

COLLEGE OF ENGINEERING AND PHYSICAL SCIENCES FACULTY GUIDE TO GRADUATE STUDENT PAPERWORK

Graduate students have the primary responsibility to keep track of the necessary paperwork for their progress. The College has prepared a guide for students to follow (can be found at <http://www.uwyo.edu/ceas/academics/graduate-programs/index.html>). Nevertheless, as a supervisor of graduate students or a committee member, you will be required to sign this paperwork. Just keep this guide handy and refer to it when you are asked to sign paperwork or when your graduate students have questions.

Graduate Committee Formation and Assignment

The first paperwork that must be prepared and submitted by graduate students is the Graduate Committee Assignment form (<http://www.uwyo.edu/registrar/files/committee-assignment-new.pdf>). This form appears straightforward but there are two things that you should check if you are the Committee Chair.

1. Is the Outside Member tenured at UW?

The latest Graduate Committee Formation policy (http://www.uwyo.edu/regs-policies/files/docs/policies/graduate_committee_formation_sap_effective_10-29-18.pdf) has clearly defined the Outside Member. The Outside Member is a tenured or tenure-track UW faculty member from outside the student's academic unit. They are not from outside of UW (that is an External Member – see below). Additionally, because "The Outside committee member serves as the broader audience and is tasked with balancing academic rigor with fairness during the student's graduate program (to balance scholastic challenge with realistic program expectations)." "the Outside member should be a tenured UW faculty member with demonstrated experience in mentoring graduate students *at the University of Wyoming*."

Untenured, tenure-track faculty may serve as Outside Members but only if the two criteria noted in the policy are met. If the criteria are not met, the form will be returned for revision.

Recommendation: When possible include untenured, tenure-track faculty on committees as "UW Faculty" and not as "Outside Members".

2. Does the External Member have a C.V.?

The Graduate Committee Formation policy states that "External committee members are non-UW personnel who serve on the committee to facilitate the student's research or creative activity." They cannot serve as Committee Chairs or as Outside Members but they can serve as full committee members, **as long as their C.V. with contact information is included** with the form. There are additional requirements noted in the policy.

Graduate Program of Study

The next paperwork that is required is the Program of Study. There is one form for Master's students (<http://www.uwyo.edu/registrar/files/docs/program-of-study-master-new.pdf>) and another for Doctoral students (<http://www.uwyo.edu/registrar/files/docs/program-of-study->

[doctoral-new.pdf](#)). This form is a bit of a test for the graduate student – can they follow the instructions sufficiently to complete the form properly? The signature requirements are straightforward, however – all of the Graduate Committee members review and sign the document. Note, however, that "It is the responsibility of the advisor/committee chair to ensure all department/program requirements have been met." so if you have that role, please check this.

Report on Preliminary Examination

For doctoral students, the next paperwork requirement is typically the Report on Preliminary Examination for Admission to Candidacy (http://www.uwyo.edu/registrar/_files/docs/report-of-on-preliminary-exam-new.pdf). The key limitations on the preliminary exam are found in the University Catalog and specifically:

"Candidacy in the doctorate occurs upon certification of successful completion of the preliminary examination. The preliminary examination will be held at least 15 weeks prior to the final examination. The preliminary examination may not be given before: (a) the research tool requirements, if any, have been met and certification approved; (b) at least 30 hours of coursework have been completed; and (c) *the doctoral program of study has been approved*. The format and conduct of this examination shall be the responsibility of the student's committee, in accordance with any departmental policies (see specific departmental guidelines)" (*emphasis added*)

If you are a Committee Chair and your student is preparing for their preliminary examination, please double check that the committee has been formed and the program of study has been approved. It will be embarrassing for a student's Preliminary Examination results to be rejected by the Registrar because the paperwork was not prepared in the proper sequence.

Report on Final Examination

Typically, the last form that you as a faculty member will sign is the Report on Final Examination Results (http://www.uwyo.edu/registrar/_files/docs/report-of-final-exam-masters-and-phd-1-25-22.pdf). The tricky parts about this form are that the order of the committee member listing is different from the order of the other forms, and there is no formal line for the Committee Co-Chair to sign – so the Co-Chair signs as a Member. Also, for committees larger than six, use a second form.

Other Common Paperwork

There are many additional forms related to graduate study but most of those are for relatively rare occurrences. The forms below, though, are more commonly encountered and have their own quirks.

Request for Change in Graduate Program

http://www.uwyo.edu/registrar/_files/docs/request-for-change-in-graduate-program-new.pdf

On occasion, a student's original program of study differs from the coursework that was actually completed (for example, a desired course was not offered so another course was taken instead). Making these changes does not require a new program of study form – all that is required is to request the changes using this form. The key difference is that, unlike the original program of study, this form does not require approval by the full graduate committee.

Graduate Committee Change Form

<http://www.uwyo.edu/registrar/files/docs/committee-change-form-new.pdf#CommitteeChange>

For any number of reasons, the most common being that a committee member has left UW, a student may need to change their graduate committee. This form is needed to do that and it is one of the more confusing forms among all the forms. A graduate student who can complete this form correctly without guidance has strong promise for becoming an administrator! The key points are:

1. The second column "New Committee Member Details" shows all of the committee as it will be *after* approval of the form. Typically most of the committee members are the same as they were, but all committee members must be included: any new members as well as all continuing members.
2. The fourth column "Former Committee Member Details" includes only the faculty who will no longer be serving on the committee, for whatever reason (leaving UW is the most common reason). No other names are included in this column.
3. *ALL* committee members must sign, including former committee members who are still at UW (if they have left UW, their signature is not required).

Request to Reserve Coursework for Graduate Credit

http://www.uwyo.edu/registrar/undergraduate_students/request-to-reserve-coursework-for-graduate-credit-new.pdf

This is an undergraduate student form. Any undergraduate student could complete this form to reserve coursework for graduate credit, providing they have the approval of their *undergraduate advisor*. Most Engineering and Physical Sciences undergraduates who are considering this form, however, are pursuing a QuickStart Master's program and they have room in their schedule to take courses that they do not need for their bachelor's degree, hence the desire to reserve them for graduate credit (Note: these are NOT the two courses that students take that are applied to both their bachelor's and master's program. Those "double-counted" courses must be taken for undergraduate credit).

If you have agreed to supervise an undergraduate student as a QuickStart Master's student, then you will also sign this form as the graduate advisor. In that case, two advisors will sign the form: the student's undergraduate advisor and you, as the student's graduate advisor.

Less Common Paperwork

The forms discussed above should account for well over 90% of the forms you will encounter as a supervisor of graduate students or a committee member. When you receive a request from your graduate students or from an administrator for another form, though, do not panic! Instead, contact one or more of the following individuals to help:

1. Your Department's Office Associate Senior.
2. Your Department's Graduate Coordinator or Head.
3. The CEPS Associate Deans for Graduate Education and Research
Engineering: Dr. David Bagley, bagley@uwyo.edu, 766-3186, EERB 401C
Physical Sciences: Dr. Danny Dale, DDale@uwyo.edu, 766-6150, Phys Sci 214,

If we do not know the answer, we will find it and provide it to you.