

Admission and Enrollment Handbook for Graduate Programs

2023-2024 (updated 08.30.2023)

Introduction

This handbook was created as a reference and resource for the various practices and processes that are inherent in the admission and enrollment for our graduate programs at the University of Rhode Island. The target audience is Program Directors, Graduate Faculty, and Coordinators. If you are new to the program and/or in your role, you will want to notify the Graduate School of your new role as well as gain access to the WebAdmit portal for making admission recommendations for applicants to your program. Furthermore, you will want to be well acquainted with the Graduate School Manual; this handbook is meant as a practical supplemental guide to the Graduate School Manual. We at the Graduate School look forward to collaborating with you and are here if you have any questions. Let us begin!

URI Graduate School Guiding Principle: Advocating and innovating for graduate student success, access, and the overall student experience.

Admission

Applicants to URI graduate programs must first complete an application via the program's specific Centralized Application System (CAS) found [here](#). The Program Director and the rest of the review committee will then review and recommend admission decisions for each applicant to their program via the WebAdmit portal. The WebAdmit portal serves the following functions:

- For programs to review applications
- For communicating the program's recommendation for admission decisions to the Graduate School (GS)
- For adding notes between reviewing committee members
- For requesting the review of an exception from the GS
- For requesting deferrals and application term changes
- For programs to email students about missing application information
- For the GS to email the student about the final admission decision

Requesting Faculty/Staff Access for WebAdmit

General requests to add a staff member or reviewer to your program in WebAdmit must be made to Michael Anzalone (manzalone@uri.edu). The information needed is:

- Name of faculty/staff member
- Role requested (Program Director, Program Reviewer, Student Worker)
- Valid uri.edu email address

Changes to a program's Program Director must be made through the [Grad Program Update Request form](#).

Helpful Links

[WebAdmit](#)

[WebAdmit Training Center](#)

[URI Graduate School Apply](#) - CAS Selection Screen

[CAS Branding Live Documents](#) - Comment to suggest changes to your branding page

[List of Program Directors by Program](#)

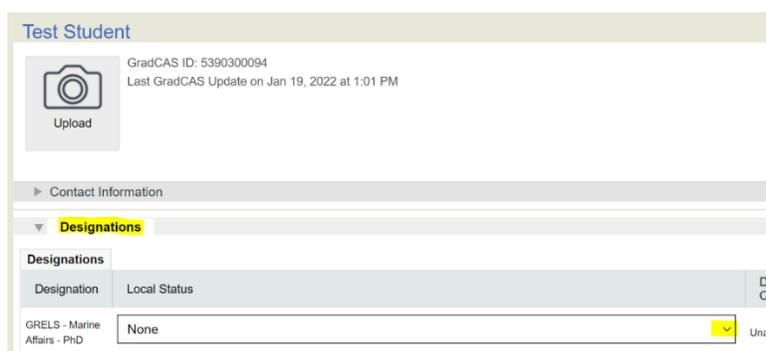
[Grad School Handbook Admissions Section](#)

Reviewing Applicants

The *Local Status* feature in WebAdmit helps track the workflow of the admissions process for any given applicant. Refer to [Admissions Workflow: WebAdmit to eCampus](#).

Applicants are ready for review once the GS moves the application to 'Application Received'-- **this local status is only to be used by the Graduate School**. This is updated daily.

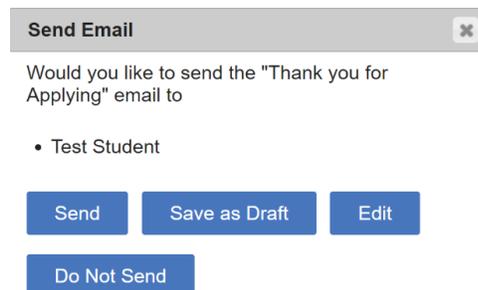
Changing *Local Statuses* requires the 'Program Director' permission. To change the status of an applicant, click on an applicant. Go to the 'Designations' section of the applicant and select the dropdown menu (see the screenshot below). When you change a local status, that change is made **immediately**. This has a few implications such as the applicant being pulled out of the general pool of submitted applications. The applicant will only be found in the pool of their selected local status.



The screenshot shows the 'Test Student' profile page. At the top, there is a header with the student's name and a 'GradCAS ID: 5390300094'. Below this is a 'Contact Information' section. The 'Designations' section is expanded, showing a table with columns for 'Designation', 'Local Status', and 'D C'. The 'Local Status' dropdown menu is open, showing 'None' as the selected option. The 'D C' column contains 'D C' and 'Unsa'.

Please note: *Local Status* cannot be changed on an applicant with an 'In Progress' application. However, PD's may use the 'Email to In Progress Applicants' template within WebAdmit to encourage the completion of applications.

***All applications that were deemed 'Application Received-Graduate School Use Only' must ultimately have a decision made prior to the start of the term the applicant has applied to--admission offers can be made up to two weeks prior to the start of classes**



The 'Send Email' dialog box contains the following text: 'Would you like to send the "Thank you for Applying" email to'. Below this is a list of recipients: '• Test Student'. At the bottom, there are four buttons: 'Send', 'Save as Draft', 'Edit', and 'Do Not Send'.

Depending on the status assigned, you will be prompted to send an email. A pop-up email prompt will appear on your screen. To add or change the body of an email, or to change or add a person to be copied or replied to, select "Edit". Email and action history can be tracked in the 'History' section at the bottom of the application screen.

