

UNIVERSITY OF WYOMING

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Spring 2010

## Graduate Student Academic Handbook

UNIVERSITY OF WYOMING

# GRADUATE STUDENT ACADEMIC HANDBOOK

Preface: It is the student's responsibility to become familiar with UW and departmental regulations and policies. The complete compilations of UW graduate education regulations and policies are contained in the University Catalog (a compilation of the General and Graduate Bulletins). This handbook provides an overview of a graduate student's academic program.

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Office of the Registrar

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## CONTENTS

<b>STUDENT ACADEMIC HANDBOOK .....</b>	<b>4</b>
<b>ADMISSION STATUS .....</b>	<b>4</b>
NON-DEGREE SEEKING STATUS: .....	4
ADMITTED TO PROGRAM: .....	4
Provisional Admission: .....	4
Conditional Admission: .....	5
Full Admission: .....	5
<b>ADMISSION TO CANDIDACY .....</b>	<b>5</b>
<b>GRADUATE COMMITTEE: .....</b>	<b>5</b>
COMMITTEE COMPOSITION: .....	6
<b>PROGRAM OF STUDY: .....</b>	<b>6</b>
HOW TO FILE A PROGRAM OF STUDY: .....	7
CHANGING AN APPROVED PROGRAM OF STUDY: .....	8
<b>PRELIMINARY EXAMINATION – DOCTORAL STUDENTS ONLY: .....</b>	<b>8</b>
<b>EXCEPTIONS AND PETITIONS: .....</b>	<b>9</b>
TWELVE HOUR RULE: .....	10
CONTINUOUS REGISTRATION: .....	10
COMPLETION TIME EXCEEDS SIX/FOUR-YEAR TIMEFRAME: .....	11
<b>YOUR FINAL SEMESTER .....</b>	<b>11</b>
ANTICIPATED GRADUATION DATE FORM: .....	11
THE FINAL EXAMINATION (DEFENSE): .....	12
REPORT ON FINAL EXAMINATION FORM: .....	12
GRADUATION FEES: .....	12
SURVEY OF EARNED DOCTORATES: .....	13

THESIS/DISSERTATION SUBMISSION: .....	13
<b>EXAMPLES .....</b>	<b>14</b>

# STUDENT ACADEMIC HANDBOOK

Welcome to Graduate Studies at the University of Wyoming! On the following pages, you will find information and guidance on how to accomplish the steps necessary to successfully complete a graduate program at the University of Wyoming. This document provides examples of the forms every student will need to complete to establish their academic programs as well those needed as graduation approaches. Additionally, examples of exception-to-policy petitions are provided. All of the forms referenced are accessible on the Graduate Student Resources website. Please refer to the Regulations and Policies section of the Graduate Bulletin posted on the Graduate Student Resources website for more details than are provided in this brief handbook.

This document is primarily concerned with issues pertaining to the individual student's academic program and overseen by the Office of the Registrar. If you have any questions concerning the information contained herein, please visit our office in Knight Hall or contact us at the following numbers/email:

Phone: 307-766-5272

Fax: 307-766-3960

Email: [registrar@uwyo.edu](mailto:registrar@uwyo.edu)

## ADMISSION STATUS

### NON-DEGREE SEEKING STATUS:

If your program in WyoWeb is non-degree graduate, you are not considered to be actively pursuing a graduate degree and generally are not eligible for financial aid. Only 12 hours of course work earned as a non-degree student may be applied to a degree program if you choose later to earn a graduate degree.

### ADMITTED TO PROGRAM:

If your program in WyoWeb is masters, educational specialist, or doctorate, you have been approved to pursue a graduate certificate or degree. Within this classification there are three subcategories: conditional, provisional and full admission. The letter you received from the Admissions Office indicated your admission status.

### Provisional Admission:

A student who has applied but is required to submit additional application information before they can be fully admitted can be admitted provisionally with

program approval. For example, students attending another college at the time of application to graduate studies at UW may be admitted provisionally, but would be required to provide a final transcript from their current college prior to enrolling.

### **Conditional Admission:**

A student who has applied and is fully admissible but will be required by their respective graduate program to do something once enrolled is admitted conditionally. For example, a graduate applicant may be asked to meet with a faculty mentor periodically or complete pre-requisite coursework during their first term at UW. Conditions of enrollment and any timeline for completion will be provided to new students at the time of their admission.

A program of study worksheet may not be submitted until the student's graduate program has verified that the student has met the conditions of their enrollment.

### **Full Admission:**

If you are fully admitted, the expectation is that you will pursue your course work and the other requirements of your degree program through to completion.

Once admitted, all degree seeking graduate students must maintain continuous enrollment. Unless a formal leave of absence is approved. All students should maintain at least one hour of continuous enrollment in the semester or session they expect to receive the degree. Students should maintain enrollment for two of the three academic semesters. Students who cannot maintain continuous enrollment must submit the petition for Exception to Continuous Enrollment.

## **ADMISSION TO CANDIDACY**

Master's or educational specialist students are admitted to candidacy after a Program of Study Worksheet has been accepted and approved by your department head, college dean, and is on file at the Office of the Registrar. Doctoral students are admitted to candidacy once they have successfully passed the preliminary examination.

**IMPORTANT:** Please be aware admission as a non-degree seeking student does not guarantee you will be approved for admission to a degree program; admission to a degree program is not a guarantee of admission to candidacy; and admission to candidacy does not guarantee completion of the degree program.

