

Graduate School Manual

Policies, Procedures, and Guidance for Graduate Studies

Fall 2011 Edition

The Graduate School
University of Rhode Island
204 Quinn Hall
Kingston, Rhode Island

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Preamble

The Graduate Manual sets forth policies and procedures governing graduate students at the University of Rhode Island approved by the University of Rhode Island Graduate Council. All students in master's and doctoral degree programs, and all non-matriculating students entering, admitted to, or readmitted by the Graduate School are governed by the current edition of this manual. All of the regulations and instructions in this manual were designed to serve the best interests of the students and faculty participating in the graduate programs of the university.

Any member of the graduate faculty or any graduate student may petition the Graduate School concerning exceptions to the provisions of this manual. Petitions requesting exceptions to, or appeals from, the provisions of this manual shall be addressed to the Dean of the Graduate School, Quinn Hall.

Only the Graduate Council, or, in discretionary cases, only the Dean of the Graduate School may alter or grant exceptions to the provisions of this manual. In particular, the provisions regarding admissions to graduate study, advanced standing, transfer credit, and approval and amendment of Programs of Study all explicitly require the approval of the Dean of the Graduate School. No one else has the authority to commit the Graduate School in any of these or similar matters.

This manual is available on the web site of the University of Rhode Island.
(http://www.uri.edu/gsadmis/graduate_manual)

Preface to the 2011 Revision

This 2011 version of the Graduate School Manual was designed to clarify existing policies, introduce new policies, and interject elements of guidance, all with the intent of improving graduate education at the University of Rhode Island. The persons responsible for developing or approving this revised Manual were the Graduate Manual Revision Committee (Steven Carey, Kevin McClure, Jean Miller, Elizabeth Smith, Gary Stoner, and co-chairs Harold Bibb and Keith Killingbeck), Interim Dean Nasser Zawia, and the Graduate Councils of the 2009-10 and 2010-11 academic years. This document will be modified periodically to further improve the clarity of existing policies. Any new policies or substantive changes in extant policies will include the date on which the Graduate Council approved the change. That date will be posted adjacent to the section number that precedes the policy (e.g., Section 7.31 [modified 5 March 2015]). Specific deadlines for the submission of important milestone documents are available on the Graduate School web site. Although advice and counsel regarding progress through a graduate degree program should always be sought from a student's major advisor, Graduate Program Director, research committee, or the Graduate School, each student is ultimately responsible for knowing and following the policies in this Graduate School Manual.

Section 1. Introduction

This manual presents the policies and regulations that govern all persons enrolled in the Graduate School and outlines procedures for them, their advisors, major professors, department Chairs and program committees. Information concerning the organization of the Graduate School, the Graduate Council, the Graduate Faculty, and the authorization for graduate programs and courses will be found in the University Manual. Copies of the University Manual are available in the University Library, in some academic department offices and online (http://www.uri.edu/facsen/MANUAL_08.html). Information regarding specific Programs of Study and specific courses will be found in the University of Rhode Island Catalog (<http://www.uri.edu/catalog/>). Graduate Council must approve all program requirements. If a change in program requirements occurs after a student has matriculated, the student may complete the requirements as specified for the program when he or she matriculated, or may shift entirely to the most recently approved program requirements, but may not utilize a combination of both.

Section 2. Graduate Study

Scholarly work for a post-baccalaureate or advanced degree involves notably more responsibility and independence on the part of the student than does scholarly work for the bachelor's degree. The major goals of graduate study are not simply the acquisition of more general education and detailed information about particular fields or areas of study. Rather, the primary objectives of graduate study are the development of sound scholarship and a degree of specialization in an area of study that will lead to advancement of knowledge and prepare the student for intellectual leadership. In their graduate work, all students are expected to adhere to the accepted standards of scholarly integrity in all presentations, examinations, research, and writing of papers, theses, and dissertations. (See 11.15 and A.13) Where any form of research, development, or related activity involves human subjects, including the use of questionnaires, the policy and procedures of the Institutional Review Board must be followed (see Appendix D). Where research or teaching involves live animals, the policy and procedures of the Institutional Animal Care and Use Committee must be followed (see Appendix E). Each student is responsible for the timely completion of all degree requirements.

