

Graduate Studies Progress Worksheet – PhD Hydrologic Science

This document follows: <https://www.uwyo.edu/wrese/prospective-students/index.html>

Note: unless stated otherwise below, forms must be submitted electronically to the Program Director after all committee member signatures have been obtained by the student.

Deadline #1 – Committee Meeting

- When must this be completed? After you have formed your committee and no later than the end of your second year in residence.
- What needs to be done by the time this meeting is complete?
 - *By the end of the **Second** Semester:* Form your committee and complete and submit the Graduate Committee Assignment form online: https://uwyo-erx.my.salesforce-sites.com/UWStudentForms/apex/ERx_Forms_PageMaker?pagelId=GraduateCommitteeAssignmentForm
 - *By the end of the **Third** Semester:* Complete and submit your program of study form to the Program Director for routing to the registrar: <https://www.uwyo.edu/registrar/files/docs/program-of-study-doctoral-new.pdf>
 - *By the end of the **Fourth** Semester:* Submit a written dissertation proposal to your committee (the length and format is up to the judgement of your advisor).
 - Two weeks after receiving the proposal, the student will make a public presentation of the dissertation proposal.
 - Immediately following the public presentation, the student will defend the proposal to the committee in a closed-door session.

Deadline #2 – Preliminary Exam

- When must this be completed? After at least 30 credit hours of graduate coursework has been completed and after the program of study form is on file at the Registrar's office and within six semesters of initiating the degree program. *Please note that you may not take the prelim exam unless both the 1) committee assignment form and 2) program of study forms are already on file.* It must be taken more than 15 weeks from the planned final defense date.
- What needs to be done by the time this exam is complete?
 - Completion of the written exam (questions posed by the committee) during a two-week timeframe.
 - Two weeks after passing the written exam, conduct an oral exam with the committee.
 - Submit the Report on Preliminary Examination form to the Program Director for routing to the registrar: <https://www.uwyo.edu/geolgeophys/files/docs/downloads/reportpreliminary-phd.doc>

Deadline #3 – Dissertation Defense

- When must this be completed? After completing the required course credits and research hours and upon submission of your written thesis to your committee. Usually at the end of eight semesters in residence.
- What needs to be done by the time this exam is complete?

- Submit the Anticipated Graduate Date form directly to the Office of the Registrar: <https://www.uwyo.edu/uwgrad/files/docs/anticipatedgrad.doc>
- Submit the Report of Final Examination to the Program Director for routing to the registrar. https://www.uwyo.edu/registrar/graduate_students/report-of-final-exam-mastersphd-new_11.2022.pdf

Important Clarifying Information

Committee Member Definitions:

- **Outside Committee Member:** You **must** have an Outside Member. This is a member this member should be a tenured faculty member outside of the committee chair's home department, though they can be in the Hydrologic Science Program. The purpose of this committee member is to serve as an impartial judge to ensure fairness of the process and evaluation of exams. A tenure-track faculty member can also serve as an outside member BUT ONLY with two additional criteria being met: 1) the faculty member has demonstrated experience mentoring graduate students as certified by the faculty member's unit head and 2) the committee Chair has no role in evaluating the untenured faculty member for reappointment and/or tenure. When possible include untenured, tenure-track faculty on committees as "UW Faculty" and not as "Outside Members." Non-tenure-track faculty CANNOT serve as outside members.
- **External Committee Member:** It is **optional** to have an External Member. This would be a person who is not on the University of Wyoming faculty (i.e., not tenure-stream or rolling/extended term contract) and may include annual contract personnel or university staff as well as appropriately qualified members of other universities, institutes, and institutions. UW academic personnel cannot serve as External Members, but UW staff can since they are not in academic positions. If you have an External Member, you must submit a copy of their CV and a completed External Member Acknowledgement form along with your Committee Assignment form: https://www.uwyo.edu/registrar/graduate_students/external-member-acknowledgement-form_with-form-fields.pdf
- **Additional Committee Member:** You are required to have a minimum of five committee members (three from within the Hydrologic Science Program) however you may have more from the University faculty. Any in excess of these minimums count as Additional Members.

How many classes/credits do you need to take?

PhD: at least 42 hrs coursework

- Up to 26 hrs of course credit can come from a previous MS degree
- If you have a full-coursework MS and can apply all 26 credits, that leaves only 16 hrs of *coursework* (5-6 courses)

When should I use “continuing registration?”

As a PhD student, after the Preliminary Exam, if you do not need to take any more classes to reach 72 total credit hours, then you should only register for 1 credit per semester of “continuing registration” in your home department under your advisor's name to avoid being billed for a full load of credits. The

continuous registration (5940) can be used if a student has fulfilled all the requirements and **only** needs to be enrolled in the semester they intend to graduate. However, if a student is hired as a graduate assistant (either TA or graduate research assistant) they can't be enrolled in a continuous registration course. They will need to be enrolled in a credited course even if it's their last semester.

8-year petition

- All coursework has to be completed within 8 years of your PhD graduation date – this may impact students who took time off/worked between MS and PhD degree so the MS coursework might be completed a while ago: https://www.uwyo.edu/registrar/graduate_students/eight-year-rule-petition-new_11.2022.pdf