## **GRADUATE COMMITTEE:**

The role of the members of your graduate committee is to work with you in designing a graduate experience that will provide you with the opportunity to gain the expertise that a graduate degree implies. Your graduate committee is responsible for advising you concerning course work for your degree program as

well as any required research or other creative endeavors. Their task is to ensure your Program of Study includes those courses best suited to provide the information and experience you will need to meet the demands of a career that requires the degree toward which you are working, and to see that your course work, your research projects or other creative endeavors, and your other academic experiences are appropriately integrated. Your committee is also responsible for conducting all degree-specific examinations, including a final examination (if applicable), to determine if you have achieved a suitable level of mastery.

Therefore, we strongly recommend that your committee be nominated and appointed during your first semester, but no later than at the beginning of your second semester. If you are a doctoral student, your committee must be nominated and appointed before you file the Program of Study.

### **COMMITTEE COMPOSITION:**

Master's and Educational Specialist students must have a minimum of three members on the committee: a committee chair, an external department member, and a third member. Doctoral students must have a minimum of five members on the committee: three members from their academic department, one of whom is the committee chair; an external department member; and a fifth member. Off campus members are allowed but must submit a current vita and be approved by committee chair, department head, and college dean.

The chair of the committee represents the academic department. The committee member who is the external department member serves a dual role. In addition to providing guidance and expertise in your graduate work, this person has a responsibility for monitoring the degree of fairness of the process for both the student and the University. This individual must be from a department other than the one in which you are majoring.

After consultation with your major advisor, complete the Committee Assignment/Change form and submit it to your department head for approval and signature. The form should then be forwarded to the college dean (provost for interdisciplinary programs) for approval. The form will then be routed to the Office of the Registrar for processing. Your online degree evaluation should be updated to reflect forming the committee within two weeks.

### **PROGRAM OF STUDY:**

Your program of study is, in effect, your contract with your committee and the University regarding what courses are required as part of the successful completion of your degree. It should be submitted no later than the end of your second semester. In addition to the requirements of your department and/or college, be sure to consult the general regulations regarding the university-level

degree requirements for your particular degree. You are encouraged to compare your planned registrations each semester with your program of study to see that you are taking the correct courses.

In –residence coursework includes courses and/or research work on the UW Laramie campus, at an approved UW off-campus course site, and/or work done for credit in the field under the direction of a UW faculty member.

The minimum number of semester credit hours that must be earned on the UW Laramie campus or at an approved UW setting for a particular degree program shall be determined by the individual colleges. In no case shall these minimum numbers of credit hours be less than 21 hours beyond the bachelor's degree for the master's degree, 21 hours beyond the master's degree for the educational specialist degree, or 24 hours beyond the bachelor's degree for the doctoral degree.

In computing the in-residence requirement for the Plan A thesis and doctoral degrees, credit earned working on the thesis or dissertation shall apply.

Several other issues can directly affect your program of study:

- Dual-listed courses (4000/5000) must be taken at the 5000 level.
- The maximum number of 4000 level coursework hours is 12.
- Transfer hours – maximum of 9 hours for masters and 48 for doctoral students.
- Twelve hour rule – discussed further on page 10.

In-depth information about these issues and their related policies can be found in the Regulations and Policies Section of the General Catalog.

Master's and Educational Specialist students are admitted to candidacy once their program of study has been approved. They then have six years to complete their degrees, beginning with the semester of the oldest course listed on the program of study. Students must petition to retain any UW course over six years old (by the term of graduation) in their program.

Doctoral students are admitted to candidacy once they have passed their preliminary examination. They then have four years to complete their degree.

## HOW TO FILE A PROGRAM OF STUDY:



Download the Program of Study worksheet from the Graduate Student Resources website. The worksheet must be completed on the computer or typewriter, and must have all the appropriate signatures (including the student's) before it can be submitted to the Office of the Registrar.

If your program includes courses from any other institution which are already completed, you must be sure an official transcript from that institution is on file with the Office of the Registrar before approval of the program of study is given. If the transcript does not show the course numbering system and grading system used at that institution, then you must attach other documentation of that information, such as copies of the appropriate pages from the institution's bulletin. If you intend to take courses elsewhere during your UW graduate experience, official transcripts must be received before your degree will be awarded. This must be no later than the last day of classes in the term of graduation.

A thorough review of this document is completed by the Office of the Registrar. Any discrepancies will be reported to the student, advisor, and department via email. The document may be returned for further information, documentation, etc. Allow two weeks for the Office of the Registrar to process your program of study worksheet.

If not corrections are necessary, the program will be converted into an electronic format and available for student/faculty reference on WyoWeb by accessing the degree evaluation feature.

### **CHANGING AN APPROVED PROGRAM OF STUDY:**

It is not always possible to predict what courses will be available during semesters following submission of your program of study. Further, you and your committee may decide that your program or career goals would be better served by different courses than are listed on your current program of study. You and your major professor or committee chair can make changes to your program of study by filling out a Request for Change of Program form and submitting it to the Office of the Registrar for approval.