Section 3. Admission

3.10 General Provisions

3.20 Applications for Graduate Study

3.30 Non-Matriculating Status

3.10 General Provisions

3.11. Persons holding the baccalaureate degree and wishing to take graduate courses at the University may do so through admission to the Graduate School as degree-seeking students, or by enrolling as non-matriculating students. General deadlines for receipt of applications and all supporting documents are no later than April 15 for Summer admission, July 15 for Fall admission and November 15 for January admission. For International applications, these deadlines are February 15 for Fall admission and July 15 for Spring admission. As noted in the Graduate Programs section of the University of Rhode Island Catalog (<http://www.uri.edu/catalog/>), certain programs admit students only for September and/or have earlier application deadlines. Please see materials provided by individual departments and programs for information regarding deadlines for specific programs. Appropriate departments will examine the applications and credentials and forward their recommendations concerning admission to the Graduate School. Final decisions regarding admission rest with the Dean of the Graduate School.

3.20 Applications for Graduate Study

3.21. Persons wishing to be admitted for work towards graduate degrees must hold the baccalaureate degree from a college or university recognized by the University of Rhode Island as an accredited institution. Such a degree must be held by the time they begin their graduate studies at the University of Rhode Island. Applications may be accessed at www.uri.edu/gsadmis/. As part of the application process, the following materials must be submitted:

- a. Payment of the non-refundable application fee.
- b. One official copy of the transcripts of all previous college and post-baccalaureate work received from the institutions involved.
- c. A minimum of two letters of recommendation from instructors, employers, or supervisors.

- d. For programs requiring them, one official copy of the standardized test scores listed in the Catalog of the University of Rhode Island under admission requirements. At the time of application or examination, the student must clearly designate the department or code to which the application is being made.

- e. Unless a higher minimum is listed under the admission requirements for a specific program, applicants from countries in which English is not the first language must complete the Test of English as a Foreign Language (TOEFL) with minimum scores as follows: Reading \geq 20, Writing \geq 22, Listening \geq 17, and Speaking \geq 17.

3.22. Persons who have completed a substantial amount of post-baccalaureate work before applying for admission will have this work evaluated with all other credentials submitted in support of admission. Such applicants should note particularly the requirements for Transfer Credit stated in Sec. 3.32 and 7.20 of this manual.

3.23. To be accepted into a graduate program, applicants are expected to have maintained a minimum cumulative grade point average of B (3.00 on a 4.00 scale) in their undergraduate work and have satisfactory scores on the appropriate, designated nationally administered test(s). Applicants with undergraduate averages below the B level, but not less than 2.00, may be admitted based upon other evidence of academic potential, i.e., satisfactory performance in post-baccalaureate work (see Sec. 3.30), relevant professional experience as evidenced by publications or letters of recommendation, and/or high scores in the standardized tests referred to above.

3.24. Under the provisions of the New England Regional Student Program for graduate students, administered by the New England Board of Higher Education, the University charges a regional student tuition rate to residents of another New England state who are matriculated graduate students in certain programs. The current regional student rate at the University is 175% of the Rhode Island resident rate. The specific program must be one, which is *not available* at the student's home-state university. Normally, these programs are listed in the New England Regional Student Program Graduate Level booklet ("Apple Book"). Applicants must clearly indicate, both in their initial inquiries and on the application forms, that they are seeking admission under the terms of the New England Regional Student Program. Those seeking admission must file a Certificate of Residence (www.uri.edu/gsadmis/CertResidency.pdf) signed by the clerk of the city or town where they claim legal residence. Inquiries and requests for further information may be directed to the Dean of the Graduate School at the University of Rhode Island or to the New England Board of Higher Education, 45 Temple Place, Boston, Massachusetts 02111 (www.nebhe.org). If a student transfers to another program, the Regional Student status is automatically terminated. Where appropriate, the student may apply for Regional Student status in the new program.

3.30 Non-Matriculating Status

3.31. Individuals holding a baccalaureate degree who are not students in an advanced degree program may take courses during the academic year or in the summer as non-matriculating students. To take courses for personal satisfaction or professional advancement, post-baccalaureate students may enroll either through the Alan Shawn Feinstein College of Continuing Education (<http://www.uri.edu/prov/>) or through Enrollment Services at the Kingston campus (<http://www.uri.edu/es/>). For a description of the maximum number of credits that may be applied to future graduate work, see Section 3.33. If non-matriculating students later wish to be admitted to a degree program they must complete the regular admission procedure.

3.32. Non-matriculating students do not have the privileges regularly enjoyed by students in a degree program. For example, on the Kingston Campus, they cannot register until one week before classes begin, are required to make payment before accessing the University registration system, and their enrollment in courses is subject to the accommodation of students already in graduate programs. In addition, there is a limit to the number of courses taken in this status that may be used as advanced standing to satisfy degree requirements. Non-matriculating students are not eligible for financial aid.

