NON-THESIS MASTER’S STUDENTS

1. HOW LONG DO I HAVE TO COMPLETE MY NON-THESIS MASTER’S DEGREE?
   • Up to 5 years, not including Leaves of Absence approved by the Graduate School
   • NOTE: ALL Graduate Students must maintain continuous registration until they receive their degree

2. WHAT IS THE ORDER TO SUBMIT NECESSARY MASTER’S NON-THESIS DEGREE REQUIREMENTS TO THE GRADUATE SCHOOL?
   • Initial Non-Thesis Program of Study: due by the end of your third semester
   • Nomination for Graduation – submitted by the semester deadline* during the semester you intend to graduate
   • If applicable, a Revised Program of Study will be needed before your intended graduation date. This is 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
   • Results of Written Masters Comprehensive Exam (if required) – due by deadline listed on Graduate School Deadline calendar

All forms: https://web.uri.edu/graduate-school/forms/

*Each semester’s Deadline Calendar is available on the Graduate School website.

3. ARE GRADUATE STUDENTS ALLOWED TO TAKE A SEMESTER OFF?
   • Only with an approved Leave of Absence form from the Graduate School.
   • Form must be completed, signed and submitted to the Graduate School by the semester deadline date
   • INTERNATIONAL STUDENTS - must obtain approval from the International Office first before getting a leave of absence approved at the Graduate School

4. 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 e-Campus account
   • Clicking on the words themselves will provide a description of what the hold/block is for
     o 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
     o The most common holds come from Enrollment Services/Financial Aid or the Graduate School

August 30, 2018
MASTER’S THESIS STUDENTS

1. HOW LONG DO I HAVE TO COMPLETE MY MASTER’S DEGREE?
   • Up to 5 years, not including Leaves of Absence approved by the Graduate School
   • NOTE: ALL Graduate Students must maintain continuous registration until they receive their degree

2. WHAT IS THE ORDER TO SUBMIT NECESSARY MASTER’S THESIS DEGREE REQUIREMENTS TO THE GRAD SCHOOL?
   • Establishment of a Masters Committee form
   • Master’s Thesis Degree Program of Study, due by the end of your third semester
   • Thesis Proposal Approval Form – must be submitted to the Graduate School along with 3 hard copies of the Proposal itself. Approval must be obtained 6 months prior to potential Thesis Defense date
   • Nomination for Graduation – submitted by semester deadline* during the semester you intend to graduate
   • Request to Schedule an Oral Defense of a Master’s Thesis (with defendable copy) by the semester deadline*
   • Results of Oral Examination in Defense of a Master’s Thesis form – submitted by semester deadline*
   • Certification of Mandatory Corrections – only if applicable. This will be determined by the Oral Defense results
   • A Revised Program of Study only if any courses from your initial Program of Study were changed or added.
   • Final Thesis – 1 copy, submitted by semester deadline*

All forms: https://web.uri.edu/graduate-school/forms/
*Each semester’s deadline calendar is available on the Graduate School website.

3. WHAT ARE THE REQUIREMENTS FOR ESTABLISHING A “MASTER’S PROGRAM COMMITTEE”?
   • Master’s Program Committees require only 3 but may have up to 5 members
   • The minimum 3 members are: the Major Professor, Inside Department Member, and Outside Department Member. They are referred to as the “Core Committee”
   • Committee members must have Graduate Faculty Status
   • Students with Co-Major Professors will still need an Inside Member and an Outside Member, meaning their “Core Committee” will consist of 4 members instead of 3
   • If anyone on the Committee is from outside of URI, please contact the Graduate School before submitting the form. The Associate Dean must grant permission for their participation
   • For the Oral Defense of a Master’s Thesis, another faculty member will 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”

4. 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
   • INTERNATIONAL STUDENTS - must obtain approval from the International Office first before getting a leave of absence approved at the Graduate School

5. 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 e-Campus 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
DOCTORAL (PhD) STUDENTS

1. HOW LONG DO I HAVE TO COMPLETE MY DOCTORAL DEGREE?
   - Up to 7 years, not including Leaves of Absence approved by the Graduate School
   - NOTE: ALL Graduate Students must maintain continuous registration until they receive their degree