Local Statuses

The list of possible local statuses for Programs to use include the following:

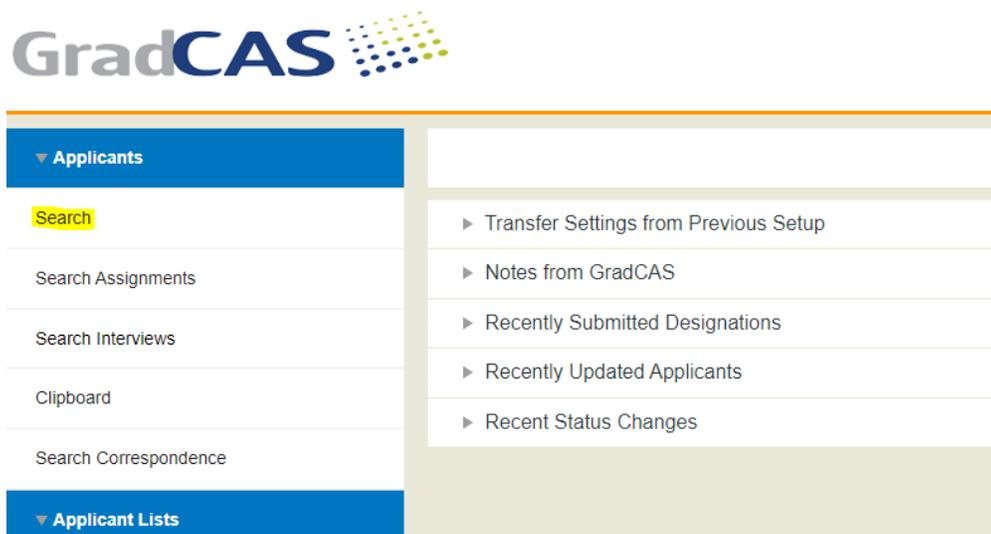
- Applicant Assigned for Review - may be used when the program wants to note that they have assigned an application for review –does not create an action on the part of the GS
- Applicant Requires Term Change - used when requesting that the Graduate School change the application term to another term
- Applicant Review Completed - may be used when the program wants to note that they have completed an application review –does not create an action on the part of the GS
- Applicant Waitlist - automatically moves an applicant to the waitlist and an email is sent to the applicant regarding their waitlist status—this is useful when a program is not ready to deny an applicant, *however, the program MUST change and make a final admit/deny decision prior to the start term*
- Application Withdrawal Requested - used when requesting that the GS remove the application from the applicant pool
- Deferral Requested - used when an applicant has been admitted for a specific start term but they have requested to change the start term AND the program approves this change (i.e., there will be space and/or funding if applicable for the applicant in another term)
- Missing Items Not Ready for Review - used when something in the application is missing and therefore is not ready to be reviewed—this requires an email (see below ‘Custom Fields’) or some type of action on the part of the program to reach out and let the applicant know so that they need to submit the appropriate documentation in order for the application to be reviewed– (there is a drop-down menu where you must select the item that is missing so it will appear in the email to the applicant, if not, they will not know what is missing)—if, by the start of the term the missing item(s) has not been submitted, the applicant must be denied
- Online Recommend Provisional Admission (GPA <3.0 w/5 yrs exp) - used only for accelerated online programs (GROL) who are recommending to the GS that they would like to admit the applicant despite the lower GPA criteria and that they have at least 5 years of experience in the field of the intended program and two strong evaluations/recommendations—the GS school will review and either admit the applicant with provisional admission or as a non-matriculating student or deny admission
- Recommend Admit - used when the program wants to offer admission to an applicant who meets all the program requirements and GS minimum admission requirements
- Recommend Admit with Pre-re hold - used when the program requires the applicant to meet a prerequisite prior to being fully admitted into the program—the program makes a note of said prerequisite(s) and communicates this with the applicant
- Recommend Deny - used when the program has decided to deny admission to an applicant
- Recommend Revoke Admission - used in only exceptional circumstances and with the approval of the GS

- *TRADITIONAL Recommend Contingency Admit (GPA <3.0)* - used when a program wants to offer admission to an applicant who does not meet the admission requirement of a cumulative GPA of 3.0; when the GPA is close to 3.0, the GS may at times recommend full admission; if the student's success is in question, admission may be contingent on the applicant first completing two 500-level courses with a B or better grade—programs provide a note in the application that includes justification for why the program feels the applicant has the potential for academic success in an advanced degree program for courses they have communicated to the applicant. These applications are reviewed by the GS on a case-by-case basis.

Search Applicants

The *Search* feature allows you to search for an individual applicant or sort applicants in your program by *Local Status* or *Designation*. The *Search* feature is found on the top left of the WebAdmit toolbar.

While in the *Search* tool, the key fields to use are Name (First/Last), Local Status, and Designation.



Search Applicants

Active Filters: None

Last Name	<input type="text"/>	Local Status	<input type="text"/>
First Name	<input type="text"/>	Decision Code	<input type="text"/>
GradCAS ID	<input type="text"/>	Designation Submitted	<input type="text"/>
State/Province	<input type="text"/>	Date	<input type="text"/>
State of Legal Residence	<input type="text"/>	Designation	<input type="text"/>
Email Address	<input type="text"/>	Application Last Changed	<input type="text"/>
Application Status	<input type="text"/>	On	<input type="text"/>
		Reviewer	<input type="text"/>
		Preferred Phone Number	<input type="text"/>

Search

Reset Criteria

A *Local Status* filter will sort your applicants by the selected status. The *Designation* filter is a useful tool if you wish to sort applicants by the programs you have access to in WebAdmit. Clicking 'Search' with all of the fields blank will return all applicants that are In Progress of applying as well as those applicants who have already completed their applications to your programs. It is common to filter for 'Application Received – GRADUATE SCHOOL ONLY' when wanting to get a list of applicants to review. ****Reminder** In Progress applicants have not yet submitted an application and cannot be reviewed or have a decision made. ****

Lists

The *List Manager* tool is an effective way of sorting your applicants by data collected through the CAS application. The tool allows you to create a 'Field' list and a 'Composite' list. A field list groups applicants by specific data fields collected through the application. For example, you can sort your potential applicants by special program affiliations, gender, residency, etc. Here is a screenshot of what a field list configuration might look like:

Edit Applicant List

This list, named and appear on the toolbar.