3.33. **Advanced Standing Credits:** Advanced standing refers to credits taken at the University of Rhode Island by a non-matriculating student or by a student in one degree program before formally beginning another program. In instances where a student plans to take a course or courses while in one degree program so as to apply those credits to a more advanced degree at a later date, the student must request and receive written prior approval from the Dean of the Graduate School before enrolling in said course(s). Credits earned at the University of Rhode Island by a non-matriculating student may be applied as advanced standing toward degree requirements only upon the recommendation of the student's major professor and the Graduate Program Director and with the approval of the Dean of the Graduate School. To be eligible, these credits must have been earned within a five-year period before matriculating into the degree program in question. The following cases apply:

- a. For a Master's degree program, advanced standing credits may not total more than two-fifths of the degree requirements. Transfer credit for courses taken elsewhere (see Section 7.20) and credits by examination or equivalent (see Section 7.30) must also fit within this two-fifths limitation.
- b. For Ph.D. students admitted without a Master's degree, advanced standing credits may not total more than one-fifth of the credits necessary to meet degree requirements. Credits by examination or equivalent (see Section 7.30) must also fit within this one-fifth limitation.
- c. Ph.D. students admitted with a Master's degree in the same or a closely related area are limited to a maximum of 6 or 9 advanced standing credits as described in Section 7.21c-d.

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3.32. Non-matriculating students do not have the privileges regularly enjoyed by students in a degree program. For example, on the Kingston Campus, they cannot register until one week before classes begin, are required to make payment before accessing the University registration system, and their enrollment in courses is subject to the accommodation of students already in graduate programs. In addition, there is a limit to the number of courses taken in this status that may be used as advanced standing to satisfy degree requirements. Non-matriculating students are not eligible for financial aid.

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- a. For a Master's degree program, advanced standing credits may not total more than two-fifths of the degree requirements. Transfer credit for courses taken elsewhere (see Section 7.20) and credits by examination or equivalent (see Section 7.30) must also fit within this two-fifths limitation.
- b. For Ph.D. students admitted without a Master's degree, advanced standing credits may not total more than one-fifth of the credits necessary to meet degree requirements. Credits by examination or equivalent (see Section 7.30) must also fit within this one-fifth limitation.
- c. Ph.D. students admitted with a Master's degree in the same or a closely related area are limited to a maximum of 6 or 9 advanced standing credits as described in Section 7.21c-d.

Section 4. Registration

- 4.10 General
- 4.20 Full-Time and Part-Time Registration
- 4.30 Leave of Absence
- 4.40 Continuous Enrollment
- 4.50 Withdrawal
- 4.60 Re-Enrollment
- 4.70 Registration for Off-Campus Study
- 4.80 Intellectual Opportunity Credits (Pass/Fail Option)
- 4.90 Dismissal for Scholastic Reasons
- 4.95 Dismissal for Other Reasons

4.10 General

4.11. It is expected that students who are admitted to graduate study will demonstrate a seriousness of purpose by completing their work as soon as possible. An interruption in a student's program, especially in the latter stages, also causes inconvenience and expense to the University. Graduate students must remain continuously enrolled, except for summer sessions which are optional, until they have completed all requirements and received their degree. Students who do not enroll for one or more semesters and have not secured a Leave of Absence (see Section 4.30) are considered to have self-withdrawn from their program. A re-enrollment application must be submitted and approved for the student to be re-instated into the degree program. If the re-enrollment application is approved, the student must pay the fee for continuous registration (CRG 999) for each semester in which they were not enrolled.

4.11.1. Graduate students whose programs are to be accomplished only during summer sessions must give written notice of this intent to their departments and to the Graduate School, and must thereafter register for each consecutive summer session until they have completed all degree requirements.

4.12. Before initial registration, students shall confer with their advisor to select appropriate coursework for the first semester (see Section 8.21).

4.13 . The following changes in registration for program courses may be made with the approval of the student's advisor or major professor, and in the case of doctoral programs, the program committee:

- a. Courses may be *added* up until the date specified by the University for each academic semester on its web site, or in the University of Rhode Island Catalog.
- b. Courses may be *changed* from audit to credit up until the date specified by the University for each academic semester on its web site, or in the University of Rhode Island Catalog.

- c. Courses may be *dropped* up until the date specified by the University for each academic semester on its web site, or in the University of Rhode Island Catalog.

- d. For a course dropped after the date specified by the University for each academic semester on its web site, or in the University of Rhode Island Catalog, the instructor is required to submit a final grade, which may be a failure.

Appropriate changes in the Program of Study (see 7.43 for Master's degree or 7.52 for doctoral degree) should be requested on forms available at the Graduate School web site (<http://www.uri.edu/gsadmis/GradFormsPage.html>).

