

DEPARTMENT OF ATMOSPHERIC SCIENCE

Graduate Advisement Handbook 2004-2005

*REQUIREMENTS, PROCEDURES, AND
SAMPLE FORMS TO AID IN THE COMPLETION
OF YOUR GRADUATE DEGREE*



Table of Contents

| | |
|--|----------|
| GRADUATE STUDENT POLICIES | 3 |
| PREAMBLE..... | 3 |
| ADMISSION REQUIREMENTS | 3 |
| ASSISTANTSHIP | 3 |
| MAJOR PROFESSOR AND GRADUATE COMMITTEE..... | 3 |
| COURSES | 4 |
| PROGRAM PLAN AND RESEARCH PLAN | 4 |
| QUALIFYING ASSESSMENT (PH.D. ONLY)..... | 4 |
| CHANGE FROM M.S. TO PH.D. PROGRAM | 5 |
| PRELIMINARY AND FINAL EXAMS | 5 |
| EXCERPTS FROM THE GRADUATE BULLETIN THAT MAY BE USEFUL TO KNOW: | 6 |
| SAMPLE FORMS..... | 7 |
| GRAD SCHOOL: | 7 |
| GRADUATE SCHOOL USEFUL FORMS AND PETITIONS..... | 8 |
| INSTRUCTIONS..... | 8 |
| PROGRAM OF STUDY FORMS AND INSTRUCTIONS: | 8 |
| COMMITTEE SETUP..... | 10 |
| COMMITTEE CHANGE..... | 11 |

GRADUATE STUDENT POLICIES
in the
Department of Atmospheric Science

Fall 2004

PREAMBLE

This document summarizes existing Department policies regarding the admission and progress of graduate students. These policies are in addition to the Graduate Faculty Regulations described in the University of Wyoming Graduate Bulletin (UW-GB).

ADMISSION REQUIREMENTS

General

GPA > 3.0 in subjects related to Atmospheric Science
GRE quantitative + verbal > 900 (M.S.)
GRE quantitative + verbal > 1000 (Ph.D.)
TOEFL > 600; Section 1 > 60 (International applicants only)

For work toward an M.S. degree (Plan A) in Atmospheric Science

B.S. degree¹
M.S. degree¹, without a research thesis
M.S. degree¹, from non-English language institution

For work toward a Ph.D. degree in Atmospheric Science

M.S. degree¹, with research thesis written in English (copy supplied w/
application)
B.S. degree¹, exceptional scholarship, and demonstrated ability to conduct
independent research

ASSISTANTSHIP

The department faculty considers applications for assistantships on a competitive basis and on the basis of the applicants' qualifications. Students in the program are considered for renewal of the assistantship on a semester-by-semester basis. Factors considered in the continuation of the assistantship are the students' performance in courses and in research, and the availability of funds.

MAJOR PROFESSOR AND GRADUATE COMMITTEE

By the end of the first semester each student should have a major professor selected or assigned. The agreement between a professor and a student to pursue research work leading to the student's degree is a crucial step that depends on interests, personalities, and the availability of funding.

In the early part of the second semester, a Graduate Committee is appointed for each student by the Graduate school, based on recommendations of the Department Head, who, in turn, receives recommendations from the Major Professor. The minimum composition of the Committee is specified in the UW-GB.

¹ Degrees are to be from a discipline related to atmospheric science, such as meteorology, physics, mathematics, engineering, etc. The decision regarding which degrees are considered acceptable for admission rests with the Department faculty.

COURSES

There are mandatory, or “core”, and optional courses. Mandatory courses (core curriculum, described in the UW-GB) are to be taken by all students, independent of the degree sought. Written petitions for exceptions, in cases of obvious duplication with courses taken elsewhere, will be considered by the student’s Graduate Committee and the Department Head.

An average grade of B or higher (GPA > 3.0) must be maintained by all students. Students with a lower GPA are placed on scholastic probation (see UW-GB for details). A course in which a grade below B is obtained might have to be repeated if the student’s major professor considers that course essential for the student’s program.

PROGRAM PLAN AND RESEARCH PLAN

No later than the end of the second semester in the course of study, both a Program Plan (principal courses to be taken) and a Research Plan (see below) must be formulated and approved. Preparation of the plans is the responsibility of the student and is made in consultation with the Major Professor. Approval is based on the written plans and takes into account the student’s preparedness for the proposed work. Approval is by the student’s Graduate Committee and by the Department Head; the Program Plan has to be approved also by the Graduate School.

The format of the Program Plan is specified by the Graduate School.

