

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

WHAT TO FILE	PURPOSE OF FORM	WHO SIGNS	WHEN TO FILE
Establishment of a Master's Program Committee	Establish Thesis Committee	Major Professor, M.A. Core Committee (3), Director of Graduate Studies	Fall semester of your 2nd year
Master's Thesis Program of Study (original)	Plan your coursework; list courses completed and courses you plan to take.	Major Professor, M.A. Core Committee (3), Director of Graduate Studies, student	Fall semester of your 2nd year (consult with Major Professor or Director of Graduate Studies)
Thesis Proposal Approval Form	Graduate School approval of proposal	Major Professor, M.A. Core Committee (3), Director of Graduate Studies, student	At completion of oral defense of Thesis Proposal
Guide to Applying for Graduation and Nomination for Graduation Master's Degree	Notify Graduate School of plan to graduate	Director of Graduate Studies	First week of the semester you plan to graduate
Request to Schedule an Oral Defense of a Master's Thesis, copies of requested thesis drafts	Notify Graduate School of Thesis Defense, copies of thesis draft for committee review	M.A. Thesis Defense Committee (4), Director of Graduate Studies, student	At least 20 days before Defense date - Important to check dates in the Graduate Deadline Calendar at http://www.uri.edu/gsadmis/index.html .
Report of Thesis Defense	Report results of Thesis Defense - form obtained by Major Professor	Thesis Defense Committee (4), Director of Graduate Studies	At completion of Defense
Certification that Mandatory Corrections were Made to a Successfully Defended Thesis (if necessary)	In the event there are significant changes to the thesis after passing the oral defense	Thesis Defense Committee (4), Director of Graduate Studies	In time to meet dates as noted on the Graduate Deadline Calendar at http://www.uri.edu/gsadmis/index.html .
Final copy of Thesis with Thesis Approval Page and Library Rights Statement	Complete M.A. degree requirements - see Checklist for Final Submissions	Thesis Core Committee (3)	See Graduate School Deadline Calendar

M.A. Core Committee: Major Professor + one English and one Outside Faculty Member

Master's Thesis Defense Committee: 4 members: Thesis Core Committee + 1 graduate faculty member from another department (must have Graduate status)

NOTE - Thesis Option: for information regarding the thesis proposal and formatting guidelines: web.uri.edu/graduate-school/academics/thesis-dissertation/formatting/

Graduate School Academic Calendar: <https://web.uri.edu/graduate-school/academics/academic-calendar/>