

## M.A. Non-Thesis Administrative Guidelines & Forms

WHAT TO FILE	PURPOSE OF FORM	WHO SIGNS	WHEN TO FILE
<b>Program of Study Form</b> Original Graduate School <a href="#">Forms</a>	Understand your degree requirements; Plan your coursework; List courses you plan to take.	You Your Major Professor Director of Graduate Studies	Before the end of your Third semester in the program aka the 1st semester of your 2nd year. Be sure to consult with your Major Professor and/or the DGS.
<b>M.A. Non-Thesis: Request to Schedule Written Exam and Portfolio</b> English Department <a href="#">Form</a>	Establish your Committee, Schedule your Written Exam/Introduction & Portfolio Defense, List titles of Portfolio Papers	Major Professor Portfolio Committee Members Director of Graduate Studies	By the end of the second week of the semester you plan to graduate.
<b>Report of Portfolio Oral Defense</b> English Department <a href="#">Form</a> submitted by your Major Professor	Attests to the successful completion of Portfolio Defense	Major Professor Portfolio Committee Members, Director of Graduate Studies	Immediately after the oral defense
<b>Program of Study Form</b> Revised Graduate School <a href="#">Forms</a>	Check your original Program of Study; Compare to your transcript. Indicate any changes.	You Major Professor Director of Graduate Studies	First week of the semester you plan to graduate
<b>Guide to Applying for Graduation and Nomination for Graduation</b> Graduate School <a href="#">Forms</a>	Self-Nomination via e-Campus To be done before Nomination for Graduate Form	e-Campus & You	First week of the semester you plan to graduate. Deadlines are posted in the Graduate School Academic Calendar and depend on May, August, or October graduation date
<b>Nomination for Graduation Form</b> Graduate School <a href="#">Forms</a>	Nominate yourself for Graduation with an expected graduation date; if degree requirements are not fulfilled the form automatically rolls over to the next semester	You Your Major Professor Director of Graduate Studies	First week of the semester you plan to graduate. Deadlines are posted in the Graduate School Academic Calendar and depend on May, August, or October graduation date

**Portfolio Committee = Major Professor + two (2) additional inside department faculty members**

Graduate Academic Calendar: <https://web.uri.edu/graduate-school/academics/academic-calendar/> & Graduate School Forms: <https://web.uri.edu/graduate-school/forms/>

For the most information regarding the Non-thesis Portfolio: <https://web.uri.edu/english/academics/m-a-overview/ma-non-thesis-option/>