Sale	<a href="https://www.facebook.com/groups/249830871800949/">https://www.facebook.com/groups/249830871800949/</a>
Laramie Yard Sale	<a href="https://www.facebook.com/groups/184668714992867/">https://www.facebook.com/groups/184668714992867/</a>
Laramie Buy, Sell, and Trade	<a href="https://www.facebook.com/groups/1618217368408016/">https://www.facebook.com/groups/1618217368408016/</a>
Laramie UpCycle	<a href="https://www.facebook.com/groups/421551414538671/">https://www.facebook.com/groups/421551414538671/</a>

Laramie Rentals	<a href="https://www.facebook.com/groups/149102981955091/">https://www.facebook.com/groups/149102981955091/</a>
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Laramie's Local Newspaper	<a href="http://www.laramieboomerang.com/classifieds/">http://www.laramieboomerang.com/classifieds/</a>
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## Key Contacts for Enrolled Graduate Students

**School of Graduate Education**, 307-766-6478, [GradEd@uwyo.edu](mailto:GradEd@uwyo.edu)

Knight Hall 250

[Michele Peck](#), Executive Business Manager, [mpeck@uwyo.edu](mailto:mpeck@uwyo.edu)

[Jim Ahern](#), Vice Provost/Dean, Graduate Education, [jahern@uwyo.edu](mailto:jahern@uwyo.edu)

- [Forming a graduate committee](#) (Nov. 2018)
- [Graduate Appeals](#)

**Dean of Students**, 307-766-3296

- [Ethics: Code of Conduct](#)
- [Academic Dishonesty \(PDF\)](#)
- [Sexual Misconduct](#)

**Registrar**, 307-766-5272

Knight Hall, [registrar@uwyo.edu](mailto:registrar@uwyo.edu)

- [Graduate regulations and policies](#)
- [University Catalog](#)

**Financial Aid**, 307-766-2116, Knight Hall, [finaid@uwyo.edu](mailto:finaid@uwyo.edu)

### **Campus Resources:**

- [Counseling Services](#), 307-766-2187
- [Disability Support Services](#), 307-766-3073
- [Facilities, IT, Museums](#)
- [Libraries](#), 307-766-3190
- [Native American Education Research and Cultural Center](#), 307-766-6520
- [Pokes Center for Community Resources](#), 307-766-6463
- [Recreation](#), 307-766-5586
- [Registered Student Organizations](#)
- [Student Health](#), 307-766-2130
- [Student Health Insurance](#), 307-766-3025
- [Veterans Services Center](#), 307-766-6908
- [Women's Resources Center](#), [uwma@uwyo.edu](mailto:uwma@uwyo.edu)
- [Wyoming Union](#), 307-766-3160



# Department of Plant Sciences

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## Department of Plant Sciences



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College of Agriculture, Life Sciences  
and Natural Resources  
**Plant Sciences**



## Graduate Students Directory On-Campus

College of Agriculture, Life Sciences  
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Plant Sciences

## Department of Plant Sciences



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## Graduate Students Directory Off-Campus

College of Agriculture, Life Sciences  
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Plant Sciences

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**Charles "Chuck" Grimes**  
Sheridan Res & Ext Center  
cgrimes6@uwyo.edu  
*Advisor: Dr. Harris*



**Grace Vinarao**  
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*Advisor: Dr. Harris*



**Bhawna**  
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*Advisor: Dr. Harris*



**Amy Kousch**  
Out-of-Town  
akousch@uwyo.edu  
*Advisor: Dr. Norton*



**Jonah Ziyaaba**  
Sheridan Res & Ext Center  
jzyaaba@uwyo.edu  
*Advisor: Dr. Kniss*



**Peter Cole**  
Sheridan Res & Ext Center  
pcole1@uwyo.edu  
*Advisor: Dr. Meador*



**Clement Nyam**  
Sheridan Res & Ext Center  
cnyam@uwyo.edu  
*Advisor: Dr. Harris*



**Institutional Marketing**

**Dept. 3226 • 1000 E. University Avenue • Laramie, WY 82071**

**(307) 766-2379 • fax (307) 766-6729 • e-mail: uwmktg@uwyo.edu • www.uwyo.edu**

**MODEL RELEASE**

I, \_\_\_\_\_ (\_\_\_\_\_), or  
*Print full name* *Age \**

their parent/legal guardian do hereby authorize the University of Wyoming, its agents, successors, and assigns, to use and reproduce photograph(s), audio, or video in which I appear in official UW publications or websites, and I waive any right that I may have to inspect and approve said photograph (or any copy that may be used in connection therewith) or to receive compensation for the use of said photograph, audio or video.

\_\_\_\_\_  
*Sign full name*

\_\_\_\_\_  
*Parent or Guardian*

\_\_\_\_\_  
*Street or box number*

\* If under the age of 18, signature of a parent or legal guardian is required to participate.

\_\_\_\_\_  
*City, state, zip code*

\_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*Date*

**Sovereign Immunity.** The University of Wyoming does not waive its sovereign immunity or its governmental immunity and fully retains all immunities and defenses provided by law.

**Status:** freshman \_\_\_\_; sophomore \_\_\_\_; junior \_\_\_\_; senior \_\_\_\_; graduate \_\_\_\_; law \_\_\_\_;  
doctoral \_\_\_\_; faculty \_\_\_\_; staff \_\_\_\_; administration \_\_\_\_; student family \_\_\_\_;  
other \_\_\_\_\_

**Area(s) of Study:** \_\_\_\_\_

**Home Town:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

# Non-Benefited & Student Employee Hire Checklist

## **\_\_ I-9: Due no later than your first working day or your reporting date.**

The Immigration Reform and Control Act of 1986 makes it unlawful for the University of Wyoming to hire any individual who has not complied with the law's verification requirement. All international employees MUST go to International Student Services (ISS), Knight Hall, Room 241, first before completing their I-9. **Complete Section I of the Electronic Form I-9 ON or BEFORE your 1st day worked via our vendor, Sterling Talent Solutions. You will be invited to complete your I-9 as part of your hiring experience or from a Staffing Partner. You may also come directly to HR to complete an I-9. Once Section 1 of the electronic Form I-9 is completed, you have 3 business days to complete Section 2 of the Electronic Form I-9, which is completed by HR at our office - located in Hill Hall room 327.** Please see the [List of Acceptable Documents](#) if necessary. To complete an I-9 form, all employees must submit original documents that establish employment authorization (i.e. passport and I-94). For more information or questions contact the Human Resources Department at (307) 766-2377 or [jobapps@uwyo.edu](mailto:jobapps@uwyo.edu).

### **International Employees:**

#### **\_\_ International Student Services (ISS) Check**

All non U.S. citizens and/or permanent residents must first confirm their immigration status and/or employment eligibility with International Student Services (Knight Hall, Room 241) prior to beginning any employment at the University of Wyoming. These potential employees must bring relevant original travel/employment documents (i.e., valid passport, I-94, I-20/DS-2019, Resident Alien Card (Green Card), or I-797 (Approval Notice) to ISS for review prior to initiating the I-9 process.

#### **\_\_ Visa Applications/Fees**

Non-immigrants that have questions regarding a change to their current visa status are urged to check with International Student Services (Knight Hall, Room 241) prior to making arrangements for any change in employment. Please Note: Visa fees and immigration petition fees are the responsibility of the individual and not the University of Wyoming.

#### **\_\_ Tax Information**

All International Employees must contact the Tax Office, Room 401, Old Main, prior to receiving their first paycheck to determine their status regarding United States taxes. The United States has tax treaties with several countries that reduce tax rates on certain types of income. Tax treaty information is available. Exemption from taxes is not automatic. Make an appointment with Casey Green (307) 766-2821 to review your tax situation and fill out any required paperwork to claim tax treaty benefits you may be entitled to.



## **\_\_ Social Security Number: Complete ASAP**

All UW employees must have a valid U.S. Social Security Number. Applications for a Social Security Number can be obtained from International Student Services (Cheney International Center, Suite 5 |Basement of Student Health). On-line applications are also acceptable, and can be found at <http://www.ssa.gov/>. To get an original number and card, you'll need to complete an *Application for a Social Security Card* (Form SS-5), and show documents that prove your age, identity, U.S. citizenship or lawful alien status.

The process of receiving your permanent number and card can take anywhere from six to eight weeks. In the meantime, you will be assigned a temporary Social Security number by Human Resources, Admissions, or the Campus Express office. It is imperative that you bring your permanent number to Human Resources or Payroll Office as soon as you receive it.

## **Additional Information**

### **\_\_ WyoOne ID Card**

The [WyoOne ID card](#) is your University identification card. It allows you to write checks on campus, use library services, apply for a parking permit, access recreational facilities (purchased separately), and to receive a discount on athletic tickets (restrictions apply). It can also be used as a debit card for on-campus purchases. Spouses and dependent children are eligible for a card. Please contact the WyoOne ID Office in the Information Technology Center (ITC Building) on the Main Floor or (307) 766-5267 with questions. Your first card is free (replacements are not, so don't lose it!).

### **\_\_ Direct Deposit**

Direct Deposit is available for all UW employees. Contact the Payroll Office, Hill Hall, (307) 766-2217. You may also print off the [form](#).

