INSTRUCTIONS – PLEASE READ PRIOR TO COMPLETING THE WORKSHEET

All fully admitted graduate students must prepare a Program of Study worksheet, a document which lists all courses counting toward the student's graduate program. This excludes students in professional master's programs. This worksheet will allow the Office of the Registrar to create a Degree Evaluation audit for the student. **If the student was provisionally or conditionally admitted, he/she cannot submit a program of study until the provisions or conditions are met.** The advisor and committee are heavily involved in the development of the program. The student should work from an unofficial transcript to complete a draft of the worksheet and then meet with his/her 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 second semester of enrollment. The program of study will not be accepted if a committee has not been formed. **This document must be typed or completed using a word processor.**

Block 1 – Student and degree program information.

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

Block 3 – List **all** required UW coursework (EXCLUDING those listed in Block 2 and thesis research) taken to complete the program in this block. It is the responsibility of the student and advisor/committee to be sure all department requirements are met. All courses must be taken for a letter grade unless 1) all students in the course are registered S/U, or 2) the course is only offered as S/U. **Star (*) courses to be used toward an approved graduate minor**.

Block 4 – List any specific transfer work taken at institutions other than UW that apply to your program. Nine credit hours may be transferred for a master's degree. A grade of "B" or better must be earned in all transfer work. No S/U or P/F graded coursework or research hours may be listed in this section. Transfer credits fall under the "Rule of Twelve." Official transcripts from each institution indicating the hours and grades for these courses must be on file with the Office of the Registrar. International transcripts will be individually evaluated for transfer credit eligibility.

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

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

Block 6 –All programs must be signed by the student, all committee members, advisor (if differs from committee chair), department head, and college dean. If a student is pursuing a dual major or minor, the student must also secure the signature of the director/department head of the secondary program or minor as well.

The Office of the Registrar will review a Program of Study prior to submission upon request. The Office of the Registrar would be reviewing for errors in course numbers, policy discrepancies, credit hours shortages, etc. The Office of the Registrar does not review a Program of Study for academic content.

UNIVERSITY OF WYOMING

GRADUATE & MINOR PROGRAM OF STUDY WORKSHEET- PLEASE TYPE OR USE WORD PROCESSOR

- **It is the responsibility of the advisor/committee chair to ensure all department/program requirements have been met**.
- Print a copy for yourself and your department/program. Submit signed copy to the Office of the Registrar for final processing.
- Unless notified of a problem, your program of study will be available for viewing in DegreeWorks as a degree audit within two (2) weeks of submission.

1. Student Information

Last Name:		First Name:		Date Submitted	
W Number:	☐ MA ☐ MS ☐ Other: ___	Major:		Master's Thesis ☐ OR Non-Thesis ☐	
Concentration:			Minor:		

2. 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

3. UW Coursework applicable to degree program

Dept & Course No.	Course Title	Sem/ Yr	Credits	Dept & Course No.	Course Title	Sem/ Yr	Credits
				Total number of coursework hours			
				List total number of 5960 Thesis Research hours			

4. Transfer of Specific Course(s) from Other Institution(s)

Dept & Course No.	Course Title	Credit	Grade	Sem and Year Taken	Institution
				Total transfer hours	

5. Total number of program hours:

				Total Program Hrs (Total sections 2, 3, 4)	

OR 12/16

Student Name:		Student W#:	
Student's Signature:			

Committee	First Name	Last Name	Signatures
Committee chair			
Committee co-chair			
Advisor (if differs from committee chair)			
Outside Dept. Member-UW faculty			
UW Faculty			
UW Faculty			
UW Faculty			
UW Faculty			
External Member – Not UW faculty			
Dual Major Program Director			
Advisor for Minor if applicable			
Dept. Head/Interdiscplinary Pgm Dir.			
College Dean/Provost			

OR 12/16