2. WHAT IS THE ORDER TO SUBMIT NECESSARY DOCTORAL DEGREE REQUIREMENTS TO THE GRADUATE SCHOOL?
   - Establishment of a Doctoral Committee form
   - Initial Program of Study, due at the end of your third semester.
   - Request to Schedule the Written and Oral Comprehensive Exams
   - Results of the Written Doctoral Comprehensive Exam
   - Results of the Oral Doctoral Comprehensive Exam
   - Dissertation Proposal Approval form – must be submitted to the Graduate School along with 3 hard copies of the Proposal itself. Approval must be obtained 6 months prior to potential Dissertation Defense date
   - Nomination for Graduation – submitted by the semester deadline* during the semester you intend to graduate
   - Request to Schedule the Oral Defense of Dissertation (with one defendable copy) by the semester deadline*
   - Results of Oral Examination in Defense of a Doctoral Dissertation form, submitted by semester deadline
   - Certification of Mandatory Corrections – only if applicable. This will be determined by the Oral Defense results
   - A Revised Program of Study only if any courses from your Initial Program of Study were changed or added.
   - Final Dissertation – 1 hard copy, submitted by semester deadline*

(All forms: https://web.uri.edu/graduate-school/forms/)

*Each semester’s deadline calendar is available on the Graduate School website.

3. WHAT ARE THE REQUIREMENTS FOR ESTABLISHING A “DOCTORAL PROGRAM COMMITTEE”?
   - Doctoral Program Committees require only 3 members but may have up to 5 members
   - The minimum 3 members are: your Major Professor/Advisor, an Inside Department Member, and an Outside Department Member. They are referred to as the “Core Committee”
   - Committee members must have Graduate Faculty Status
   - Students with Co-Major Professors will still need an Inside Member and an Outside Member, meaning their “Core Committee” will consist of 4 members instead of 3
   - If anyone on the Committee is from outside of URI, please contact the Graduate School before submitting the form. The Associate Dean must grant permission for their participation
   - For the Oral Defense of a Doctoral Dissertation, another faculty member will 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”

4. 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 competed, signed and submitted to the Graduate School by the semester deadline date
   - INTERNATIONAL STUDENTS - must obtain approval from the International Office first before getting a leave of absence approved at the Graduate School

5. 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 e-Campus account
   - Clicking on the words themselves will provide a description of what the hold/block is for
     o 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

August 30, 2018
THESIS AND DISSERTATION PROPOSALS – A GUIDE

Deadlines:

Sept. 28, 2018  PhD students: IRB/IACUC submissions due to Office of Research Integrity for dissertation proposals for May 2019 graduation
Oct. 12, 2018  Dissertation proposals for May 2019 graduation due
Nov. 15, 2018  Master’s students: IRB/IACUC submissions due to Office of Research Integrity for thesis proposals for May 2019 graduation
Jan. 7, 2019  Thesis proposals for May 2019 graduation due
Dissertation proposals for August 2019 graduation due

Thesis Proposal Approval Form
https://web.uri.edu/graduate-school/files/thesis_approval_form.pdf

Dissertation Proposal Approval Form
https://web.uri.edu/graduate-school/files/dissertation_approval_form.pdf

For information on the format and content of the proposal see:
https://web.uri.edu/graduate-school/academics/thesis-dissertation/

Reminders:

1. Make sure that you enter the correct email addresses for your committee members on the form
2. Once your committee has signed your form, take it to the Office of Research Integrity for signatures regarding the Responsible Conduct of Research and if applicable, IACUC or IRB.
3. Submit the signed form with 3 paper copies (double spaced, double sided) to the Graduate School.

Responsible Conduct of Research

All graduate students who are writing theses/dissertations are required to complete training in the Responsible Conduct of Research. Completion of this training must be certified with a signature by the Office of Research Integrity on the thesis/dissertation proposal approval form. The Office is located in the basement of the Research and Grant Accounting Building (across from Quinn Hall).

There are several ways to complete this training; please visit this webpage for more information:

If you complete RCR training online, please bring a paper copy of your CITI certificate to the Office of Research Integrity along with your thesis/dissertation approval form to get your form signed.

Human Subject Research / IR3 Help Sessions

If you need help with a Human Subject Research Institutional Review Board (IRB) protocol application or would like to better understand upcoming changes to the federal regulations overseeing human subjects research, please attend a group IRB Help Session.

Group IRB Help Sessions will answer your questions and give you tips about the IRB Application forms, Amendments, Consent Forms, Site Permission letters, etc.

IRB Help Sessions are offered every Tuesday from 10-11AM and Wednesday from 3-4PM starting on September 25, 2018.

To reserve your space, please email: researchintegrity@etal.uri.edu. Space is limited, so please reserve a spot. All IRB Help Sessions are held in the Office of Research Integrity (OR) (basement of the Research and Grant Accounting Building).