The Research Plan will be a proposal for the student’s thesis (M.S.) or dissertation (Ph.D.). It will outline the objective, the methods, and the resources (data sources, equipment, etc.) required for the research. It will list appropriate references and will contain a time schedule for the research. The Research Plan should be about 5 pages long for M.S. students and 10+ pages for the Ph.D. students. For both M.S. and Ph.D. students, candidate status is achieved once the Graduate School has approved the Program Plan submitted by the student with the consent of the committee. For M.S. students, this plan may be submitted to the Graduate School following committee approval of the Research Plan. For Ph.D. students, the Program Plan may, at the discretion of both the committee and the Department Head, be submitted prior to committee approval of the Research Plan and the subsequent achievement of a satisfactory performance in the Qualifying Assessment, described below. Candidate status for M.S. students may be accompanied by an increase in stipend. For Ph.D. students, a stipend increase may be awarded once both plans have been approved and the requirement for the Qualifying Assessment satisfied.

QUALIFYING ASSESSMENT (Ph.D. only)

The student’s Graduate Committee will provide an assessment of the student’s potential for completing the Ph.D. program in a manner consistent with the traditional standards of this department. The assessment is to be completed no later than the end of the third semester of the student’s program. Specifically, the committee is to assess (a) the student’s ability to deal with the basic concepts of atmospheric science in a mature and effective way, (b) the student’s ability to synthesize material normally included in Atmospheric Science courses for the solution of non-routine problems, and (c) the student’s breadth of knowledge in a wide spectrum of areas around that of the proposed Research Plan.

The student’s Graduate Committee will decide in what manner the assessment is to be conducted. Possibilities include written and oral examinations and can include consideration of performance in courses and in scientific productivity. The committee will inform the faculty and the student of the manner chosen for the assessment. Adequate time for preparation will be allowed.

The Pass/Fail result of the assessment will be reported to the faculty in writing, including a statement of the way the assessment was conducted. If the result of the assessment is 'Pass', the student will continue with his/her studies and research in the normal manner. If the result is 'Fail', the faculty, as a whole, will consider whether the student should be given additional time to prepare for a re-assessment or should discontinue the Ph.D. program. If a re-assessment is to be made, that procedure will be as described above, and will take place no later than six months after the first assessment. If the Ph.D. program is discontinued, the faculty might recommend that the student proceed toward an M.S. degree; in that case, the student will submit a Program Plan and a Research Plan for the M.S. degree. Upon approval of that plan, the student's status will change to "M.S. Candidate".

CHANGE FROM M.S. TO PH.D. PROGRAM

Students making exceptionally good progress in their Program and Research Plans toward an M.S. degree may petition the faculty to initiate a qualifying assessment (cf. Preceding section), with the possible outcome of pursuing the Ph.D. degree without completion of the M.S. degree. Such a petition will be considered by the faculty no sooner than after the completion of 18 hours of courses according to the student's M.S. Program Plan. If the qualifying assessment is favorable, the student will submit Program and Research Plans for the Ph.D. degree; acceptance of those plans will lead to Ph.D. candidate status. If the assessment is not favorable, the student will proceed with the original plan toward an M.S. degree.

PRELIMINARY AND FINAL EXAMS

As specified by the Graduate Faculty Regulations, M.S. candidates undergo a Final Examination and Ph.D. candidates are required to pass a Preliminary Exam and a Final Exam.

The Ph.D. Preliminary examination is to be held after at least 30 hours of course work has been completed and at least 15 weeks before the Final examination, as specified in the UW-GB. The Preliminary examination is conducted by the student's Graduate Committee in order to assess the student's progress toward the doctorate in terms of completion of the student's Program Plan and Research Plan. The Preliminary examination determines the student's preparedness for concluding the research work and for writing the dissertation. Additional courses and specific research directions may be recommended by the examining committee, and in cases of serious problems, the student's Ph.D. program may be terminated.

The Final examinations for both the M.S. and Ph.D. degrees are held to determine if the student fulfilled all the requirements for his or her degree.

EXCERPTS FROM THE GRADUATE BULLETIN THAT MAY BE USEFUL TO KNOW:

- ◆ No more than two courses (total of 6 credit hours) available for graduate credit may be repeated by students at the graduate level. This regulation does not apply to those courses carrying variable credit (e.g., research or independent study).
- ◆ Requirements for a second degree are considered separate from the first degree.
- ◆ A minimum 3.0 grade point average (GPA) or better is required for all course work required for an advanced degree. Hours for which a C was earned may be balanced by a corresponding number of hours for which an A was earned.
- ◆ Once admitted, all degree seeking graduate students must maintain continuous enrollment. Enrollment is required in the semester of graduation.
- ◆ The Master's graduate committee will consist of at least a member of the UW graduate faculty from the appropriate department/division as chairperson and a member of the UW graduate faculty from outside the major department/division. Master's degree committees require a minimum of three members.
- ◆ The doctoral committee will consist of at least five members, including the major professor. Not fewer than three, nor more than four, members will be from the major department/division. The chairman and (at least) one member from outside the major department/division will be members of the graduate faculty. A member from outside the University of Wyoming may be appointed to the committee.
- ◆ Changes in committee membership or major professor assignment can be made at any time by the dean of the Graduate School after consultation with the department/division head and the committee chairman.
- ◆ The Graduation/Title Form must be filed by the deadline set by the Graduate School (approximately midterm) for the semester in which graduation is planned.
- ◆ The Completion of Requirements form must be completed and filed in the Graduate School by the announced date, which is approximately 10 days before the last day of final examination for spring or fall semester, or approximately 10 days before the last day of classes for the summer session in which the candidate expects to complete the requirements for a graduate degree.
- ◆ Student Health Insurance is a mandatory requirement for all International Students. All domestic students have the option of whether or not to accept the Student Health Insurance, however if the student decides to not accept it, he/she must complete an insurance waiver form during the beginning of each semester in order to avoid being assessed charges on their account.