These settings can be seen by myself and the following work groups

All + /

Included applicants will match of the following rules:

Designation	equals	GRAD - INP Cert	<input type="text"/>
Designation	equals	GRAD - INP MS	<input type="text"/>
Designation	equals	GRAD - INP PhD	<input type="text"/>

Submit

Return to List Manager

Custom Fields

Custom Fields are a new addition to WebAdmit that allows emails to include information specific to an applicant. Currently, the Program Directors use Custom Fields to notify an applicant of missing components of their application.

To notify an applicant of a missing component, locate the applicant and go to their application. Scroll to the 'Custom Field' section of their application and select the appropriate item from the dropdown menu next to 'Missing item(s)-NOT ready for review'. It is strongly recommended that you also write a note in the notes section. This helps the Admissions staff to view what has been requested from the applicant.

After you select an item, an email confirmation will prompt on the screen. If you do not see an item listed that is required, submit a request to manzalone@uri.edu and the item will be added to the list.

Field	Answer
Requested Term Changed	Select from the list ▾
URI ID:	<input type="text"/>
Missing item(s)-NOT ready for review	the personal statement ▾

Graduate School Application Fee Policies

The Graduate School requires a non-refundable \$65 application fee in addition to the Centralized Application System (CAS) processing fee, paid online by credit card at the time of application submission.

- Students applying to more than one graduate degree program will be required to pay the fee for each program to which they apply—one option is for students to complete one application and then, once admitted, complete an add/change form to add another program.
- Students applying to a dual-degree program need to pay only the application fee for the first graduate degree program and may request a waiver for the second.
- If an applicant is currently enrolled in a graduate program and applying for another program, the application fee will be automatically waived.

Application fees *cannot* be refunded to applicants, including those who are denied admission because a department is no longer accepting students for a given term.

Fee Waivers

New applicants to degree programs who are U.S. citizens or U.S. permanent residents may be eligible for application fee waivers. International applicants are not eligible for fee waivers. Fee waivers for certificate programs are only available to currently enrolled URI graduate students. ***Programs have the option to purchase fee waivers from the GS so that they may offer them to international students or any strong applicant.***

Waiver Requests

A limited number of fee waivers are available for applicants who meet one of the following criteria:

1. Verified participants in one or more approved research, graduate preparation, fellowship, or service programs
2. Applicants to Dual Degree programs
3. Currently enrolled URI graduate students who wish to apply for an additional graduate program of study
4. Demonstrated significant financial hardship

****Fee Waivers must be requested 10 days before an application deadline as documentation is required to verify eligibility. The fee waiver must be approved and included in the application prior to the applicant completing and submitting their application. Applicants cannot submit a fee waiver after an application has been submitted.***

Program Waivers

Fees may be waived for applicants in the following programs who provide an official verification letter:

- AmeriCorps (service within the past 12 months)
- Teach for America (service within the past 12 months)
- Peace Corps (service within the past 12 months)
- Gates Millennium Scholars
- Institute for the Recruitment of Teachers (IRT)
- Fulbright Students*
- Leadership Alliance
- Mellon Mays Minority Undergraduate Fellowship Program (MMUF)
- Ronald E. McNair Post-Baccalaureate Achievement Program (McNair)
- National Institutes of Health (NIH): BP-ENDURE, MARC, RISE, Bridges to the Doctorate, PREP, IMSD
- National Science Foundation (NSF): LSAMP, GEOPATHS
- National Consortium for Graduate Degrees for Minorities in Engineering and Science (GEM) Fellow
- PhD Project: Business Doctoral Programs for Minorities
- URI Science and Engineering Fellows
- URI Summer Undergraduate Research Fellowship [RI-INBRE or RI C-AIM/NSF EPSCoR] (SURF)
- URI Summer Undergraduate Research Fellowship in Oceanography (SURFO)
- Woods Hole Partnership Education Program

*** Note: Fulbright Students should receive first consideration while reviewing applicants. The representative for the Fulbright applicant will communicate directly with the program director and will serve as the liaison for the applicant.**

Funding Opportunities

Graduate funding opportunities offered through the Graduate School can be found at <https://web.uri.edu/graduate-school/funding/>. Calls for nominations will be sent to all program directors via email. Consideration of aligning application deadlines with these funding opportunity timelines is highly encouraged.

***URI is part of the [April 15 resolution](#), which “is an agreement among graduate schools to provide applicants until April 15 to consider offers of admission that also include financial support.” Admission offers that do not include financial support in the form of an assistantship, fellowship, or full-tuition scholarship are not bound to this timeline.**

WebAdmit Cycle Overview

The CAS applications are created within a cycle time-period. Each cycle rollover is an opportune time for us to review program branding, application deadlines, program-specific questions, etc. and make updates and changes for the next cycle. There are very few things that we can change once an application is active in a new cycle. However, new applications for new programs can be created throughout a cycle.

