

**College of Health Sciences  
Faculty Advising Handbook  
Fall 2016**

Faculty Advising plays a major role in a student's overall college experience. It cannot be stressed enough how important it is to establish a good advisor/advisee relationship with students. Research has shown that a strong advisor/advisee relationship is an important factor in student retention.

**DO:**

- Establish a personal relationship – many students have the same advisor for multiple years.
- Provide accurate information about majors, minors, and course selections.
- Keep accurate records of your advising sessions – using contact logs in e-campus is a great way to do this and allows for others to see what has been previously discussed.
- Know what resources are available to students and refer them when needed.
- Encourage and support all students

**DO NOT:**

- Let a student leave without answering their questions, or putting them in contact with someone who can.
- Make decisions for students – while it is important for you to offer guidance and knowledge it is ultimately up to the student to make the final decision.
- Speak poorly of an instructor, department or major.
- Be inconsistent with University policies and regulations – if you are unsure of something check with your department chair, university manual or catalog.

**A few things to keep in mind when advising students:**

- A delay in graduation may result from changing majors.
- Remind students that a 2.0 overall GPA is required for graduation.
- Remind students that a minimum of 120 credits is needed for graduation.
- Remind students that dropping courses or not registering for a full schedule will either necessitate their attending summer or J term courses, or taking longer than four years to graduate.

## How to view a student's Academic Requirements and Unofficial Transcript

- Use the pull down arrow to select "Academic Requirements"

**THE UNIVERSITY OF RHODE ISLAND**  
Favorites | Main Menu > Self Service > Advisor Center > My Advisees > Advisee Student Center

Faculty Center

Advisor Center

Class Search

my advisees

student center

general info

transfer credit

academics

### Advisee Student Center

On a holiday week please reference the academic calendar ([http://www.uri.edu/es/calexams/index\\_calexams.html](http://www.uri.edu/es/calexams/index_calexams.html)) for class meeting days.

**Academics**  
[My Class Schedule](#)  
Academic Requirement >>  
Academic Requirements  
Course History  
Grades  
Transcript: View Unofficial  
What-if Report  
other academic...

Deadlines

URL

| This Week's Schedule |                          |  |
|----------------------|--------------------------|--|
|                      | Class                    | Schedule   |
|                      | MUS 300-0001 LAB (1030)  | Th 12:30PM - 1:45PM<br>Fine Arts Center 101B         |
|                      | MUS 310G-0001 STU (5022) | Room: TBA  |
|                      | MUS 311-0001 LEC (1952)  | MoWe 11:00AM - 11:50AM<br>Fine Arts Center 101B      |
|                      | MUS 322-0001 LEC (1953)  | TuTh 9:30AM - 10:45AM<br>Fine Arts Center 205E       |
|                      | TMD 240-0001 LEC (3751)  | MoWeFr 1:00PM - 1:50PM<br>Quinn Hall room 104        |
|                      | TMD 303-0001 LEC (2708)  | MoWeFr 9:00AM - 9:50AM<br>Quinn Hall 314             |
|                      | TMD 313-0002 LAB (2710)  | Mo 2:00PM - 4:00PM<br>Quinn Hall 315                 |
|                      | TMD 332-0001 LEC (2714)  | TuTh 2:00PM - 3:15PM<br>Chafee Social Sci Center 219 |

weekly schedule >

**Holds**  
No Holds.

**To Do List**  
No To Do's.

**Enrollment Dates**  
**Enrollment Appointment**  
You may begin enrolling for the Fall 2013 Regular Academic Session session on March 29, 2013.  
[details >](#)

**Advisor**  
**Program Advisor**  
Undergrad students please use the URI Advisement link under your main menu

**Term Finances**  
[Your Term Bill](#)  
[Make a Payment](#)  
[Billing Adl and Refund Info](#)

**Personal Information**

- After selecting "Academic Requirements" click the circle to search
- You can use the green arrows to expand each section to review what requirements a student has completed or has left to complete.

|                |                 |              |
|----------------|-----------------|--------------|
| Faculty Center | Advisor Center  | Class Search |
| my advisees    | student center  | general info |
|                | transfer credit | academics    |

## Advisee Requirements

On a holiday week please reference the academic calendar ([http://www.uri.edu/es/calexams/index\\_caalexams.html](http://www.uri.edu/es/calexams/index_caalexams.html)) for class meeting days.

University of Rhode Island | Undergraduate

This report last generated on 09/05/2013 9:30AM

|              |            |                    |
|--------------|------------|--------------------|
| collapse all | expand all | view report as pdf |
|--------------|------------|--------------------|

Click green arrows to  
Expand sections

|  Taken  In Progress  Planned |
|---|
| ▶ UNIVERSITY GRADUATION REQUIREMENTS (RG178)  |
| ▶ SUMMARY (RG3095)  |
| ▶ COURSES NOT USED TOWARDS DEGREE PROGRESS REPORT (RG3103)  |
| ▶ GENERAL EDUCATION REQUIREMENTS TEXTILE FASHION MERCH & DESIGN BS (RG305)  |
| ▶ Tex, Fash Merch & Des (BS) UC   |

[Faculty Center](#) | 
 [Advisor Center](#) | 
 [Class Search](#)

[My Advisees](#) | 
 [Student Center](#) | 
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 [Transfer Credit](#) | 
 [Academics](#)

Cancel

On a holiday week please reference the academic calendar ([http://www.uri.edu/es/calexams/index\\_calexams.html](http://www.uri.edu/es/calexams/index_calexams.html)) for class meeting days.

University of Rhode Island | Undergraduate

This report last generated on 09/05/2013 9:30AM

collapse all

expand all

view report as pdf



Taken



In Progress



Planned

UNIVERSITY GRADUATION REQUIREMENTS (RG178)

SUMMARY (RG3095)

Below is a summary of your overall university and major requirements.

▶ Minimum 2.00 GPA Required (R19, L10)

▶ Transfer courses (R1548, L10)

▶ Courses In progress (R1464, L10)

COURSES NOT USED TOWARDS DEGREE PROGRESS REPORT (RG3103)

GENERAL EDUCATION REQUIREMENTS TEXTILE FASHION MERCH & DESIGN BS (RG305)

Tex, Fash Merch & Des (BS) UC

[Faculty Center](#) [Advisor Center](#) [Class Search](#)

[My Advisees](#) [Student Center](#) [General Info](#) [Transfer Credit](#) [Academics](#)

## To view a student Unofficial Transcript

- In your Faculty Center click on the Advisor center tab
- Click on the Green box that says “View Data for Other Students”

Faculty Center

Advisor Center

Class

my advisees

student center

general info

transfer credit

## My Advisees

On a holiday week please reference  
calendar ([http://www.uri.edu/es/  
/index\\_calexams.html](http://www.uri.edu/es/index_calexams.html)) for class m



There is no information for the transaction you requested.

VIEW DATA FOR OTHER STUDENTS



[Faculty Center](#) [Advisor Center](#) [Class Search](#)

[My Advisees](#) [Student Center](#) [General Info](#) [Transfer Credit](#) [Academics](#)

## Advisee's Student Center

Enter any information you have and click Search. Leave fields blank for a list of all values

Find an Existing Value

### ▼ Search Criteria

|              |               |                      |   |
|--------------|---------------|----------------------|---|
| ID:          | begins with ▼ | <input type="text"/> |  |
| Campus ID:   | begins with ▼ | <input type="text"/> |   |
| National ID: | begins with ▼ | <input type="text"/> |   |
| Last Name:   | begins with ▼ | <input type="text"/> |   |
| First Name:  | begins with ▼ | <input type="text"/> |   |

☐ Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

- Enter students ID number (or search by their name)
- Click Search
- This will bring you to the Advisee Student Center

|                |                 |              |
|----------------|-----------------|--------------|
| Faculty Center | Advisor Center  | Class Search |
| my advisees    | student center  | general info |
|                | transfer credit | academics    |

## Advisee Student Center

On a holiday week please reference the academic calendar ([http://www.uri.edu/es/calexams/index\\_caexams.html](http://www.uri.edu/es/calexams/index_caexams.html)) for class meeting days.

### Academics

[My Class Schedule](#)

other academic... >>

| Fall 2013 Schedule |                         |  |
|--------------------|-------------------------|--|
|                    | Class                   | Schedule   |
|                    | BCH 211-0001 LEC (5176) | TuTh 5:00PM - 6:15PM<br>Pharmacy Building room 170         |
|                    | KIN 300-0002 LEC (4487) | TuTh 8:00AM - 9:15AM<br>Cntr for Biotec & Life Sci 010     |
|                    | KIN 301-0001 LAB (4403) | Mo 7:00PM - 8:50PM<br>Independence Square 3 room 226       |
|                    | KIN 325-0002 LEC (4733) | TuTh 2:00PM - 3:15PM<br>Independence Square 3 room 195     |
|                    | KIN 370-0001 LEC (2296) | MoWeFr 11:00AM - 11:50AM<br>Independence Square 3 room 192 |
|                    | SPA 103-0006 LEC (2669) | MoWeFr 1:00PM - 1:50PM<br>Swan Hall Room 309               |

[weekly schedule](#)

### Holds

Term Bill Balance Due  
Health Services (Financial)

[details](#)

### To Do List

No To Do's.

### Enrollment Dates

**Enrollment Appointment**  
You may begin enrolling for the Fall 2013 Regular Academic Session session on April 3, 2013.

[details](#)

### Advisor

**Program Advisor**  
Undergrad students please use the URI Advisement link under your main menu

### Term Finances

[Your Term Bill](#)  
[Make a Payment](#)

### Personal Information

| Contact Information |                 |
|---------------------|-----------------|
| Home Address        | Mailing Address |



- Use pull down arrow to select “Transcript: View Unofficial”

**THE UNIVERSITY OF RHODE ISLAND**

[Favorites](#) | 
 [Main Menu](#) > 
 [Self Service](#) > 
 [Advisor Center](#) > 
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 [Advisee Student Center](#)

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[Faculty Center](#)  
[my advisees](#) || 
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[Class Search](#)  
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 [academics](#)

### Advisee Student Center

On a holiday week please reference the academic calendar ([http://www.uri.edu/es/calexams/index\\_calexams.html](http://www.uri.edu/es/calexams/index_calexams.html)) for class meeting days.

**Academics**

[My Class Schedule](#)

other academic... ▼

- Academic Requirements
- Course History
- Grades
- Transcript: View Unofficial**
- What-if Report
- other academic...

Deadlines URL

**This Week's Schedule**

| Class                   | Schedule   |
|-------------------------|--|
| ECN 201-0004 LEC (1423) | MoWe 3:30PM - 4:45PM<br>Pharmacy Building room 170 |

weekly schedule ▶

**Contact Information**

|   |   |
|---|---|
| <b>Home Address</b><br>706 Read School House Rd.<br>Coventry, RI 02816<br><b>Home Phone</b><br>401/397-6050 | <b>Mailing Address</b><br>None<br><br><b>URI e-mail</b><br><a href="mailto:ncarley@my.uri.edu">ncarley@my.uri.edu</a> |
|---|---|

**Holds**

No Holds.

**To Do List**

No To Do's.

**Enrollment Dates**

**Enrollment Appointment**  
 You may begin enrolling for the Fall 2013 Regular Academic Session session on April 8, 2013.

[details ▶](#)

**Advisor**

**Program Advisor**  
 Undergrad students please use the URI Advisement link under your main menu

**Term Finances**

[Your Term Bill](#)  
[Make a Payment](#)  
[Billing Adl and Refund Info](#)

- Click the circle to search

| Faculty Center              |                                | Advisor Center               |                                 | Class Search              |  |
|-----------------------------|--------------------------------|------------------------------|---------------------------------|---------------------------|--|
| <a href="#">my advisees</a> | <a href="#">student center</a> | <a href="#">general info</a> | <a href="#">transfer credit</a> | <a href="#">academics</a> |  |


## Advisee Unofficial Transcript

On a holiday week please reference the academic calendar ([http://www.uri.edu/es/calexams/index\\_calexams.html](http://www.uri.edu/es/calexams/index_calexams.html)) for class meeting days.

Choose an institution and report type and press go to view your report.