If you are unavailable during a IRB Help Session time, email to make an appointment. Due to our current work load, OR can no longer accommodate people on a drop-in basis.
SCHEDULING YOUR DEFENSE

Deadline Dates:

October 1, 2018 – Nominations for December 2018 Graduation due
November 9, 2018 – Final day to submit Defense copies and “Request to Schedule...” forms for Thesis/Dissertation Defense
November 30, 2018 – Final Copies of Theses/Dissertations for May 2018 graduation due. NO EXTENSION

**If you defend during Fall 2018 semester but will not graduate until May 2019, remember that you must enroll in at least one credit for the Spring 2019 semester.

1. Choose a date
   - We recommend working backwards from the date the Final Copy is due (November 30) when scheduling your Defense. Consider:
     - How long would I need to make any updates/changes/corrections following my Defense?
     - Are any of my Committee members away at any time during this semester?
     - Will I have 20 calendar days before my defense date to get the necessary paperwork to the Graduate School?
     - What dates might be more convenient for me and my Committee Members? (Hint: have a couple of dates in mind in case your Committee cannot all convene on your first choice of dates)

2. Choose your Defense Chair person. This person:
   - Must be from outside the student’s department
   - Must have Graduate Faculty Status
   - Cannot already be a part of the “Core Committee”

3. Confirm that your Committee members are all available on the same date, at the same time
   - It is best if they will all be physically present for the Defense
   - Only one of your Committee members will be allowed to participate remotely (via Skype, for example) if necessary; the Chair of your Defense and your major professor must be physically present
   - If a Committee member participates remotely, arrangements must be made to obtain that member’s hard copy signature on the Results form and the Signature Page to be included with your Final Copy. The Graduate School does not accept electronic signatures or proxy signatures for the missing Committee member on Defense Results forms.
   - At this time, you may also want to reserve a location for your Defense. Please work with your Major Professor or Department to find a space.

4. Complete the “Request to Schedule an Oral Defense of a Master’s Thesis/Doctoral Dissertation” form
   - This form is located on the Graduate School website at [https://web.uri.edu/graduate-school/](https://web.uri.edu/graduate-school/). Navigate to “Academics” -> choose your Degree program -> scroll toward bottom of page where all forms are listed.
   - NOTE: If you have any Committee Members who are from outside URI, you cannot use our electronic forms. Please contact the Graduate School and we will provide you with a PDF form to complete instead.
**TIP** – you may want to review the Graduate School web site for information about preparing your defendable copies and uploading your Thesis/Dissertation to ProQuest. This may save you time and effort later when you have to prepare your Final Copy for submission.

5. Submit Defense Documents
   - 20 calendar days before your actual Defense you must bring the completed “Request to Schedule...” form and one hard copy of your Thesis/Dissertation to the Graduate School.
     - NOTE: “Calendar Days” means weekends, holidays, Spring Break, etc. are all counted.
     - One copy of your Thesis/Dissertation is mandatory for your Defense Chair. If any other Committee members request a paper copy, you must supply that as well.
     - Defense copies should each be in a manila envelope with a copy of the title page taped to the front.
   - The Graduate School will prepare the official memos and the packet necessary for the Chair of your Defense Committee. You will receive an email once these are ready to be picked up.

6. Deliver Defense Documents
   - When you receive the Graduate School notification that your packet and memos are ready, you must pick them up from the Graduate School and deliver them to your Committee members.
   - Your Committee should receive these memos and the packet approximately 10 to 15 calendar days before the Defense date.
   - Electronic copies may be sent to the remaining Committee members at this same time.
   - You will also receive a copy of the official memo for yourself along with a packet containing tips to help you with Formatting and completing your Final Copy after the Defense.
     - NOTE: A Binding Fee and yellow receipt are no longer required.

7. The Day of your Defense
   - We recommend bringing the Signature Page and Library Rights Statement with you on the day of your Defense. Since your entire Committee will be there, you can get all the necessary signatures at one time.
   - Your Defense Chair should have a copy of the Results form in their packet. It should be completed and signed by everyone immediately after your Defense, once their decision has been made.
   - Please be sure that you sign the Results form as well as having your Department Chair sign it (if he/she did not attend the Defense). These are the 2 signatures that are often missing when the form arrives in the Graduate School.
   - The Results form should be delivered to the Graduate School as soon as possible after the Defense is completed.

