

Welcome to Graduate Education at the University of Wyoming!

Checklist and deadlines for graduate degree completion (last updated: Jan. 2022)

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 and retain receipt.
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 Office 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/content.php?catoid=4&navoid=135>
- <http://www.uwyo.edu/uwgrad/enrolled-students/index.html>
- <http://www.uwyo.edu/uwgrad/policies/>
- http://www.uwyo.edu/registrar/graduate_students/Graduate_Student_Graduation.html
- http://www.uwyo.edu/registrar/graduate_students/Graduate_Student_Forms.html