**\*\*this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place\*\***

|                      |  |    |
|----------------------|--|----|
| Academic Institution | University of Rhode Island ▼                   | go |
| Report Type          | <div>▼</div> <div>Unofficial Transcripts</div> |    |

Information For Students 

VIEW A REPORT THAT YOU HAD PREVIOUSLY REQUESTED

[Faculty Center](#) | 
 [Advisor Center](#) | 
 [Class Search](#)

[My Advisees](#) | 
 [Student Center](#) | 
 [General Info](#) | 
 [Transfer Credit](#) | 
 [Academics](#)

Cancel

- Select “Unofficial Transcript”
- Click View Report

[Favorites](#) | 
 [Main Menu](#) > 
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 [Advisor Center](#) > 
 [My Advisees](#) > 
 [Advisee Student Center](#)

**THE UNIVERSITY OF RHODE ISLAND**

*Campus Solutions*  
**e-Campus**

**Faculty Center**

**Advisor Center**

**Class Search**

[my advisees](#) || 
 [student center](#) || 
 [general info](#) || 
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 [academics](#)

## Advisee Unofficial Transcript

### Previous Requests

|                             | Request Date | Description           | Institution | User ID | Future Release    |
|-----------------------------|--------------|-----------------------|-------------|---------|-------------------|
| <a href="#">view report</a> | 08/16/2016   | Unofficial Transcript | URIPS       |         | Immediate Process |
| <a href="#">view report</a> | 08/16/2016   | Unofficial Transcript | URIPS       |         | Immediate Process |
| <a href="#">view report</a> | 08/03/2016   | Unofficial Transcript | URIPS       |         | Immediate Process |

CANCEL

[Faculty Center](#)  
 [Advisor Center](#)  
 [Class Search](#)  
[My Advisees](#)  
 [Student Center](#)  
 [General Info](#)  
 [Transfer Credit](#)  
 [Academics](#)

- If the above screen appears click on the green box that says “view report” the transcript will open as a PDF file.
- Unofficial Transcript lists all the courses a student has taken (including AP credits and Transfer Credits) by semester and should be used in conjunction with the Academic Requirements screens.

## **Admission into the College of Health Sciences from University College Fall 2016**

Student must meet the College of Health Sciences requirements before they are allowed to move out of University College. Please review a student's record carefully to see if they meet the requirements.

### **Human Development and Family Studies (HDF)**

- General Education courses with these outcomes (one each)
  - A2 Social & Behavioral Science
  - B1 Writing Effectively
  - B3 Mathematical Strategies
- HDF 200 or 201
- Combined GPA in above courses of at least a 2.0
- Overall GPA of at least a 2.0
- Minimum of 24 credits

### **Kinesiology (KIN)**

- BIO 101
- Overall GPA of at least a 2.0
- Minimum of 24 credits

### **Nutrition and Dietetics (NFS)**

- **Nutrition Option**
  - CHM 103/105
  - CHM 124/126
  - BIO 121
  - NFS 207 or 210
  - NFS 276
  - NFS 394 or 375
  - WRT 104
  - COM 100
  - STA 220
  - Minimum GPA within above classes.
  - No less than a "C" in any of the courses.
  - Minimum of 30 credits
- **Dietetics Option**
  - CHM 103/105
  - CHM 124/126
  - BIO 121
  - NFS 207 or 210
  - NFS 212 or 276
  - NFS 394 or 375
  - WRT 104
  - COM 100
  - STA 220
  - Minimum 3.0 GPA within above classes.
  - No less than a "C" in any of the courses.
  - Minimum of 30 credits.

## **Admission into the College of Health Sciences from University College Fall 2016**

### **Health Studies (HLTS)**

- Overall GPA of at least a 2.5
- Minimum of 24 credits

### **Communicative Disorders (CMD)**

- Each of the following courses with a “C” or better
- CMD 160
- CMD 272
- CMD 273
- Overall GPA of at least a 2.5
- Minimum of 24 credits

### **Psychology – BA (PSY)**

- PSY 113 – with a grade of “C” or better
- PSY 200 – with a grade of “C” or better
- 2 of the following courses with a grade of a “C” or better
  - PSY 323
  - PSY 235
  - PSY 254
- Overall GPA of at least a 2.0
- Minimum of 24 credits

### **Psychology – BS (BS)**

- PSY 113 – with a grade of “C” or better
- PSY 232 – with a grade of “C” or better
- PSY 200 – with a grade of “C” or better
- Overall GPA of at least 2.0
- Minimum of 24 credits

## Adding Contact information in e-campus for advisees to see:

- From the main menu click URI Advisement
- URI Managers
- Set-up advisor schedule
- Enter your ID number
- Scroll down to the bottom of the page to “appointment Location: and enter how you want students to contact you (i.e. phone, email, etc.)
- You can also enter your office hours and location (if they apply). Be sure to update your contact information at the start of each semester.
- SAVE!

THE UNIVERSITY OF RHODE ISLAND

e-Campus

Favorites | Main Menu > URI Advisement > URI Managers > Setup Advisor Schedule

Begin Appt Time:  End Appt Time:

☐ 20 minutes  
☐ 30 Minutes  
☐ 60 Minutes

Master Schedule

| Select                   | Time Slot | *No. of students     |
|--------------------------|-----------|----------------------|
| <input type="checkbox"/> |           | <input type="text"/> |

Add to Block List

Remove from Block List

Delete Appointment Slot

Blocked Appointment Times

| Select                   | Blocked Slot | Notes                |
|--------------------------|--------------|----------------------|
| <input type="checkbox"/> |              | <input type="text"/> |

Include additional Appointment Times for this date only:

Appointment Start Time:  Appointment End Time: 

Add Time

\*NOTE: Additional Time Slots can be scheduled only Master Schedule has been created.  
if

I am unavailable all day the following dates:

to

Add to Block List

Remove from Block List

Blocked Dates

| Select                     | Blocked Date | Notes                |
|----------------------------|--------------|----------------------|
| 1 <input type="checkbox"/> |              | <input type="text"/> |

Appointment Location:

Enter how you would like your advisees to contact you. (phone, email, etc.)

Display this Special Message to students when they make an appointment:

SAVE

CANCEL

Return to Search

## Adding Contact information in Starfish:

[Favorites](#) | [Main Menu](#) > [URI Advisement](#) > [Connect to Starfish](#)

THE  
UNIVERSITY  
OF RHODE ISLAND

*Campus Solutions*  
**e-Campus**

**Connect to Starfish**

### Connect to Starfish

STARFISH - New Advising Tool

URI Advisement is being phased out, and the University has moved to the Starfish system beginning Fall 2016. Upperclassmen may want to ask their advisors how best to make appointments for advising.

Resources:

For more information and training materials, please go to - <http://web.uri.edu/starfish/>

Access:

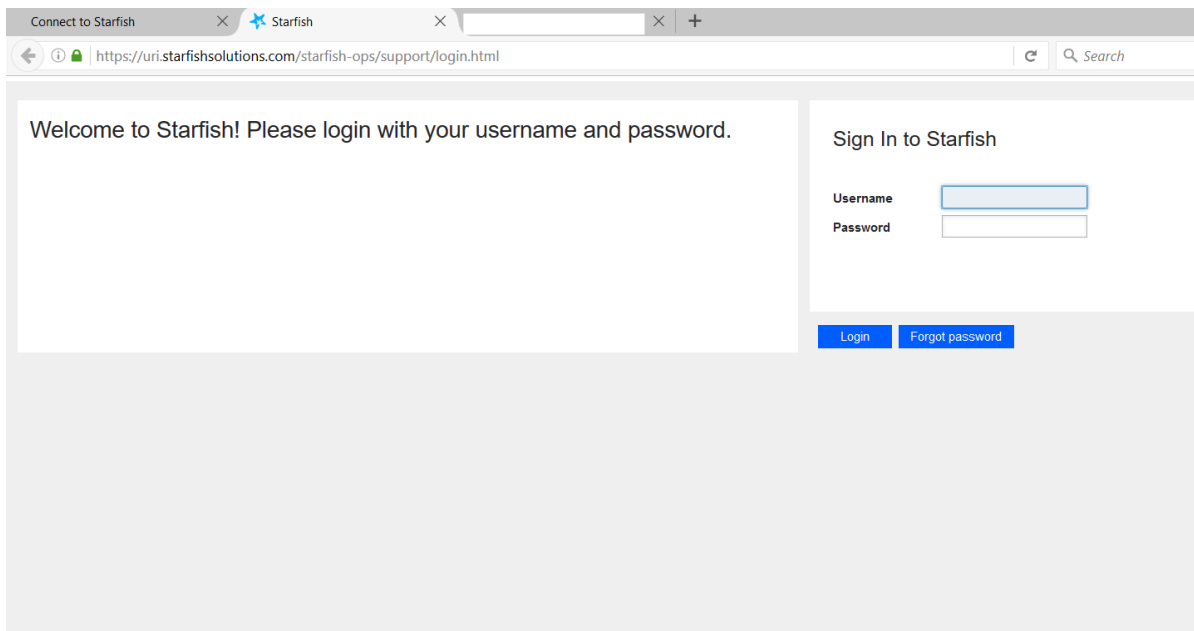
Use this URL - <https://uri.starfishsolutions.com/starfish-ops/support/login.html>

Or click on the button below.

Login Note:

Use your eCampus id for username (ex. chris\_smith) and your SAKAI password.

**Connect to Starfish!**



All instructors have access to student's academic information and are able to view a student's unofficial transcript, transfer credit history, class schedule, and other student information.

- From the home screen in E-campus
- In your Faculty Center click on the Advisor center tab
- Click on the Green box that says "View Data for Other Students"



Faculty Center

Advisor Center

Class

my advisees

student center

general info

transfer credit

## My Advisees

On a holiday week please reference  
calendar ([http://www.uri.edu/es/  
/index\\_calexams.html](http://www.uri.edu/es/index_calexams.html)) for class m



There is no information for the transaction you requested.

VIEW DATA FOR OTHER STUDENTS



[Faculty Center](#) [Advisor Center](#) [Class Search](#)

[My Advisees](#) [Student Center](#) [General Info](#) [Transfer Credit](#) [Academics](#)

## Advisee's Student Center

Enter any information you have and click Search. Leave fields blank for a list of all values

Find an Existing Value

### ▼ Search Criteria

|              |               |                      |   |
|--------------|---------------|----------------------|---|
| ID:          | begins with ▼ | <input type="text"/> |  |
| Campus ID:   | begins with ▼ | <input type="text"/> |   |
| National ID: | begins with ▼ | <input type="text"/> |   |
| Last Name:   | begins with ▼ | <input type="text"/> |   |
| First Name:  | begins with ▼ | <input type="text"/> |   |

☐ Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

- Enter students ID number (or search by their name)
- Click Search
- This will bring you to the Advisee Student Center

Faculty Center

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## Advisee Student Center

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▼ Academics

[My Class Schedule](#)

other academic... ▼

| Fall 2013 Schedule |                         |  |
|--------------------|-------------------------|--|
|                    | Class                   | Schedule   |
|                    | BCH 211-0001 LEC (5176) | TuTh 5:00PM - 6:15PM<br>Pharmacy Building room 170         |
|                    | KIN 300-0002 LEC (4487) | TuTh 8:00AM - 9:15AM<br>Cntr for Biotec & Life Sci 010     |
|                    | KIN 301-0001 LAB (4403) | Mo 7:00PM - 8:50PM<br>Independence Square 3 room 226       |
|                    | KIN 325-0002 LEC (4733) | TuTh 2:00PM - 3:15PM<br>Independence Square 3 room 195     |
|                    | KIN 370-0001 LEC (2296) | MoWeFr 11:00AM - 11:50AM<br>Independence Square 3 room 192 |
|                    | SPA 103-0006 LEC (2669) | MoWeFr 1:00PM - 1:50PM<br>Swan Hall Room 309               |

[weekly schedule](#)

▼ Holds

Term Bill Balance Due  
Health Services (Financial)

[details](#)

▼ To Do List

No To Do's.

▼ Enrollment Dates

**Enrollment Appointment**  
You may begin enrolling for the Fall 2013 Regular Academic Session session on April 3, 2013.

[details](#)

▼ Advisor

**Program Advisor**  
Undergrad students please use the URI Advisement link under your main menu

▼ Term Information

[Your Term Bill](#)  
[Make a Payment](#)

Lists any "holds" a student has on their record

Classes that student is currently enrolled

Lists students enrollment appointment time

Students contact information

▼ Personal Information

[Contact Information](#)

| Home Address | Mailing Address |
|--------------|-----------------|
|              |                 |

## Scholastic Standing Committee Petition

In exceptional cases, and subject to the approval of the major department, Scholastic Standing Committee and Assistant Dean, students may request exceptions to degree requirements prescribed by the College of Health Sciences or by the General Faculty of the University of Rhode Island. These requests tend to fall into two categories:

1. General Education
2. University Regulations

To petition these requirements, students should obtain a College of Health Sciences Scholastic Standing Petition form and follow the general guidelines below. Forms are available in the Dean's Office, Quinn 112 or online at [www.uri.edu/chs](http://www.uri.edu/chs)

### For Consideration of General Education Requirements:

Students who wish to use a non-approved course in the general education area must file a Scholastic Standing Petition to the College of Health Sciences Scholastic Standing Committee. If the petition is for a substitution of a course not approved for general education by the College of Health Sciences, the petition must be signed by the chair of the department in which the course being petitioned is taught.

### Program Exception Petition

In exceptional cases, and subject to the **approval of the major department**, students may modify any curriculum requirement stipulated by the major department. These requests tend to fall into **(3) three categories**:

1. **Requests for Course Waiver(s)**
2. **Course Substitution**
3. **Requirement Exceptions**

To petition these requirements, students should obtain a College of Health Sciences Program Exception form from their Department Office or CHS Deans Office in Quinn 112 and follow the general guidelines below

### For consideration of Major requirements:

Including requests for course waiver, course substitution or program requirement exceptions, file **Program Exception petition** form approved and signed by student's academic advisor and department chair of student's major.

