

An aerial photograph of the University of Rhode Island campus during autumn. The image shows several large, multi-story brick buildings with blue roofs, interspersed with green lawns and trees displaying vibrant yellow and orange foliage. A network of paved walkways crisscrosses the campus. A dark blue banner is superimposed across the middle of the image, containing white text.

THE UNIVERSITY OF RHODE ISLAND  
GRADUATE SCHOOL REQUIREMENTS

# Graduate School Basics

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- Graduate School Academic Calendar: <https://web.uri.edu/graduate-school/academics/academic-calendar/>
- Adobe Forms Account and Adobe User Guide: <https://web.uri.edu/graduate-school/forms/>
  - An Adobe account allows students to track the status of their submissions
  - User Guide can help students navigate the form submission process more confidently
- Academic Catalog: <https://web.uri.edu/catalog/#/home>
- Graduate School Manual
  - Available online: <https://web.uri.edu/graduate-manual/>

# Program of Study

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- Students must submit a formal **Program of Study** form with the Graduate School. An approved Program of Study must be on file before attempting degree completion.
- The Program of Study outlines all required coursework required to earn your degree
  - Submitted by the end of 3rd semester for FT students and end of 4<sup>th</sup> semester for PT students
  - Includes all courses applied toward program
  - 30 credit cap for master's transfer credits toward PhD program (section B)
  - Substitutions or Waivers must be noted
  - 400 level "Not for Graduate Credit" courses - [Academic Catalog](#)
- After a program has been approved, changes can only be made by submitting a new Program of Study for approval.

# Committees

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- Core Committee
  - Consists of a minimum of 3 required faculty members
    - Major professor, Inside Member, Outside Member
  - Can include additional members
  - Must be approved by the Graduate School via the Establishment of a Committee form
- Defense Chair and Oral Comp Exam Additional Member
  - One-time roles - must be in addition to the core committee
  - Should not be listed on the Establishment of a Committee form
  - Must be URI faculty **outside** of the student's department with GFS (no external faculty eligible)
- Graduate Faculty Status
  - All committee members must have GFS (Graduate Faculty Status)
    - [GFS Master List and Nomination Form](#)
  - External Faculty (outside of URI)
    - Can serve as a co-advisor, outside committee member, or additional committee member only
    - Must have GFS

# PhD Written & Oral Comprehensive Exam

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- Each doctoral student will take two comprehensive examinations (Written and Oral) at or near, but no later than twelve months after, completion of the formal coursework stipulated in the Program of Study.
- Comprehensive examinations will be designed to assess a student's intellectual capacity and the adequacy of training or scholarly research.
- You will schedule these exams in conjunction with your major professor and submit the 'Request to Schedule the Written and Oral Doctoral Comprehensive Examination' form for Graduate School approval.
- The oral comprehensive examination shall be given only upon successful completion of, and normally within four weeks after, the written examination.

# Thesis/Dissertation Proposal

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- The **Establishment of Committee** form establishes your **core** committee and must be submitted prior to proposal submission.
- The **Proposal Approval** form must be signed by the **core** committee, student, department chair, research integrity office, and IRB/IACUC (required).
- **One electronic copy** of the proposal and the proposal approval form must be submitted by the Graduate School Deadline for graduation (this deadline is always in the semester before your intended defense).

# Thesis/Dissertation Defense Set-up

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- Defense Chair – a defense chair is an additional member from outside of your program and outside of your established core committee. The defense chair is an impartial member, ensuring fair and accurate defense procedures.
- Request to Schedule the Oral Defense form – must be signed by the core committee, defense chair, student, and department chair. The form must be complete with date, time and place of defense.
- It is the responsibility of the student to ensure each committee member receives a defensible copy at least 20 calendar days prior to the defense. Each member can elect to get an electronic copy or a hard copy.

**Students do not need to submit the defensible copy to the Graduate School.**

# Have questions?

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Please email [gradforms@etal.uri.edu](mailto:gradforms@etal.uri.edu) with any questions, including issues with Adobe forms. This ensures that any available Enrollment & Records representative can answer your questions.