**Get paid.** The first step to getting paid is to complete your payroll documents. Make sure your [I-9](#), [W-4](#) and [Direct Deposit form](#) are all complete on or before your first day of work. As a full-time, benefitted employee, you will be paid once a month and your payday will generally be the last working day of the month. There are occasional exceptions to this, such as the month of December, so please check with your department or with the Payroll Office (766-2217) to verify. You are strongly encouraged to sign up for direct deposit of your paycheck to ensure that you get your money ON payday. If you choose not to sign up for direct deposit, your paycheck must be mailed and may not be received until sometime after the pay date. Paystubs are available electronically through WyoCloud.

### **\_\_ Parking Permits**

Vehicle and motorcycle parking permits are available to employees. Contact Transit and Parking Services @ Hill Hall Room 427, (307) 766-9800 *or* obtain a form for permits online at <http://uwyo.edu/tap>.



## **\_\_ Know Your Rights and Responsibilities**

[The Employee Handbook](#) is an invaluable resource and all employees are encouraged to read it.

## **\_\_ Get your Email Address**

Email is the primary way that UW faculty, staff and students communicate! To get your very own uwyo.edu address, complete the requested fields by visiting the [IT Login Information page](#) and you will be provided with a user name and password.

## **\_\_ Get Trained**

*"[Harassment and Discrimination Prevention](#)"* is a REQUIRED training for ALL employees within 90 days of hire. For more information on this and other opportunities for training and professional development, please visit [Diversity and Employment Practices](#) and/or [Human Resources Training](#) pages.



UW

College of Agriculture, Life Sciences  
and Natural Resources  
**Plant Sciences**

## LISTS OF ACCEPTABLE DOCUMENTS

### All documents must be UNEXPIRED

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
	6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		10. School record or report card	
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

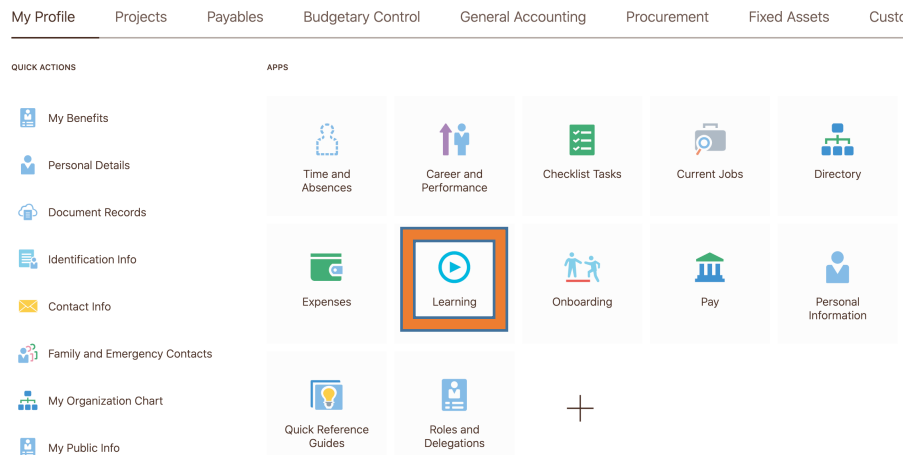
**Examples of many of these documents appear in the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**

## Instructions for Graduate Students Needing Expense Reimbursements

If you incur expenses and want to get reimbursed, please complete the following steps:

- Complete all trainings in “Learning” under your WyoCloud profile



- Reimbursement for expenses will go to the same bank account as your payroll direct deposit account (instructions to set up direct deposit below):  
<https://uwyo.teamdynamix.com/TDClient/1940/Portal/KB/ArticleDet?ID=74202>
- Add our Accountant (Winter Hansen) as your delegate for expense report:  
<https://uwyo.teamdynamix.com/TDClient/1940/Portal/KB/ArticleDet?ID=32770>
- Fill in expense items and attach receipts in your expense report:  
<https://uwyo.teamdynamix.com/TDClient/1940/Portal/KB/ArticleDet?ID=32727>
- Meals:
  - For travel > 24 hours with overnight stay:
    - Use per diem calculator – no meal receipts required
  - For travel < 24 hours with no overnight stay:
    - Meal receipts required
    - If traveling for field work, put “Field Work” in the Description section
- Mileage:
  - Using UW vehicle: Fuel receipts required (write UW license plate # on receipt)
  - Using personal vehicle: No fuel receipts required – reimbursed at standard mileage rate
- Conference Travel:
  - Attach an Agenda – deduct the per diem amount of any meal provided as part of the conference from your calculations

- Ask your supervisor which account number to use
- **Email our Accountant** Winter Hansen, [winterh@uwyo.edu](mailto:winterh@uwyo.edu) to give her the number of the expense report you created above and the account number (such as departmental allocation or a particular grant number) to use when it is ready to submit

**(PLEASE DO NOT SUBMIT YOURSELF)**

- When you receive an email notification that you need to Approve the report, approve it. If it doesn't work from within the email, go back to WyoCloud and approve it from your notifications at the top or from your action items at the bottom of the home page.
- Here are some useful instructions regarding expense reports:  
<https://uwyo.teamdynamix.com/TDClient/1940/Portal/KB/?CategoryID=6894>

## Welcome to Graduate Education at the University of Wyoming!

### Checklist and deadlines for graduate degree completion (last updated: July 2023)

**Financial aid** - (U.S. Citizens and Permanent Residents) complete the online FASFA for eligibility for fiscal support from many sources.

1. **Committee formation** - submit Committee Assignment form in the first two semesters.
  - Ask your mentor about forms required for your degree.
  - In your first semester, begin discussions with your mentor about your thesis/dissertation and graduate committee members.
2. **Program of Study** (identifies coursework for degree) - submit Program of Study no later than the beginning of the third semester (or second Summer Session if enrolling only in summers).
  - Submit Program of Study **after** your committee assignment form is approved and on file with the Office of the Registrar.
3. **Research proposal or project plan** - ideally at first committee meeting in first two semesters.
4. **Complete coursework**
  - Coursework approved by committee on Program of Study.
  - Must maintain at least a 3.0 GPA in all coursework.
  - Master's students must finish in six calendar years after beginning of first course on the Program of Study; Doctoral students must finish in eight calendar years after beginning of first course on the Program of Study.
5. **Preliminary exam** (doctoral students only) - submit form to Registrar's office.
  - Minimum of 15 weeks prior to the final defense examination.
  - Doctoral candidates have four years from the semester of the preliminary exam to complete the degree process.
6. **Completed project or research product** - submit to the committee three weeks prior to the final examination/defense.
7. **Declare graduation** - log into WyoRecords to declare your Graduation Date the semester before you plan to graduate.
  - Pay the associated graduation fee.
8. **Commencement participation** - declare semester of your graduation and fill out the survey located on the commencement website.
9. **Final examination/defense**
  - May not be held until after the beginning of the semester or session in which coursework is completed.
  - Public announcement of time, day, and place of exam (minimum two weeks prior).
  - Oral and/or written examination should be held at least 10 calendar days prior to the end of semester\* of graduation. \*The last day of finals.
10. **Thesis or dissertation revisions** - compliance with UW format completed and approved by committee.
  - **Report of final examination** - submit Report of Final Examination form to Registrar's office.
  - **Embargo of research** (optional, but if needed, should be agreed to prior to the defense). Must have previous authorization of the Office of Research and Economic Development and the School of Graduate Education on file in the Office of the Registrar.
11. **Thesis or dissertation** - upload to ProQuest.
12. **Survey of Earned Doctorates** (National Research Council) - all Ph.D. students must complete the online survey.

**All paperwork is due by the last day of classes in the semester you plan to graduate.**

13. **Pay** any outstanding fees and check with WyoRecords to confirm graduation.





### Important resources and forms:

- <https://acalogcatalog.uwyo.edu/index.php>
- <http://www.uwyo.edu/uwgrad/enrolled-students/index.html>
- <http://www.uwyo.edu/uwgrad/policies/>
- [http://www.uwyo.edu/registrar/graduate\\_students/graduate\\_student\\_deadlines.html](http://www.uwyo.edu/registrar/graduate_students/graduate_student_deadlines.html)
- [http://www.uwyo.edu/registrar/graduate\\_students/Graduate\\_Student\\_Forms.html](http://www.uwyo.edu/registrar/graduate_students/Graduate_Student_Forms.html)