**IMPORTANT NOTE:** Having a requirement or course waived by a Department or Scholastic Standing Committee **does NOT reduce** the total number of credits required for graduation.

**Language Waiver** – any student who was born outside of the United States can have the language requirement waived. The student must provide proof such as a birth certificate, or passport. The language requirement will be waived; however it does not reduce the total number of credits needed for graduation.

### Change of Catalog Year

Students can request to change their catalog year and are subject to the following guidelines: Generally, the catalog year defaults to the same semester that the student entered the University in a degree program, however, students are eligible for more recent catalog years if it is to their benefit and approved by their academic deans office. Students in more than one college should seek approval from both colleges as any change will be applicable to all undergraduate degree requirements for all of his/her majors and minors. It is important to note that students must use a single catalog requirement term) and cannot use a combination of catalogs for graduation. By changing catalogs, a student is responsible for fulfilling all of the graduation requirements in their newly chosen catalog year. You cannot change only General Education requirements.

**COLLEGE OF HEALTH SCIENCES**  
**Scholastic Standing Committee**  
**GENERAL EDUCATION COURSE SUBSTITUTION**

Name \_\_\_\_\_ Student ID# \_\_\_\_\_  
Major \_\_\_\_\_ Expected Graduation Date \_\_\_\_\_  
Address \_\_\_\_\_  
Street City State Zip  
E-mail \_\_\_\_\_ Phone \_\_\_\_\_

This form should be used to petition General Education requirements only. A curriculum modification form should be used to petition changes to a student's major. Changes to a major requirement should Use this form to petition non major-specific degree requirements including the substitution of a course that is not approved for General Education by the College of Health Sciences.

- Attach a typed letter clearly stating the following:

**CHANGE REQUESTED**

Specify clearly the exact waiver, exception, substitution, or action you wish to have the Committee consider.

**JUSTIFICATION FOR CHANGE**

State the grounds on which your petition is based. Attach any supporting documentation.

- Meet with the Chair of the Department in which the **course being petitioned is taught** to request support of your petition. Additional documentation provided by the student's advisor and/or Chair of their major department is helpful but not required and can be attached to this form.

Chairperson's statement of support or non-support (attach letter if applicable):

☐ **I support this petition**

☐ **I do not support this petition**

\_\_\_\_\_  
Department chair's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Students signature

\_\_\_\_\_  
Date

- Return completed form (with signatures) to the College of Health Sciences, Dean's Office, Quinn 112. You will be notified of the committee's decision by mail.

**Committee Action:** ☐ **Approved** ☐ **Denied** **Date:** \_\_\_\_\_

**COLLEGE OF HEALTH SCIENCES**  
**MAJOR CURRICULUM COURSE SUBSTITUTION**

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Major(s)\_\_\_\_\_

Semester Standing: Fresh\_\_\_\_\_ Soph\_\_\_\_\_ Junior\_\_\_\_\_ Senior\_\_\_\_\_

### PROCEDURE FOR STUDENT:

This form is to be used for substitution and/or waiver of department requirements only. Student should meet with an academic advisor to obtain their signature and approval as well as the Department Chair of their major program to discuss the major curriculum modification.

**Submit completed form with signatures of approval to the CHS Dean's Office, Quinn 112.**  
**Attach any support documents as needed.**

**Describe below the course substitution or waiver being sought and a brief rationale for the substitution or waiver.**

Change Requested:

---

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---

Justification for Change:

---

---

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---

---

IMPORTANT NOTE: Having a requirement waived ***DOES NOT*** reduce the total number of credits required for graduation.

☐ Approve   ☐ Deny

---

\_\_\_\_\_  
 Advisors Signature

\_\_\_\_\_  
 Date

Comments: \_\_\_\_\_

☐ Approve    ☐ Deny

---

Department Chairs SignatureDate

Comments: \_\_\_\_\_

OFFICE USE ONLY

Date Received

Date Processed\_\_\_\_\_

Initial

# PROFICIENCY EXAMINATIONS

## Section 1 (Please Print)

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

Last Name                      First                      MI

|  |
|--|
|  |
|--|

Major

|  |
|--|
|  |
|--|

ID Number

|  |
|--|
|  |
|--|

College

Permission is granted to take the proficiency examination in:

|  |
|--|
|  |
|--|

Course Number

|  |
|--|
|  |
|--|

Course Title

|  |
|--|
|  |
|--|

Credits

Department Chairperson

Date

Student's Academic Dean

Date

\*\*\*\*\*

## Section 2

|  |
|--|
|  |
|--|

Enrollment Services

Date

\*\*\*\*\*

## Section 3

I certify that the student named above has passed (at the "C" 2.0 level for an undergraduate student or at the "B" 3.0 level for a graduate student) the departmental examination for the course noted above.

Examiner

Date

Department Chairperson

Date

\*\*\*\*\*

## Section 4

Posted to the academic record by student's academic Dean's Office by:

\_\_\_\_\_

Name

\_\_\_\_\_

Date

Received in the Office of Enrollment Services on \_\_\_\_\_

Date



# PROFICIENCY EXAMINATIONS

## Proficiency Examinations

Policy governing administration of proficiency examinations is described in the following paragraphs of the University manual. Graduate students should consult with the Graduate School and reference guidelines from the Graduate Student Manual (7.30 – 7.32)

8.36.20 Credit by Examination. Academic departments may give proficiency examinations to requesting matriculating students, and to those non-matriculating students who have been admitted to the University for a future term. Students need not be enrolled in the term in which the examinations are administered. Academic departments shall determine the frequency at which examinations will be offered.

8.36.21 Requests for credit by examination must be approved by the student's academic dean and the chairperson of the department asked to offer the examination. The fee must be paid to the Office of Enrollment Services before the examination is attempted.

8.36.22 To receive credit, an undergraduate student must pass the examination at the "C" (2.00) level, and a graduate student must pass the examination at the "B" (3.00) level. The examiner and the department chairperson must certify to the Office of Enrollment Services that the student has passed the examination at the appropriate level. No grade will be recorded on the student's permanent academic record.

8.36.23 Proficiency examinations may not be taken in courses for which a student is currently enrolled, for courses for which a failing grade was previously received, or when the proficiency examination has previously been failed. A proficiency examination cannot be used as an enrollment under the Second Grade Option. (See section 8.12.30).

## **Credit by Examination**

Academic departments may give proficiency examinations to requesting matriculating students, and to those non-matriculating students who have been admitted to the University for a future term. Students need not be enrolled in the term in which the examinations are administered. Academic departments shall determine the frequency at which examinations will be offered.

## **Procedures**

1. Obtain the approval of the chairperson of the department in which the proficiency examination is to be attempted. The department chairperson's signature is required in Section 1 of the form.
2. Confer with your academic dean regarding your eligibility to receive credit for the examination. Certification by your academic dean is required in Section 1 of the form.
3. Deliver the certified form to Enrollment Services and pay the appropriate fee. Upon payment, you are eligible to take the examination. Enrollment Services will retain a copy of the form.
4. Make arrangements for taking the examination with the offering department. After scoring the examination, the examiner and the department chairperson must certify to your Academic Dean that the examination was passed at the appropriate level. The department chairperson will forward the certified form directly to your Academic Dean's Office.
5. Upon receipt of the certified form, the Academic Deans Office will post the credits to your academic record. A copy of the completed form should be returned to you by your Academic Dean's office and you should confirm the posting of your credits by reviewing your e\_Campus unofficial transcript.



The University of Rhode Island  
Department of Modern and Classical Languages and Literatures  
Foreign Language Incentive Program Proficiency Credit

Section 1 (Please Print)

\_\_\_\_\_  
Last Name                      First                      MI                      ID Number

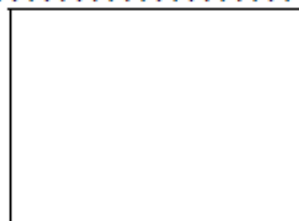
Major \_\_\_\_\_ College \_\_\_\_\_

Permission is granted for Foreign Language Incentive Program Proficiency Credit in:

\_\_\_\_\_  
Course Number                      Title                      Credits

\_\_\_\_\_  
Languages Department Chairperson                      Date                      Student's Academic Dean                      Date

Section 2



\_\_\_\_\_  
Enrollment Services

Section 3

I certify that the student named above meets one of the following criteria: (Please check mark appropriate criteria)

\_\_\_\_\_(1.) Student has had three (3) years or less of language listed above and has taken the 104 course (302 in Latin or Greek) in that language as his/her first course at URI. Student will receive credit for 103 upon completion of incentive credit application process. Students applying for 104 credit must show a high school transcript indicating level III in the language as the highest level completed.

\_\_\_\_\_(2.) Student has had four (4) years or more of language listed above in high school and has taken a 200 level course in that language as his/her first course at URI. Student will receive credit for 104 upon completion of incentive credit application process.

\_\_\_\_\_  
Languages Department Chairperson                      Date

Section 4

Received in the Office of Enrollment Services on: Date \_\_\_\_\_

Posted to the academic record by \_\_\_\_\_

## Foreign Language Incentive Program

Students who have taken three or more years of a language in high school are eligible for additional credit. There are two possibilities.\*

1. Students who have had **three (3)** years or less of language x and who are taking the 104 course (302 in Latin and Greek) in that language **as their first language course at URI** will receive additional credit for 103(301) upon successful completion (grade of C or above) of *104/302*.
2. Students who have had **four (4)** years or more of a language in high school and who are taking a 200 level course in that language **as their first language course at URI** will receive additional credit for 104 upon successful completion (grade C or above) of the 200 level course.

There is a processing fee (payable to Enrollment Services and equal to the Proficiency Exam fee) and the “Foreign Language Incentive Program Proficiency Credit” form, to be filled out by the student and approved as indicated to receive the credit for the 103 or 104 course. This will be done at the end of the semester after grades are finalized. **Students will have to provide proof in the form of a copy of their high school transcript** that they had the appropriate background (no more than three years if applying for 103 credit, four years or more if applying for 104 credit) to be eligible for the additional credit.

# College of Health Sciences

## Request to Change Catalog Year

Name:\_\_\_\_\_ ID Number:\_\_\_\_\_

Address:\_\_\_\_\_

Telephone:\_\_\_\_\_ Email:\_\_\_\_\_

Major:\_\_\_\_\_

I would like to change my catalog year from \_\_\_\_\_ to \_\_\_\_\_

Basis for change:

I understand that changing my catalog year will change my requirements for graduation and I am familiar with them.

---

Student Signature

Date

---

Department Chair Signature

Date

**Return signed form to the CHS Dean's office, Quinn 112 for processing.**

## Transfer Credits

Transcripts are evaluated by the Dean's office and posted to a student's record. Students are sent a copy of what credits have been accepted and what they transferred to URI as. Students transfer credits can be viewed on their unofficial transcript in E-campus and will be listed with a "T" as the grade.

### Important Fact about transfer credits:

- Transfer credits followed by a letter at the end fulfill Gen. Ed. requirements. These credits are sometimes listed in the free elective area on APR reports.
  - Examples:
    - MTH 1XM – is a Math Gen. Ed
    - BIO 1xN – is a Natural Science Gen. Ed
    - GNED 1A1 – is a Knowledge Gen Ed. (starting Fall 2016)
- Only grades of a "C" or better are transferable. The **ONLY** exception to this rule is courses from CCRI or RIC. Grades of C-/D's from CCRI and RIC transfer to URI as free electives only.
- Transfer credits with grades of "P" or "S" transfer in as free electives only.
- GPA's from other institutes do not transfer, only the credits.
- Students may transfer a maximum of 60 credits from a 2 year institution and a maximum of 90 credits from a 4 year institution.
- GPA's do not transfer.
- Students who wish to take courses at a different institution **should fill out** a prior approval to ensure that they course will transfer back to URI.
- Students taking courses at CCRI or RIC should refer to the transfer credit agreement that is already established between all three schools. The agreement can be viewed at [www.ritransfers.org](http://www.ritransfers.org)

## Explanation of Transfer Credits Equal to URI Course

| Other Institution | URI Course | Credits |
|-------------------|------------|---------|
| PSYC 103          | PSY 113    | 3       |

### Free Electives

Whenever possible, transfer credits are given an equivalent to a URI course. Free Electives are courses that are not associated with an equivalent URI course or department.

|                |     |     |
|----------------|-----|-----|
| Free Elective: | XXX | 1XX |
| Free Elective: | XXX | 2XX |
| Free Elective: | XXX | 3XX |

### Departmental Free Electives

If a course taken at a different Institution is not a direct equivalent to a URI course it usually transfers as a departmental elective. These courses **cannot** be used to fulfill general education requirements.