### **PRELIMINARY EXAMINATION – DOCTORAL STUDENTS ONLY:**

Doctoral students are required to successfully pass a preliminary examination. The exam may not be given before the student has (1) an approved program of study on file, (2) completed at least 30 hours of coursework, and (3) completed any research tool requirements listed on the program of study. Doctoral students are admitted to candidacy once they have successfully completed the preliminary

examination. If you are a doctoral student, you have four calendar years after the successful completion of your preliminary examination to complete your degree.

The format and conduct of the preliminary examination are determined by the student's committee and department. The examination results (pass/fail) must be submitted to the Office of the Registrar on the Report on Preliminary Examination form. The majority vote of the committee members determines whether the student has passed or failed. In case of failure, the student may attempt the examination a second time. Students not passing the second examination will be dismissed from the Ph.D. program.

## **EXCEPTIONS AND PETITIONS:**

If due to extraordinary circumstances, you are unable to meet one of the graduate faculty regulations, it is possible to petition for an exception to the regulation. Exceptions to regulations may be petitioned by submitting the appropriate form through the appropriate chain of command. Examples of these petitions can be found in the Appendix.

Two things, however, are important for you to remember in regard to all petitions:

1. The University of Wyoming, as a fully-accredited public institution of higher education, must comply with general laws, regulations and principles of fairness, uniformity and accountability. Exceptions to uniform application of general regulations are justified only in extraordinary circumstances when necessary to prevent or remedy an unfair or unjust consequence.

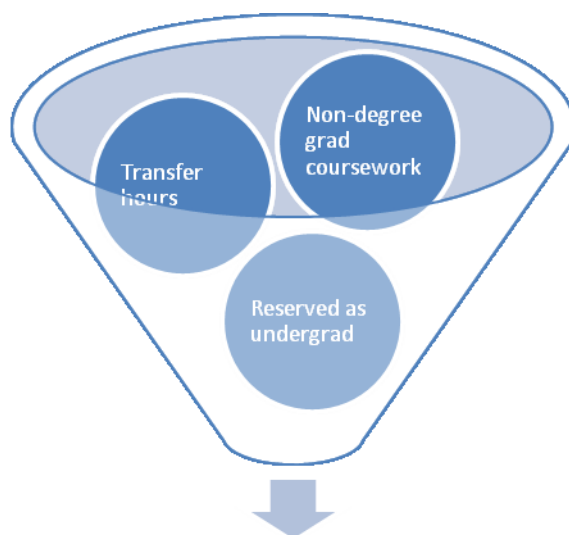
2. If your situation meets these requirements, be sure to state clearly the following information on your petition form:

- a. in what way your situation constitutes an extraordinary circumstance.
- b. what the unfair or unjust consequences would be, or are, and how granting your petition will remedy those consequences.

The following regulations were discussed in earlier sections of this handbook. Below, the exceptions that may be petitioned for each regulation are explained.

Once a petition is completed and appropriate signatures obtained, it should be submitted to the Office of the Registrar for processing.

## TWELVE HOUR RULE:



**Mixed together = 12**

The “Rule of Twelve” only applies to students prior to being admitted to a master’s or educational specialist graduate program. Doctoral students are allowed to transfer up to 48 hours of coursework including 4 hours of thesis research. 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.

If, due to extraordinary circumstances, you have earned more than 12 semester hours of non-degree seeking credit that you wish to apply toward a graduate degree program, and if inclusion of more than 12 hours of non-degree seeking credit in your degree program would remedy unfair or unjust consequences, you may petition this regulation.

## CONTINUOUS REGISTRATION:

If, due to extraordinary circumstances, you are unable to maintain continuous registration, you may petition for a leave of absence before you discontinue registration, if approval of a leave of absence would remedy unfair or unjust consequences. You will need to ask for re-admittance if your absence is more than two semesters.

## COMPLETION TIME EXCEEDS SIX/FOUR-YEAR TIMEFRAME:

If, due to extraordinary circumstances, you are unable to complete your degree within the specified time limits, and if extension of the time limit would remedy unfair or unjust consequences, you may obtain the appropriate petition (six-year or four-year). Petitions are valid for one year from the date of signing.

### Six-year rule (for master's and educational specialist students):

The six-year petition and required attachment(s) requires certification that any course more than six years old has not changed significantly since you earned credit in the course and that your present knowledge of the subject matter is acceptable, judged against standards for the course as presently offered. An attachment must be completed for each course over six years old. This rule applies only to courses completed at the University of Wyoming. It does not apply to doctoral students.

### Four-year rule (for doctoral students):

The four-year petition requires that your doctoral committee recertify the competency established by your performance on your preliminary examination. In addition, you are required to specify the new date by which all degree requirements will be completed.

## YOUR FINAL SEMESTER

In your final semester, the deadlines are real and must be met. You must be registered the semester you complete your degree. The following are some important procedures to follow during your final semester. Consult the Graduate Student Resources website for more information.

### ANTICIPATED GRADUATION DATE FORM:

This form must be completed by all graduate students intending to complete a degree. You are personally responsible for completing this form and submitting the form to the Office of the Registrar. You may declare a graduation date at any point in your program, but the document must be on file no later than the end of the term in which you wish to graduate.

Your form must be approved and processed by the Office of the Registrar before a degree check can be completed. Given that, it is highly recommended it be submitted as early as possible. The degree analyst will contact you with any problems that need addressed.

It is possible you may need to defer graduation if all requirements cannot be met. An updated anticipated graduation date form must be completed to establish a new graduation date.