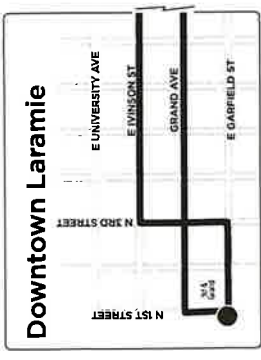
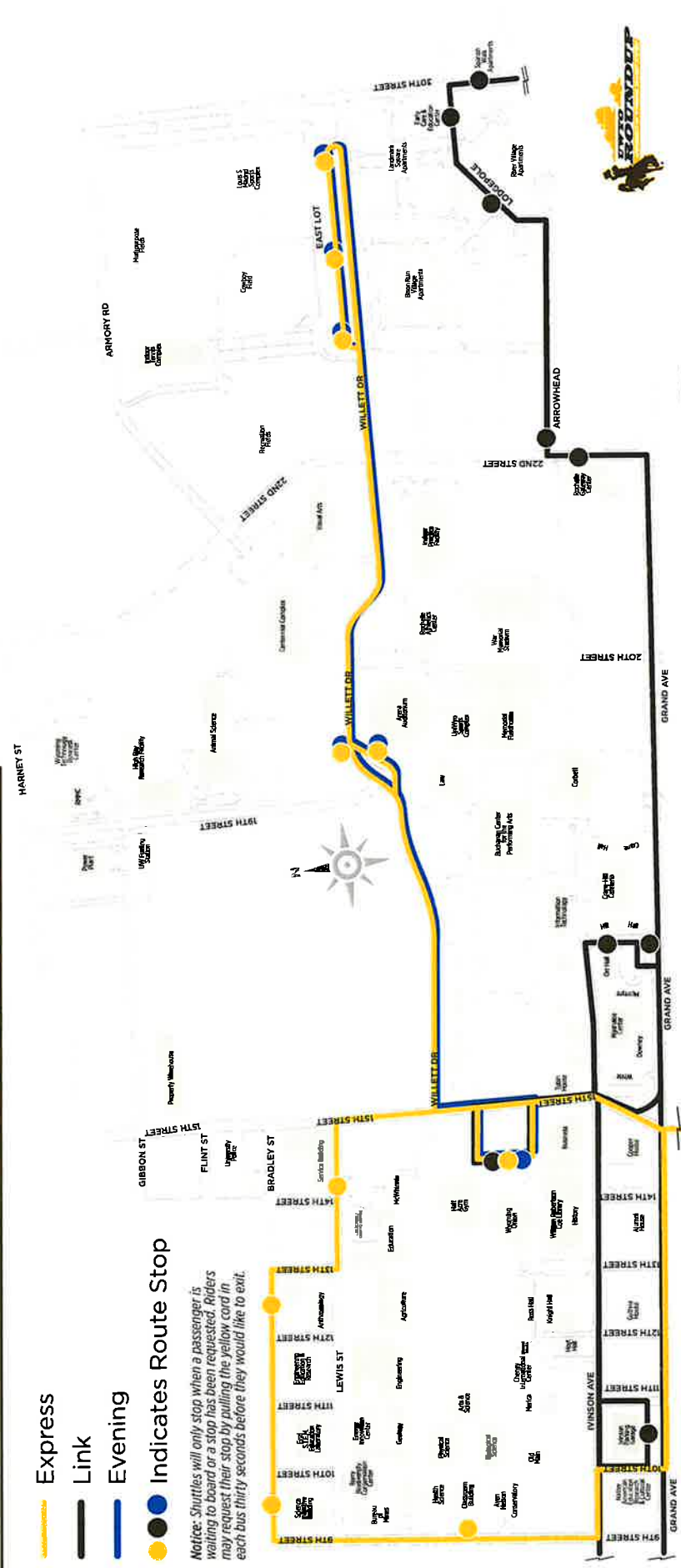




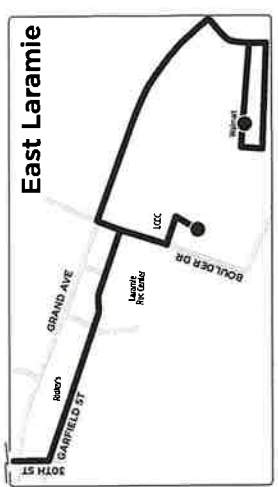
# UW TRANSIT SYSTEM

-  Express
-  Link
-  Evening
-  Indicates Route Stop

Notice: Shuttles will only stop when a passenger is waiting to board or a stop has been requested. Riders may request their stop by pulling the yellow cord in each bus thirty seconds before they would like to exit.




<b>1: EXPRESS</b>	EVERY 10 MINUTES MONDAY - FRIDAY: 6:30 AM - 6:30 PM
<b>2: LINK</b>	EVERY 20 MINUTES MONDAY - FRIDAY: 6:30 AM - 6:30 PM
<b>3: EVENING</b>	EVERY 7 MINUTES MONDAY - FRIDAY: 6:30 PM - 10:30 PM NO SERVICE DURING SUMMER





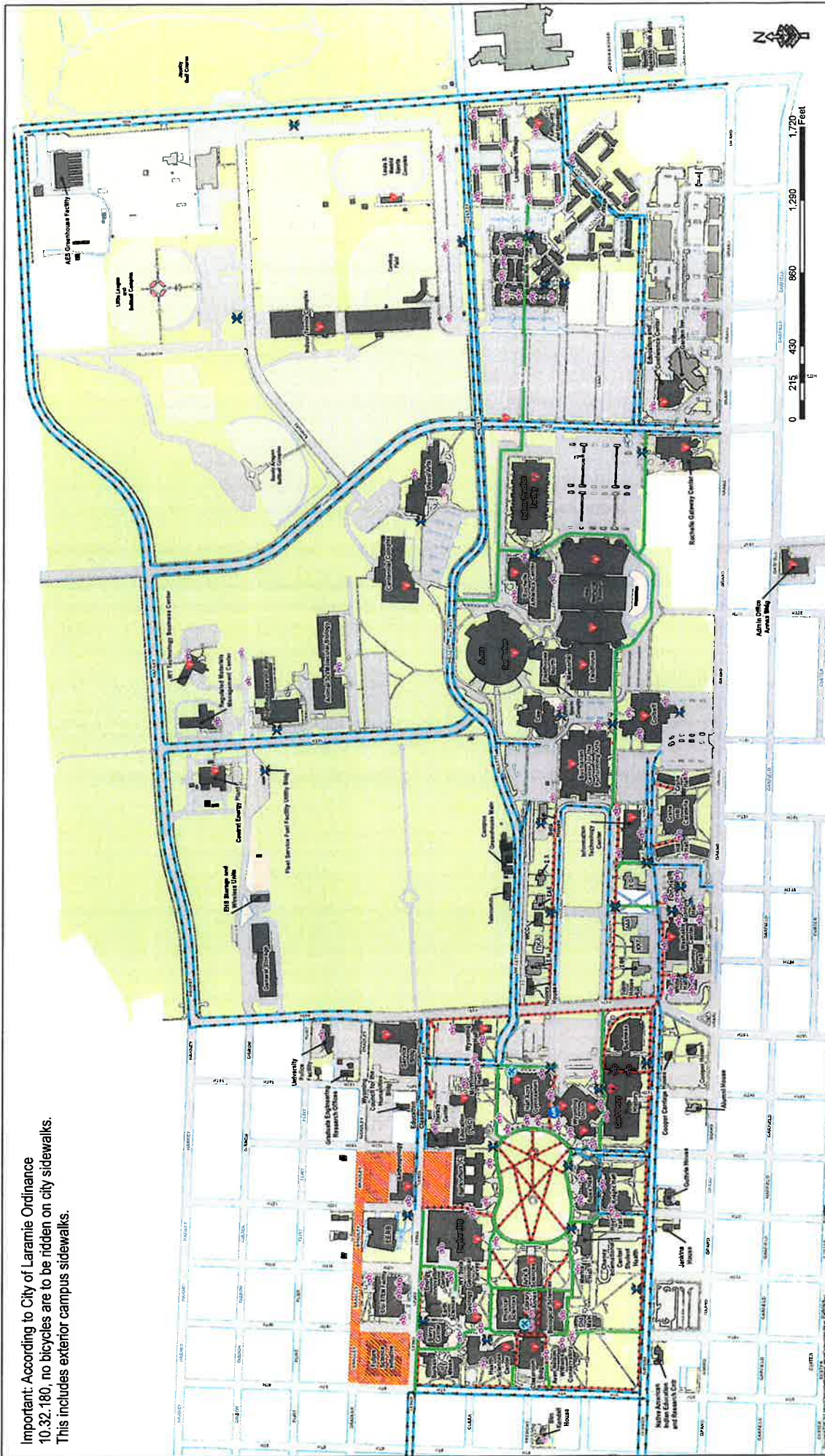
-  **Parking Areas for Individuals with Disabilities**
  -  **Metered Parking for Individuals with Disabilities**



Holders of Disability and Temporary Disability permits may park in any lot or zone, or “Accessible ” parking space when used in conjunction with a state/city disability placard or license plate.



Important: According to City of Laramie Ordinance 10.32.180, no bicycles are to be ridden on city sidewalks. This includes exterior campus sidewalks.



PREPARED BY:  
UW CAMPUS RECREATION  
AND REAL ESTATE OPERATIONS GIS  
1000 E. UNIVERSITY AVENUE  
LARAMIE, WY 82071  
(307) 766-6488  
Fall 2019

## UNIVERSITY OF WYOMING Bicycle Routes and Campus Safety Map

This map is provided as a visual aid only and its accuracy is not guaranteed.  
Dimensions and areas shown on this drawing were generated using digital plotting software and do not reflect or include field survey data.  
Any application of this document is not permitted without prior written consent.

-  Construction Areas
-  Emergency Phones
-  Automated Emergency Defibrillator (AED)
-  Bike Rack
-  Air Pump
-  Air Pump / Maintenance
-  Bike Route
-  One Way Only Route
-  Dismount Zone



## TIPS FOR THE ROAD

Bright, reflective clothing increases visibility. Use a helmet to protect your brain! Your helmet should be snug but not tight. It should sit level on your head (not tilted back) with the front edge no more a width of approximately 2 fingers above your eyebrows.

Be aware of low angle sun during fall and spring as motorists may not see you.

Use hand signals to let pedestrians, cyclists and drivers know your intentions. Make eye contact with motorists to make sure they are aware of your presence.