Examples:

ART 1XX  
HIS 2XX  
PSY 1XX

### General Education Transfer Credits Prior to Fall 2016

Transfer credits with a letter at the end fulfill General Education requirements.

| <u>If the last digit is:</u> | <u>General Education Requirement</u> | <u>Example</u> |
|------------------------------|--------------------------------------|----------------|
| A                            | Fine Arts and Literature             | ART 1XA        |
| L                            | Letters                              | HIS 2XL        |
| S                            | Social Sciences                      | SOC 1XS        |
| N                            | Natural Science                      | BIO 1XN        |
| M                            | Math                                 | MTH 1XM        |
| C                            | Communications                       | COM 1XC        |
| W                            | Writing                              | WRT 1XW        |
| F/FC                         | Culture                              | XXX 1XF        |

### General Education Transfer Credits beginning Fall 2016:

Transfer courses that are listed as GNED are General Education courses. Examples would be:

GNED 1A1, 1A2, 1A3, 1A4 = all can be used to fulfill Knowledge outcomes.

GNED 1B1, 1B2, 1B3, 1B4 = all can be used to fulfill Competencies outcomes.

GNED 1C1, 1C2, 1C3 = all can be used to fulfill Responsibilities outcomes.

### **Prior Approval for Off Campus Study**

Students who take courses outside of URI need to first obtain Prior Approval to ensure that the course work will transfer back to URI. Students need to fill out a Prior Approval form (on the CHS website or in the Dean's Office) and bring course descriptions for the courses they wish to take to the chair of the appropriate department. Once the department chair has approved a course, the student should bring the form to the Dean's Office for final approval.

Upon completing the courses students must request an official copy of their transcript be sent directly to the CHS Deans office so that the credits can be posted. A grade of a "C" or better must be earned in order for the course to transfer in. Courses with a grade of "P" or "S" are given free elective credit only. Courses taken at CCRI or RIC do not need prior approval; instead students should consult the Rhode Island Transfer guide to see what courses have already been approved. [www.ritransfers.org](http://www.ritransfers.org)

Students taking courses outside of URI can also consult [www.uri.edu/transfer](http://www.uri.edu/transfer) for a list of courses by institutions that have already been approved. Click on "How do I transfer Credits to URI?"

Students who wish to Study Abroad should consult with office of International Education and National Student Exchange (NSE) on campus. They are located on campus at 37 Lower College Road, 401-874-5546 or online at [www.uri.edu/international](http://www.uri.edu/international)

Prior Approval Form link:

[http://web.uri.edu/enrollment/files/Prior\\_Approval\\_For\\_Off\\_Campus\\_Study.pdf](http://web.uri.edu/enrollment/files/Prior_Approval_For_Off_Campus_Study.pdf)

### **Re-evaluation of Transfer Credits:**

If a student does not agree with how their transfer credits were evaluated they can fill out a request to re-evaluate form. This process requires that the student provide a course description or syllabus to the appropriate department chair for re-evaluation. The completed forms should be returned to the CHS Dean's Office.

Request to Re-evaluate Transfer Credit Form:

<http://web.uri.edu/chs/files/re-eval-transfer-credits.pdf>

## PRIOR APPROVAL FOR OFF-CAMPUS STUDY

|                                    |                   |
|------------------------------------|-------------------|
| Name (last, first, middle initial) | Student ID number |
| Address (street, city, state, zip) |                   |

Enrolled in:

- |  |   |
|--|---|
| <input type="checkbox"/> Arts and Sciences             | <input type="checkbox"/> Human Science and Services |
| <input type="checkbox"/> Business Administration       | <input type="checkbox"/> Nursing                    |
| <input type="checkbox"/> Continuing Education          | <input type="checkbox"/> Pharmacy                   |
| <input type="checkbox"/> Engineering                   | <input type="checkbox"/> University College         |
| <input type="checkbox"/> Environmental & Life Sciences |   |

### PROCEDURE FOR STUDENT:

1. Obtain current catalog from the institution where the course work will be taken (this is not required if the course work will be taken from Rhode Island College or the Community College of Rhode Island).
2. Take the catalog to the chairperson of the University department that offers the equivalent course and request his/her signature (CCE students need not complete this step).
3. Return the signed form to the dean of your college for final approval and confirmation that the course will fulfill degree requirements.
4. Upon completion of the course(s), Request that a transcript be sent to the dean of the college in which you are enrolled (see list on the back of this form for the address of your dean).

I request permission to have work taken at \_\_\_\_\_ during the \_\_\_\_\_ term evaluated and posted to my University transcript.

Academic Year: 20\_\_ - 20\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

| Course at<br>OTHER<br>institution | Title | Credit | University<br>Equivalent | Credit | Chairperson's Signature | Chairperson's<br>Printed Name | * |
|-----------------------------------|-------|--------|--------------------------|--------|-------------------------|-------------------------------|---|
|                                   |       |        |                          |        |                         |                               |   |
|                                   |       |        |                          |        |                         |                               |   |
|                                   |       |        |                          |        |                         |                               |   |
|                                   |       |        |                          |        |                         |                               |   |
|                                   |       |        |                          |        |                         |                               |   |

\* In the box provided, check any Course Equivalency you do not wish to be added to URI's prior approved course database.

### PLEASE NOTE:

1. PRIOR APPROVAL ASSURES CREDIT FOR WORK TAKEN AT ANOTHER POSTSECONDARY INSTITUTION PROVIDED A SATISFACTORY GRADE IS EARNED ( C or better at all institutions except Rhode Island College and The Community College of Rhode Island from which a C- or a D is accepted but only as a free elective).
2. The credits for courses taken at another institution will transfer but not the actual letter grade earned; therefore, the grades earned in these courses will not affect a student's grade point average.
3. If you are receiving Federal Financial Aid you must obtain your Academic Dean's approval for these courses.

Academic Dean's Approval

Date

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Rev. 05/2016

# COLLEGE OF HEALTH SCIENCES

## REQUEST TO RE-EVALUATE TRANSFER CREDIT

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Degree(s)/Major(s) \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

I request a re-evaluation of my work from \_\_\_\_\_  
(Other Institution)

### PROCEDURE FOR STUDENT:

1. Bring this form to the Chairperson of the appropriate URI department(s) along with any documents to support the re-evaluation (e.g. catalog description, course syllabus, etc.).
2. After obtaining signatures, return this form to the CHS Dean's Office, Quinn 112

| Course at<br>Other Institution | Original<br>Evaluation | Evaluation<br>Should Be | Chairperson's<br>Signature |
|--------------------------------|------------------------|-------------------------|----------------------------|
| _____                          | _____                  | _____                   | _____                      |
| _____                          | _____                  | _____                   | _____                      |
| _____                          | _____                  | _____                   | _____                      |
| _____                          | _____                  | _____                   | _____                      |
| _____                          | _____                  | _____                   | _____                      |
| _____                          | _____                  | _____                   | _____                      |

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Dean's Signature \_\_\_\_\_

Date \_\_\_\_\_



## **Academic Standing:**

### **Academic Status: Year Level by credits**

Freshman: 0-29.9 credits  
Sophomore: 30-59.9 credits  
Junior: 60-89.9 credits  
Senior: 90+ credits

### **GPA Calculator**

Calculators can be used to determine what grades a student would need to reach a desired GPA.

<http://web.uri.edu/advising/gpacalculations/>

### **Probation and Dismissal**

A student will be placed on scholastic probation if his or her overall cumulative grade point average falls below 2.00. For purposes of determining dismissal of part time students, scholastic standing committees will consider an accumulation of 12 credits as the minimum standard for one semester's work.

A student will be dismissed for scholastic reasons when he or she has a deficiency of eight or more grade points below a 2.00 average after being on probation for the previous semester. A student on probation for the second successive semester who has a deficiency of eight or fewer grade points below a 2.00 average will continue on probation. At the end of the third semester of probation, a student will be dismissed. Students who obtain less than a 1.00 average in their first semester will be dismissed automatically from the university.

A student subject to dismissal will be so notified by the dean. after which he or she will have five days to file a written appeal with the dean.

## **Add/Drop Period**

Students are permitted to continue to add courses through the first two weeks of classes only.

A student may drop a course after the end of the drop period only in exceptional circumstances and with authorization of the academic dean of his or her college.

In addition, a course may be dropped by official procedures determined by the Office of Enrollment Services (e-Campus) on or before the end of the third week of classes (Drop Period) with no mark on a student's transcript.

Courses may be dropped through e-Campus between the fourth and the end of the sixth week of classes (Withdrawal Period) and will be recognized on a student's transcript with a "W."

After the end of the sixth week (Late Withdrawal Period), a student may drop a course only in exceptional circumstances and only with authorization of the dean of the college in which the student is enrolled. Such drops will also be recognized on a student's transcript with a "W."

If the student has not dropped a course by the end of the withdrawal period the instructor must submit a grade.

However, courses dropped after the end of the second week of classes will not affect the fees that have been assessed (see "Late and Special Fees").

You should consult the academic calendar for detailed deadlines. After these deadline students must have their instructors and academic Dean's permission to Add or Drop a course. If a student does not complete the Add/Drop form they may receive an F for a course they never attended. Simply not attending a course does not constitute dropping it.

### **A few things to remember before signing an Add/Drop Forms:**

- A failing grade in a course **is not** grounds for allowing a student to drop a course.
- Students are responsible for obtaining Instructors and their academics Dean's signature before submitting form to Enrollment Services.
- Signatures on Add/Drop forms are only good for 10 days before they need to be resigned
- Adding or Dropping a course may affect a student's financial aid and/or billing, students should consult with Enrollment Services for details.
- Once classes have ended a course cannot be dropped.
- Add/Drop forms must be signed by the student and instructor before being signed by the Dean's office.

[http://web.uri.edu/enrollment/files/Add\\_or\\_Drop\\_Appeal1.pdf](http://web.uri.edu/enrollment/files/Add_or_Drop_Appeal1.pdf)

## PETITION TO APPEAL THE ADD/DROP DATE DEADLINE

|          |  |          |  |
|----------|--|----------|--|
| NAME     |  |          |  |
| ADDRESS  |  |          |  |
| URI ID # |  | PHONE #  |  |
| E-MAIL   |  |          |  |
| COLLEGE  |  |          |  |
| MAJOR    |  | SEMESTER |  |

University of Rhode Island  
Enrollment Services Green Hall  
6 Rhody Ram Way  
Kingston, RI 02881 USA

Fax Completed Form To:  
(401) 874-2910

Phone: (401) 874-9500  
Website: [www.uri.edu/es](http://www.uri.edu/es)

| ACTION          | COURSE | SECTION | CREDIT | TITLE / INSTRUCTOR |
|-----------------|--------|---------|--------|--------------------|
| ADD*            |        |         |        |                    |
| DROP            |        |         |        |                    |
| CREDIT CHANGE*+ |        |         |        |                    |

\*BURSAR CLEARANCE REQUIRED + To change credits in a variable credit course, enter the new credit count in the CREDIT column.

### INSTRUCTIONS FOR STUDENT

Late adds or drops are approved only for unusual exceptional circumstances. Full documentation supporting these circumstances must be provided. Requests for late drops must be made by the last day of classes. If you believe that a late add or drop is justified, complete this petition as follows:

1. Complete all pertinent information above these instructions.
2. On a separate sheet of paper, state the reasons you believe you qualify for the late transaction(s) requested above. Your name and URI ID number should be included on the sheet.
3. Attach documentation supporting your claim of exceptional circumstances (e.g., a medical report is expected in case of significant illness.) Failure on assignments/exams, or lack of attendance do not alone, constitute exceptional circumstances.
4. Have your course instructor(s) complete the Instructor portion of the petition below. For Online Courses, you may submit an email from the instructor specifying the last date you attended class and indicating permission to drop. Online Course Instructors may also submit this email directly to your academic dean.
5. Submit this completed petition, your statement, and supporting documentation to your dean's office representing your school or college (e.g., UC, A&S, BUS, CCE, etc.) Submitting this petition does not assure that it will be approved, so be sure to continue attending the affected course(s) while your petition is being evaluated.
6. If your College requires, the week following the submission of this petition, return to the dean's office to learn the results of your petition. If approved, continue with the remaining two steps.
7. If approved, you will be given this petition to take to the Office of Enrollment Services.
8. Failure to present this petition to the Office of Enrollment Services within ten days of approval will require that it be resubmitted for approval to your academic dean. Requests for late drops must be requested/approved by the last day of classes for the term in which the drop is sought.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

### TO BE COMPLETED BY COURSE INSTRUCTORS (Additional comments may be added on back of original copy)

| Course | Scn. | Instructor | Instructor Signature | Date Student Last Attended | Instructor(s)<br>Do you support this petition (Circle) |
|--------|------|------------|----------------------|----------------------------|--|
|        |      |            |                      |                            | Yes<br>No<br>Comment                                   |
|        |      |            |                      |                            | Yes<br>No<br>Comment                                   |
|        |      |            |                      |                            | Yes<br>No<br>Comment                                   |

### TO BE COMPLETED BY STUDENT'S (Assistant/ Associate) ACADEMIC DEAN

☐ Approved ☐ Disapproved ☐ Returned

### BILLING AND COLLECTIONS CLEARANCE

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Rev. 06/2012

## **Grades**

### **Quality Points Average (QPA)**

|         |          |                                       |         |          |
|---------|----------|---------------------------------------|---------|----------|
| A= 4.0  | A- = 3.7 | B+ = 3.30                             | B=3.0   | B- = 2.7 |
| C+= 2.3 | C= 2.0   | C-= 1.7                               | D+= 1.3 | D= 1.0   |
| F= 0.0  | U = 0.0  | P, S and NW are not calculated in GPA |         |          |

**Dean's List:** 3.3 GPA or higher

### **Graduation with Distinction**

Students who complete at least 60 credits of their work at the University are eligible to graduate with distinction. Grades in all courses attempted at the University, including those utilizing the Second Grade Option will be included in the calculation of the grade point average.