### **THE FINAL EXAMINATION (DEFENSE):**

Students should provide a copy of the thesis/dissertation to their committee members at least two weeks prior to final examination or earlier if required by the department.

The defense presentation must be open to be the public and advertised. Please contact your department for their specific policy concerning publicizing the defense.

All final examinations should be held at least 10 days prior to the last day of classes in the term of graduation.

### **REPORT ON FINAL EXAMINATION FORM:**

The Report on Final Examination form replaces the Completion of Requirements and Certificate of Approval forms. Students download this form, complete the personal information block and insert the names of the committee members. Take it to your examination.

By signing this form, the committee validates that the student has successfully passed the defense and the thesis/dissertation (if applicable) has been accepted. The student's signature authorizes electronic publication of the document. Students can also indicate if they wish to sequester (embargo) their project. A signed letter requesting a delay in publication (not to exceed one year) must be approved through Academic Affairs and be on file in the Office of the Registrar.

### **GRADUATION FEES:**

All degree-seeking graduate students will pay the \$25 graduation fee. Graduate students completing a certificate program will pay a \$12.50 graduation fee. Students completing both a degree and certificate program are subject to both fees. These fees can be paid online through Cashnet (see the Graduate Student Resources website, Graduation Process link) or made directly to the Cashier's Office located in Knight Hall. If not paid by the last day of classes, an additional fee of \$5 is applied.

Graduate students completing the thesis or dissertation will pay a publishing fee directly to ProQuest when uploading their thesis/or dissertation. These fees will be listed in the UW Feebook.

## SURVEY OF EARNED DOCTORATES:

All PhD students are expected to complete the Survey of Earned Doctorates. This is a web-based national survey UW participates in as part of the accreditation process. After completing the survey, students will send an email to [registrar@uwyo.edu](mailto:registrar@uwyo.edu). Completing the survey is not a graduation requirement; it may be completed after the end of the term of graduation.

## THESIS/DISSERTATION SUBMISSION:

All thesis/dissertation students will submit an electronic copy of their thesis/dissertation for publication to the University of Wyoming via the ProQuest (UMI) site. This copy is submitted after the student has made all committee recommended changes and has submitted the Report on Final Examination to the Office of the Registrar. Full details and instructions are contained in the Thesis/Dissertation Format Guide. An initial upload of the document must be accomplished by the last day of classes in order to graduate. If additional changes (formatting) are necessary, it will not affect graduation if made after the graduation date. If the document is not uploaded by the last day of classes, the student's graduation date will be deferred.

# Examples

The following pages contain examples of:

- ◆ Committee Assignment/Change
- ◆ Program of Study Worksheet
- ◆ Request for Change in Graduate Program
- ◆ Report on Preliminary Examination
- ◆ 12-Hour Petition
- ◆ Four-Year Petition (and Attachment)
- ◆ Six-Year Petition (and Attachment)
- ◆ Continuous Registration (Leave of Absence)
- ◆ Anticipated Graduation Date
- ◆ Report on Final Examination

## UNIVERSITY OF WYOMING

## COMMITTEE ASSIGNMENT/CHANGE FORM

☒ Committee Assignment  
☐ Committee Change

From: K.N. Range, Committee Chair  
 Date 2/2/2009

I request the following graduate student committee assignment/change be approved:

Student Name: Serious Student ID# 12345678 Email: sgs@uwyo.eud

Dept./Pgm: Renewable Resources Major: Rangeland Ecology & Watershed Mgt  
☒ Master's Committee ☐ EdS ☐ Doctoral Committee

Masters and Ed Specialist committees must consist of at least 3 members. Doctoral committees must consist of at least 5 members.

Position	Current Committee	Committee Change
<b>Chair</b> – must be from student's academic unit	Name: Augustus Soil	Name:
	W#: 55555555	W#:
<b>Co-Chair</b> – if applicable	Name:	Name:
	W#:	W#:
<b>External Department Member</b> – must be from outside student's academic unit	Name: Darning Needles	Name:
	W#: 66666666	W#:
<b>Faculty</b> – same/related area	Name: Douglas Beedles	Name:
	W#: 77777777	W#:
<b>Faculty</b> – same/related area	Name:	Name:
	W#:	W#:
<b>Faculty</b> – any member the dept.head is willing to appoint	Name:	Name:
	W#:	W#:
<b>Faculty</b> – either a UW or non-UW member, the dept. head is willing to appoint. Attach vita if non-UW member.	Name:	Name:
	W#:	W#:

## APPROVAL:

Printed Name: KN Range

KN Range

Dept. Head/Interdisciplinary Prog. Director  
Signature

Printed Name: Mister Agriculture

M. Agriculture

College Dean/Provost  
Signature

Revised 8/5/2009



## UNIVERSITY OF WYOMING

## GRADUATE &amp; MINOR PROGRAM OF STUDY WORKSHEET

- This worksheet is provided to help you plan your program of study with your advisor/committee chair. Only **fully** admitted students can submit a program of study – please make sure you are fully admitted.
- Enter the required courses taken at UW prior to admission and after admission to UW graduate study. Enter any transfer courses from other accredited institutions specific to your program. Indicate courses for Minor program with an ( \* ) asterisk.
- Secure signatures of advisor/committee, department head/program chair and college dean/provost. **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 WYOWEB as a CAPP audit within two (2) weeks of submission.