Diagram:

Centralized Application System (CAS) Cycles & Corresponding Enrollment Terms

Cycle 2021 - 2022	Summer 2022	Fall 2022	Spring 2023*
Cycle 2022 - 2023	Summer 2023	Fall 2023	Spring 2024*
Cycle 2023 - 2024	Summer 2024	Fall 2024	Spring 2025*

*Exception for CSDCAS where Spring is the leading term rather than trailing for each cycle

Notice that if your program enrolls for Fall and Spring, there will be times in which you are reviewing applications in separate cycles at the same time. Use the dropdown menu at the top right of your WebAdmit screen to choose the cycle you are interested in.

Annual Cycle Rollover

Cycle Rollover is an annual CAS and Program update that focuses on capturing any changes made over the school year. Changes are captured and requested through our **Annual Program Directors' Survey** which is sent out at the end of February.

Program Directors, please monitor your email for the notification for this survey as any changes not requested will NOT be included in the following year's application.

Components and Considerations

The annual Program Directors' Survey is an essential tool for capturing changes to a Program that need to be reflected in the application process. The changes include, but are not limited to:

- Added/Removed Specializations
- Added/Removed Terms
- Deadlines
- Program Affiliation eligible for Fee Waivers
- Program-specific questions
- Branding changes
- GRE Requirements

Deadline dates and branding page text are the only items that can be edited after the cycle opens. Any question that requires a response from the applicant is fixed once the application is live. The following items **CANNOT BE CHANGED** after the cycle opens:

- Number and type of letters of recommendation
- Number and type of supplemental documents
- Program-specific questions
- Admit terms (i.e. if you only admit for the Fall term, you cannot add the Spring term mid-cycle)

Starting with the 2023-2024 cycle, there will be separate applications for each term in which you officially enroll students; these applications will be open and viewable by applicants *until* the applicable deadline, which we have on our website at [URI Graduate Apply](#). This does not apply to applications for ABM programs—since applicants apply ahead of time to ABM programs, these applications will remain open.

Branding

Branding is a key component of the application experience in CAS. It will inform an applicant about the key components of a program, areas of specialization, requirements, funding opportunities, available terms, and deadlines for each term.

The CAS system is also unique in the sense that our programs are advertised alongside hundreds of other schools' programs. It is important our branding remains clear and well formatted to distinguish itself from other competitors. See the example on the next page.

It is important to ensure your branding is concise, so as to not overwhelm the potential applicant, yet informative enough to convince them that your program is enticing. As mentioned above, your program's branding IS changeable throughout the course of a cycle; however, changes to deadlines and core components are heavily discouraged as it is important to make sure the application experience is the same for all applicants.

Changes to branding should reflect how branding is marketed on your own program website. REMINDER: You may want to revisit your own website as you are thinking about changes to your program and branding. Applicants typically refer to both the application and the program website while considering applying.



Thank you for your interest in Marine Affairs at the University of Rhode Island. The Department of Marine Affairs programs develop local and global leaders who address the complex societal issues at the interface of humans and coastal/marine environments. The Department of Marine Affairs is the oldest graduate program in the world that provides interdisciplinary education in the human dimensions of ocean and coastal science, policy, and management. The world's coastal regions have become incredibly popular places to live and visit. They are also immensely important ecologically and economically. These special places, however, are particularly vulnerable to overuse and environmental change, creating management issues locally, regionally, nationally, and internationally. Students in the Department of Marine Affairs develop an understanding of the environmental, socioeconomic, political, and legal effects of management decisions and their implications.

A competitive applicant will provide the following:

- A transcript from their bachelor's degree
- A personal statement describing:
 - Your professional goals
 - Where you want to be when you complete the MAF program
 - What your passions are
 - What attracts you to the program
 - Who on the faculty you might like to work with (and why)
 - Why you are an exciting candidate for MAF
 - See also: <https://web.uri.edu/maf/maf-personal-statements/>
- Letters of recommendation from references familiar with your potential for success in graduate study
- A recent CV or resume

Deadlines for Fall Admission

- Jan 15 – Applicants wishing to be considered for URI teaching or research assistantship funding
- Feb. 1 – International student applicants
- April 15 – Fall admission

The department begins reviewing applications for admission to the M.A.M.A., M.M.A., and M.M.A./J.D. programs each year in January. Both domestic and international students who want to be considered for financial aid should submit completed applications by January 15.

For additional information, please visit <https://web.uri.edu/maf/>.

Frequently Asked Questions (FAQ)

Can we make a decision on an In Progress applicant?

No. The 'In Progress' application status means that the applicant has not yet paid the application fee (or entered a waiver code) nor submitted the application. These applicants should not be reviewed. We cannot process decisions on applications before they have been submitted. On the other hand, you are able to email the in-progress applicant(s) to encourage them to complete and submit their application to your program.

If an applicant is not yet admitted to a program, should we encourage the applicant to take courses as a non-matriculated student and transfer the classes later, once admitted?

No. A student should not register as a non-matriculated student if they intend to enter a degree program in the same semester. Please make sure that your application reviews are done early enough in the admissions cycle so that students have enough time to enroll for courses as degree-seeking students. Refer to Section 3.30 of the [Graduate School Manual](#) for further information.

If an applicant applied for a doctoral program but we would like to admit them for a master's degree, how should we proceed?

Once an application has been submitted, a blue Add Designation button will appear on the right-hand side under the Designations tab of the application. Click that button and choose the appropriate degree from the drop-down menu. Program Directors need to change the local status within the old Designation to Program Switched. The Admissions team at the Graduate School also has the authority to change this status if they receive confirmation by the PD.

If an applicant is denied admission can the program change its mind and reverse that decision?