### **Graduating with honors:**

3.30 Cum laude\*

3.50 magna cum laude\*

3.70 summa cum laude\*

\*at time of graduation

\*\*All courses taken are used to calculate GPA for distinction, including those taken as 2<sup>nd</sup> grade option.

### **Incompletes:**

An "Incomplete" (I) should only be given if a student's work in the course has been passing but not completed due to illness, or another reason that in the instructors opinion justifies the report of an incomplete. Students must make arrangements with the instructor to complete the missing course work in order to remove the incomplete by the following mid-semester. Incomplete grades that are not removed within two years will remain on the student's permanent record, although exceptions have been made to this rule.

**NW:** No Work Submitted (NW) is used for a student who was enrolled in a course and either never attended or stop attended early in the semester. A grade of a "NW" will not affect the students attempted or earned credits and will have no affect on a student's GPA.

**NR:** No grade reported (NR) is used by enrollment services when an instructor does not submit grades. A grade of a "NR" does not affect students GPA.

**W:** A "W" means a student has dropped or withdrawn from a class. A "W" has not effect on a student's GPA and remains on a student's transcript.

### **Grade Changes -**

If you need to change a student's grade you must fill out a "Change of Grade" form. Forms can be picked up in the Dean's office, or at Enrollment Services. All grade changes must include the students ID number, course section, number of credits, term year, and course code. For detailed information on grade changes faculty should consult the University Manual for policies on grade changes (8.26.10-8.26.13 & 8.52.10-8.56.12)

**\*\*Students are NOT allowed to deliver or handle change of grade forms\*\***

College of Health Sciences Faculty Advisor Handbook Fall 2016

**Credit Overload** – Students who wish to take more than 19 credits should fill out a credit override form and have it signed by their academic dean. A credit overload fee is charged to all matriculated undergraduate students who registered and/or enrolled in more than 19 credits in a semester. Students should consult with Enrollment Services for specific details on how much they will be charged. [http://web.uri.edu/enrollment/files/Credit\\_Override.pdf](http://web.uri.edu/enrollment/files/Credit_Override.pdf)

### **Second Grade Option:**

Undergraduate students may exercise a second grade option by repeating a course in which the student earned a C- or lower. Only courses that fall within the student's first 30 attempted credits taken at the University may be selected for this option. Students must exercise this option no later than the next two semesters for which the student registers after completing 30 credits. Transfer students may exercise the second grade option for courses taken during their initial semester at the University. This option must be exercised during the next two semesters for which they register after their initial semester.

Only the grade earned when the course was repeated will be used in the calculation of a student's grade point average, and only the credits earned for the repeated course will apply toward the graduation requirements.

All grades earned for a given course shall remain on a student's permanent academic record. Please note that all grades earned while attending the university shall be used in the calculation of Graduation with Distinction, this includes any courses utilizing the Second Grade Option.

To take advantage of this option, students must obtain approval from their academic deans and submit the appropriate form to Enrollment Services prior to midterm of the semester in which the course is being repeated. The second grade option may be used only once per course.

<http://web.uri.edu/enrollment/files/2dgrade.pdf>

### **Pass/Fail Option**

This plan encourages undergraduate matriculated students to increase their intellectual breadth and discover aptitudes in new areas of knowledge. A matriculated undergraduate student above the freshman level who is not on probation may register under this plan for courses considered to be free, unattached electives by the college in which he or she is enrolled. Courses designated in the student's curriculum as degree requirements, general education requirements, and military science courses may not be included. Non-matriculating students are not eligible for the pass-fail grading option.

A student choosing to take a course under this plan must notify his or her advisor, academic dean, and the Office of Registration and Records, in writing, prior to the end of the add period of each semester. The instructor is not informed.

Grades will be P (pass) or F (fail). The P grade is credited toward degree requirements but not included in the grade point average. The F grade is calculated in the same manner as any other failure. A student may change from the P-F option to grade by notifying Registration and Records in writing before mid-semester.

A student may elect no more than three P-F courses a semester and no more than two P-F courses during a summer.

# CREDIT OVERRIDE FORM

**University of Rhode Island  
Enrollment Services Override Form**

|             |           |                    |               |         |  |
|-------------|-----------|--------------------|---------------|---------|--|
|             |           |                    |               |         |  |
| Last Name   | First     | MI                 | Semester/Year |         |  |
|             |           |                    |               |         |  |
| Course Code | Section   | Course Title       |               | Credits |  |
|             |           |                    |               |         |  |
| Student ID  | Telephone | URI E-mail address |               |         |  |

**Send Completed Form To:**

University of Rhode Island  
Enrollment Services Green Hall  
6 Rhody Ram Way  
Kingston, RI 02881 USA

**Phone:** (401) 874-9500

**Fax:** (401) 874-2910

**Website:** [www.uri.edu/es](http://www.uri.edu/es)

**CREDIT OVERRIDE:** The student named above may enroll for this course. The student has been informed that adding this course may result in reassessment of fees.

\_\_\_\_\_  
Academic Dean's Signature

\_\_\_\_\_  
College

\_\_\_\_\_  
Date

# SECOND GRADE OPTION

Approval of this form will adjust the quality point average and the academic record of the student named to reflect the repetition of the course listed below PROVIDED A LETTER GRADE (A-F INCLUSIVE) IS EARNED IN THE REPEATED COURSE.

Last Name First MI

URI ID#

## Course To Be Repeated

Course Code (ie COM 100)

Course Title

|         |    |                      |
|---------|----|----------------------|
| Fall    | 20 | <input type="text"/> |
| Spring  | 20 | <input type="text"/> |
| Sum I   | 20 | <input type="text"/> |
| Sum II  | 20 | <input type="text"/> |
| Sum III | 20 | <input type="text"/> |
| Winter  | 20 | <input type="text"/> |

## When Course Was Originally Taken

Course Code (ie COM 100)

Course Title

Grade

|         |    |                      |
|---------|----|----------------------|
| Fall    | 20 | <input type="text"/> |
| Spring  | 20 | <input type="text"/> |
| Sum I   | 20 | <input type="text"/> |
| Sum II  | 20 | <input type="text"/> |
| Sum III | 20 | <input type="text"/> |
| Winter  | 20 | <input type="text"/> |

Approved:  College   
Academic Dean

|                          |                              |                                  |                                 |   |
|--------------------------|------------------------------|----------------------------------|---------------------------------|---|
| Enrollment Services Use: | Section <input type="text"/> | Roster page <input type="text"/> | Final Mark <input type="text"/> | Not Registered <input type="text"/>       |
|                          |                              |                                  |                                 | Invalid Grd Reported <input type="text"/> |
|                          |                              |                                  |                                 | NR Grade <input type="text"/>             |

**Leave of Absence:**

Occasionally, students are forced to take a semester or two off because of circumstances beyond their control. Others find they simply need a break from studying. For these students, taking a leave of absence might be wise. Students who have an approved leave of absence for a semester or a year may register for the semester in which they plan to return without applying for readmission.

Undergraduate students can apply for a leave of absence through Enrollment Services.

[http://web.uri.edu/enrollment/files/Leave\\_of\\_Absence\\_Undergrad.pdf](http://web.uri.edu/enrollment/files/Leave_of_Absence_Undergrad.pdf)

**Withdrawal from the University:**

A student who wishes to withdraw from the University prior to the end of the semester or summer session shall do so according to procedures established by Enrollment Services. If the withdrawal process is completed satisfactorily and the student has cleared all financial obligations to the University, the date of withdrawal will be noted on the student's permanent academic record. No grades for the current semester will be recorded.

Students who withdraw from the University after the last day of classes but before a semester end will be graded in all courses for which they are officially registered. If a student withdraws from the University after midsemester, grades will be recorded for any course that has an officially specified completion date prior to the date of withdrawal.

A student who withdraws from the University after midsemester and who seeks readmission for the next semester will be readmitted only with approval of the Scholastic Standing Committee for the college or school in which registration is desired.

[http://web.uri.edu/enrollment/files/Withdrawal\\_Form.pdf](http://web.uri.edu/enrollment/files/Withdrawal_Form.pdf)

**Readmission**

A readmitting student is one who has been previously admitted to a program of study at the university and has a break of at least one regular (spring or fall) semester during the pursuit of an undergraduate degree, with or without completing formal withdrawal process. A break in continuous attendance automatically terminates a student's active status, necessitating readmission in order to continue toward a degree.

Additionally, students who graduated from the University and wish to pursue a second undergraduate degree must apply for readmission, even if there was been no break in continuity of attendance. Students should direct the undergraduate application for readmission to the academic dean of the college in which admittance is sought. A readmitting student may seek readmission into a college and/or program different from which they formerly attended. Readmission is not guaranteed, and students must meet all GPA, course and/or College requirements for the major to which they seek to readmit. Students should contact the college directly for specific readmission requirements.

All applications for readmission must be submitted to the Degree Granting College no later than August 15<sup>th</sup> for the fall semester, and December 31<sup>st</sup> for the spring semester.

[http://web.uri.edu/enrollment/files/Undergraduate\\_Application\\_For\\_Readmission.pdf](http://web.uri.edu/enrollment/files/Undergraduate_Application_For_Readmission.pdf)



## UNDERGRADUATE LEAVE OF ABSENCE

Student Name \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Preferred Phone # \_\_\_\_\_ URI ID # \_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_

*Completed applications  
should be returned to  
the College of the  
University to which you  
are applying for leave.*

*See page 2 of this form.*

College (Check One)

Arts and Sciences ☐  
Business Administration ☐  
Feinstein Education & Professional Studies ☐

Engineering ☐  
Environment & Life Sciences ☐  
Health Sciences ☐

Nursing ☐  
Pharmacy ☐  
UC for Academic Success ☐

|   |   |  |
|---|---|--|
| Semester Requested<br>(e.g., Fall 2016) | Effective Leave Date Requested<br>(e.g., 6/15/2016) | Semester of Return*<br>(e.g., Spring 2016) |
| Fall 20____ Spring 20____               |   |  |

Reason for Leave of Absence

☐ Work ☐ Finances  
☐ Personal ☐ Academics  
☐ Medical ☐ Military Ser.

Other: (Briefly Describe)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Approval

New Expected Graduation Term: \_\_\_\_\_

Academic Dean \_\_\_\_\_ Date \_\_\_\_\_  
Signature required

### OFFICE USE ONLY

Received and processed by ES: \_\_\_\_\_ Date \_\_\_\_\_  
Staff Initials

### Important Notes:

- All leaves of absences must be approved by your academic dean. If denied, you may file for a withdrawal from URI. (University Manual 8.42.20)
- Grades are not awarded for classes enrolled during a leave. Students starting leaves after the drop period will receive Ws. (8.34.10)
- A leave maintains your student status for a period of one or two regular semesters. (8.42.20)
- It is your responsibility to register for classes for the semester you will return. All registration is done through e-Campus.
- Students on a leave typically enter student loan repayment. Contact your lender for specific requirements.
- The effective date of your leave is dictated by your last date of attendance in class. Backdated leaves require petitions for late drops for each class.
- The effective date is used for calculating your bill and refunds. Refund schedule is at [web.uri.edu/enrollment](http://web.uri.edu/enrollment).

THINK BIG WE DO™



*The University of Rhode Island is an equal opportunity employer committed to the principles of affirmative action*

Rev. 08/2016

**PLEASE CONTACT THE APPROPRIATE DEAN'S OFFICE FOR APPROVAL OF YOUR  
LEAVE OF ABSENCE FROM THE UNIVERSITY OF RHODE ISLAND:**

Students in non-degree programs are not eligible for a leave.