<b>1. Student Information</b>			
Date Submitted	3/9/2009	Admission Sem/Yr	Spring 2007
Last Name: Student	First Name: Serious	W Number: G	
Student Signature: <i>[Signature]</i>			
Academic Dept./Program: Renewable Resources	Degree: MS	Master's Thesis <input checked="" type="checkbox"/> OR Non-Thesis <input type="checkbox"/>	
Major: Rangeland Ecology & Watershed Management	Option:		
Minor: Statistics			

2. Required Courses Taken Prior to Admission or Reserved for Graduate Credit (12 hour maximum)							
Dept & Course No.	Course Title	Sem	Credits	Dept & Course No.	Course Title	Sem	Credits
						Total	0

3. Required Courses Taken After Admission							
Dept & Course No.	Course Title	Sem	Credits	Dept & Course No.	Course Title	Sem	Credits
*STAT5000	A Stat Course	SP07	3	RNEW8975	A RNEW Course	SP07	3
REWM5200	A REWM Course	SP07	3	*STAT5100	Just another Course	SU08	3
*STAT5200	Another STAT Course	F08	3	SOIL5390	A Soils Course	F08	3
REWM5489	Another REWM Course	F08	3	*STAT5210	Last STAT Course	SP09	3
ENR 5900	An ENR Course	SP09	2	REWM5960	Thesis Research	SP09	4
						Total number of coursework hours	26
						Total number of thesis/dissertation research hours	4

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   0

5. Total number of program hours:			
		Total Program Hrs (Total sections 2, 3, 4)	30

Year Master's Degree Awarded	Institution
Doctoral students please list research tools if required	

**Required signatures:**

Graduate Certificate - Advisor or committee chair/dept. head/college dean

Master's program - Advisor or committee chair/dept. head/college dean

Doctoral program - All committee members/dept. head/college dean

**\*\*Interdisciplinary programs require the signature of the program director and provost****Dual majors must have signature from dual major program director****If declaring a minor, must have minor advisor's signature**

Committee	First Name	Last Name	Signatures
Advisor/Committee chair	Augustus	Soil	<i>Dr. Soil</i>
Committee co-chair			
External Department Member	Darning	Needle	<i>Darn Needle</i>
Dual Major Program Director			
Member	Douglas	Beedles	<i>Dr. Beedles</i>
Member			
Member			
Advisor for Minor if applicable	Bart	Numbers	<i>Dr. Numbers</i>
Dept. Head/Interdisciplinary Pgm Dir.	K.N.	Range	<i>K.N. Range</i>
College Dean/Provost	Mister	Agriculture	<i>M. J.</i>

## UNIVERSITY OF WYOMING

## REQUEST FOR CHANGE IN GRADUATE PROGRAM

This form is used to make corrections and additions/deletions to an approved program of study and may be submitted more than once.

W # 12345678 Student Name: Serious G. Student  
Major Dept. Renewable Resources Email Address: SGS@uwyo.edu  
Degree Sought: MS  
Master's Program: Change from **Thesis** to **Non-Thesis** ☐ or change from **Non-Thesis** to **Thesis** ☐  
(Be sure to add or delete Thesis Research hours (5960) as appropriate)

I request that the following change(s) be approved in my graduate program as originally submitted:

**DELETE COURSES:**

[illegible]

**ADD COURSES:**

[illegible]

**ADDITIONAL CHANGES:**

**Reduce Credit in:**

[illegible]

**Increase Credit in:**

[illegible]

Approved:

Committee Chair

A. Soil  
(signature of chair denotes approval of advisory committee)

Date 5/5/09

Dept. Head/Interdisc. Pgm Dir.

College Dean/Provost

~~K~~  
~~MA~~

Date 5/10/09  
Date 5/12/09

Revised 8/5/2009

## UNIVERSITY OF WYOMING

## REPORT ON PRELIMINARY EXAMINATION FOR ADMISSION TO CANDIDACY

This form must be submitted to the Office of the Registrar after the preliminary examination whether or not the student is successful.

☒ Ph.D or ☐ Ed.D

Student's Name Ima Student W# 23456789

Student's Email imas@uwyo.edu Department Economics & Finance

Major: Economics

Date of Preliminary Exam 12/1/2007

Please type in the name and email of the committee members.

Committee member

Dr. Finance

Chair

Email

finance@uwyo.edu

Dr. Ag Economics

External Dept. Mbr

agec@uwyo.edu

Dr. Economics

Member/Co-Chair

economics@uwyo.edu

Dr. O. Econ

Member

oecon@uwyo.edu

Dr. Accounting

Member

accounting@uwyo.edu

Member

☒ Student Passed (majority vote required) ☐ Student Failed 1<sup>st</sup> ☐ Student Failed 2<sup>nd</sup>

The committee member will sign under favorably or unfavorably. If the committee member is not present, an X can be put in that section.