Take the full travel lane if the road is too narrow for motorists to pass. Avoid weaving around parked cars. Riding predictably increases safety for all roadway users.

Be aware of your surroundings. Avoid using earphones, texting or talking on a cell phone while riding.

"Sharrows" (shared roadway markings) are placed on roadways that are links in the bicycling network. They indicate where bicyclists can ride safely and alert motorists to the presence of bicyclists.

When biking in a park or shared use path, be mindful of other path users. Paths are designed for low speed use. Stay to the right when using a path. Pass on the left and use an audible warning when passing. Ride single file during congested conditions.

Cross railroad tracks at a 90° angle (perpendicular). Tracks can be slippery when wet. Ride around storm and sewer gratings.

Securely lock your bike with a U-lock or cable lock. Secure detachable items and leave your bike where others can keep an eye on it.

Bikes operated or parked on UW property are required to have a \$5 permit, which can be acquired through the UW Police Department.

## TRAFFIC LAWS

In Wyoming, a person riding a bicycle has all the rights and responsibilities as a motor vehicle driver. Obey all signs, lane markings and traffic control devices.

Stop at stop signs and red lights. Yield to pedestrians. The posted speed limit should be obeyed by all roadway users.

Keep at least one hand on the handlebars at all times.

Persons riding bicycles upon a roadway shall not ride more than two abreast except on paths or lanes of roadways set aside for the use of bicycles.

Avoid bicycling while under the influence of alcohol or controlled substances. Violations are the same for cyclists and motorists.

Every person operating a bicycle upon a roadway shall ride as near to the right side of the roadway as practicable (or safe).

Bicycling on sidewalks is prohibited except where the sidewalk is part of a designated and marked bicycle path.

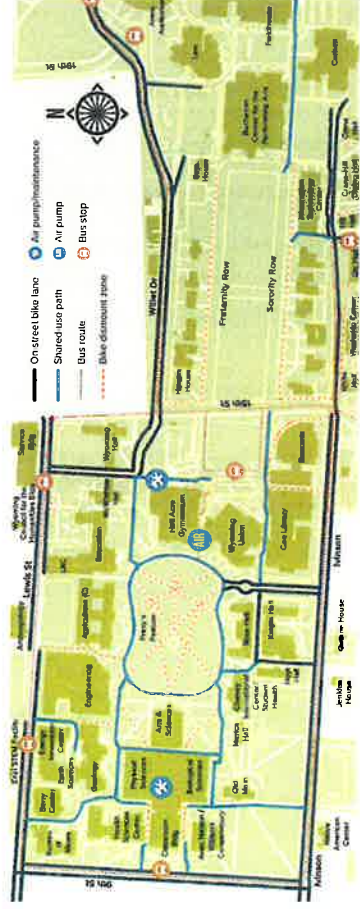
A front white light (emitting >500') and rear red reflector attached to the bicycle are required when bicycling at night.

Every bicycle shall be equipped with a brake which will enable the operator to make the braked wheels skid on dry, level, clean pavement.



## UNIVERSITY OF WYOMING

See TransPark for detailed route and parking info for campus: [uwyo.edu/utps](http://uwyo.edu/utps)  
Additional campus buildings and a full map can be found at: [uwyo.edu/bike](http://uwyo.edu/bike)



## BIKE SHOPS IN LARAMIE

**All Terrain Sports**  
412 Grand Ave • (307) 721-8036

**Pedal House**  
207 S 1st St • (307) 742-5533

**ACME Bicycles**  
2900 Grand Ave • (307) 745-3300



A project in conjunction with:



Laramie BikeNet

With funding from:



Optional 5th Cent sales and use tax

LARAMIEBIKENE.TORG

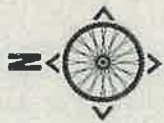
Laramie  
WYOMING

BIKE MAP





# BIKE MAP



Current Travel & Country Issues (573)

**NORTH**  
**CR 17**  
**9TH STREET/ROGER CANYON ROAD RIDE: 22 miles round trip**

287

287

130

230

**SOUTH** **CR 219** **SOLDIER SPRINGS & HOWE ROAD RIDE:** ~10 miles round to

CR 210

## MOUNTAIN BIKING EAST

EAST

How much do you think you will spend on your wedding?

Under \$10,000

Over \$10,000

Legend: 1,000 respondents

Spending Range	Percentage
Under \$5,000	10%
\$5,000-\$9,999	20%
\$10,000-\$14,999	30%
\$15,000-\$19,999	15%
\$20,000-\$24,999	10%
\$25,000-\$29,999	5%
\$30,000-\$34,999	5%
\$35,000-\$39,999	5%
\$40,000-\$44,999	5%
\$45,000-\$49,999	5%
\$50,000-\$54,999	5%
\$55,000-\$59,999	5%
\$60,000-\$64,999	5%
\$65,000-\$69,999	5%
\$70,000-\$74,999	5%
\$75,000-\$79,999	5%
\$80,000-\$84,999	5%
\$85,000-\$89,999	5%
\$90,000-\$94,999	5%
\$95,000-\$99,999	5%
\$100,000+	5%



#### TITLE IX COORDINATOR

Anyone with knowledge of sexual misconduct may file a report directly with the Title IX Coordinator. The Title IX Coordinator is available to offer ongoing support in understanding UW's investigative and/or disciplinary processes, as well as options for reporting to law enforcement.

The Title IX Coordinator has the duty to address sexual misconduct and remedy the effects on the victim and the UW community. Depending on the information shared, an investigation may be necessary.

**Jim Osborn, Title IX Coordinator**  
**Manager of Investigations**  
**Equal Opportunity Report and Response**

Bureau of Mines, Room 320  
Laramie, WY 82071  
307-766-5200  
reportit@uwyo.edu  
www.uwyo.edu/reportit

Persons seeking admission, employment, or access to programs at the University of Wyoming shall be considered without regard to race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation, or political belief.

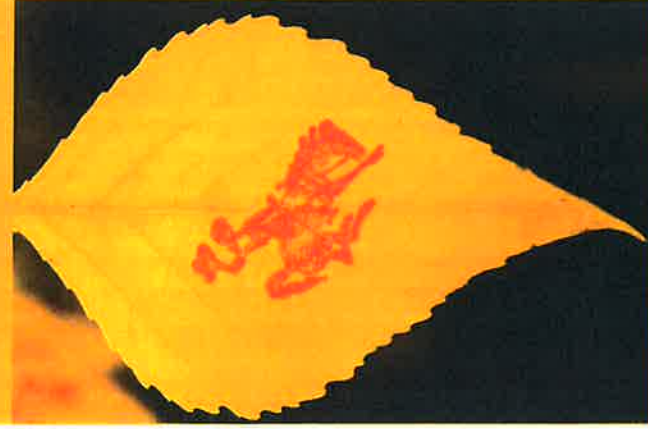
#### FOR ADDITIONAL INFORMATION:

**[www.uwyo.edu/reportit](http://www.uwyo.edu/reportit)**

The ReportIt website is designed to provide students, employees, guests, and visitors with information and resources such as: handouts, definitions, lists of community resources, what to do if assault happens, how to make a report, links to UW policies, ways to learn more or get involved, and other valuable information. An online report form is also available.



## REPORTING SEXUAL MISCONDUCT, DISCRIMINATION, AND WORKPLACE VIOLENCE



## GO FOR GOLD

## SEXUAL MISCONDUCT, DISCRIMINATION, AND WORKPLACE VIOLENCE

Employees, students, and visitors should feel confident that issues relating to sexual misconduct, discrimination, and workplace violence will be given appropriate attention at UW.

It is important for individuals who are experiencing (or know of others who are experiencing) such behavior to immediately report it to a University official. As the University's policy states, such behavior is prohibited and will not be tolerated. It is also important for individuals who are not sure about such behavior to seek advice from whomever they are most comfortable.

Anyone having questions or comments regarding UW policy prohibiting sexual harassment, discrimination, or workplace violence is encouraged to contact EORR.

### HEALTH AND SAFETY

If necessary, seek medical attention as soon as possible. Medical examinations are essential to detect injuries, and for protection against possible diseases or pregnancy. SANE nurses at Vinson Memorial Hospital can also help preserve evidence. Medical assistance is available from Vinson Memorial Hospital (307-742-2142 x 2222) or Student Health Services (766-2130).

If you are afraid for your physical safety, it is best to contact law enforcement. They can discuss possible options such as protection orders, trespass notices, etc. While you can contact the University Police Department (766-5179, [upd@uwyo.edu](mailto:upd@uwyo.edu)), Albany County Sheriff (755-3520), or Laramie Police Department (721-2526) using non-emergency numbers, remember that you can also call 911 in the event of an emergency. If necessary, leave the immediate area or lock yourself in a secure location before calling.

The University ensures non-discriminatory practices in all matters relating to its education programs and activities. We can provide interim measures to enhance your safety, including help with academics, housing, employment, and security; please let us know what measures are necessary for you to feel safe during the course of the review.

### OUR ROLE AND SCOPE

Our review is neutral, and we are not on anyone's "side." We are not a court of law, and our reviews are conducted separately from any criminal or legal processes. Our role is to investigate whether there has been a violation of University policies connected to discrimination, sexual misconduct, or workplace violence as described in the following regulations:

- UW Regulation 4-2 (Harassment and Discrimination)
- UW Regulation 4-3 (Title IX and Sexual Misconduct)
- UW Regulation 1-256 (Sexual Misconduct)
- UW Regulation 4-4 (Workplace Violence)
- Student Code of Conduct

Links to the full policies are available on the ReportIt website ([www.uwyo.edu/reportit](http://www.uwyo.edu/reportit)). If we learn about issues not connected to these policies, we can refer those concerns to the appropriate office(s) or process(es).

