

COLLEGE OF ENGINEERING AND PHYSICAL SCIENCES  
GRAD FACTS

**PAPERWORK**

As a graduate student pursuing your Master's or Doctorate at the University of Wyoming, you are busy with coursework, research, and teaching (in some cases) while still perhaps trying to have a life outside of your studies (good luck!) You are learning a lot and making significant advances in your field. What you likely don't worry about is the paperwork necessary to proceed in your program, until the paperwork becomes the critical path. The purpose of these Grad Facts is to provide you a quick reference for finding and completing the necessary paperwork.

**Contacts**

Question 1:

Who should I contact when I have a paperwork question or need to complete some paperwork?

Answer 1:

Your department's Office Associate, Senior (or Department Admin) is an excellent resource and a good starting point.

Question 2: Is there anyone else I can talk to about paperwork?

Answer 2:

Absolutely. The following people are also excellent resources:

1. Your graduate supervisor.
2. Your department's Graduate Coordinator.
3. The College's Associate Dean for Graduate Programs:  
Dr. David Bagley, [bagley@uwyo.edu](mailto:bagley@uwyo.edu), 766-3186, EERB 401C

**Paperwork**

Question 3: What paperwork do I need to complete?

Answer 3:

The following paperwork is required for all students.

1. Committee Assignment Form. This should be completed by the end of your first academic year at UW.
2. Program of Study. This should be completed shortly after completing the Committee Assignment Form. You may be predicting courses that you plan to take. That is okay - if changes are required later, they can be easily made.
3. Report on Preliminary Examination for Admission to Candidacy. This form is *for doctoral students only*.
4. Report of Final Examination. This form is for both Master's students and doctoral students.

Question 4: Where do I find this paperwork?

Answer 4:

At: <https://www.uwyo.edu/registrar/graduate-students/graduate-student-forms.html>

There you will find every form that may be needed for completing your graduate studies.

Question 5: How do I complete this paperwork?

Answer 5:

Start by reading the paperwork and its instructions carefully. Then talk to your graduate supervisor. Once you have all the information you need to complete the paperwork, fill it out and sign it wherever the student's signature is required.

Question 6: Do I sign the paperwork?

Answer 6:

Most of the paperwork requires your signature. So be sure to sign the paperwork where indicated. This is the most common reason that paperwork is returned - the student forgets to sign it!

Question 7: How do I obtain my graduate supervisor and committee member signatures?

Answer 7:

Signatures for the Committee Assignment Form are now gathered automatically online. For the other forms, either take one hard copy form around to obtain the signatures or send the file around for electronic signature. Either approach works. If possible, try to get all the signatures onto one form. Once you have these signatures, give or send the paperwork to your Department Admin.

Question 8:

How do I obtain the signatures of the others who must sign who are not my graduate supervisor or committee members?

Answer 8:

You DON'T. Instead, as stated in Answer 7, give or send the paperwork to your Department Admin and ask them to obtain the remaining signatures. This does two things:

- (a) This provides your Department Admin with a copy of your paperwork.
- (b) This ensures that the paperwork will go to the right people for signature. Your Department Admin knows to whom to send the paperwork. The required signatures can be different for each form. Plus, your Department Admin will keep track of your paperwork as it moves through the different parts of the College and University.

Question 9: How do I know the paperwork has been processed correctly?

Answer 9:

If the paperwork is not correct, you will hear back from whomever first identifies the error. They will point out the error and ask for it to be corrected. If the paperwork is correct, you may not receive formal notification. So, about two weeks after submitting your paperwork, follow up by checking your University records online and with your Department Admin.

Question 10: This seems like a lot of effort. I just want to do my work and graduate.

Answer 10:

Welcome to bureaucracy. "No task is ever completed until the paperwork is done." The good news is here in the College of Engineering and Physical Sciences, we want you to graduate too and will do what we can to help with the bureaucracy.