



Graduate Student Frequently Asked Questions

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HOW LONG DO I HAVE TO COMPLETE MY DEGREE?

ALL Graduate Students must maintain continuous registration until they receive their degree (per Graduate Student Manual [Section 4.40](#)). International students are required to be continuously registered full-time for at least nine (9) credits per semester. A [Reduced Course Load form](#) request can be made only when the student is entering their final semester. Once the request is approved, the student may then register for one research credit.

- Doctoral students have up to 7 years, not including Leaves of Absence approved by the Graduate School, to complete the Doctoral Degree Program.
- Master's students have up to 5 years, not including Leaves of Absence approved by the Graduate School, to complete a Non-Thesis Master's Degree Program

Reference the Path to completion maps:

- [Non-thesis Masters Degree Map](#)
- [Thesis Masters Degree Map](#)
- [Ph.D. Degree Map](#)

ARE GRADUATE STUDENTS ALLOWED TO TAKE A SEMESTER OFF?

- Only with an approved [Leave of Absence form](#) from the Graduate School
- The form must be completed, signed and submitted to the Graduate School by the semester deadline date (preferably **before** the start of the semester in which you wish to take leave)
- INTERNATIONAL STUDENTS - must obtain approval from the [Office of International Students and Scholars](#) first before getting a leave of absence approved at the Graduate School

WHAT DO I DO IF I HAVE A HOLD ON MY ACCOUNT?

- Blocks or holds are placed on your account and can be seen when you log into your ECampus account
- Clicking on the words themselves will provide a description of what the hold/block is for
 - Different departments can issue holds/blocks so be sure to read the definition closely to find which department to contact in order to resolve the issue
 - The most common holds come from Enrollment Services/Financial Aid or the Graduate School

WHERE CAN I FIND THE GRADUATE SCHOOL FORMS I NEED?

The Graduate School forms can be found on the Graduate School website:

<https://web.uri.edu/graduate-school/forms/>

View the Graduate School Academic Calendar for important deadlines:

<https://web.uri.edu/graduate-school/academics/academic-calendar/>

WHAT IS THE ORDER TO SUBMIT NECESSARY DEGREE REQUIREMENTS TO THE GRADUATE SCHOOL?

All forms may be found at <https://web.uri.edu/graduate-school/forms/>

*Each semester's deadline calendar is available on the Graduate School website at <https://web.uri.edu/graduate-school/academics/academic-calendar/>

Doctoral Students:

1. Initial **Doctoral Program of Study**; due at the end of your third semester
2. **Establishment of a Doctoral Committee** form, due prior to scheduling your comprehensive exams
3. **Request to Schedule the Written and Oral Comprehensive Exams**, no later than 12 months after completing formal coursework
4. **Results of the Written Doctoral Comprehensive Exam**, due before Oral Doctoral Comprehensive Exam.
5. **Results of the Oral Doctoral Comprehensive Exam**
6. **Dissertation Proposal Approval** form – must be submitted along with a copy of the proposal to the Graduate School, either via [email](#) or in person. Approval must be obtained 6 months prior to potential Dissertation Defense date.
7. **Nomination for Graduation** form – submitted during the semester you intend to complete degree requirements by the deadline date listed on the Graduate School Deadline Calendar*
8. **Request to Schedule the Oral Defense of Dissertation** by the deadline date listed on the Graduate School Deadline Calendar*
9. **Results of Oral Examination in Defense of a Doctoral Dissertation** form - submitted by semester deadline*
10. If applicable, a **Revised Program of Study** will be needed before your intended graduation date. This will be needed *only if* any courses from your initial Program of Study were changed or added. Programs of Study must match your Unofficial Transcripts by the end of your graduate career so you can be approved for graduation
11. **Final Dissertation** – submitted by semester deadline* and following the [Final Copy Checklist](#)

Master's Non-Thesis Students:

1. Initial **Non-Thesis Program of Study**; due by the end of your third semester
2. **Nomination for Graduation** form – submitted during the semester you intend to complete your degree requirements by the deadline date listed on the Graduate School Deadline calendar *
3. If applicable, a **Revised Program of Study** will be needed before your intended graduation date. This will be needed *only if* any courses from your initial Program of Study were changed or added. Programs of Study must match your Unofficial Transcripts by the end of your graduate career so you can be approved for graduation
4. **Results of Written Master's Comprehensive Exam (only if required)** – due by deadline listed on Graduate School Deadline calendar*

Master's Thesis Students:

1. **Initial Thesis Program of Study**; due by the end of your third semester
2. **Establishment of a Masters Committee** form, due prior to submitting your thesis proposal to the Graduate School
3. **Thesis Proposal Approval Form** – must be submitted to the Graduate School along with a copy of the Proposal, either via [email](#) or in person. Approval must be obtained 6 months prior to the potential Thesis Defense date
4. **Nomination for Graduation** – submitted during the semester you intend to complete degree requirements by the deadline date listed on the Graduate School Deadline Calendar*
5. **Request to Schedule an Oral Defense of a Master's Thesis** by the deadline date listed on the Graduate School Deadline Calendar*
6. **Results of Oral Examination in Defense of a Master's Thesis** form – submitted by semester deadline*
7. A **Revised Program of Study** will be needed before your intended graduation date. This will be needed *only if* any courses from your initial Program of Study were changed or added. Programs of Study must match your Unofficial Transcripts by the end of your graduate career so you can be approved for graduation
8. **Final Thesis** – Submitted by semester deadline*, following the [Final Copy Checklist](#)

WHAT ARE THE REQUIREMENTS FOR ESTABLISHING A COMMITTEE?

Doctoral Program Committee:

- Doctoral Program Committees require only 3 members but may have up to 5 members. They are referred to as the “Core Committee”
- The minimum 3 members are your Major Professor/Advisor, an Inside Department Member, and an Outside Department Member. Committee members must have [Graduate Faculty Status](#). This will be confirmed by the Graduate School
- Students with Co-Major Professors will still need an Inside Member and an Outside Member, meaning their “Core Committee” will consist of a minimum of 4 members instead of 3
- If anyone on the Committee is from outside of URI (external), they must be nominated for Graduate Faculty Status by your program and cannot serve as an Inside Committee Member or as Defense Chair.
- For the Oral Defense of a Doctoral Dissertation, another faculty member will be added to act as chair. This additional person:
 - o Must be from outside the student's department
 - o Must have Graduate Faculty Status
 - o Cannot already be a part of the “Core Committee”

Master's Program Committee:

- Master's Program Committees require only 3 but may have up to 5 members. They are referred to as the "Core Committee"
- The minimum 3 members are: the Major Professor/Advisor, Inside Department Member, and Outside Department Member.
- Committee members must have [Graduate Faculty Status](#). This will be confirmed by the Graduate School
- Students with Co-Major Professors will still need an Inside Member and an Outside Member, meaning their "Core Committee" will consist of a minimum of 4 members instead of 3
- If anyone on the Committee is from outside of URI (external), they must be nominated for Graduate Faculty Status by your program and cannot serve as an Inside Committee Member or as Defense Chair.
- For the Oral Defense of a Master's Thesis, another faculty member will be added to act as chair. This additional person:
 - Must be from outside the student's department
 - Must have Graduate Faculty Status
 - Cannot already be a part of the "Core Committee"