No. If there is uncertainty it is a best practice to place applicants on a waitlist before recommending denial.

If a note is added to the notes section in WebAdmit, will the GS automatically receive it?

No. The GS admission team will look for notes when there is a local status request for an exception or when they are emailed about the note. WebAdmit does NOT automatically notify anyone of a note, therefore it is recommended that a note be followed up with an email if you are expecting a response from the GS.

How does the February 1 International Application Deadline affect program-specific deadlines?

The February 1 deadline for International Students is a courtesy to ensure the applicant has plenty of time to sort out necessary travel documentation such as visas, vaccines, housing, etc. An international applicant may bypass this deadline if their program's deadline falls after February 1. The applicant must receive confirmation from their Program Director before submitting an application past the international deadline. Applicants who are offered admission that includes financial support have until April 15th to matriculate. Please see [the April 15 resolution](#) for more information from the Council of Graduate Schools. Applicants who are not offered any type of financial support can be asked to either accept or deny their admission offer within a different specified timeline that is up to the individual program.

Are all students notified of their admission decision?

Absolutely. Every applicant who successfully completes an application before their program's deadline is required to receive a decision. It may be worth considering using the 'Waitlist' option rather than 'Deny' in some cases to retain potential candidates within your program.

All applicants need to have a decision by the end of the admission cycle. If an applicant is clearly not qualified and no exceptions are being considered, the applicant needs to be formally denied. If a decision is still waiting to be made on an applicant, you may put them on your waitlist and use the appropriate decision code. By the end of the admission cycle, however, all waitlisted applicants need to be either admitted or denied.

Are students allowed to defer their start term?

Admitted graduate students must enroll for the term to which they are admitted or request a deferment. All newly admitted graduate students are eligible to defer one time, for up to one year. A deferment must be requested by the student to the Program Director. A PD may request a deferment by selecting the Local Status of "Deferral Requested" on the CAS application portal. A note MUST be placed in the notes section to specify the new start term, as they can be up to one year, and Summer may be a choice for a new start term, if applicable. Here is a link to the Graduate School website where more information can be found: <https://web.uri.edu/graduate-school/enrollment-deferral/>.

Whenever possible, the above procedure is preferable, however, the PD can also email the Graduate School Admissions office to request a deferment. Please note that all deferments must be processed before the start of courses for the term to which an applicant was initially admitted. If an applicant is deferred to Summer, please ensure that they are actually enrolled in courses during the Summer, otherwise, they might be best deferred to the Fall for instance.

Do Fulbright Scholars receive priority consideration?

All Fulbright student applicants receive an application fee waiver. Per standing agreements, these applicants also receive priority admission review and decision.

The Fulbright representative for each student will contact the program director directly and will submit a dossier on behalf of the student. Communication is conducted directly between the program director and the Fulbright representative (as opposed to the student applicant). If admitted and matriculated, the URI Office of International Students and Scholars will coordinate with the Graduate School and Enrollment Services in regard to the details of the tuition scholarship. Please contact your admission contact if you have any further questions.

Are there English Language Proficiency requirements for admission?

English Language Proficiency requirements for International applicants can be found at <https://web.uri.edu/graduate-school/admission/international/>. Any exceptions will have to be reviewed and approved by the Graduate School. An exception can be requested via the note section in CAS for the applicant in question. Know that the International Teaching Assistants will be required to take an English Proficiency exam during their first semester and will be asked to take an English course offered by the Office of International Students and Scholars if their score does not meet the minimum criteria. All International students are welcome to take the course(s) to help improve their English fluency. Please see: <https://web.uri.edu/global/international-students/english-language-support/english-proficiency/> for more information.

The Graduate School Admissions staff will need to verify that an applicant's Language Proficiency Exam scores are official once the program has recommended admission (selected the Recommend Admit local status). The Graduate School policy is that an international applicant cannot be admitted without verified, official Language Proficiency Scores. Occasionally, an applicant may be recommended for admission, but the Graduate School Admissions staff member is unable to verify the LPE scores as official. If this happens, the GS Admissions staff member will email the applicant through the CAS system to explain and request this documentation required. This may cause a delay in the applicant's admission. If there are questions regarding an applicant's LPE scores or whether they can be waived, please contact the GS Admissions team for clarification.

Enrollment

This part of the handbook has been written for graduate program directors and graduate faculty to provide specific information concerning the requirements and procedures related to graduate degrees at the University of Rhode Island. The information provided in this guide is meant to supplement the more specific and comprehensive information found in the *Graduate School Manual* available at <https://web.uri.edu/graduate-manual/> and the University Manual available at <https://web.uri.edu/manual/>.

Helpful Links:

[Graduate School Manual](#)

[University Manual](#)

[University Policies](#)

[Graduate School Forms](#)

[Graduate School Deadlines](#)

[Academic Calendars](#)

[Enrollment Services](#)

[Catalog](#)

[Graduate Student Association](#)

[Graduate Students United](#)

All Graduate Degrees

Program of Study

The Program of Study (POS) is one of the most important forms submitted by a student to the Graduate School. It is considered a type of “contract” between the student and Graduate School, listing what courses will be taken to complete their chosen degree.

Submission

- Students should work with their Major Professor/Advisor to choose courses, discuss transfer credits, etc. before submitting a POS
- Full-time students should submit their POS to the Graduate School no later than the end of their 3rd semester
- Part-Time students should submit their POS to the Graduate school no later than the end of their 4th semester
- Master’s Degree (both Thesis and Non-Thesis) – see [Graduate School Manual, Section 7.43](#)
- Ph.D. Degree – see [Graduate School Manual, Section 7.52](#)
- POS form is completed and submitted through the [Graduate School forms](#) website.