Office of the Assistant Dean  
College of Arts and Sciences  
Chafee Social Science Center  
142 Flagg Rd. Kingston RI 02881

Office of the Assistant Dean  
College of Engineering  
Bliss Hall  
1 Lippitt Rd. Kingston RI 02881

Office of the Assistant Dean  
College of Nursing  
White Hall  
39 Butterfield Rd. Kingston RI

Office of the Assistant Dean  
College of Business Administration  
Ballentine Hall  
7 Lippitt Rd. Kingston RI 02881

Office of the Assistant Dean  
College of the Environment and Life Sciences  
Center for the Biotechnology and Life Sciences  
120 Flagg Rd. Kingston RI 02881

Office of the Assistant Dean  
College of Pharmacy  
Pharmacy Building  
7 Greenhouse Rd. Kingston RI 02881

Office of the Assistant Dean  
Feinstein College of Education and Professional Studies  
Chafee Social Science Center  
142 Flagg Rd. Kingston RI 02881  
Shepard Building  
80 Washington St. Providence, RI 02903

Office of the Assistant Dean  
College of Health Sciences  
Quinn Hall  
55 Lower College Rd. Kingston RI

Office of the Assistant Dean  
University College for Academic Success  
Roosevelt Hall  
90 Lower College Rd. Kingston RI 02881

# UNDERGRADUATE WITHDRAWAL

Student Name \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Preferred Phone # \_\_\_\_\_ URI ID # \_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Send Completed Form To:**

University of Rhode Island  
Enrollment Services Green Hall  
6 Rhody Ram Way  
Kingston, RI 02881 USA

Phone: (401) 874-9500  
Fax: (401) 874-2910  
Website:  
[web.uri.edu/enrollment](http://web.uri.edu/enrollment)

**College (Check One)**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Arts and Sciences                          | <input type="checkbox"/> Engineering                 | <input type="checkbox"/> Nursing                 |
| <input type="checkbox"/> Business Administration                    | <input type="checkbox"/> Environment & Life Sciences | <input type="checkbox"/> Pharmacy                |
| <input type="checkbox"/> Feinstein Education & Professional Studies | <input type="checkbox"/> Health Sciences             | <input type="checkbox"/> UC for Academic Success |

Semester Requested  
(e.g., Fall 2016)

Fall 20\_\_\_\_

Spring 20\_\_\_\_

The last day you attended or plan to attend classes\*  
(e.g., 6/15/2016)

\_\_\_\_\_

**Reason(s) for Withdrawal:**

- |                                   |   |
|-----------------------------------|---|
| <input type="checkbox"/> Work     | <input type="checkbox"/> Finances         |
| <input type="checkbox"/> Personal | <input type="checkbox"/> Academics        |
| <input type="checkbox"/> Medical  | <input type="checkbox"/> Military Service |
| <input type="checkbox"/> Transfer |   |

Other: (Briefly Describe)

\_\_\_\_\_  
\_\_\_\_\_

**Approval** (For students in degree-granting programs only.)

Academic Dean \_\_\_\_\_ Signature required \_\_\_\_\_ Date \_\_\_\_\_

**ES OFFICE USE ONLY**

Received and processed by ES: \_\_\_\_\_ Date \_\_\_\_\_  
Staff Initials

**Important Notes:**

An official withdrawal removes you from your academic program and cancels your student status at the University of Rhode Island. To return to the University you will need to apply for readmission into a degree program through the appropriate academic dean's office, or seek readmission into a non-degree status through the Office of Enrollment Services.

Students who withdraw from the University after the last day of classes, but before a semester ends, will be graded in all courses for which they are officially registered. If a student withdraws from the University after mid-semester, grades will be recorded for any course that has an officially specified completion date prior to the date of withdrawal. A student who withdraws from the University after mid-semester and who seeks readmission for the next semester will be readmitted only with approval of the Scholastic Standing Committee for the college or school in which registration is desired.

\*Withdrawing does not release you from any financial obligations due to the University. Your last date of attendance is used for calculating billing or refunds and is subject to verification by Enrollment Services. Go to <http://web.uri.edu/enrollment/billing-adjustments-and-refunds/> for additional information regarding billing and refunds.



# UNDERGRADUATE APPLICATION FOR READMISSION

SEMESTER: FALL \_\_\_\_\_ SPRING \_\_\_\_\_ SUMMER \_\_\_\_\_

## STUDENT INFORMATION

|                                 |  |               |    |
|---------------------------------|--|---------------|----|
| Last Name (Include Maiden Name) |  | First Name    | MI |
| Date of Birth<br>/ /            |  | URI ID Number |    |
| Email Address                   |  |               |    |

*Completed applications should be forwarded to the College of the University to which you are applying for readmission.*

*See page 2 of this form.*

## ADDRESS INFORMATION

|              |                                      |             |                  |
|--------------|--------------------------------------|-------------|------------------|
| Local Street |                                      | Home Street |                  |
| City         | State                                | City        | State            |
| Zip Code     | Telephone (Local or Business)<br>( ) | Zip Code    | Telephone<br>( ) |

## ACADEMIC INFORMATION

- A. In which college at URI were you last enrolled: \_\_\_\_\_ semester: \_\_\_\_\_ year: \_\_\_\_\_
- B. Please list any degrees which you have already earned from URI: \_\_\_\_\_
- C. In which college at URI are you seeking readmission: \_\_\_\_\_ Major: \_\_\_\_\_
- D. On a separate sheet, state your activities (academic and job related) since the time you were last enrolled at the University. Indicate your reasons for wishing to return at this time.
- E. Attach a list of all colleges attended since leaving URI (most recent first) whether or not transfer credit is desired.

## RESIDENCY

- Have you ever resided outside of Rhode Island or outside of the United States?  
☐ NO ☐ YES Location (if yes): \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_
- If you did reside outside of the state for one year or more, why did you relocate to Rhode Island?  
☐ Work ☐ Education ☐ Other (please explain) \_\_\_\_\_

You must complete one of the following three items:

### Financially Independent Student

- A. I have passed my 18<sup>th</sup> birthday and have maintained continuous residency in Rhode Island since (month) \_\_\_\_\_ (year) \_\_\_\_\_
- B. I last filed a Rhode Island Income Tax Return for the year \_\_\_\_\_
- C. I intend to file a Rhode Island Income Tax Return for the current year. ☐ YES ☐ NO
- D. I have not been claimed as a tax exemption by my parents during the past two filing periods. ☐ YES ☐ NO

### Financially Dependent Student

- A. My parents have been legally domiciled in Rhode Island with one other permanent address since (month) \_\_\_\_\_ (year) \_\_\_\_\_
- B. Parents names and address \_\_\_\_\_

Out of State Resident ☐ I do not claim Rhode Island Residency

Phone: \_\_\_\_\_

## DISCIPLINARY HISTORY

- 1) Have you been found responsible for a disciplinary violation at any educational institution you have attended since you were last enrolled at the University of Rhode Island, whether related to academic misconduct or behavioral misconduct, that resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from the institution. ☐ YES ☐ NO
- 2) Have you ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime? ☐ YES ☐ NO  
*(You are not required to answer "yes" to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered by a court to be kept confidential.)*

If you answered "yes" to either or both questions, please attach a separate sheet of paper that gives the approximate date of each incident, explains the circumstances, and reflects on what you learned from the experience.

## CERTIFICATION BY STUDENT

NOTE: Section 1-18-1 of the General Laws of Rhode Island provide severe penalties for giving a false document to a public official.

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS COMPLETE AND CORRECT.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## COLLEGE DEAN'S OFFICE

|                                 |               |                              |  |
|---------------------------------|---------------|------------------------------|--|
| APPROVE                         | Good Standing | Second Undergraduate Degree  | E-Campus Program/Plan Code: _____                  |
|                                 | Probation     | Second MAJOR ONLY            | 2 <sup>nd</sup> Program/Plan Code: _____           |
| DISAPPROVE                      | Conditional   | Last Semester Enrolled _____ | Expected Grad. Term: _____ Requirement Term: _____ |
| Academic Dean's Signature _____ |               | Date _____                   |  |



**Important information:**

- A readmitting student is one previously admitted to a program of study at the University of Rhode Island and who has a break of at least one regular semester during the pursuit of an undergraduate degree. A break in continuous attendance, with or without a formal withdrawal, automatically terminates a student's active status and necessitates a readmission to continue toward a degree. A student with a previous URI undergraduate degree pursuing a second undergraduate degree at URI may also apply for readmission.
- Students who have earned more than 25 college-level credits and meet URI college entrance requirements should apply directly to the college housing their desired major. All others, apply to University College. Speak with an academic advisor regarding if you meet college entrance requirements.
- A student may seek readmission into a college and/or major different from which he or she formerly attended.
- Readmission deadlines vary by college. Applications must be submitted by academic colleges to Enrollment Services no later than August 15 for the fall semester, May 10 for the summer semester and December 31 for the spring semester.
- Students should submit to the readmitting college all official college transcripts for work done outside of URI since their departure from URI.
- Students should contact the college directly for readmission requirements or questions about their program of study.
- Readmission decisions are made in compliance with University Manual 8.25.10-8.25.18

**Send your application to the appropriate dean's office:**

College of Arts and Sciences  
Office of the Assistant Dean  
Chafee Social Science Center  
142 Flagg Rd., Kingston, RI 02881  
p. 401.874.2566 f. 401.874.2892

College of Business Administration  
Office of the Assistant Dean  
Ballentine Hall  
7 Lippitt Rd., Kingston, RI 02881  
p. 401.874.2337 f. 401.874.4312

Feinstein College of Education & Professional Studies  
Office of the Assistant Dean  
Chafee Social Science Center  
142 Flagg Rd., Kingston, RI 02881  
Shepard Building  
80 Washington St., Providence, RI 02903  
p. 401.277.5160 f. 401.277.5168

College of Engineering  
Office of the Assistant Dean  
Bliss Hall  
1 Lippitt Rd., Kingston, RI 02881  
p. 401.874.5985 f. 401.782.1066

College of the Environment & Life Sciences  
Office of the Assistant Dean  
Center for Biotechnology & Life Sciences  
120 Flagg Rd., Kingston, RI 02881  
p. 401.874.5026 f. 401.874.4385

College of Health Sciences  
Office of the Assistant Dean  
Quinn Hall  
55 Lower College Rd., Kingston, RI 02881  
p. 401.874.2125 f. 401.874.2581

College of Nursing  
Office of the Assistant Dean  
White Hall  
39 Butterfield Rd., Kingston, RI 02881  
p. 401.874.2766 f. 401.874.2753

College of Pharmacy  
Office of the Assistant Dean  
Pharmacy Building  
7 Greenhouse Rd. Kingston, RI 02881  
p. 401.874.5888 f. 401.874.5014

University College for Academic Success  
Office of the Assistant Dean  
Roosevelt Hall  
90 Lower College Rd., Kingston, RI 02881  
p. 401.874.2993 f. 401.874.5085

**Residency Information**

The State of Rhode Island Board of Education sets the guidelines for determining whether or not you are a Rhode Island resident for tuition purposes. If you are coded as an out-of-state resident, but believe you qualify for in-state residency, you may petition the University Residence Officer in Enrollment Services. You will be asked to provide supporting documentation such as income tax returns, driver's license, and/or voter registration as part of your petition to establish Rhode Island residency.



## **Cheating and Plagiarism**

Instances of cheating and plagiarism should always be reported. A cheating or plagiarism form can be found at:

<http://web.uri.edu/enrollment/files/ReportofCheatingorPlagiarism.pdf>

Faculty has the option to take the following actions:

- Grade of “F” issued for assignment in question
- Confer with Dean and issue a grade of “F” for the course
- Confer with Dean and request judicial action

For more detailed University Policy, please consult section 8.27.10-8.27.21 in the University Manual.

Notifications of cheating or Plagiarism must be sent to:

- Department Chair
- Dean of College in which course is taught
- Student’s Dean
- Office of Student life

**\*All syllabi need to contain a statement regarding cheating/plagiarism and its consequences\***

### Report of Cheating or Plagiarism

In cases of cheating or plagiarism, fill out this form and send copies to, your dean, the student's dean, and the Dean of Students, Office of Student Life. Before acting, refer to the legislation on cheating and plagiarism in the University Manual (see 8.27.10 – 8.27.21 on reverse side). Always notify the student(s) involved and it is recommended to inform your Department Chair.

Today's Date: / /

Faculty Member:  Phone:   
(please print)

Course (section):  Meeting Time:

Name(s) of Student(s):  ID#:

Date of Infraction: / /

Nature of Infraction: (Separate sheet if necessary)

|  |
|--|
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

Action Taken: (See 8.27.10-8.27.21 in University Manual)

☐ :Grade of "F" issued for assignment in question.

☐ :Conferred with Dean and issued grade of "F" for course.

☐ :Conferred with Dean and requested judicial action.

CC: ☐ Instructors Dean  
☐ Student's Academic Dean  
☐ Dean of Students, Office of Student Life

8.27.10 Cheating and Plagiarism. Students are expected to be honest in all academic work. Cheating is the claiming of credit for work not done independently without giving credit for aid received, or any unauthorized communication during examinations.

8.27.11 A student's name on any written exercise (theme, report, notebook, paper, examination) shall be regarded as assurance that the work is the result of the student's own thought and study, stated in the student's own words and produced without assistance, except as quotation marks, references and footnotes acknowledge the use of other sources of assistance. Occasionally, students may be authorized to work jointly, but such effort must be indicated as joint on the work submitted. Submitting the same paper for more than one course is considered a breach of academic integrity unless prior approval is given by the instructors.

8.27.12 In preparing papers or themes, a student often needs or is required to employ sources of information or opinion. All such sources used in preparing to write or in writing a paper shall be listed in the bibliography. It is not necessary to give footnote reference for specific facts which are common knowledge and have obtained general agreement. However, facts, observations and opinions which are new discoveries or are debatable shall be identified with correct footnote references even when restated in the student's own words. Material taken word for word from the written or oral statement of another person must be enclosed in quotation marks or otherwise clearly distinguished from the body of the text and the source cited. Paraphrasing or summarizing the contents of another's work usually is acceptable if the source is clearly identified but does not constitute independent work and may be rejected by the instructor.

