

COLLEGE OF ENGINEERING AND PHYSICAL SCIENCES
GRAD FACTS

FREQUENTLY ASKED QUESTIONS

You have been proceeding well in your graduate studies, completing the paperwork correctly and in sequence while avoiding paperwork pitfalls. Then, something changes. Do not panic. Instead, take a look at the FAQs and answers below and if you still do not find the answer you are looking for, contact the College's Associate Dean for Graduate Programs (you can find their contact information at <https://www.uwyo.edu/ceas/academics/graduate-programs/index.html>). Many of the answers to FAQs require paperwork, most of which can be found at: <https://www.uwyo.edu/registrar/graduate-students/graduate-student-forms.html>

FAQ 1: I need to change my committee. What do I do?

You may need to change your committee for any number of reasons, the most common reason (albeit still rare) being that one of your committee members has left UW. As soon as you identify that you need to change your committee, work with your committee chair to complete the Committee Change Form. If you are close to finishing (will finish within a semester of the committee member leaving), you may not need to complete the form - check with your committee chair to be sure.

FAQ 2: But my committee chair has left UW. What do I do?

In the rare event that your committee chair has left UW, all is not lost! If you will finish within a semester of your committee chair leaving UW, your chair can still serve as chair - if they are willing. If you will not finish within a semester of your chair leaving, you will have to find another committee chair. This is done using the Committee Change Form and hopefully you and your chair will address this before your chair leaves. But if not, see your Department Head who will assist you to find another committee chair. The College's Associate Dean for Graduate Programs can also assist you.

FAQ 3: My committee chair is leaving UW, but I still want them on my committee. What do I do?

If you will finish within a semester of your committee chair leaving, see FAQ 2. If you will take more than a semester to finish, then once you have a new committee chair identified, put your former committee chair on the Committee Change Form as "External Faculty". This way your former committee chair can continue to participate on your committee.

FAQ 4: I prepared my program of study but since then, I have changed the courses I have taken. What do I do?

This can happen for any number of reasons and is straightforward to address. Complete the form "Request for Change in Graduate Program".

FAQ 5: What if I exceed the time limits to complete my degree?

Yes, there are time limits for completing graduate degrees. A master's student has six calendar years to complete their degree (from the beginning of the first course taken). A doctoral student has two time limits: (a) Eight years from the beginning of the first course taken, and/or (b) Four

years from the date the preliminary exam was passed. Nevertheless, there can be numerous reasons why these limits may need to be extended. What is required is a petition, specifically the "Six Year Rule Petition" for master's students and either the "Eight Year Rule Petition" and/or the "Four-Year Rule Petition" for doctoral students. Prepare these petitions thoughtfully and in detail. If the authorities that must approve these petitions cannot readily understand why you need extra time, they will deny the petition and you will have to prepare a new one with more clearly described reasons.

Other FAQs:

If you have a question(s) that was not answered by this document, send a message to the College's Associate Dean for Graduate Programs. They will work with you to answer your question(s) and will also update this document.