4.14. Non-Matriculating students may register for courses for which they have completed the prerequisites and have received the permission of the department Chair, subject to enrollment limitations and the accommodation of students in degree programs.

4.20 Full-Time and Part-Time Registration

4.21. Students who desire or who are required to register for full-time study during any semester or summer term must register and pay tuition and fees for full-time work. In order to qualify for full-time registration, students (except as indicated below) must register for at least 9 credits during a regular semester or 6 credits during a summer term. Therefore, a half-time registration would be equivalent to an enrollment in a minimum of 4.5 credits per semester. A normal workload is 12 credits for any semester. Maximum loads are 15 per semester and 8 per summer term. Students registering for credits in excess of these limits will be charged the appropriate part-time per credit tuition for each credit over the limit. Simultaneous enrollments at Kingston and CCE locations are combined when determining these limits. Dropping overload credit at either location after the end of the add period does not reduce term bills.

4.22. All students, except graduate assistants and graduate research assistants, registered for fewer than 9 credits during the fall and spring semesters are considered part-time students. Those taking fewer than 6 credits in any term of the summer session will be considered part-time students.

4.23. Students holding appointments as graduate assistants and graduate research assistants will be considered registered for full-time work, and billed accordingly. They must be enrolled in a minimum of 6 credits each semester. Graduate assistants should not register for more than 12 credits without consulting their major professor.

4.24. Students who hold appointments as fellows or trainees are required to register for full-time work during each semester of their tenure to retain their appointments. When the appointment is for a 12-month period, the student must register for full-time work in each of the two summer terms.

4.30 Leave of Absence

4.31. Students who must leave the University for a period of one semester or more, whether before or after they have completed the work prescribed in their Program of Study, due to military service, prolonged illness, extraordinary financial hardship, or other unusual circumstances should apply for a Leave of Absence. The request should be made in writing by the student to the Dean of the Graduate School, accompanied by a Leave of Absence form, carrying the endorsement of the Graduate Program Director. This written petition must be sufficiently specific to enable the Dean to determine whether the leave is warranted. A Leave of Absence, granted under such unusual circumstances, has the effect of suspending time limitations such as those for completion of the degree or for the removal of incomplete grades. Accordingly, a leave will be granted only for sufficient reason and only if it is to be for one year or less. It may be renewed for a maximum of one additional year if circumstances warrant. A request for a Leave of Absence must be submitted to the Graduate School on or before 1 October for fall semester leaves, and on or before 1 March for spring semester leaves. Requests received after the designated dates will not be approved. See Section 4.52 for effects of failure to register or to request a Leave of Absence.

4.40 Continuous Enrollment

Graduate students are expected to remain continuously enrolled until they have completed all requirements and have received their degrees. During the summer session, enrollment is required only for students who plan to take comprehensive examinations or to defend theses/dissertations, for those who plan to graduate, and for those who plan to take courses only in summer sessions (see 4.11).

4.41. Once students have completed all the coursework and research specified in their Program of Study, they must register each semester as indicated below or they will be considered to have voluntarily withdrawn from graduate status (see 4.52). If they are actively engaged in research, they must register for an appropriate number of credits of thesis/dissertation research, non-thesis research, or special problems per semester (as determined by their major professors or program committees), for which they will receive a grade of Satisfactory or Unsatisfactory, and pay the associated fee (<http://www.uri.edu/es/menus/billing.html>). If they have completed all requirements for the degree and do not need the privileges afforded by graduate student status, they must register for continuous registration (CRG 999) each semester and pay the associated fees. No grade or credit is associated with CRG 999. This option is only appropriate for students who are simply pursuing the removal of grades of Incomplete, or making changes to a successfully defended thesis/dissertation. If a student does not register in the above manner once all required coursework and research credits are completed, the provisions of (section 4.52) will take effect.

4.42. A student registered for continuous registration (CRG 999) does not have the privilege of consulting regularly with professors on research or thesis work nor of using the laboratory, computer, and other educational facilities of the University. Therefore, CRG 999 is to be used by students who have completed all requirements except for making up grades of Incomplete, taking the master's comprehensive exam, or submitting the final version of a research project, thesis or

dissertation. Students who are still actively engaged in research after having taken the research credits required by their Program of Study must register and pay for additional research credits (as determined in consultation with their major professors or program committees). Such additional research credits may be accumulated without limit and will appear with the associated grades on the student's transcript.

4.50 Withdrawal

4.51. Withdrawal from the University is a serious matter, which deserves careful consideration by the student in consultation with their advisor or major professor. If the student concludes that a Leave of Absence is not in their best interest, then they need only fill out a withdrawal form to officially terminate their graduate status. This form should be submitted to the Dean of the Graduate School.