Revising /Updating a POS

- If students make any changes to their course of study, they should submit a Revised POS to the Graduate School *before* their final/graduating semester
 - The POS and the unofficial Transcript must match *exactly* for a student to be approved for graduation!
- Students submit the form the same way as the original POS is submitted but indicate “Revised” at the top of the form.

Nomination for Graduation

Nomination for graduation only needs to be completed once. If a student does not make their graduation target, their nomination will automatically roll to the next semester. If students forgot to list a course on the nomination form, they do not need to complete it again, it will be caught in their graduation audit. The process of applying to graduate consists of *two* parts. The student should self-nominate through e-Campus, and a Nomination to Graduate form must be submitted which requires faculty approval.

Reference the [Graduate School Academic Calendar](#) for all deadlines associated with this process.

Part 1: e-Campus Self Nomination

- 1) Log into e-Campus and scroll down to your "Student Center" section.
- 2) From the drop-down menu, choose "Apply for Graduation".
 - a) Click the blue double arrow icon next to the drop-down to complete your selection.
- 3) Confirm the degree listed is *exactly* as it should appear (barring any abbreviations).
 - a) Then click "Apply for Graduation"
 - b) If it is not correct, do not proceed. Email gradforms@etal.uri.edu to report an error.
- 4) Select the term you intend on graduating from the drop-down menu titled "Expected Graduation Term."
 - a) If the term you wish to select is not listed, please email gradforms@etal.uri.edu
- 5) Review and verify your selection. Select "Submit Application" to confirm the selection.
 - a) A confirmation screen will populate once submitted.

Part 2: Nomination for Graduation Form

- 1) Submit a "Nomination for Graduation" form found on the [Graduate School Forms](#) website. This form captures the approval of the major professor and is required as a step in the process.

Email the Graduate School at gradforms@etal.uri.edu if you have any questions.

The Nomination for Graduation form is mandatory for a student who wants to graduate and must be submitted by the deadline established each semester. This deadline is always listed on the [Graduate School calendars website](#).

Expected Graduation Date Change

The correct Expected Graduation Date is important to maintain since it affects a student's Financial Aid as well as their ability to register for classes in a future semester.

Once a graduation date is established through the above process, a student may request a change via email, phone call, or in-person, although the Graduate School prefers email, so there is documentation of the request.

Graduate Degrees Requiring a Thesis or Dissertation

Establishment of Committee

Committee Structure

Master's Thesis and Doctoral students work with their Major Professor/Advisor to create their **Core Committee**. All members of the committee must have [Graduate Faculty Status](#). The student must initiate an Establishment of Committee form prior to any comprehensive exam or thesis/dissertation proposal submission. Rules and instructions for committee structure and submitting forms can be found in [section 8 of the Graduate School Manual](#). Below are the basic steps:

The student's Core Committee must be comprised of a minimum of three people:

- Major Professor/Advisor
- Inside Member (inside the student's department)
- Outside Member (outside the student's department)

Students with Co-Major Professors or Co-Advisors will have 4 people on their Core Committee:

- Major Professor
- Co-Major Professor
- Inside Member
- Outside Member

*Note: Any additional members listed on the committee form are considered part of the core committee.

Doctoral Comprehensive Exams

For the Written Doctoral Comprehensive Exam, the student's Core Committee participates, and the Major Professor(s)/Advisor(s) runs the exam.

For the Oral Doctoral Comprehensive Exam, the student's Core Committee plus one extra person comprises the committee that will review the student. The extra person must be from outside the student's Department.

Defenses

For both Master and Doctoral Defenses, the students need their Core Committee plus one extra person. The extra person must be from outside the student's Department and will act as Chair for the Defense.

**Current members of a student's Core Committee cannot act as Defense Chair.

Committee Members from Outside URI

If a student would like to have an individual from outside of URI participate on their committee, they can only do so only as an additional committee member. For students who wish to use someone from outside URI as a member of any Committee: First, obtain permission from the Associate Dean of your degree-granting college for the person to participate on the Committee. Secondly, request [Graduate Faculty Status](#) from the Graduate School.

P.h.D Written & Oral Comprehensive Exams

Students will work with their major professor to schedule their comprehensive exams and notify the Graduate School via the "[Request to Schedule the Written and Oral Doctoral Comprehensive Examination](#)" form. The Graduate School needs to be notified of the outcome of both exams by the process below.

The Major Professor must initiate both a "Results of a Written Doctoral Comprehensive Examination" and a "Results of an Oral Doctoral Comprehensive Examination" form via [GradForms](#) upon completion.

- Students should NOT be submitting this form
- The form should be completely signed by the student's committee

Thesis or Dissertation Proposals

Before submitting a proposal, if they have not already done so, students must provide:

- Program of Study form
- Establishment of a Committee form

Prepare the proposal according to the guidelines found here: <https://web.uri.edu/graduate-school/academics/thesis-dissertation/>

Approval Form for Master's Thesis Proposal/Doctoral Dissertation Proposal:

- The form must contain all necessary signatures
- For ALL STUDENTS – The form must have a signature from the Office of Research Integrity to confirm completion of RCR (Responsible Conduct of Research) Training
- The form must have a signature for IRB/IACUC approval **ONLY IF** the student is using Human or Animal subjects in their research

Submit one PDF copy of the proposal to Gradforms@etal.uri.edu along with the Approval Form above. No hard copy is required.