## YOUR RIGHTS/OPPORTUNITIES

- To speak on your own behalf.
- To be accompanied by an advisor or support person who may take notes and advise you, but who may not otherwise participate. (Attorneys may represent a client during hearings that involve possible dismissal.)
- To present evidence on your own behalf. Individuals should retain all evidence which may be relevant, including documents, texts, e-mails, digital messages, and the like.
- To provide names of witnesses who can speak about the alleged conduct at issue.
- To report incidents to law enforcement or appropriate government agencies.
- To not be retaliated against for having filed an incident report or for participating in the investigation.
- To review the written report, or portions of the written report that are relevant to your role, including an explanation of alleged policy violations and the final determination of the investigator, and information about subsequent sanctions and remedies, if any.

## CONFIDENTIALITY

Information you provide is confidential to the extent possible, but a written report (assessment memo or report of investigation) is produced about each review. The report will contain information about the allegations, how the review was conducted, and the reasoning used to reach the final determination. Your name may be included in the final report. The final report is typically distributed to the complainant, the respondent, appropriate managers or supervisors, and University Officers. Witnesses do not receive the full report, but may review their statements and any sections of the report directly related to them. If you have concerns about confidentiality, please let us know.

Certain offices on campus offer highly confidential services protected by law. These offices include the University Counseling Center, Student Health Services, and the Stop Violence Program. Information you provide to these offices cannot be shared without your permission, except in extreme cases that involve a minor or immediate danger.

## RETALIATION

The University prohibits retaliation against anyone who reports in good faith or participates in the investigative process. Any retaliation may be viewed as harassment itself and may be subject to sanctions as determined by the University. Reports of retaliation are reviewed separately from the original issue[s].

## ADVOCACY

Many people find it helpful to talk to a victim advocate such as the Stop Violence Program (766-3475, stopviolence@uwyo.edu). Advocates provide information about sexual misconduct and additional tips to stay safe, and can accompany a victim to the hospital or court hearings. An advocate's role is to provide support, connect you with available resources, and help explain processes and policies if you decide to make a report. Most advocates are required by law to maintain your confidentiality, so they won't share your information without your consent. The Albany County SAFE Project has an advocate available on campus (766-3434, campus@safeproject.org); advocates are also available off-campus if that is more comfortable for you (745-3556, info@safeproject.org).

NOTE: STOP and SAFE advocates cannot work with respondents. Respondents may request a process advisor for assistance with navigating the investigative process.

## SUPPORT

Dealing with issues such as this can be difficult for anyone. You are encouraged to talk to somebody who will support you.

- Students may contact the University Counseling Center (766-2187) for assistance. Crisis intervention services are also offered during regular clinic hours (8:00 am - 5:00 pm) for students with urgent problems. For after-hours crises, call 766-8989 and ask for the on-call counselor.
- The University also has an Employee Assistance Program (EAP) available through a partner, Mines and Associates ([www.minesandassociates.com](http://www.minesandassociates.com), 800-873-7138). They provide resources, information, and referrals for benefited employees about several topics, including counseling. The resources are free to benefited employees and participation is voluntary and entirely confidential. Employees are not required to contact the EAP, nor to inform anyone at UW if they do choose to use their services.
- Assistance may also be available on-campus from the Psychology Clinic (766-2149) or the Wellspring Counseling Clinic (766-6820). If you prefer to go off-campus, you can contact the PEAK Wellness Center (745-8915).

## WHEN A REPORT IS MADE

The University is required to respond to all reports of sexual misconduct, civil rights discrimination, and workplace violence in the most appropriate manner. Responding to these concerns does not indicate that there has been a violation of UW policy. After receiving a report, the University will begin an assessment, which normally will start within 72 hours of receipt of the incident report. Typically, this will include the following actions:

- Initial meeting with person filing the incident report (reporting party) to:
  - Review the incident report
  - Collect/request all relevant evidence and documents
  - Review rights and options
  - Review relevant interim protective measures
- Initial meeting with the person(s) named in the report (respondent) to:
  - Review the written incident report
  - Collect/request all relevant evidence and documents
  - Review rights and options
  - Review relevant interim protective measures
  - Meetings with witnesses who have direct knowledge of events
- Review of all relevant documentation
- Follow-up meeting(s) or contact(s) with the reporting party and the respondent to ascertain additional information, to clarify information, and to update on the status of the investigation process.
- The person conducting the investigation may, except in cases involving sexual violence, seek to resolve the matter informally.
- At the conclusion of the investigation, the person conducting the investigation will retain all records and notes of the investigation. Records are retained for a minimum of seven years.
- The person conducting the investigation shall prepare a written report, including the summary of findings and outcomes. The report is only shared with those who have direct involvement or a need to know.
- Thereafter, a copy of the summary of findings will be provided to the reporting party and the respondent. Witnesses and support persons will not receive the written report, but may review any sections which refer to them.

Depending on the nature of the incident report, the complexity of the issues and events, number and availability of witnesses, the amount of information to be gathered and reviewed, and other factors, UW will attempt to complete the investigation within 60 calendar days. Additional time may be necessary in order to conduct a fair and equitable investigation. The reporting party and the respondent will be informed periodically of the status of the investigation.

While UW will exercise reasonable diligence in complying with the timelines and procedures outlined, deviations may occur in order to meet the intent of the policy or to ensure the fair and equitable resolution of a reported incident. The reporting party or respondent should notify the Title IX Coordinator of any procedural error or deficiency. A procedural error or deficiency shall not require an outcome in favor of the person allegedly disadvantaged by the error.

## OTHER RESOURCES

- SAFE Project, 745-3556 (24 hour hotline) \*
- SAFE Project Campus Advocate, 766-3434 \*
- STOP Violence Program, 766-3475 \*
- University Counseling Center, 766-2187 \*
- Employee Assistance Program, 800-873-7138 \*
- Dean of Students Office, 766-3296
- Psychology Clinic, 766-2149 \*
- Student Health Services, 766-2130 \*
- Wellspring Counseling Clinic, 766-6820 \*
- Ivins Memorial Hospital, 742-2141
- PEAK Wellness Center, 745-8915 \*
- University Police Department, 766-5179

(\* denotes a confidential resource)





# Free Preschool

for qualifying families

## Albany County TANF Preschool Program

Call (307)-742-9332 for more details

- ❖ Degreed and certified teaching staff offering individualized instruction to meet the needs of every type of learner
- ❖ The Creative Curriculum  
Using Exploration and discovery to develop confidence, creativity, and lifelong critical thinking skills
- ❖ Assessment of your child's progress using the Wyoming Early Learning Standards
- ❖ Opportunities for parent involvement
- ❖ Supported by the Wyoming Department of Education

This institution is an equal opportunity provider.

SCAN ME FOR  
ENROLLMENT  
APPLICATION



# Albany County TANF Preschool Partnership

3520 Garfield Street Laramie, WY 82070 307-742-9332

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April 7, 2022

Thank you for your interest in the Albany County TANF Preschool Partnership! We are once again applying for the continuation of this grant-funded project from the Wyoming Department of Education through the 2022-2023 and 2023-2024 school years. Attached is the application for child enrollment that will be required. Please note that we have 4 locations for TANF preschool in Laramie:

- Basic Beginnings North
- Basic Beginnings South
- Linford Elementary School
- Slade Elementary School

All four locations have the benefit of highly qualified teaching staff and an intentional curriculum that supports children's development and preparation for the world of kindergarten. **Please indicate your preference of location on the application, as well as your second choice, should your desired location be full to capacity.** Each preschool location offers a morning session and an afternoon session. There are a limited number of enrollment slots in each session. Most of these slots are reserved for children whose family qualifies according to the income requirements noted in the application. These applications will be given priority.

Proof of income for one full month must be included with your application and must reflect earnings within 30 days of the date on the application. This proof is required for every adult over the age of 18 who resides in the home. If any of these adults have no income, a "Zero Income Statement" (also attached) must be completed, signed, and included with your application. If it appears that your application is complete and that you qualify for the program, you will receive notification of CONDITIONAL approval from us. Once we receive final approval for our grant, your application and supporting documentation will then be sent to the Wyoming Department of Education for final approval.

If you do not qualify, there are still options available to you. Basic Beginnings offers additional enrollment slots at our preschool tuition rates. Linford and Slade have a very limited number of slots that are available to over-income families at no charge. **We are unable to answer questions regarding the enrollment of Linford or Slade families who do not qualify.** Those decisions are made by Linford and Slade, so applications that do not qualify will be turned over to the program of your choice for consideration.

If you have questions, you may call (307)742-9332 or email me at [laramietanfpreschool@gmail.com](mailto:laramietanfpreschool@gmail.com). I look forward to receiving your completed application!