8. A Note on Defense Results
   - If your Committee chooses #1D or #1E for your Defense Result, you will need to submit a “Certification that Mandatory Corrections were Made to a Successfully Defended Thesis/Dissertation.” This form may be found on the Graduate School web site and should be completed and submitted to the Graduate School before your Final Copy is submitted.
   - Final Copy Date – if your Committee lists a date that is different from the semester deadline for Final Copies, you have a choice of when to submit your Final Copy. You may continue to follow the Graduate School deadline calendar, in which case you will graduate as of May 2018. However, if the Committee chooses a date later than our deadline, you will not graduate for May and must enroll in at least one credit for the semester in which you
will be submitting your Final Copy and graduating. Feel free to discuss this further with the Graduate Records and Enrollment Representatives once you receive your Defense Results.

9. Final Copy

- If you have not already done so, you will need to upload your Thesis/Dissertation to ProQuest after your Defense in order to prepare for your Final Copy.
- All corrections/changes/updates should be made to this electronic copy.
- The Graduate School Formatter will then review and approve your online copy. Please do not print and submit your Final Copy until you receive his approval email.
- Once approved, you may print the Final Copy and submit it to the Graduate School. It should be delivered to us in a manila envelope with the Signature Page and Library Rights Statement included inside. On the outside of the envelope, please tape a page with the following items listed:
  - Thesis/Dissertation Title
  - Your Name
  - Your Major Professor’s name
  - Your Department
- For Dissertation Students Only:
  - Print a copy of the “Survey of Earned Doctorates” and include this in the manila envelope with your Final Copy.
  - Complete the “Commencement Questionnaire” whether or not you intend to participate in Commencement. This may be submitted electronically or hard copy with your Final Copy.
- This copy must be delivered to the Graduate School in Room 204 of Quinn Hall by the end of the business day (4:30 p.m.) on November 30, 2018. NO EXTENSIONS

We hope these guidelines will help you in preparing for your Defense. We also encourage you to work with your Major Professor and Department to complete these preparations.

As always, you may contact the Graduate Records and Enrollment Representatives if you have any questions. Please be sure to include your URI ID number in your email:

For students with last names A through L = Camille Cataldo (camille_cataldo@uri.edu)
For students with last names M through Z = Linda Conte (linda_conte@uri.edu)
HELPFUL LINKS

All of the following links can also be found from the main Graduate School web site at: https://web.uri.edu/graduate-school/

Forms Page
https://web.uri.edu/graduate-school/forms/

Deadline Calendars
https://web.uri.edu/graduate-school/academics/academic-calendar/

Graduate Manual
https://web.uri.edu/graduate-manual/

Graduate Catalog
https://web.uri.edu/catalog/graduate-degree-program-descriptions/

Professional Development
https://web.uri.edu/graduate-school/about/professional-development/

Enrollment Services
https://web.uri.edu/enrollment/

Academic Calendars (from Enrollment Services)
https://web.uri.edu/enrollment/academic-calendars/

Graduate Student Association
https://web.uri.edu/gsa/

Graduate Assistants United
https://www.urigau.org/

GradCAS (Graduate Centralized Application System)
https://web.uri.edu/graduate-school/apply/

Graduate Community Resources – section entitled “For Program Directors/Faculty”
https://web.uri.edu/graduate-school/community-resources/

Revised October 2, 2018
GRADUATE SCHOOL PERSONNEL

ADMISSIONS
Lori Anderson (lorianderson@uri.edu)
- Applications – supporting documents, changes to application, Admissions documentation
- Matriculation
- Deferments
- Residency

RECORDS & ENROLLMENT –
Camille Cataldo (camille_cataldo@uri.edu) – students with last names A through L
Linda Conte (linda_conte@uri.edu) – students with last names M through Z
- All graduate documentation, including but not limited to:
  - Programs of Study
  - Establishment of a Committee
  - Comp Exams
  - Scheduling a Defense
  - Late Add/Drop
  - Leave of Absence
  - Change/Add Program
  - Nominations for Graduation

Associate Dean Rusnocks (rusnocks@uri.edu)
- Time To Degree Holds

PROFESSIONAL DEVELOPMENT
Cara Mitnick (cmitnick@uri.edu)
- One-on-one consulting with students
- Workshops
- Graduate Writing Center (Roosevelt Hall, 003)

TRANSFORM AND GRADCAS
Michael Burns (michaelb@uri.edu)
- Questions about and tracking of forms in TransForm, our electronic form system
- Questions regarding the new application system, GRADCAS
- Please contact the Help Desk (874-HELP) with questions regarding sign on, passwords, etc.

STUDENT PAYROLL
Melissa Pereira (melissa_pereira@uri.edu)
- SGA2 and hourly request forms
- All Assistantship inquiries

FORMATTING/FINAL THESIS OR DISSERTATION COPIES
Al Gerheim (grad_formatting@etal.uri.edu)

Revised October 2, 2018