

PROGRAM OF STUDY WORKSHEET

All graduate students must prepare a Program of Study, which lists all courses counting toward the student's graduate program. This excludes students in professional master's programs. The Program of Study will allow the Office of the Registrar to create a Degree Evaluation audit for the student. If the student was provisionally or conditionally admitted, they cannot submit a program of study until the provisions or conditions are met.

Advisors and committees are heavily involved in the development of the program. Graduate students should work from an unofficial transcript to complete a draft of the worksheet and then meet with their advisor and committee to discuss what courses will be listed. The program of study must be filed with the Office of the Registrar by end of the third semester of enrollment. The program of study will not be accepted if a committee has not been formed for their program.

Submit your completed worksheet for approval using the Program of Study Form found under Forms & Petitions in WyoRecords.

Block 1 – Student and degree program information.

1. Student Information			
Last Name:	First Name:	W Number:	
Degree Type: MA ☐ MS ☐ PhD ☐ EdD ☐ Other: _____		Master's Programs Only: Thesis ☐ Non-Thesis ☐	
Major: _____		Concentration: _____	

Block 2 – Total Program hours:

- Master's programs: minimum of 30 hours [Plan A - 26 hours of coursework and a minimum of 4 thesis research hours (5960)]
- Doctoral programs: minimum of 72 hours to include at least 42 hours of coursework.

2. Total number of program hours:	
Total Program Hours (total sections 3, 4, 5, and 6)	

Block 3 – List required courses taken at UW prior to admission to a graduate program as a non-degree seeking graduate student.

Rule of Twelve - Up to 12 total hours may be applied from the following combined categories:

- Graduate coursework completed as a non-degree seeking graduate student (limit 12 hours)
- Reserved undergraduate graduate credit (limit 6 hours)
- **Master's programs only:** Transfer graduate coursework (limit 9 hours; recorded in Block 6)

The combined total from all categories may not exceed 12 hours.

3. Required Courses Taken Prior to Admission or Reserved for Graduate Credit (12 hour maximum)							
Dept & Course No.	Course Title	Sem/ Yr	Credits	Dept & Course No.	Course Title	Sem/ Yr	Credits
				Total number of prior/reserved hours			

Block 4 – List the total number of thesis and/or dissertation research hours completed at UW to be used.

- Thesis master's programs must include a minimum of 4 thesis research hours.

4. Total Number of UW Research Hours	
List total number of 5960 Thesis Research/5980 Dissertation Research hours	

Block 5 – List **all** required UW coursework taken to complete the program in this block **EXCLUDING** courses listed in Block 3 and research hours listed in Block 4.

- Not more than 12 hours of 4000-level coursework will be permitted (including coursework listed in Block 3).
- Courses listed must be taken for a letter grade unless the course is offered exclusively S/U.

Doctoral programs only: list UW master's coursework being applied to the doctoral program here.

[illegible]

Block 6 – List any specific transfer work taken at institutions other than UW that apply to your program.

- Transfer credit must be graduate level and supported by official transcripts.
- Transferred hours must carry a B (3.000) or better grade.
- Transfer hours taken for satisfactory/unsatisfactory (or pass/ fail) grades are not accepted

Master's programs only:

- A maximum of 9 semester hours of transfer credit may be applied toward the Master's degree.
- Transfer credits fall under the *Rule of Twelve* described above in Block 3.
- Transferred thesis research hours are not permitted.

Doctoral programs only:

- A maximum of 48 semester hours of transfer credit may be applied toward the Doctoral degree
- Only 4 transferred thesis/dissertation research hours are allowed (satisfactory/unsatisfactory grades permitted)

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

6. Transfer of Specific Course(s) from Other Institution(s) <i>Please use additional space on page 3 if needed.</i>					
Dept & Course No.	Course Title	Credit	Grade	Sem and Year Taken	Institution
Total transfer hours					

Transfer of Specific Course(s) from Other Institution(s) Continued

[illegible]