SAMPLE FORMS

***A printout of the forms is available as a handout. Many of the forms are available through the Graduate School web pages.*

***This collection of forms is included to make you aware of most of the forms that are available and necessary for successful completion of your degree program. Some will apply only in specific instances; see the department office assistant if you have questions or need assistance. You may also wish to obtain the original form(s) for actual submission from the department office assistant.*

Grad School:

See:

[Http://grad.uwyo.edu/](http://grad.uwyo.edu/)

<http://uwadmnweb.uwyo.edu/UWGrad/Programs%20office/forms&petitions/index.htm>

***Also, some forms we use that are not from Graduate School follow.*

Graduate School Useful Forms and Petitions

Instructions

Directly below are the Graduate School Program of Study Forms and further down are the Graduate School Petitions. Each are accompanied by instructions. PLEASE PRINT AND FOLLOW THE INSTRUCTIONS PROVIDED.

To obtain a form, click on the following links, and download the file to your computer. Using the wordprocessor of your choice (the forms are in MSWord'97 format), fill out the form, print it, then obtain the appropriate signatures and return to the Graduate School.

Program of Study Forms and Instructions:

Program of Study Forms and Instructions: Click links (from
<http://uwadmnweb.uwyo.edu/UWGrad/Programs%20office/forms&petitions/index.htm>)

Program of Study Forms and Instructions:

Master's Program [Instructions to the Master's Program of Study Form](#)
[Master's Program of Study Form](#) in Word format.
[Master's Program of Study Form](#) in pdf format.
[Addendum for Minor to the Program of Study](#)

Doctoral Program [Instructions to the Doctoral Program of Study Form](#)
[Doctoral Program of Study Form](#) in Word format.
[Doctoral Program of Study Form](#) in pdf format.
[Addendum for Minor to the Program of Study](#)

Educational Specialist Program [Instructions to the Educational Specialist Program of Study Form](#)
[Educational Specialist Program of Study Form](#) in Word format.
[Educational Specialist Program of Study Form](#) in pdf format.
[Addendum for Minor to the Program of Study](#)

Graduation Forms: [Graduation Information Page](#)

[Request to Reserve Coursework for Graduate Credit](#)

Travel Fund Forms:

[Instructions to Apply for Travel Funds for Graduate Students](#)

Petitions and Instructions:

Limitation of 12 Enrichment Hours [Limitation of 12 Enrichment Hours Petition Instructions](#)
[Limitation of 12 Enrichment Hours in a Graduate Program Petition Form](#) in Word format
[Limitation of 12 Enrichment Hours in a Graduate Program Petition Form](#) in pdf format

Completion of Master's Degree Within Six Years [Completion of Master's Degree Within Six Years Petition Instructions](#)
[Completion of Master's Degree Within Six Years Petition Form](#) in Word format
[Completion of Master's Degree Within Six Years Petition Form](#) in pdf format.
[Attachment A: Six-Year Rule](#)

Completion of the Doctoral Degree Within Four Years [Completion of the Doctoral Degree Within Four Years Petition Instructions](#)
[Completion of the Doctoral Degree Within Four Years After Passing the Comprehensive Exam Petition Form](#) in Word format
[Completion of the Doctoral Degree Within Four Years After Passing](#)

COMMITTEE SETUP

TO: Graduate School Dean

We would like to request the following graduate student committee appointment be made:

Student: _____ SSN: _____

Degree: _____ M.S. _____ Ph.D.

Chair: _____

Co-Chair (if applicable): _____

Faculty: _____

Faculty: _____

Faculty: _____

Outside Member/Grad.
Faculty Rep: _____

Approved: _____ Date: _____
Department Head

COMMITTEE CHANGE

TO: Graduate School Dean

We would like to request the following change to a graduate student committee appointment be made:

Student: _____ SSN: _____

Degree: _____ M.S. _____ Ph.D. _____

| CURRENT COMMITTEE | CHANGE TO: |
|---------------------------------------|------------|
| Chair: | |
| Co-Chair <i>(if applicable)</i> : | |
| Faculty: | |
| Faculty: | |
| Faculty: | |
| Outside Member/ Grad. Faculty Rep: | |

Approved: _____ Date: _____
Department Head