4.52. A student who does not register for one or more semesters and does not have an approved Leave of Absence for that time will be assumed to have voluntarily withdrawn from the University. The interpretation of this inaction will be that the student does not intend to return for graduate study. A subsequent return to the University to complete their degree requirements will require the student to follow the re-enrollment procedures outlined in 4.60. If after a review of the student's entire record such permission is given, the student will be required to pay, retroactively, the CRG 999 fees for every semester for which a Leave of Absence was not in effect. This policy does not include summer sessions except for those students who have approval to attend during summer only.

4.60 Re-enrollment

4.61. If a student does withdraw as provided in 4.51 or 4.52 and later desires to resume graduate work, they will be required to re-apply to the Graduate School by completing the Request for Permission to Re-enroll form available on-line at the Graduate School website (<http://www.uri.edu/gsadmis/GradFormsPage.html>). It will be to the student's advantage to submit this request as early as possible. The student must obtain the approval of their Graduate Program Director and the Dean of the Graduate School. Permission to re-enroll will be granted only after a review of the student's entire academic record and only if the student can be accommodated within the department's course offerings and research facilities for that semester, and can be reasonably expected to complete all degree requirements within the time limits based on original admission.

4.70 Registration for Off-Campus Study

4.71 Students who wish to register for credits to be counted toward a degree but to be earned through off-campus activities such as research or independent study at a national or international laboratory must receive prior approval from their major professors, program committees, and the Dean of the Graduate School by having these activities listed as part of their Programs of Study. These students must register for an appropriate number of OCSg (Off Campus Study – graduate) credits of research or directed study (also see 4.52). Credit evaluation should conform to provisions in the University Manual (http://www.uri.edu/facsen/MANUAL_08.html) as far as

practicable -- one credit for three hours per week per semester -- and may not exceed the limits of full-time registration, namely 15 credits per semester and 8 per summer term.

4.80 Intellectual Opportunity Credits (Pass-Fail Option)

4.81. In order to encourage graduate students to explore new areas of knowledge without fear that their scholastic average will suffer from a venture into an area in which they have had no previous training, the Graduate Council has approved the following Intellectual Opportunity option:

- a. A master's degree student may choose to register for a maximum of 4 credits on a pass-fail (S or U) grade option, which may be taken for credit as part of their Program of Study. A Ph.D. student may register for a maximum of 8 credits, including any taken as a master's student, under the same option. To be eligible for this option, the student's major professor or advisor must certify on the form provided by the Graduate School that the course or courses are outside the student's major field of study, are not entrance deficiencies, and are not specific requirements of the degree program in which they are enrolled. The exercise of this option must have the approval of the Dean of the Graduate School prior to enrollment in the course(s) in question.
- b. A student receiving a grade of S (satisfactory) will receive credit toward the fulfillment of degree requirements, but the grade of S will not be used in calculating the student's grade point average. A grade of S will be given for all courses taken under this option provided the student earns a grade of B- or better in 400-level courses, or a C or better in courses that are 500-level or above.
- c. A grade of U will be given for courses in which the above grade minima were not reached. A student receiving a grade of U (unsatisfactory) will receive no credit toward degree requirements nor will the U be included in calculating a grade point average, although it will appear on the student's official transcript.

4.90 Dismissal for Scholastic Reasons

A student failing to maintain acceptable scholastic standing is subject to dismissal from a graduate program (see 10.10 Scholastic Standing, and 10.20 Acceptable Averages). All students are expected to maintain a cumulative average of B (3.00) or better. Students who do not maintain a cumulative B (3.00) average will have their status reviewed and may be placed on provisional status, or dismissed, as indicated in Section 10.22. A student may be dismissed for failure to satisfy stipulations imposed upon admission to the program. If a student has been admitted and matriculated in a graduate degree program, is not on an approved Leave of Absence, and has not made progress in coursework or thesis/dissertation research applicable to that program for 12 consecutive months, then the student is subject to dismissal. If a student has failed to satisfy program requirements in timely fashion according to established policies or has exceeded the time limit set forth in Sections 7.42 and 7.51 for completing all degree

requirements, then that student may be dismissed. A student who has been dismissed for scholastic reasons must wait at least one year before they are eligible to petition to re-enroll or re-apply to a University of Rhode Island graduate program.