Jan Lawrence, Albany County TANF Preschool Partnership

TANF Preschool Name: \_\_\_\_\_ TANF Preschool Location \_\_\_\_\_

### TANF PRESCHOOL ENROLLMENT APPLICATION 2022-2023

*Your child is applying to participate in a state preschool program. The information being gathered will be kept confidential and only used for the purpose of the TANF Preschool Reporting to the state. Thank You!*  
*As a reminder: Proof of income must be attached and incomplete forms cannot and will not be accepted.*

#### **Household Information**

<b>1. Name of Parent(s) or Guardian:</b>		
<b>2. Mailing Address:</b>		
City:	State:	Zip Code:
<b>3. Telephone: (        )        -       </b>		<b>Email:</b>
<b>4. Child's Full Name:</b>		
<b>5. Child's Social Security Number        -        -       </b>		
<b>6. Date of Birth: (mm/dd/yyyy)        -        -       </b>		
<b>7. Place of Birth: city:</b>		<b>state:</b>
<b>8. Income: (circle)</b> <div style="text-align: center;"> <b>a. Annual    b. Monthly    c. Bi-weekly    d. Weekly</b> </div>		
<b>9. Income Verified through: (circle)</b> <div style="text-align: center;"> <b>a. Wage stub    b. 1040 or W-2-only for self-employed    c. Other: _____</b> </div>		
<b>10. Are you currently homeless yes or no</b>		

Income, except from self-employment, must be **gross** (before any deductions) including taxes and Social Security). Income from self-employment, such as child care, should be **net**. Tax forms should be used for **self-employed persons only**.

To convert income to monthly: weekly income x 4.33; bi-weekly x 2.15; twice a month income x 2

**Pay periods must be on income that shows 1 month of pay. If no income is reported, a written, signed and dated statement of no earned income must accompany this form.**

Please print the first and last names of everyone living in your household, including all adults and children. Put a ✓ next to the name of each child who will be claimed on the food program. You may attach an additional sheet if needed.	age	monthly earnings from work	monthly child support, welfare, alimony	monthly SSI, Social Security, Retirement, pension	monthly all other income (specify source)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

#### **Certification Statement**

*I certify that all of the above information is true and correct and that all income is reported. I understand that this information is being given for the receipt of federal funds; that agency officials may verify the information on the application; and that deliberate misrepresentation of the information may subject me to prosecution under applicable state and federal laws. The signature on this application is that of an adult household member.*

**Signature** \_\_\_\_\_ **Today's Date (mm/dd/yyyy)** \_\_\_\_\_

<b>Have you completely filled in ALL sections, attached pay stubs and signed this form?</b>	Yes	No
<b>Is your child covered under KidCare?</b>	Yes	No
<b>Would you like to enroll to receive child health insurance services?</b>	Yes	No

**Preschool Administrators:** All Forms may be sent electronically and are due to C/O Amy Reyes at the Wyoming Department of Education no later than September 15, 2022. Thank You!

#### **Eligibility Guidelines for TANF Money (Non-Assistance)**

- TANF money shall only be used for one (1) or more of the following:



TANF Preschool Name:\_\_\_\_\_ TANF Preschool Location\_\_\_\_\_

1. Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
  2. End the dependence of needy parents on government benefits by promoting job preparation, work and marriage;
  3. Prevent and reduce out-of-wedlock pregnancies; and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and
  4. Encourage the formation and maintenance of two parent families.
- Contractor shall be specific on what TANF purpose their program/service is addressing.
  - Participants served shall be families with a child(ren) with income below 185% of the Federal Poverty Level (FPL).
  - Participants also shall meet citizenship/eligible immigrant and residency criteria to be served.

Following are the 185% FPL monthly income guidelines effective 4/1/2022:

	185% FPL	185% FPL
Household Size	Potential TANF eligible Monthly Income	Potential TANF eligible Yearly Income
1	2,095	25,141
2	2,822	33,873
3	3,550	42,605
4	4,278	51,337
5	5,005	60,069
6	5,733	68,801
7	6,461	77,533
8	7,188	86,265

For families/households with more than 8 persons, add \$8,732/ year for each additional person.

- Programs will be operated on a cost reimbursement basis.
- Administrative costs are limited to 10% of the program cost. Program costs are costs associated with the delivery of the service.
- Performance measures are required. The Contractor shall address how performance measures and data collection will occur to validate the program success.
- Reporting is also required when utilizing TANF funds. The following reports shall be required:
  - Monthly/quarterly program performance reports will address program outcomes, successes, challenges and client tracking;
  - Monthly/quarterly fiscal reports;
  - List of clients served each month; and
  - Final summary report.
- TANF funds shall not be used to provide individuals served by the projects with cash or check(s) payable directly to the individual(s) or credit card company gift cards.

TANF Preschool Name: \_\_\_\_\_ TANF Preschool Location \_\_\_\_\_

I would like information on:

- ☐ Transportation
- ☐ Child Screenings Untitled event
- ☐ Child with Disability
- ☐ Child Care
- ☐ Chronic Health Problems/Disability
- ☐ Child Care Subsidy
- ☐ Depression/Mental Health Issues
- ☐ WIC (Women, Infants and Children Food Program)
- ☐ Domestic Violence
- ☐ Public Health
- ☐ English Language Learner
- ☐ Dental Services
- ☐ Counseling
- ☐ CLIMB (Training program for single Mothers)
- ☐ Food Stamps
- ☐ Parent Education
- ☐ GED
- ☐ Single Parenting
- ☐ Child Development
- ☐ Kindergarten Readiness
- ☐ Child Behavior
- ☐ Family Literacy or English Language classes
- ☐ Job service
- ☐ Other: \_\_\_\_\_

-This information may be shared for the purpose of data collection and will not be used to identify you or your child.

## Zero Income Verification Statement

Child's Full Name \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_

I am signing this letter to declare that I currently do not have any income from any source. My financial support comes from:

---

---

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I also receive assistance from:

☐ SNAP

☐ Medicaid

☐ WIC

☐ Other: \_\_\_\_\_

**I understand that by completing, signing and dating this form, I declare that I have no income and that the information I am providing is correct. I understand that providing false information may result in denial of services.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Campus/Community Therapy, Mental Health & Wellness Resource List

Contributors: Tess Kilwein (PhD, LLC),  
Sherra St Clair (DNP, PMHNP-BC, MFA)



**University Counseling Center:** <http://www.uwyo.edu/ucc/>

- Counseling for undergraduate and graduate **students only**, consultation for faculty/staff/community
- Licensed counselors, social workers, and psychologists; provisionally licensed counselors; trainees
- Time-effective, solution-focused model of treatment (average 5-6 sessions, no session limits)
- Group counseling, individual counseling, and psychoeducational workshops
  - You can sign up for [Group Programs](#) and workshops online. For most groups you need to have a session with a counselor before signing up but you can sign up directly online for most programs put on by the wellness center.
- Evidenced-based psychotherapy for trauma/PTSD, trans\*/NB care specialist
- Cost is covered by student fees, must purchase summer student fee package to maintain access
- Not the best fit for high frequency (e.g., weekly) or long-term counseling (e.g., beyond an academic semester)

**The Psychology Center:** <http://www.uwyo.edu/psychology/center/>

- Counseling for **students, faculty, staff, and community members**
- Advanced clinical psychology doctoral students under supervision of licensed psychologists
- Individual psychotherapy offered on a sliding scale (\$5 - \$30)
- Evidence-based psychotherapy for depression, anxiety, PTSD, eating disorders, substance use disorders, child behavioral disorders, couple's therapy, etc.
- Assessments (e.g., learning disorders, ADHD) also offered on a sliding scale (\$200 - \$800)
- Reduced capacity over academic breaks and summer

**WellSpring Counseling:** <http://www.uwyo.edu/clad/counseling/wellspring-counseling-clinic.html>

- FREE counseling for **students, faculty, staff, and community members**
- Supervised Master's of Counseling and Counselor Education and Training doctoral students
- Offers affordable substance abuse evaluations (Addiction Severity Index)
- Reduced capacity over academic breaks, not open in summers
- Depression, anxiety, stress, relationships, substance use, life transitions, grief, gender-identity concerns
- Not the best fit for high severity presentations

**Employee Assistance Program:**

<http://www.uwyo.edu/hr/employee-benefits/employee-assistance-program/index.html>

- Broad array of services offered to **benefited employees and family members**
- Graduate students are typically not considered benefited employees
- Includes 6 FREE counseling sessions through [Deer Oaks EAP Services LLC](#)
- Not the best fit for high severity or long-term counseling

**Sliding Scale Agencies:** offers sliding scale based on income (\$12 - \$120), proof of income required

- PEAK Wellness Center: <https://www.peakwellnesscenter.org/>
- Liv Health (specializes in chronic health conditions): <https://livhealth.org/>

**Group Private Practices:** group of private practitioners, accepts insurance

- Clinic for Mental Health and Wellness (providers also listed on PsychologyToday): <https://theclinicmhw.com/>
- Pathways: <https://www.laramiecounseling.com/>

**Private Practice Psychotherapy:**

- Independent practitioners who set own rates, in-network (accept insurance directly) or out-of-network (provide you with a monthly “superbill” to submit to insurance for reimbursement)
- Often offers the most specialized care – PTSD, eating disorders, etc.
- PsychologyToday.com – can narrow search by location, insurance, specializations, etc.