8.27.13 Notebooks, homework and reports of investigations or experiments shall meet the same standards as all other written work. If any work is done jointly or if any part of an experiment or analysis is made by someone other than the writer, acknowledgment of this fact shall be made in the report submitted. Obviously, it is dishonest to falsify or invent data.

8.27.14 Written work presented as personal creation is assumed to involve no assistance other than incidental criticism from others. A student shall not knowingly employ story material, wording or dialogue taken from published work, motion pictures, radio, television, lectures or similar sources.

8.27.15 In writing examinations, the student shall respond entirely on the basis of the student's own capacity without any assistance except that authorized by the instructor.

8.27.16 Instructors shall have the responsibility of insuring that students prepare assignments with academic integrity. Instructors shall do all that is feasible to prevent plagiarism in term papers or other written work.

8.27.17 Instructors shall have the explicit duty to take action in known cases of cheating or plagiarism. The instructor shall have the right to fail a student on the assignment on which the instructor has determined that a student has cheated or plagiarized. The circumstances of this failure shall be reported to the student's academic dean, the instructor's dean, and the Office of Student Life. The student may appeal the matter to the instructor's dean, and the decision by the dean shall be expeditious and final. The Vice Provost for Urban Programs shall be considered the instructor's dean only in cases of courses offered exclusively through the Alan Shawn Feinstein College of Continuing Education (e.g. courses with the code BGS). #09-10  
1

8.27.18 If the violation warrants more severe censure, the instructor may recommend additional action to the instructor's dean. Upon this recommendation the dean may authorize the instructor to fail the student in the course. The student or instructor may appeal the dean's decision to the Provost and Vice President for Academic Affairs whose decision on the appeal shall be final.

8.27.19 Either the instructor, the instructor's dean or the student's dean may request judicial action (see 9.21.10-31) on an allegation against a student for cheating or plagiarism. Any of the judicial sanctions listed in sections 9.22.10-18 may be imposed after a finding of guilty. If the request comes from an instructor it shall be accompanied by a statement of position from the instructor's dean (see 9.20.10 and 9.21.10).

8.27.20 Students accused of academic dishonesty within the drop period may be denied the opportunity to drop the course. This requires permission from the instructor's dean. If the accusation is not upheld in an appeal, the student will be given the same options available before the end of the drop period without penalty. #04-05 32

8.27.21 Any record of scholastic integrity infractions where actions have been taken (i.e., assignment of an "F" on an assignment and notification of the student's dean, dean's authorization to assign an "F" for the course, referral to the University Board on Student Conduct) will be forwarded to the Office of Student Life. A cumulative file will be maintained in that office. The Dean of Students shall notify the student's dean of subsequent infractions and may initiate conduct action against the student. #04-05 32



## **FERPA – Family Educational Rights and Privacy Act**

Due to FERPA restrictions you are not allowed to share a student's information with anyone except for authorized university officials, without the explicit, written consent from the student. This prohibits providing information to the **student's parents** or any other outside persons without first obtaining the students written consent. This also applies to discussing a student's record where it may be overheard by other students. More information can be found at <http://web.uri.edu/faculty/studentprivacy/>

**\*\*\*When in doubt use caution.\*\*\***

## CONSENT TO RELEASE STUDENT EDUCATIONAL RECORDS

I, \_\_\_\_\_ of  
(Student's Name) (ID Number)  
\_\_\_\_\_, hereby consent and grant to the  
(Permanent Address)  
University of Rhode Island, Kingston RI 02881, full authority and permission to  
duplicate and release the following records to \_\_\_\_\_  
(Person or entity to which records will be given)  
\_\_\_\_\_, according to the following terms:  
(Address of person or entity to which records will be given)

University of Rhode Island  
Enrollment Services Green Hall  
6 Rhody Ram Way  
Kingston, RI 02881 USA

Fax Completed Form To:  
"Fax Number"

Phone: (401) 874-9500  
Website: [www.uri.edu/es](http://www.uri.edu/es)

1. Description of records to be released:

|  |
|--|
|  |
|  |
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2. Reasons for release of records:

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|  |

Other Restrictions and Conditions:

This Consent to Release Records is limited to those persons expressly named herein. Any further release of records to any other person, group, corporation, or other entity of any kind or nature is expressly prohibited without further written consent of the student.

The records listed above will be released in unedited form except as otherwise provided by the Family Educational Rights and Privacy Act of 1974 and Regulations promulgated thereunder, applicable state law, and the policies and procedures of the University. The student has the right to deny access to the records listed above and/or to revoke this consent at any time. In signing this consent form, the student and/or the student's legal guardian agrees to permit the release of these records.

Having read and understood this consent form, the student and/or legal guardian has signed below as their free act and deed.

\_\_\_\_\_  
(Witness) (Signature of Student)

If the student is under age 18 as of the date of this release, a legal guardian must also sign this consent form.

\_\_\_\_\_  
(Witness) (Signature of Guardian)

\_\_\_\_\_  
(Printed Name of Legal Guardian)

Dated: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_

My commission expires: \_\_\_\_\_  
(Notary Public)

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Rev. 07/2013

## **Discrimination**

As you no doubt know, an official policy of the University states: “the University of Rhode Island Prohibits discrimination on the basis of race, sex, religion, age, color, creed, national origin, disability, or sexual orientation, and discrimination against disabled and Vietnam era veterans, in the recruitment, admission or treatment of students, the recruitment, hiring, or treatment of faculty and staff, and in the operation of its activities and programs, as specified by state and Federal Laws,...” What is not always so easy to determine is when one is being discriminatory. Seemingly “harmless” comments like, “civil engineering is certainly an odd field for a girl,” or “whatever made you decide to come back to school at your age?” are in fact discriminatory. We all make such comments at times; we all need to become more sensitive to the effect they can have on the person to whom they are directed. It is wise, as well as sensitive, not to jump to conclusion about a student’s innate ability, as well. SAT scores, high school grades, and high school class rank are not necessarily accurate predictor of the student’s potential for success. Students need encouragement, as we all do, and advisors should not decide that a student cannot handle a difficult field or course of study without due consideration. We must balance the need to the students to make realistic choices based on their talents and abilities with the recognition that some students have succeeded in attaining goals no one would ever believed possible for them.

## **Sexual Harassment**

Sexual harassment is a form of sex discrimination and is prohibited. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature harassment is prohibited. Sexual harassment is also a violation of state and federal law. For more information on URI’s policies regarding discrimination and sexual harassment visit:

<http://web.uri.edu/affirmativeaction/about-aaeod/policies-and-procedures/sexual-harassment/>

## Graduation

In order for a student to graduate they must file an “Intent to Graduate” form with the Dean’s Office. The deadline to submit the forms for May graduation is October 1<sup>st</sup>, potential August Graduation is November 15<sup>th</sup>, and for potential December graduates it is April 15<sup>th</sup>. If a student does not submit an “Intent” they will not graduate, as we have no other way of knowing when a student has completed their requirements.

Aside from filling out the Intent form, a student must also meet with their advisor to discuss their remaining requirements. Their advisor must also sign a filled out curriculum worksheet that needs to be handed in with their Intent. During this advising meeting it is critical to remind students of the following:

- The **TOTAL** number of credits they need in order to graduate, this includes any remaining elective credits to bring them to the total number, generally 120 (although some majors require more). No degree at URI can be awarded without a minimum of 120 credits.
- Filling out and obtaining the proper signatures for any petition, waivers, substitutions or exceptions. Verbal confirmation between a student and an advisor is not enough.
- Putting the correct graduation date on their audit is critical. If a student is finishing courses in August they will be an August graduate not May. This point cannot be stressed enough, as putting the wrong graduation date only creates more work for the Dean’s office, can lead to delays in financial aid and can confuse students.
- Commencement (which happens only once a year) includes all **May and August** graduates as well as December graduates from the previous year.
  - Example: All May and August 2017 graduates as well as December 2016 graduates will participate in the May 2017 graduation ceremony.
  - In extraordinary circumstances, December 2017 students are allowed to “walk” during the May 2017 graduation ceremony. However, since commencement is a ticketed event with a set amount of seats, priority is given to May and August 2017 graduates. Any December 2017 graduate, who is allowed to participate early in May 2017 commencement ceremony, will not have their name printed in the commencement program until May 2018.
- If a student is completing a minor, the department chair of the minor needs to sign it before they return it to the Dean’s Office.
- Finally, walking across the stage at graduation **does not** confirm completion of a student’s degree.

While we know that there are certain students with extenuating circumstance that would require a meeting with the Assistant Dean, please do not send students to the Dean’s office to us “double check” something. Please contact your department chair prior to Dean’s office for clarification on issues concerning substitutions, requirements, exceptions and prior approval of courses.

**Intent to Graduate form:** <http://web.uri.edu/chs/files/Intent-to-Graduate-.pdf>

**Graduation Checklist:** <http://web.uri.edu/chs/files/Graduation-Checklist-.pdf>

# College of Health Sciences

## INTENT TO GRADUATE

### (Degree Audit Application)

**PLEASE READ CAREFULLY!** \*\*Improperly completed audits will not be processed and will be returned to student\*\*

1. Fill out this form completely.
2. Read and initial Graduation Checklist
3. Meet with your advisor or department chair to review your progress and fill out a curriculum worksheet.
4. Have your advisor or department chair sign your curriculum worksheet and this form. **Signature is required!**
5. Return signed curriculum worksheet and this signed form to the College of Health Sciences, Dean's Office, Quinn 112 by the specified date.

When do you anticipate being **COMPLETELY** done with all your degree requirements (Please Specify Year)?

Deadlines: **May** \_\_\_\_\_ **August** \_\_\_\_\_ **December** \_\_\_\_\_  
October 1<sup>st</sup> November 15<sup>th</sup> April 15<sup>th</sup>

Name: \_\_\_\_\_  
Last First

Student ID Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Active Email Address: \_\_\_\_\_

Address you want audit sent to:

Street & Number Town State Zip

Advisors Signature: \_\_\_\_\_

**Major:** Please check major and sub plan (if applicable)

☐ **Communicative Disorders**

☐ **Human Development & Family Studies:** ☐ Teacher Certification ☐ Child Settings ☐ Family & Community ☐ Family Financial

☐ **Kinesiology:** ☐ Teacher Certification ☐ Applied Exercise Science ☐ Pre-professional Exercise Science ☐ Early Contingent PT

☐ **Health Studies** ☐ Global & Environmental Health ☐ Health Promotion ☐ Health Services

☐ **Nutrition** ☐ **Dietetics**

☐ **Psychology** ☐ **BA** ☐ **BS**

**Minor:** \_\_\_\_\_

Signed forms **MUST** be handed in to the CHS Dean's Office by the start of your final semester or minors **may not** be listed on your final transcript.

**Catalog Year you are using\*** \_\_\_\_\_ It is the responsibility of the student to be familiar with the requirements outlined in the catalog for the year that they are following and to confirm that they have met these requirements.

**Students must have a 2.0 cumulative GPA or higher and must complete the minimum number of credits required for their degree, as well as all major requirements. All College of Health Sciences degrees require 120 credits or more. It is the responsibility of the student to be familiar with AND meet all the requirements outlined in the catalog for your specific major. Your signature below indicates that you are familiar with and are meeting all your program requirements.**

Student Signature \_\_\_\_\_

Date: \_\_\_\_\_

# Graduation Checklist

Review and initial each line.

Checklist needs to be handed in with Intent to Graduate forms.

- ☐ I have checked my transcript to ensure that I will have completed the minimum number of credits required for graduation (at least 120) and that my overall GPA is at least a 2.0.
- ☐ I have checked my transcript to ensure that I will have the minimum number of major credits and supporting electives required for my major.
- ☐ I have filled in the General Education courses on my curriculum worksheet (ex. ENG 243) with approved courses from the General Education booklet.
- ☐ I have completed and attached any course waivers or modification forms with the required signatures.
- ☐ I have handed in a signed minor form (skip this step if you are not completing a minor).
- ☐ I understand that if I choose to take classes at another institution, I am responsible for requesting that an official copy of the transcript be sent to the CHS Deans Office. I also understand that if the transcript does not arrive before degree conferrals take place that I may be moved to a later graduation date.
- ☐ I have checked my transcript for any Incompletes and NW grades. I understand that if I choose to complete these classes, it is my responsibility to contact the professor. I understand that grade changes must be received before degree conferrals take place or I may be moved to a later graduation date.
- ☐ I have checked my transcript to ensure that any classes that I added or dropped late were added or dropped from my transcript.
- ☐ I have checked my transcript to ensure that I will have completed 42 credits of 300/400 level classes before graduation. (Psychology BA students only).
- ☐ I have made sure to compare my graduation requirements to the catalog year that I have indicated on my Intent to Graduate form.
- ☐ I understand that it is my responsibility (not my advisors) to hand in all signed forms to the CHS Dean's office by the specified deadlines.