4.95 Dismissal for Other Reasons

A student in good scholastic standing is also subject to dismissal from a graduate program and from the Graduate School for falsification of application materials. Satisfactory progress in a program also involves maintaining the standards of academic and professional integrity. Failure to maintain these standards may result in dismissal from the program and the Graduate School. A graduate student may be dismissed for a serious infraction of University standards and policies, as outlined in the University of Rhode Island Student Handbook (www.uri.edu/judicial/assets/URI_Student_Handbook_2010-2012.pdf). This would include, but not be limited to, such infractions as intent to plagiarize, purposeful falsification of data or experimental results, knowingly presenting false data in journals, publications or at conferences, malicious destruction of laboratory equipment, or making false claims about credentials or progress. A student who has been dismissed for non-scholastic reasons is not eligible to re-enroll or to re-apply to the Graduate School.

Section 5. Residence Requirements

5.10 General

5.20 Master's Degree

5.30 Doctoral Degree

5.10 General

5.11. Residence at the University means attendance on campus or in the College of Continuing Education during a regularly scheduled semester or summer term. If authorized by the Dean of the Graduate School, study carried on elsewhere under a University of Rhode Island adjunct professor or in a laboratory having a University of Rhode Island affiliation may also qualify as residence study.

5.20 Master's Degree

5.21. The master's degree may be earned either through full or part-time study or by a combination of both. Students must take at least *four-fifths* of the credits required for the degree at the University. Upon the recommendation of the student's program committee and Graduate Program Director, and upon the approval of the Dean of the Graduate School, the amount of work accepted in transfer may be increased. See Section 7.21.

5.30 Doctoral Degree

5.31. The minimum requirement for the doctoral degree is 72 credit hours of study beyond the bachelor's degree. Students must take at least 58% (42 credits in a 72 credit hour program) of their doctoral work in residence as defined above. After satisfying qualifying exam requirements, the student must maintain residence by taking a minimum of 6 credits (specific graduate programs may require more than 6 credits) for at least two consecutive semesters. Full-time registration for both terms of a summer session counts as one semester of residence. See Section 7.55 for qualifying exam requirements.

Section 6. Fees

All tuition and fees are listed in the Catalog of the University of Rhode Island and are subject to change without notice. Students should contact Enrollment Services if there are questions concerning changes in these rates.

(<http://www.uri.edu/es/acadinfo/acadyear/tuition.html>)

Section 7. Degree Requirements

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- 7.60 Scheduling of Examinations
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7.10 General

Section 7 states the minimum degree requirements acceptable to the Graduate School. All exceptions to the minimum requirements require the approval of the Dean of the Graduate School. However, individual graduate programs may include additional requirements beyond those listed here.

7.11. The successful completion of an approved Program of Study at the University is a

fundamental requirement for each advanced degree. The Program of Study is developed around a specified number of graduate level courses selected according to the student's goals and background, but also includes other scholarly activities appropriate to the individual student and their specific area of interest and discipline. The Program of Study is planned by the student in consultation with, and subject to the approval of a major professor or of a program committee according to policies developed by the Graduate School and defined in this manual.

7.12. In addition to formal courses at the graduate level, an approved Program of Study usually includes independent study or other creative activity, research, and preparation of a thesis. For certain professional degrees, M.B.A., for example, the required program is quite specific; in other programs, the courses are selected and other requirements planned according to the needs of the individual student. Program credit will not include: preparation for language examinations, the teaching of courses, courses audited, courses failed (Sec. 10.11), courses at the 300 level or below, or courses needed to remedy deficiencies.

7.13. For information concerning the transfer of credits, time limits, and language requirements, see 7.20, 7.40, 7.50, in the following sections. It should be clearly understood and carefully noted that the requirements listed here for various advanced degrees are minimum requirements and that any department can require additional hours of work in formal courses or in other activities to remedy deficiencies or to achieve proficiency in a required area before a degree will be granted.

7.14. Each department that offers an advanced degree shall publish a policy statement covering specific departmental requirements, program requirements and departmental options in the Graduate Program Requirements section of the Catalog of the University of Rhode Island. A copy of detailed departmental procedures will be filed with the Dean of the Graduate School. Each student will be expected to comply with the procedures stated.

7.15. Although responsibility for a graduate student's program, including filing the Program of Study (see 7.43 and 7.52, 8.30) rests with the student and the major professor or doctoral committee, this does not preclude the establishment of general core requirements by a departmental or interdepartmental faculty committee. However, such core requirements should be held to a minimum, because the strength of a graduate student's program lies in its adaptation to the individual's needs.

7.20 Transfer Credits

7.21. Transfer credits refer to credits earned for work taken at other accredited institutions of higher learning that the student wishes to apply toward satisfying URI degree requirements. Under usual circumstances, transfer credits may not exceed one-fifth of the total credits required in the program. The following cases apply:

- a. In a master's degree program the total of transfer credits, advanced standing credits (see section 3.33), and credits by examination or equivalent (see section 7.30) may not exceed two-fifths of the program's total credits. Under unusual circumstances, master's degree students may exceed

the one-fifth rule on transfer credits; however, the total of advanced standing, transfer and credit by examination must still not exceed this two-fifths maximum.

