

2 November 2015

To: A&S Department Heads & Program Directors

From: Greg Brown

Re: Processing of graduate student program paperwork - instructions from Office of the Registrar on 03 October 2015

Make sure that the most current versions of these forms are used. Access these at: [http://www.uwyo.edu/registrar/students/graduate\\_student\\_forms.html](http://www.uwyo.edu/registrar/students/graduate_student_forms.html)

**1. Graduate Committee Assignment Form.** To be completed by end of student's second semester.

- Signed by student, all committee members, department head/program director. Delivered to deans office
- Checked and signed by an associate dean. Scanned and PDF copy kept in the dean's office
- Form sent on to Office of Academic Affairs for approval. Approved Committee Assignment forms are sent to Office of the Registrar.

**2. Programs of Study Worksheet**

- Signed by student, all committee members, and department head/program director. Deliver to the dean's office
- Checked and signed by an associate dean. Scanned and PDF copy kept in the dean's office
- Dean's office will return POS to student's home department.
- Department sends POS form to Office of the Registrar after receiving notification from the Registrar's Office that they have received the approved Graduate Committee Assignment form from Academic affairs

**3. Report of Final Examination Results**

- Signed and vote checked for all committee members; signed by student
- Signed by department head/program director. Deliver to dean's office.
- Signed by an associate dean. Scanned and PDF copy kept in the dean's office
- Dean's office forwards to Office of the Registrar

**4. Report on Preliminary Examination for Admission to Candidacy.** PhD students only.

- Completed by committee, all members sign.
- Department head signs and sends report to Office of the Registrar