By signing this form, I agree that I have read the above and that failure to comply with these terms may result in being moved to a later graduation date than the one for which I have applied.

---

Student Signature

Date

## **Minors Field of Study:**

In order for a student to declare a “minor” they must meet some basic requirements. All the needed requirements are listed on the top of the minor form. Students interested in a Business Minor should consult the College of Business website for the minor form.

- Completion of 18 credits within one field of study
- At least 12 of the 18 credits must be at the 200 level or above
- A minimum GPA of 2.0 must be earned in the 18 (or more) credits
- At least half of the credits required for the minor must be earned at URI
- No course may be applied to both the major and minor field of studies.
- Courses in General Education may be used for the minor.
- Courses in the minor may not be taken as pass/fail
- Approval of a minor does not guarantee space in any course required for the minor.
- Students need to obtain the department chair of the minor’s signature before handing the form in to the Dean’s office.
- Students should hand in their signed minor’s forms when they turn in their Intent to Graduate forms or by the end of their final semester.

Minor Form: <http://web.uri.edu/chs/files/COLLEGE-OF-HEALTH-SCIENCES-minor.pdf>

## COLLEGE OF HEALTH SCIENCES

### MINOR FIELD OF STUDY

1. Undergraduate Students may declare a “minor” field of study. Requirements may be satisfied by: a) completion of 18 or more credits of any of the minors that have been proposed by one or more departments and approved by the Curricular Affairs Committee, Faculty Senate, and the President; or b) completion of 18 or more credits within a curriculum other than the student’s major; or c) completion of 18 or more credits of relative studies offered by more than one department and sponsored by a faculty member competent in the minor field of study. To declare a minor, a student must have approval of the department chairperson of the minor field of study (or faculty sponsor in option c of this paragraph), and the student’s academic dean. A student’s approval minor(s) will be listed on the student’s academic record after graduation.
2. At least 12 of the 18 credits required for the minor shall be at the 200 level or above. A minimum average of 2.0 must be earned in the 18 or more credits required for the minor.
3. At least half of the credits required for a minor must be earned at the University of Rhode Island
4. No course may be used to apply to both the major and minor fields of study. Courses in General Education may be used for the minor. Courses in the minor may not be taken under the pass-fail grading option.
5. Application for a minor must be filed in the academic dean’s office no later than the beginning of the student’s final semester or term.
6. College of Business Administration students need the approval of the Scholastic Standing Committee for interdepartmental minors.
7. Approval of a minor does not guarantee space in any course required for the minor.

|                               |       |                   |
|-------------------------------|-------|-------------------|
| Student’s Name (Please Print) | Major | Student ID Number |
|-------------------------------|-------|-------------------|

|               |                         |
|---------------|-------------------------|
| Name of Minor | Graduation Date Mo./Yr/ |
|---------------|-------------------------|

| Course Number | Course Title | Credits | Grade |
|---------------|--------------|---------|-------|
|               |              |         |       |
|               |              |         |       |
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|               |              |         |       |
|               |              |         |       |
|               |              |         |       |

Total: \_\_\_\_\_

|   |      |
|---|------|
| Departmental Chairperson or Faculty Signature | Date |
| Approval of Scholastic Standing Committee     | Date |
| Dean’s Signature                              | Date |



## **Helpful Links:**

### **College of Health Sciences**

[www.uri.edu/chs](http://www.uri.edu/chs)

### **RI Transfer Guide for URI, CCRI and RIC**

[www.ritransfers.org](http://www.ritransfers.org)

### **Enrollment Services**

[www.uri.edu/es](http://www.uri.edu/es)

### **General Education Booklets by year**

[www.uri.edu/advising/gened](http://www.uri.edu/advising/gened)

### **Curriculum Worksheets**

[www.uri.edu/advising/majors](http://www.uri.edu/advising/majors)

### **GPA Calculator**

[www.uri.edu/advising/cal](http://www.uri.edu/advising/cal)

### **Approved Transfer Courses**

[www.uri.edu/transfer/approved](http://www.uri.edu/transfer/approved)

Click on the blue check mark “Courses Previously Approved” and search by school

### **Faculty Information**

[www.uri.edu/faculty](http://www.uri.edu/faculty)

### **Starfish**

<http://web.uri.edu/starfish>

### **Student Handbook**

<http://web.uri.edu/studentconduct/student-handbook/>

### **University Manual**

<http://web.uri.edu/manual/>

### **Catalogs**

<http://web.uri.edu/catalog/>

### **Faculty Senate**

<http://web.uri.edu/facsen/>

## **E-Campus Pathways (from Main Menu in E-campus)**

### **Creating Contact Logs**

URI Advisement > URI Advisor > Create Contact log

### **View Contact Logs**

URI Advisement > URI Advisor > Search Contact Log

### **Viewing Unofficial Transcript**

Faculty Center > Advisor Center > View Data for other students > enter ID number > select “Transcript: View Unofficial” > click circle to search > under report type Select Unofficial Transcript > view report

### **Viewing Academic Requirements (previously called Academic Progress Report)**

Faculty Center > Advisor Center > View Data for other students > enter ID number > select “Academic Requirements” > click circle to search > use small green arrows to expand each section

### **Adding contact information for advisees to see**

URI Advisement > URI advisor > Setup Appointment schedule>

In appointment location at the bottom of the screen enter how you would like students to contact you for an appointment.

## **URI Student Support Services**

### **Academic Enhancement Center**

[www.uri.edu/aec/](http://www.uri.edu/aec/)

4<sup>th</sup> floor Roosevelt Hall 874-2367

### **Center for Career and Experiential Education**

[www.uri.edu/career](http://www.uri.edu/career)

Roosevelt Hall 228 874-2311

### **Counseling Center**

[www.uri.edu/counseling](http://www.uri.edu/counseling)

Roosevelt Hall 217 874-2288

### **Disability Services for Students**

[www.uri.edu/disability](http://www.uri.edu/disability)

Memorial Union 302 874-2098

### **Enrollment Services**

[www.uri.edu/es/](http://www.uri.edu/es/)

Green Hall, 2<sup>nd</sup> Floor 874-9500

### **Office of Student Affairs**

[www.uri.edu/student-affairs](http://www.uri.edu/student-affairs)

Memorial Union 305 874-2427

### **University Ombudsman**

[www.uri.edu/ombud](http://www.uri.edu/ombud)

38A Roosevelt Hall 874-4250

### **Women's Center**

[www.uri.edu/womenscenter](http://www.uri.edu/womenscenter)

22 Upper College Road 874-2097

### **Gender and Sexuality Center**

[www.uri.edu/gender-sexuality](http://www.uri.edu/gender-sexuality)

19 Upper College Road 874-2894

### **Health Services**

<http://health.uri.edu>

874-2246  
Potter Building, Butterfield Rd

### **Housing and Residential Life**

<http://housing.uri.edu>

874-4151  
Adams Hall, lower level, West entrance

### **Office of International Education/Study Abroad**

[www.uri.edu/international/](http://www.uri.edu/international/)

37 Lower College Rd 874-5546

### **URI Bookstore campusstore.uri.edu**

Memorial Union 874-2722

### **Talent Development**

[www.uri.edu/talent\\_development](http://www.uri.edu/talent_development)

Taft Hall 874-2901

### **Honors Program**

[www.uri.edu/hpr](http://www.uri.edu/hpr)

Lippitt Hall 874-2303

### **Student Senate**

[www.uri.edu/student\\_organizations/senate](http://www.uri.edu/student_organizations/senate)

Memorial Union 201 874-2261

### **Student Handbook**

[www.uri.edu/judicial/htmlStart.html](http://www.uri.edu/judicial/htmlStart.html)

### **Student Conduct**

[www.uri.edu/judicial](http://www.uri.edu/judicial)

Memorial Union 330 874-2098

### **Veterans Information**

[www.uri.edu/enrollment/veterans](http://www.uri.edu/enrollment/veterans)

OFFICE OF THE DEAN

Kingston, RI 02881 USA  
Quinn Hall, 55 Lower College Road, Suite 3, Kingston, RI 02881 USA

p: 401.874.2244

f: 401.874.2581

uri.edu/chs



## College of Health Sciences Request to Change Graduation Date

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Current Graduation Date: \_\_\_\_\_ Requested Graduation Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form to CHS Dean's office, Quinn Hall Room 112

## Rhode Island Inter-institutional Exchange Program

### Explanation of Participation

Full-time students matriculated at one of the public institutions of higher education in Rhode Island may enroll for a maximum of seven credits of their full-time schedule per semester for study at one of the other public institutions at no additional expense. Students will be subject to the course selection process applicable at the receiving institution. Off-Campus Study and Feinstein College of Continuing Education Special Programs courses are not included in this program, nor are students who are taking courses only during Summer Session.

Any matriculated University of Rhode Island undergraduate student not excluded above, who has paid full-time fees at the University of Rhode Island, may take a maximum of 7 credits during each of the fall and spring semesters at Rhode Island College (RIC) or the Community College of Rhode Island (CCRI) or both without paying additional fees (transcript and course fees are assessed when applicable). The student must be enrolled for at least 5 credits at The University of Rhode Island, and the total number of credits taken at all institutions combined must be 19 or less. Part-time University of Rhode Island students approved for this agreement will be billed "Fulltime" by the University of Rhode Island. Students interested in this arrangement should review the financial implications with Enrollment Services/Financial Aid Staff and complete the following application.

Students should request official transcripts from CCRI or RIC within 30 days of final grades being posted so that their University of Rhode Island academic record can be updated with appropriate transfer credit.

\*The University of Rhode Island cannot hold classes for students at CCRI or RIC while the processing of this Authorization is in progress. Students have the full responsibility to comply with CCRI and RIC policy in order to retain their scheduled courses.\*



UNIVERSITY  
OF RHODE ISLAND  
ENROLLMENT  
SERVICES

## INTER-INSTITUTIONAL STUDY APPLICATION

To: Community College of Rhode Island ☐

Rhode Island College ☐

From: The University of Rhode Island, Enrollment Services

This is to certify that:   
(Student Name)

Student ID number:

Semester:

Has paid full time tuition at the University of Rhode Island, is a matriculated undergraduate enrolled in a minimum of 5 credits, and is eligible to enroll in up to seven (7) credits at your institution, under the Inter-Institutional exchange policy. The total number of credits taken at all institutions combined must be 19 or less.

| Course Code          | Course Title         | Credits              |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Academic Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Enrollment Services Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Dean's signature is required for all students receiving Federal Financial Aid to verify that the above courses meet degree requirements.

SEAL:

\*I understand that if I am a part-time University of Rhode Island student and if approved for this agreement, I will be billed "fulltime" by The University of Rhode Island.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



# SECURITY ACCESS REQUEST

Employees must first complete new user registration in e-campus. Enrollment Services grants security access only for student records, advising, student financials and financial aid functions.

Send Completed Form To:  
Laurie Hebert  
University of Rhode Island  
Enrollment Services Green Hall  
6 Rhody Ram Way  
Kingston, RI 02881 USA

Employee Name:

Date:

Job Title:

Email:

Phone: (401) 874-2522  
Fax: (401) 874-7587  
Website: [www.uri.edu/es](http://www.uri.edu/es)  
Email: [lhebert@uri.edu](mailto:lhebert@uri.edu)

Dept Name:

Emplid:

e-campus User ID:

Phone Number

New User Access ☐

Change User Access ☐

Delete User Access ☐

If appropriate, model this user's access after:

Model Name:

Model eCampus User ID:

Describe required access. Please provide details regarding the type of access you are requesting. For example, transcripts, permission numbers, view account summary, etc.

## NEW USER DECLARATION:

I understand that information contained on the e-campus system is CONFIDENTIAL and must only be used in relation to authorized University business.

Signature:

Date:

***This access request requires authorization by your Dean, Department Head, Director or Business Manager.***

**Authorization:** I request that the above person be given the indicated level of access to Peoplesoft Student Administration.

Authorized by:

Name (print):

Position:

Date:

Fax or email completed form to: 4-7587 Attention Laurie Hebert

For Enrollment Services Use Only:

Approved by:

Date:

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Rev. 02/2014

# College of Health Sciences

## Department Chair List

### Fall 2016

#### Communicative Disorders

Dr. Dana Kovarsky

401-874-2735

[dana@uri.edu](mailto:dana@uri.edu)

#### Health Studies

Dr. Molly Greaney

401-874-7499

[mgreaney@uri.edu](mailto:mgreaney@uri.edu)

#### Human Development and Family Studies

Dr. Karen McCurdy

401-874-5960

[kmccurdy@uri.edu](mailto:kmccurdy@uri.edu)

#### Kinesiology

Dr. Disa Hatfield

401-874-5183

[dhatfield@uri.edu](mailto:dhatfield@uri.edu)

#### Nutrition and Food Sciences

Dr. Cathy English

401-874-5869

[cathy@uri.edu](mailto:cathy@uri.edu)

#### Psychology

Dr. Mark Robbins

401-874-5082

[markrobb@uri.edu](mailto:markrobb@uri.edu)