- b. Ph.D. students admitted to the program without a master's degree in the same or a closely related area may transfer credits up to one-fifth of the total credits required in the program. As noted in section 3.33, such students may also separately include advanced standing credits and credits by examination or equivalent up to an additional one-fifth of the total program.
- c. Ph.D. students with a master's degree in the same or a closely related area from another accredited institution may request that up to 30 credits from this master's degree be applied to their doctoral program. With special permission of the Dean of the Graduate School, up to 6 additional credits in any combination of advanced standing and/or transfer credits may be applied to the doctoral program.
- d. Ph.D. students with a master's degree in the same or a closely related area from the University of Rhode Island may apply up to 30 credits from the master's degree toward the Ph.D. program. In addition, a total of up to 9 credits combining transfer and advanced standing are allowed.

In all cases, transfer credit is granted only when the request is recommended by the student's major professor and the Graduate Program Director and approved by the Dean of the Graduate School.

7.22. Only courses offered primarily for graduate students and from accredited schools are eligible for transfer credit. Further, the student must have earned a grade that will satisfy the graduate degree requirements for graduate level coursework at that institution. Transfer from all international institutions, other than those specifically authorized by the Graduate Council, is limited to earned degrees equivalent to US master's degrees or better.

7.23. For credits to be transferred toward master's or doctoral degree requirements, the work must have been taken not more than seven years prior to the date of first registration in the student's current graduate degree program at the University of Rhode Island. In special circumstances, a waiver of this time limit may be approved by the Dean of the Graduate School if recommended by the student's major professor, program committee, Graduate Program Director, and University of Rhode Island faculty with expertise in the area.

7.24. The work must have clear and unquestioned relevance to the student's Program of Study as judged by the student's major professor, the Graduate Program Director, and the Dean of the Graduate School.

7.25. A student enrolled at the University of Rhode Island may receive transfer credit for work

subsequently taken at another institution. However, to earn credit for such a course approval must be obtained in writing from the Dean of the Graduate School before the student enrolls in the course.

7.26. Any credit transferred from another institution of higher learning will be so indicated on the student's University of Rhode Island transcript. However, the grade earned at that institution will not be recorded or used in computing the student's scholastic average.

7.27. See also the section on credits earned by Non-Matriculating students (3.33) and the section on Credit By Examination or Equivalent (7.30) relating to this matter. 7.28. A student who is simultaneously enrolled in two different master's programs may request that credit for some graduate work in one program be counted toward degree requirements in the other program. The number of credits from one program that may be counted toward a second may not exceed one-fifth of the credits required in the second program. For example, consider simultaneous enrollment in two programs of 30 and 45 credits, respectively. The 30-credit program could include 6 credits from the second program; the 45-credit program could include 9 credits from the first. The total savings for the student would thus be 15 credits.

A student who is simultaneously enrolled in two different programs, one a master's program and one a Ph.D. program, may petition that up to one-fifth of the master's program credits be counted toward degree requirements in the Ph.D. program.

Transfer credit, advanced standing, and credits by examination (for a master's degree program) may be counted toward both programs as long as they satisfy the one-fifth rule above and meet all of the requirements of sections 7.20-7.27 and 3.33. Credit is granted to both programs only when the request is recommended by the student's major professor and the Graduate Program Directors for each program and approved by the Dean of the Graduate School.

7.30 Credit by Examination or Equivalent

7.31. In master's and Ph.D. programs in which the student does not have a master's degree, a maximum of six credits may be allowed for competency based on experience outside the traditional academic setting and demonstrated by examination or equivalent. This maximum of six credits must fit within an overall maximum allowed for advanced standing and transfer credit. (See sections 3.33 and 7.21-7.28 of this Manual). The competency for which credit is allowed must be demonstrated by: (1) passing with a grade of B (3.00) or better, a written proficiency examination (which may be the final examination of an existing course) prepared by the instructor of an existing course most analogous or relevant to the experience, as determined by the Chair of the department in which it is offered in consultation with the instructor. This course must be at the 500 or 600 level, or (2) where no graduate level course offered by URI is analogous to the experience, submitting a scholarly paper, project or other evidence (but not just an oral examination, though an oral examination may form part of the procedure) which is certified by the Chair of the department most closely related to the subject matter as representing the equivalent of a grade of B (3.00) or better in a 500- or 600-level course. The advanced approval of the Dean of the Graduate School is required for such arrangements, and should be sought with a brief memorandum from the department Chair outlining the proposed credit by

examination procedure. While these arrangements should be initiated by the student, they must be approved by the department Chair during the first semester after the student has been admitted to graduate study. Further, credits by examination or equivalent must be awarded during the first two semesters after the student has been admitted to graduate study. Department Chairs may ask any member(s) of their departments to assist them in this certification process where they consider it necessary.