Students sometimes are confused by these regulations because some departments have their students give a formal "proposal defense" in front of their committee. This is not a Graduate School requirement, and it does not replace the Graduate School's approval of the Thesis/Dissertation proposal, nor does it replace the formal, required Defense.

Scheduling a Defense

All Master's Thesis and Doctoral Dissertation students are required to have their proposal approved by the Graduate School **before** they schedule their Defense.

- For a Master's Thesis, the Proposal should be approved at least one semester before they defend.
- For a Doctoral Dissertation, the Proposal should be approved at least 6 months before they defend.

All Master's Thesis and Ph.D. students need to defend their Thesis/Dissertation before they are eligible to graduate. This is usually done in their final semester.

IMPORTANT NOTE: Students CAN NOT submit their Proposal and defend in the same semester.

To defend, the student must submit the following items to the Graduate School 20 calendar days prior to the defense date:

1. A completed and fully signed *Request to Schedule the Oral Defense* form through [Grad Forms](#).
2. Once this form is received, it is the student's responsibility to make sure they give each committee member a defensible copy of their thesis or dissertation. If the committee member wants a paper or electronic version, the student must provide it to them in the format they wish. The Graduate School does not need a defensible copy.

Thesis/Dissertation Final Copy Submission

Instructions for Submitting Final Copies (DIGITAL ONLY, NO HARD COPY REQUIRED)

Directions to Student

1. To start the formatting process, submit a pdf file of your dissertation or thesis to ProQuest, www.etdadmin.com/uri. This may be done before or after the defense, but it is recommended that the formatting process is started as early as possible.
2. Incorporate your committee comments and the formatter's comments, and upload the final version of your dissertation or thesis to Proquest, www.etdadmin.com/uri.
3. Once the format has been "*accepted*" in Proquest by the formatter, send an email to grad_formatting@etal.uri.edu that includes your student ID number, and the short title of your dissertation or thesis. The short title should be no longer than 40 characters, including spaces and punctuation.
4. Go to the [Grad Forms website](#) and submit the Library Rights Statement.

5. Go to the [Grad Forms website](#) and submit a Signature/Approval Page. Be sure to choose the specific Signature/Approval Page that corresponds to your degree type (Ph.D., MS, or MA)

When completed, the Library Rights Statement and Signature/Approval Page will be forwarded to the formatter automatically.

The Final Copy submission is not considered approved until all steps have been completed and a "Milestone Entered" email is received by the student. Students should be sure to monitor their email for correspondence from the formatter until the entire process is completed.

For all deadlines associated with this process, refer to the [Graduate School Calendar](#).

ABD (All But Dissertation) Status

ABD (All But Dissertation) status for Ph.D. students may be requested if a student would like to be enrolled for fewer than Full-Time credits but wants to be considered a Full-Time Student. The following criteria must be met:

- It may be requested only by Doctoral (Ph.D.) students – either International or Domestic
- The student must have completed all coursework
- The student must have completed both Written and Oral Comp Exams (results on file with the Graduate School)
- The student must have already had their Dissertation Proposal Approved by the Graduate School
- The student must have a Program of Study on file
- The student should only have to defend their Dissertation and/or complete and submit their Final Copy
- The student does not have to be in their final semester

Once the status is approved, a student may:

- Enroll in only 3 credits but still be considered Full-Time
- Be eligible for Assistantships and Grad School awards
- Request the status again (for a total of 4 semesters)
- Request Reduced Course Load/Last Semester Status once they have exhausted their 4 ABD requests

Please see the [ABD frequently asked questions](#). The student must initiate an ABD form on the [Grad Forms website](#). It will be signed by their advisor, who will confirm all conditions have been met.

Time to Degree Hold

Per the Graduate School Manual, Master's students have 5 years [[Section 7.42](#)] and Ph.D. students have 7 years [[Section 7.51](#)] to complete their degrees. Approximately one year before the end of this time, a "Time to Degree" (TTD) hold goes into effect for the student.

When the hold does go into effect, the student will see it listed on their account or they may not see it until they are unable to register for classes. Simply clicking on the words themselves within e-Campus, will bring the student to a full explanation of what the hold means and how to have it cleared.

To clear the time to hold:

- Student must have their Major Professor email the [Associate Dean of the Graduate School](#).
- The Major Professor should give confirmation that the student is on track to graduate and provide a summary of what the student has left to complete to earn their degree.

Other Circumstances

Transfer Credits

Initially, it is up to individual Departments to decide which credits a student may transfer either from another institution or within URI. The Graduate School assumes this has been approved if the credits appear in the appropriate section of their [Program of Study](#) (POS) and the form has been signed by the Department.

For Doctoral students who transfer 30 credits from a previously earned master's degree, the Graduate School does not transfer all credits individually. Instead, the full 30 credits are reduced from the overall Doctoral degree credit requirements.

If students took the courses prior to enrolling at URI, the form to transfer credits is considered the Program of Study. The POS has a section that will ask for the name of the course at the other institution, and then the student will list the URI equivalent in section A identified by the Course Type code 'TRN'. A URI equivalent must be determined so it is known what to transfer.

If a current URI Graduate Student wants to take a course elsewhere, for example over the summer at another school, they will need to complete a "[Prior Approval for Off-Campus Study](#)" [form through Grad Forms](#) before enrolling, and then make sure they have an updated POS showing the information above. Note, transferred courses will not count toward the student's GPA.

Prior Approval for Off-Campus Study

Students use the [“Prior Approval for Off-Campus Study” form through Grad Forms](#) to request permission to take a course at another university in an upcoming semester. **Students do not need to do this for courses they took in the past at another institution.