**UWYO CARES:** <http://www.uwyo.edu/dos/students-concern/>

- Consultation service for **students** experiencing academic, personal, or emotional challenges
- **Anyone** that is concerned for a student experiencing these challenges or demonstrating concerning behavior can submit a [referral form](#) and a student welfare coordinator will reach out to the student
- Student welfare coordinators will meet with students and assess their well-being, provide information, and connect students to academic, social, and emotional support resources

**Rainbow Resource Center:** <http://www.uwyo.edu/oma/rainbow-resource-center/index.html>

- Wyoming Union room 106. Contact multicultural affairs, email : [uwma@uwyo.edu](mailto:uwma@uwyo.edu)
- students, faculty, and staff, as well as for members of the Laramie community are welcome
- Providing a safe and supportive place for gay, lesbian, bisexual, transgender, questioning, and queer individuals and their families and friends

**University Disability Support Services:** <http://www.uwyo.edu/udss/>

- Knight Hall Room 109. Phone : (307) 766-6189, email : [udss@uwyo.edu](mailto:udss@uwyo.edu)
- This provides disability-related accommodations for UW students and visitors with disabilities as well as technical assistance, consultation and resource information for students, faculty, staff, campus visitors, and for University departments seeking to improve accessibility for individuals with disabilities
- This includes academic help for students with ADHD
  - Another helpful website for people with ADHD - <https://www.additudemag.com/>

**Safe Project:** <https://www.safeproject.us/>

- National nonprofit that provides information and resources for addiction and addiction recovery
- Has resources aimed for [college campuses](#) and [workplaces](#)
- Includes a social networking app for students in addiction recovery that provides connections and support

**Stop Violence:** <http://stopviolence.com/>

- Web resource that provides information and resources for responses to violence including school shootings, sexual assault, and hate crimes
- Includes resources to help survivors and victims of violent crime, domestic violence, and sexual assault

**Crisis Text Line:** <https://www.crisistextline.org/text-us/>

- Free texting service that provides support to anyone in any type of crisis
- **Text HOME to 741741** to be connected to a crisis counselor who will provide emotional support and resources
- This is a short-term 15-45 minute resource to help get into a safe and calm space in times of crisis

**SNAP (supplemental nutrition assistance program):**

<https://www.fns.usda.gov/snap/supplemental-nutrition-assistance-program>

- USDA program that provides benefits to supplement food budgets of households/individuals in need
- Can qualify for the program with low income or other financial hardships, such as medical expenses
- Need to complete application with state agency, in Wyoming apply through the [Department of Family Services](#)
- Here is some helpful tips put together by ZP Mental Health & Wellness group [SNAP Benefits flier](#)

**Food pantry and cabinets on campus:**

<https://uploads.knightlab.com/storymapjs/58435e2bc6ad5d172f8c861ff45fe594/every-poke-nourished/draft.html>

- Knight Hall
- Haub School (x2)
- Biological Sciences basement

**For Mothers:**

On May 8th, 2022, HHS launched a new toll-free maternal mental health hotline for expecting and new mothers experiencing mental health challenges. Mothers can call or text 1-833-9-HELP4MOMS (1-833-943-5746) and connect with a counselor at no charge with a language preference option.

The hotline offers an array of support, such as interventions from trained counselors who are culturally and trauma-informed. Additionally, the hotline will partner with community-based and telehealth providers as needed.

**Zoology/Physiology Department Ombudsperson**

- Student contact for Zoo/Phys graduate student concerns (changes semesterly)
  - Fall 2022: Emily Burkholder (eburkhol@uwyo.edu)
  - Spring 2023: Carrie Kyle (ckyle@uwyo.edu)
- They also serve as representatives to the Graduate Advisory Board for policy decisions involving graduate students and coordinate student volunteers

**Wellness Center:** <https://www.uwyo.edu/rec/wellness-center/>

- Located in the Southwest part of Half Acre Recreation and Wellness Center
- Several programs and services are available to both undergraduate and graduate students

- Highlights include massage chairs, athletic training, personal training, mindfulness and self-compassion workshop series, smoothie bike, Free Fruit Fridays, and puppy play dates and kitty cuddle times
- A full list of services that is updated each semester can be found here:  
<https://www.uwyo.edu/rec/wellness-center/educational-programming/index.html>
- Direct registration and reminder links can be found here:  
<https://wellnesscenterprograms.as.me/schedule.php?>

## Helpful links

**SMART goals:** <https://www.mindtools.com/pages/article/smart-goals.htm>

- Time management help and ways to make goal setting achievable.

**Resetting your own goals in academia:**

<https://lazyslowdown.com/how-i-work-and-thrive-in-academia-from-affirmation-not-for-affirmation/>

- From Dr. Beronda Montgomery
- A book also written by her - Lessons from Plants

**Taking care of yourself:** <https://mhanational.org/taking-good-care-yourself>

**The wellness wheel:** <https://www.unh.edu/health/wellness-wheel>

**How much exercise do adults need?**

[https://www.cdc.gov/physicalactivity/basics/adults/index.htm?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fphysicalactivity%2Feveryone%2Fguidelines%2Fadults.html](https://www.cdc.gov/physicalactivity/basics/adults/index.htm?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fphysicalactivity%2Feveryone%2Fguidelines%2Fadults.html)

**Tips for healthy sleeping habits:** <https://sleepeducation.org/healthy-sleep/healthy-sleep-habits/>

**An article on sense of belonging/imposter imposter syndrome:**

<https://hbr.org/2021/02/stop-telling-women-they-have-imposter-syndrome>

**An excellent book on inclusion and diversity in the academic environment:** Radical Hope by Kevin Gannon

**A talk by Berne Brown about empathy:** <https://www.youtube.com/watch?v=1Evwgu369Jw>

**Toxic positivity:** <https://www.verywellmind.com/what-is-toxic-positivity-5093958>

## **Appendix B – Thesis and Dissertation Guide**



# Thesis and Dissertation Guide

## Graduate Studies at the University of Wyoming

Revised Spring 2020

Office of the Registrar

# A GUIDE TO THE PREPARATION AND SUBMISSION OF THESIS AND DISSERTATION MANUSCRIPTS OF THE UNIVERSITY OF WYOMING

## FOREWORD

The ProQuest Electronic Theses and Dissertations (ETD) project is an online resource for collecting theses and dissertations. The ETD should be fully readable and remain completely usable over time. To accomplish this, you should adhere to the standards of form and organization in the preparation of the manuscript.

It is important to submit an ETD that has a consistent and readable appearance. Departments have many of the rules for writing their own discipline already established by academic journals and international organizations. As a graduate student, you need to abide by these rules if you wish to publish in your field.

To assure standardization, there are a few University requirements regarding the submission of dissertations and theses which must be adhered to. Additionally, title and signature page information must conform to the record-keeping system of the University, so certain dates and signatures must appear.

It is your responsibility as a student to understand the program you choose for editing your thesis or dissertation. Technical support for Word or LaTeX or any other word processing software is not available through the Office of the Registrar.

## ABOUT PUBLISHING YOUR THESIS/DISSERTATION AND PROQUEST

The University of Wyoming is obligated to ensure that all theses and dissertations produced at this institution are published. Rather than requiring each of you to arrange for publication of your thesis/dissertation, the university has arranged with ProQuest to handle the publication. Visit ProQuest on the web at [www.proquest.com](http://www.proquest.com). Format review and final approval will be completed after the submission.

## EMBARGOES (SEQUESTERING)

An embargo on a thesis/dissertation is an intentional delay in the publication of its results. Because the University places high value on the open dissemination of knowledge and the professional advancement of its graduates, such embargos are strongly discouraged. Any embargo request must include compelling written justification and a proposed embargo period not to exceed one year. All embargo requests are subject to approval by the Office of Graduate Education. In cases where justification involves intellectual property or prior contractual agreement, embargo requests also require approval by the Office of Research and Economic Development.

## THESIS AND DISSERTATION PREPARATION

A thesis is required for all graduate programs leading to a Plan A master's degree, and a dissertation is required for the doctor of philosophy and doctor of education degrees. In general, a single set of guidelines regarding form and organization may apply to both. **In setting out these guidelines, this document uses the word "thesis" for simplicity. It should be taken, however, to refer to either a thesis or dissertation.**

### **The Committee**

While your committee chair serves as a mentor for your research and thesis, you are primarily responsible for the content, quality, and format of the thesis. However, your committee must approve the final content and format of your thesis before it is submitted to the Office of the Registrar for formatting review.

### **The Student**

You are responsible for making all arrangements for the preparation of the thesis as well as its reproduction. This includes the following:

1. Consult department regarding any style manuals approved or required by the department.
2. Refer to this guide for guidelines regarding the correct format for the thesis.
3. Edit the draft manuscript for proper sentence structure and grammar, paragraph and page breaks, punctuation, and spelling.
4. Proofread the final manuscript copy and check to see that corrections are made accurately.
5. Present a copy of the manuscript to your graduate committee for their review.
6. Incorporate any changes required by your graduate committee. These changes must be completed before the thesis can be considered "accepted."
7. A bound, hardcopy is not required by the University of Wyoming. Any other copies of your thesis – including those required by the department or advisor – are considered to be "personal" copies. The arrangements for binding these copies must be made independently.
8. Upload an electronic copy of your thesis to the ProQuest website. A format check will then be completed to verify that the committee, abstract, title page, and all other format information conforms to the requirements of the University.

## **REGARDING PLAGIARISM**

Please see [UW Regulation 2-114](#).

## **FORMAT AND REQUIREMENTS**

Other than the specifications listed below, determinations of style and format are made by your department or program and your graduate committee. Check with your committee chair or graduate program coordinator for guidelines recommended or required by your department or program.