Favorably (signatures)

Unfavorably (signatures)

Not Present (X)


Research Tools: Are there courses or skills listed as research tools on the students Program of Study? ☐ Yes ☐ No

If so, has proficiency been secured in these courses or skills? ☐ Yes ☐ No

Recommendation for remediation:


Department Head/Interdisciplinary Program Director Signature/Date

Revised 7/29/2009

# UNIVERSITY OF WYOMING

## GRADUATE STUDIES PETITION

### Exception to regulation: LIMITATION OF 12 ENRICHMENT HOURS IN A GRADUATE PROGRAM

*This request, if approved, involves 4 \_\_\_\_\_ hours of enrichment hours beyond the maximum of 12.*

*Please read instructions before typing this form.*

*Set forth your version of the facts, circumstances and consequences. Give facts not conclusions. Provide any materials that might support your petition.*

NOTE: THE UNIVERSITY OF WYOMING, AS A FULLY-ACCREDITED PUBLIC INSTITUTION OF HIGHER EDUCATION, MUST COMPLY WITH GENERAL LAWS, REGULATIONS AND PRINCIPLES OF FAIRNESS, UNIFORMITY AND ACCOUNTABILITY. **EXCEPTIONS TO UNIFORM APPLICATION OF GENERAL REGULATIONS ARE JUSTIFIED IN EXTRAORDINARY CIRCUMSTANCES WHEN NECESSARY TO PREVENT OR REMEDY AN UNFAIR OR UNJUST CONSEQUENCE.**

- This request is based on the following extraordinary circumstances:

Please fill in this information to the best of your ability providing the facts behind your request to reserve more than the approved minimum of 12 hours. Do NOT skip filling in this section.

- The following unfair or unjust consequences will occur if the petition is not approved: Again, provide facts about what will happen if this petition is not approved. Do NOT skip filling in this section.

Your Name (print or type) Serious G. Student ID Number W1234567  
Your Signature Serious G. Student Date \_\_\_\_\_

**EACH OF THE UNDERSIGNED, having carefully considered the facts stated above; the existence and intent of laws, regulations and policies; fairness to this student and other students; the consequences of grant or denial; and their professional and collegial responsibilities, RECOMMEND AS FOLLOWS:**

#### RECOMMEND APPROVAL

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Academic Advisor	<u>A. Soil</u>	Date	<u>4/5/09</u>
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Dept. Head/Interdisc. Pgm Dir.	<u>[Signature]</u>	Date	<u>4/16/09</u>

#### GRANT APPROVAL

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	College Dean/Provost	<u>MA</u>	Date	<u>4/15/09</u>
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	University Registrar	<u>T. Registrar</u>	Date	<u>4/17/09</u>

Revised 8/5/2009

## UNIVERSITY OF WYOMING

### GRADUATE STUDIES 4-YEAR PETITION

**REGULATION: Completion Of The Doctoral Degree Within Four Years After Passing The Comprehensive Examination**  
 Passing the preliminary examination had certified that the Committee was satisfied with the course work competency of the student. Therefore, the student was given FOUR years in which to complete the degree requirements. As a result of not completing within that time period, the Committee must recertify the course work competency of the student.

This petition expires on the projected completion date or in one year, whichever is first.

Note: The University of Wyoming, as a fully-accredited public institution of higher education, must comply with general laws, regulations and principles of fairness, uniformity and accountability. **Exceptions to uniform application of general regulations are justified in extraordinary circumstances when necessary to prevent or remedy an unfair or unjust consequence.**

- Please explain the extraordinary circumstances for missing the 4-year deadline:  
 Please provide facts as to why it has taken longer than 4 year since your preliminary exam to complete your doctoral program.
  
- The following unfair or unjust consequences will occur if the petition is not approved:  
 What will happen? Provide only facts.
  
- Date Preliminary Examination passed:  
 12/1/2007
- Projected degree completion date:  
 12/15/2012

(Attach additional sheets if necessary)

Your Name (print or type)	Ima Student	W Number	023145678
Your Signature	<i>Ima Student</i>	Date	7/5/2011
Major:	Economics	Department	Economics & Finance

**EACH OF THE UNDERSIGNED, having carefully considered the facts stated above; the existence and intent of laws, regulations and policies; fairness to this student and other students; the consequences of grant or denial; and their professional and collegial responsibilities, DOES RECOMMEND AS FOLLOWS:**

#### RECOMMEND APPROVAL

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Committee Chair	<i>B. Finance</i>	Date	7/6/2011
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Dept. Head/Interdisc. Pgm Dir.	<i>Scott</i>	Date	7/8/2011

#### GRANT APPROVAL

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	College Dean/Provost	<i>C. Provost</i>	Date	7/12/2011
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	University Registrar	<i>T. Registrar</i>	Date	7/15/2011

Revised 7/29/2009

## Attachment A

THIS FORM IS TO BE ATTACHED TO THE PETITION FOR AN EXCEPTION TO THE 4-YEAR RULE

Students Name Ima Student W # 023145678

This petition attachment must be approved by a majority of the members of the candidate's Committee. The graduate faculty has approved a period of four years as being reasonable for completion of the dissertation. Beyond that period, the body of knowledge in some courses or aspects of the candidate's academic background may have change enough to call into questions the results of the preliminary examination. Signing this petition certifies each Committee member's agreement that the requested extension of time to degree has not negatively impacted the candidate's knowledge. The candidate's knowledge is current with other candidates about the graduate from the same program.