Important Notes:

- Courses taken off-campus are treated just like Transfer courses.
- Students’ off-campus course credits cannot exceed 20% of the student’s total credits in their program, except with special permission from the [Associate Dean of the Graduate School](#).
- The **total** of Transfer Credits and Off-Campus Study credits cannot exceed 20% of the student’s total credits in their program.

Process:

- Students must submit a [“Prior Approval for Off-Campus Study” form through Grad Forms](#)
- If the Off-Campus Course will replace a required course in the student’s program at URI, that information should be listed in the Description Box on the form.
- A copy of the official course description from the other institution should be emailed to gradforms@etal.uri.edu.

Intellectual Opportunity Credits

Students use the [“Request for Intellectual Opportunity Credits” form](#) to request the Pass/Fail option on a course. [See Section 4.80 in the Graduate School Manual](#) for further details.

Qualifications for the Pass/Fail option:

- The course is outside the student’s major field of study.
- The course is not an entrance deficiency.
- The course is not a specific requirement of the student’s Degree Program.
- The Major Professor must provide confirmation of above.
- Approval is provided by [Graduate School Associate Dean](#).

Leave of Absence (LOA)

Students are allowed to take up to four semesters of LOA during their program. A [“Leave of Absence Application” is found on the Grad Forms website](#). Leaves may be requested for consecutive or separate semesters and only a maximum of two semesters of leave may be requested at a time. At the end of their requested LOA, they can extend their leave by filling out another LOA form and requesting another semester off, but they cannot exceed four total semesters of leave.

Reinstatements

Per [sections 4.51 and 4.60 of the Graduate School Manual](#), students are required to maintain continuous enrollment until they receive their degree. If a student has not done this and has not taken an official Leave of Absence, they may return to their Graduate studies by submitting the “Reinstatement Application Form” through [Grad Forms](#).

Permanent Withdrawal

The “Permanent Withdrawal Application” form is used to withdraw permanently from URI. If students are in multiple programs and want to drop one, they should use a “Change/Add Program” form instead. Both forms are found on the [Grad Forms website](#).

Provisional Status (GPA Lower than 3.0)

At the end of each semester, the Graduate School sends emails to every student whose GPA is below 3.00 to inform them that they are on “Provisional Status” until they raise their GPA to 3.0 or above. After three semesters on provisional status, the student will be dismissed and unregistered from future enrolled courses. See [section 10.22 of the Graduate School Manual](#) for more detail.

Reduced Course Load / Last Semester Status

Normally, Graduate Students are enrolled in:

- 9 credits for Full-Time Status or
- 6 credits + an Assistantship for Full-Time Status
- 4.5 credits for Part-Time Status or
- 4.5 credits to be paid hourly

If a student would like to be enrolled in less than Full-Time credits but wants to be considered a Full-Time Student (usually for Financial Aid purposes), they may request ABD status (see above) or one of the following statuses **once** during their Graduate career:

- Reduced Course Load – for International Students only
- Last Semester Status – for Domestic Students only

However, they must meet the following criteria:

- Participating in their last semester before graduation
- Have no Assistantship during that last semester
- Have not requested a Reduced Course Load/Last Semester Status previously during their graduate career

For International Students

- They must obtain the Reduced Course Load form from the Office of International Students and Scholars
- When they have completed it and had it signed by their Major Professor/Advisor/Academic Dean or Chair, they submit it to the Graduate School

For Domestic Students

- Domestic students can request Last Semester Status by initiating a “Last Semester Status Request” form on the [Grad Forms website](#).

Request to Add/Change a Degree Program

Students may use the [“Request to Change or Add a Degree Program” form](#) for the following three actions:

- To change their Program (for example, from a Ph.D. to a Master’s)
- To add another Degree program or Certificate (for example, adding a Ph.D. after finishing a Master’s)
- To change their Sub-Plan (Specialization) within their program

*Note: The request must be submitted while a student is still active in a program, otherwise a formal application must be submitted.

Late Add/Drop or Credit Change

The [Graduate School’s calendar](#) lists when the “Add” and “Drop” periods begin and end each semester. During that time, students may add or drop courses for the current semester or change credits on current semester courses via their e-Campus account. After that, students must use either the [Graduate School “Petition to Appeal the Add or Drop Deadline” form](#) or the Enrollment Services form to add or drop a class or update credits before classes are over for the semester. Changes to classes or credits cannot be made once classes have ended for a semester.

Change of Grade

Once semester grades are reported, the only way a grade can be changed or updated is via the Change of Grade (COG) form that is obtained from each Department. This form is most often used to add a letter grade to a course in which a student originally received an “I” = Incomplete.

Rules

- Change of Grade forms are obtained in each Department
- Only the Faculty complete and sign these forms
- Grades/Incompletes should be changed within a year from when the student originally took the course

Continuous Registration (CRG 999)

Please see [section 4.40 of the Graduate School Manual](#) for more details. Students usually enroll in CRG 999 credits when the following conditions apply:

- In their Final Semester
- Have completed all necessary courses

IN ADDITION:

- For a Non-Thesis Master's student:
 - Only need to complete Incomplete coursework during the semester; or
 - Submit a Final Paper; or
 - Take only the Master's Comp Exam
- For Thesis Master's
 - Successfully passed their Thesis Defense and are only completing their Final Copy
- For PhD Students
 - Already completed their Comp Exams
 - Successfully passed their Dissertation Defense and are only completing their Final Copy

If a Master's or Ph.D. student has done everything but has **not** yet defended their Thesis or Dissertation, they must enroll in Research (599 or 699) credits. **They are not eligible for CRG 999.**