

M.A. Non-Thesis Administrative Guidelines: Forms and What to Do with Them

WHAT TO FILE	PURPOSE OF FORM	WHO SIGNS	WHEN TO FILE
Non-Thesis Master's Program of Study (original)	Plan your coursework; list courses you plan to take.	Major Professor, Director of Graduate Studies, student	Fall semester of your 2nd year (consult with Major Professor or Director of Graduate Studies)
M.A. Non-Thesis: Request to Schedule Written Exam and Portfolio*	Establish Non-Thesis Committee, schedule Written Exam, List titles of Portfolio Papers (Departmental Form)	Major Professor, Portfolio Committee members, Director of Graduate Studies	At least 10 days before Written Exam - important to check dates in the Graduate Academic Calendar**
Results of Written Master's Examination	Report results (Submitted by your Major Professor)	Major Professor, Portfolio Committee members, Director of Graduate Studies	At successful completion of Written Exam
Report of Portfolio Oral Defense*	Indicates successful completion of portfolio defense (Departmental Form submitted by your Major Professor)	Major Professor, Portfolio Committee members, Director of Graduate Studies	Immediately after the oral defense
Non-Thesis Master's Program of Study (revised - if necessary)	Check your original Program of Study; compare to your transcript. Indicate any changes.	Major Professor, Director of Graduate Studies, student	First week of the semester you plan to graduate
Guide to Applying for Graduation and Nomination for Graduation	Notify Graduate School of plan to graduate	Major Professor, Director of Graduate Studies	First week of the semester you plan to graduate

Portfolio Committee: Major Professor + two additional inside department faculty members.

* designates internal form (English Department only) **Graduate Academic Calendar: <https://web.uri.edu/graduate-school/academics/academic-calendar/>

NOTE - For information regarding the Non-thesis Portfolio visit: <https://web.uri.edu/english/academics/m-a-overview/ma-non-thesis-option/>