Chairperson's Signature	<u>B. Finance</u>	<input checked="" type="checkbox"/> Agree <input type="checkbox"/> Disagree
Committee Member's Signature	<u>Ag. Er</u>	<input checked="" type="checkbox"/> Agree <input type="checkbox"/> Disagree
Committee Member's Signature	<u>J. Economics</u>	<input checked="" type="checkbox"/> Agree <input type="checkbox"/> Disagree
Committee Member's Signature	<u>O. Sr</u>	<input checked="" type="checkbox"/> Agree <input type="checkbox"/> Disagree
Committee Member's Signature	<u>B. Adams</u>	<input checked="" type="checkbox"/> Agree <input type="checkbox"/> Disagree
Committee Member's Signature	_____	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
Committee Member's Signature	_____	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree

The college dean's signature on the petition (attached) indicates the college's approval or disapproval of the petition.

Revised 7/29/2009

## UNIVERSITY OF WYOMING

## GRADUATE STUDIES PETITION

Exception to regulation: COMPLETION OF THE MASTER'S DEGREE WITHIN SIX YEARS

*Coursework completed outside this time period must be certified on the attached form, one of which must be completed for each course falling outside the six year time-to-degree. Beginning Fall 2009, this policy is NOT required for transfer coursework.*

*This petition expires one year from date below:*

NOTE: THE UNIVERSITY OF WYOMING, AS A FULLY-ACCREDITED PUBLIC INSTITUTION OF HIGHER EDUCATION, MUST COMPLY WITH GENERAL LAWS, REGULATIONS AND PRINCIPLES OF FAIRNESS, UNIFORMITY AND ACCOUNTABILITY. **EXCEPTIONS TO UNIFORM APPLICATION OF GENERAL REGULATIONS ARE JUSTIFIED IN EXTRAORDINARY CIRCUMSTANCES WHEN NECESSARY TO PREVENT OR REMEDY AN UNFAIR OR UNJUST CONSEQUENCE.**

- This request is based on the following extraordinary circumstances:  
Please list the fact that caused you to not be able to complete within six years.
  
- The following unfair or unjust consequences will occur if the petition is not approved:  
List facts about what will occur if the petition is denied.

(Attach additional sheets if necessary)

Your Name (print or type)	Serious G. Student	ID Number	12345678
Major	Rangeland Ecology & Watershed	Degree	MS
	Mgt		
Your Signature	<i>Serious G. Student</i>	Date	12/9/2010

**EACH OF THE UNDERSIGNED, having carefully considered the facts stated above; the existence and intent of laws, regulations and policies; fairness to this student and other students; the consequences of grant or denial; and their professional and collegial responsibilities, RECOMMEND AS FOLLOWS:**

**RECOMMEND APPROVAL**

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Academic Advisor	<i>[Signature]</i>	Date	12/11/10
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Dept. Head/Interdisc. Pgm Dir.	<i>[Signature]</i>	Date	12/13/10

**GRANT APPROVAL**

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	College Dean/Provost	<i>[Signature]</i>	Date	12/20/10
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	University Registrar	<i>[Signature]</i>	Date	12/24/10

Revised 8/31/2009



## Attachment A

THIS FORM IS TO BE ATTACHED TO THE PETITION FOR AN EXCEPTION TO THE 6-YEAR RULE

Section I: This section is to be completed by the petitioning student.

Name of petitioning student Last name Student First name Serious Middle initial GStudent ID number W02345678Course number and name Course Number STAT Course Name 5000Name of instructor at time course originally taken B. AccountableWhen was original course taken Semester Spring Year 2007Name present course instructor Notso AccountableSection II: The instructor of the present course named in this petition must complete this section.

1. Has the present course content changed significantly since the student earned credit in the course?

☒ Yes ☐ No

2. Is the student's present knowledge of the subject matter acceptable judged against standards for the course as presently offered?

☒ Yes ☐ No

3. What mechanism was used to ensure the student's knowledge of the subject matter is current?

Met with student who could provide materials indicating knowledge is still currentSignature of certifying instructor Notso Accountable

Section III: The student's committee is asked to agree or disagree with the request.

Chairperson's Signature

Committee Member

Committee Member

Committee Member

Committee Member

☒ Agree☐ Disagree☒ Agree☐ Disagree☒ Agree☐ Disagree☐ Agree☐ Disagree☐ Agree☐ Disagree

The Dean of the College's signature on the formal petition (attached) indicates the college's approval or disapproval of the petition.

Revised 8/31/2009

## UNIVERSITY OF WYOMING

## GRADUATE STUDIES PETITION

Exception to regulation: CONTINUOUS REGISTRATION REQUIRED (Leave of Absence)

*Approval of this petition does not extend the time-to degree limitation. It is expected that this leave of absence will begin 3/7/2009 and end 3/7/2010.*

NOTE: THE UNIVERSITY OF WYOMING, AS A FULLY-ACCREDITED PUBLIC INSTITUTION OF HIGHER EDUCATION, MUST COMPLY WITH GENERAL LAWS, REGULATIONS AND PRINCIPLES OF FAIRNESS, UNIFORMITY AND ACCOUNTABILITY. EXCEPTIONS TO UNIFORM APPLICATION OF GENERAL REGULATIONS ARE JUSTIFIED IN EXTRAORDINARY CIRCUMSTANCES WHEN NECESSARY TO PREVENT OR REMEDY AN UNFAIR OR UNJUST CONSEQUENCE.

- This request is based on the following extraordinary circumstances:  
Please report all the facts surrounding your need for a leave of absence.
  
- The following unfair or unjust consequences will occur if the petition is not approved:  
Report all the facts as to what will occur if this petition is denied.