A typical thesis is made up of three main parts – preliminary, text, and supplementary pages. At UW, these parts may be organized as shown below:

Preliminary Pages:

- Committee page

- Abstract
- Title page
- Copyright page (optional)
- Acknowledgments (optional)
- Dedication (optional)
- Table of Contents
- List of Tables (optional)
- List of Figures (optional)
- Other (optional)

Text – specifically beginning with Chapter One

Supplementary Pages:

- References or bibliography
- Appendices (optional)

## **Preliminary Pages**

These pages are numbered with both Roman and Arabic numbers. Check the individual descriptions for specific details.

### **Committee Page**

Each thesis will have a committee page. The committee page is not assigned a page number and is not signed. A sample committee page is shown in the appendix. The committee page contains the following statement:

To the University of Wyoming: The members of the Committee approve the [thesis or dissertation] of [insert your name here] presented on [insert actual defense date - month, day, and year]

The statement is followed by a listing of the names of each committee member. Below the names is the statement “APPROVED:” (all upper-case); followed by the department head/interdisciplinary program/division chair’s name, title, and department; then followed by the Dean of the [College], identified with the dean’s name followed by “Dean, College of [College].”

### **Abstract**

Because the abstract is, in effect, a separate document that is included with your thesis, it has a separate page numbering system from that of the thesis. Arabic numerals are used (e.g., 1 and 2), and the numbers are centered at the bottom of the page above the margin you choose, the minimum being 1 inch. A sample abstract is shown in the appendix. The word limit is a maximum of 250. It should include your name (last name, followed by a comma, then first name and, if desired, middle name or middle initial followed by a comma), the title of your thesis (in title case and in italics), the degree you are seeking, your department, and the month and year of your intended graduation (not the date of your thesis or dissertation defense). The second and succeeding lines of the heading use a hanging indent.

## **Title Page**

The title page is assigned page number one in lower-case Roman (i), but that number does not appear on the page. A sample title page is shown in the appendix. The title must be the same on the title page and the abstract.

- The title page must contain:
- the title of your thesis or dissertation (in title-case)
- “by” [your name]
- the statement “A [thesis or dissertation] submitted to the University of Wyoming in partial fulfillment of the requirements for the degree of”
- [here you insert the name of your degree, such as Master of Science]
- Laramie, Wyoming
- the month and year of your intended graduation (not the date of your thesis or dissertation defense)

The arrangement and spacing of this information are shown in the appendix.

## **All other preliminary pages**

Beginning with the page immediately following the title page, all introductory materials (pages for copyright declaration, dedication, acknowledgments, table of contents, list of tables, list of figures, list of appendices, etc.) must be numbered, consecutively, with lower-case Roman numerals (beginning with ii). A page number must appear at the bottom center on each of these pages.

## **Copyright Page**

Copyright registration is not mandatory and is not a condition of copyright protection (except to preserve copyright that might be invalidated because of the omission of a copyright notice). Registration may protect against copyright infringement and is a prerequisite to the commencement of a copyright infringement action. Should you seek to enforce the protection given to your work under the copyright law, you could later register the copyright at any time during the copyright term (the life of the author plus fifty years).

The copyright notice is made up of three components: 1) the symbol ©, 2) the year of first publication (the year of distribution of copies of the work to the public for sale or lending, i.e., when your thesis is approved by the Office of the Registrar, and 3) the name of the owner of the copyright, for example, © 2020 by John H. Smith.

The notice should be placed in a location to give reasonable notice of the claim to copyright protection. The page immediately following the title page is the suggested position for placement of the copyright notice.

If you believe any of the work you have done for your thesis will lead to an invention that could be patentable, you should contact the University’s Office of Research and Economic Development Office (766-5353, [research@uwyo.edu](mailto:research@uwyo.edu)) to learn about disclosure forms and when the disclosure form should be completed.

## **Table of Contents**

A table of contents is required; its format is determined by your department or program.

### **Text**

Beginning with the first page of your text starting with Chapter 1, all pages (including regular text pages, all tables, figures, figure caption pages, appendix materials, and bibliography pages) must be numbered, consecutively, with Arabic numerals (1, 2, 3, etc.). A page number must appear on each of these pages.

### **Typeface**

For the main text font, any legible black font except script, italic, or ornamental fonts equivalent in scale to 10 pt. Arial or 12 pt. Times New Roman is acceptable. For example, the default typeface for LaTeX manuscripts is typically 12 pt. Computer Modern font, which is very similar to Times New Roman. Footnotes, legends, captions, etc. may be in a smaller font. Italicized font may be used for non-English words, quotations, and mathematical variables.

### **Margins**

All margins must be at least 1 inch. These same margins are to be observed for tables, illustrative materials, bibliographies, and appendices, as well as in the text. Large maps should be considered for inclusion as a supplementary file.

### **Line Spacing and Justification**

- Double-space: abstract, dedication, acknowledgments, table of contents, and body of the manuscript, except for quotations as paragraphs, captions, items in tables, lists, graphs, and charts.
- Single-space: footnotes/endnotes, bibliographic entries, and lists in appendices.
- Text should not be fully justified.

### **Page Numbering**

Page numbers must be located at the bottom center of the page.

### **Landscape Tables and Figures**

To fit large tables and figures on a page, it is sometimes necessary to place them in a landscape orientation.

### **Supplemental Pages**

#### **References or Bibliography**

Reference citations are required. The style of reference citations in the text and of the bibliography or list of references is determined by your committee or department. The style for references should follow the format appropriate for the field of study.

#### **Appendices**

Quality and format should be consistent with requirements for other parts of the thesis, including margins and reproduction. Reductions must be clear and readable. In addition, a separate appendix may be provided for the use of third-party content.

**Use of Third-Party Content**

Permission from the copyright holder for third party content, such as a figure or diagram, must be included.

**PROCEDURES FOR UPLOADING YOUR THESIS**

Refer to the [ProQuest website](#) for instructions to upload to ProQuest. For specific instructions for formatting, please go to [Preparing your Manuscript for Submission](#).

**Fees**

You will pay the publication fee directly to ProQuest.

**ELECTRONIC SUBMISSION**

As a thesis and dissertation candidate, you are required to electronically submit the completed and approved thesis and/or dissertation. The Report on Final Examination form must be signed and submitted to the Office of the Registrar prior to electronic submission. This document certifies that you have committee approval of the document to be electronically submitted.

**File size limits**

Your thesis must be uploaded to the ProQuest site per the ProQuest guidelines.

## CHECKLIST OF FINAL REQUIREMENTS FOR THESES & DISSERTATIONS

### Order

- The manuscript is in order: Committee page, Abstract, Title Page, Other supportive documents, Text (Body, usually the Chapters)

### Margins

- Margins are at least 1 inch on all sides.
- Tables, figures, and appendices do not extend into any margin. Page numbers should be included in the footer section.

### Visual Quality

- Uniform style (font and size) has been used throughout.
- Figures, tables, etc. are clear, easy to read, and in high resolution.
- Text is double-spaced.

### Pages

- Copy has been checked page by page.
- All pages are present and in the correct order.
- All pages are numbered correctly.
  - Abstract begins as page 1 in Arabic numerals.
  - Preliminary pages have lower-case Roman numerals. The title page does not show a page number and the next preliminary page should be ii.
  - The text (body) of the thesis is numbered with Arabic numerals. The count restarts again with the first page of Chapter 1 being Arabic numeral page 1.

### Submission

- Report on Final Examination Form submitted to Office of the Registrar
  - All signatures have been obtained.
- Electronic copy submitted to ProQuest.
  - Prior to submission, all committee recommended changes have been made.
  - Date on the committee page is the actual date of the defense.
  - Date on the abstract and title page is the same as the month and year in which you are officially graduating.



## Appendix: Template for Preliminary Pages

To the University of Wyoming:

The members of the Committee approve the [either thesis or dissertation] of [Student Name] presented on [Select Date of Presentation].

[Enter name of Chairperson], Chairperson

[Enter name of Outside Member], Outside Member

[Enter name of third committee member]

[Enter name of fourth committee member]

[Enter name of fifth committee member]

[Enter name of sixth committee member]

[Enter name of external member]

APPROVED:

[Enter name of Dept Head], Department, Division, or Program Chair, [Enter Department or Division or Program name].

[Enter name of College Dean or Provost], College Dean/Provost

[Enter Last Name, First Name, MI], [T/D Title], [Degree Name], [Department], [Month of Graduation, Year].

This is where your abstract will go. You must include an abstract as part of the thesis.

The maximum number of words is 250 and it should be double spaced. The abstract begins with page 1 (in Arabic).

[Enter Document Title in Bold Type and Title Case]

By

[Enter Student Name]

A [thesis or dissertation] submitted to the [Dept or Division or Program]

and the University of Wyoming

in partial fulfillment of the requirements

for the degree of [Enter Degree in Bold Type and Title Case]

in

[Enter Major in Bold Type and Title Case]

Laramie, Wyoming

[Enter Last month of semester/year]

COPYRIGHT PAGE

© Year, Your first and last name

(Or you may delete this page)

## DEDICATION PAGE

## ACKNOWLEDGMENTS

## TABLE OF CONTENTS

Word can assist you in generating a table of contents.



## LIST OF TABLES/FIGURES