(Attach additional sheets if necessary)

Your Name (print or type) Serious G. Student ID Number W12345678  
Your Signature *Serious G. Student* Date 3/7/2009

EACH OF THE UNDERSIGNED, having carefully considered the facts stated above; the existence and intent of laws, regulations and policies; fairness to this student and other students; the consequences of grant or denial; and their professional and collegial responsibilities, RECOMMEND AS FOLLOWS:

RECOMMEND APPROVAL

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Academic Advisor	<u><i>A. Soil</i></u>	Date	<u>3/10/09</u>
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Dept. Head/Interdisc. Pgm Dir.	<u><i>RV</i></u>	Date	<u>3/12/09</u>

GRANT APPROVAL

<input type="checkbox"/> Yes	<input type="checkbox"/> No	College Dean/Provost	<u><i>MA</i></u>	Date	<u>3/15/09</u>
<input type="checkbox"/> Yes	<input type="checkbox"/> No	University Registrar		Date	

Revised 8/5/2009

### Anticipated Graduation Date

All students must fill out top section of this form and return to the Office of the Registrar. If this anticipated date changes, please notify our office in writing.

I, Serious G. Student, plan to finish my last course(s) and graduate in the  
(Printed name)

☒ Spring ☐ Fall ☐ Summer semester of 2015 (year).

#### Student Information:

Student W Number 2345678 Level Undergraduate ☐ Graduate ☒

#### Diploma Mailing Address (please allow 10-12 weeks for mailing):

Street: 1234 Cowboy Lane City: Laramie  
State: WY Zip: 82070

Please tell us *exactly* how you would like your name to appear on your diploma.

Serious G. Student

#### College of:

☒ Agriculture ☐ Arts & Sciences ☐ Business ☐ Education  
☐ Engineering & Applied Science ☐ Health Sciences ☐ Law ☐ Interdisciplinary

#### Undergraduate Degree Students:

Please provide your major:

#### Graduate Degree Students:

Please provide the following information

Degree Sought: MS  
Master's students indicate: Thesis ☒ Non-thesis ☐  
Major: Rangeland Ecology & Watershed Management  
Option: \_\_\_\_\_  
Minor: Statistics

#### Student Signature:

*Serious G. Student*

A one-time Graduation Fee (\$25 for each diploma, \$12.50 for each certificate) must be paid by the last day of classes. After this date, a late fee of \$5 will be added and a hold will be placed on your account. Graduate students will pay the publishing fee directly to ProQuest.

Diplomas will not be released to students who have holds on their accounts.

## UNIVERSITY OF WYOMING

## Report of Final Examination Results

Student's Name Serious G. Student W #: 2345678  
 Major: Rangeland Ecology & Watershed Mgt Option: \_\_\_\_\_  
 Degree Sought: MS ☐ Non-thesis ☒ Thesis ☐ Dissertation Date of Defense 12/10/10

Thesis/Dissertation Title: How to get out of School Quickly

## Committee Recommendation

Ausustus Soil

Committee Chair

☒ Confer ☐ Deny ☐ Abstain

Committee Member

☐ Confer ☐ Deny ☐ Abstain

Darning Needle

External Dept. Member

☒ Confer ☐ Deny ☐ Abstain

Committee Member

☐ Confer ☐ Deny ☐ Abstain

Douglas Beedles

Committee Co-Chair or Member

☒ Confer ☐ Deny ☐ Abstain

Committee Member

☐ Confer ☐ Deny ☐ Abstain

Committee Member

☐ Confer ☐ Deny ☐ Abstain

Committee Member

☐ Confer ☐ Deny ☐ Abstain

## FOR THESIS AND DISSERTATION STUDENTS ONLY

## Committee Review and Acceptance:

Signature above indicates this thesis or dissertation has been read by each member of the committee and has been found to be satisfactory regarding content, English usage, format (other than that required by the University of Wyoming), bibliographic style, and consistency, and is ready for submission. The student and committee agree to abide by the statements below, and confirm that this form serves as the Approval Page for the thesis, dissertation, or project including any abstract enclosed within.

## Student Agreement

1. I hereby certify that, if appropriate, I have obtained and attached a written permission statement from the owner(s) of copyrighted matter to be included in my thesis, dissertation, or project, allowing distribution of this project.
2. I certify that the electronic version I submitted is the exact same document as the final copy approved by my graduate committee.
3. I grant UW and its agents the non-exclusive license to archive and make accessible my thesis, dissertation, or project in whole or part in all forms of media, now or hereafter known. I retain all other ownership rights to the copyright of the thesis, dissertation, or project. I also retain the right to use in future works (such as articles or books) all or part of the thesis, dissertation, or project.

## Student and Committee Agreement (select one of the following):

- ☒ 1. Release entire work immediately for worldwide access.
- ☐ 2. With prior approval of Office of the Registrar, secure the entire work for patent and/or proprietary purposes for a period of one year. At the end of the one year secure period, the work will handled under option 1 above, unless we request option 2 with a new approval form. Students pursuing a patent must file a provisional patent application with the Research Office.

Student Signature and Date:

Serious G. Student

## Administrative Approval

Dept. Head/Interdisciplinary Pgm.

Director Signature and Date:

R.N. Range 12/10/10

College Dean/Provost Signature  
and Date:

M. H. H. 12/10/10

Incorporated 8/2009