7.32. If a credit by examination proposal is approved, the student will pay the required special examination fee to Enrollment Services and obtain a receipt which will be submitted to the Dean of the Graduate School along with a written report of the results from the department Chair. If the student has succeeded, the Dean of the Graduate School will request that Enrollment Services enter the appropriate number of credits on the student's transcript under the Department's Special Problems course number with a brief indication of the subject matter and the designation "credit by examination or equivalent".

7.40 Master's Degree Requirements

7.41. The University offers programs for the master's degree with and without a thesis. For specific requirements and options, a student should consult the current University of Rhode Island Catalog, the department Chair, and the major professor.

7.42 Time Limit. The requirements listed here shall be met within five calendar years after the date when the student is first enrolled as a graduate student at the University. With the submission of a written request for an extension and a schedule for completion, endorsed by the major professor and the Graduate Program Director, a specific, time-limited extension may be approved by the Dean of the Graduate School.

7.43 Program of Study. It is in the best interests of graduate students to be guided in their work by a well designed Program of Study. Each student enrolled in a master's degree program shall submit four signed copies of a Program of Study to the Dean of the Graduate School for approval. Students are expected to submit a Program of Study as soon as is practicable, but not later than the end of the second semester of their program (see Section 9.10 for course distribution requirements). Signatures required include those of the student, major professor, and the Graduate Program Director or department Chair. The Program of Study includes courses that are to be taken for program credit, and those that are to be taken without program credit to remedy deficiencies, or for the student's personal satisfaction. Courses that are to be taken without program credit must be so designated before they are taken if failing grades are not to be included in the calculation of the student's overall grade point average, except as provided in Section 9. After a program has been approved, changes can be made by submitting a revised Program of Study for approval to the Dean of the Graduate School, signed by the major professor, the student, and the Graduate Program Director. Forms to be used for submitting the Program of Study are available at the Graduate School website.

7.44 Programs with Thesis

7.44.1 Minimum Credit Requirements: Accepted Programs of Study for master's degrees vary. The number of credits required for any individual student depends on previous training and the objectives of the program. Each student shall successfully complete an approved Program of Study with a minimum of 30 credits. At least 18 of these will be formal course credits exclusive of thesis, special problems, and directed studies; additional courses may be required either with or without program credit according to the needs of the student and the judgment of the major professor. The minimum required number of thesis credits allowed in the program is six; the maximum is nine. Under special circumstances, twelve thesis credits can be taken for program credit if approved in advance by the Graduate Council for that particular degree program and if a written justification for the 12 thesis credits is initiated by the major professor and endorsed by the student's thesis committee and the Graduate Program Director or department Chair. The justification should clearly indicate why the thesis is sufficiently different from a regular 6-9-credit thesis to require 12 credits of effort for its completion. Final approval of the justification will be made by the Dean of the Graduate School. Moreover, graduate programs will be composed of not more than 12 credits of thesis (599 courses), special problems (e.g. 591, 592, 691, or 692 courses) and directed studies. Additional thesis credits may be taken without program credit. For the course requirements and grade averages that must be maintained, see Sections 9 and 10.

7.44.2 Written Master's Examination (Optional): In those departments that require it, each student in a master's degree program shall pass a written examination when the formal coursework is nearly completed. The preparation and administration of the examination are the responsibilities of the department Chair in conjunction with a departmental committee designated for this purpose, or with the major professor. In either case members of a student's thesis committee from other departments should be consulted concerning preparation and grading of the examination. The time required for the examination will depend on the subject matter and the kind of examination chosen, but it should be scheduled for a minimum of four hours. The examination will explore the student's knowledge and analysis of their subject matter and the ability to use this information. Both the student and the Dean of the Graduate School will be notified promptly of the results of the examination in accordance with the procedure described in 7.70. A student who fails the examination may be permitted one re-examination in the part or parts failed if re-examination is recommended by the examining committee and approved by the Dean of the Graduate School. The second examination may be taken only after an interval of ten weeks has passed, but before one year has elapsed.

7.44.3 Thesis Proposal (Required): A thesis proposal is required of all master's degree students and is intended to describe a problem to be investigated and provide details regarding how the research will be performed and reported. Approval signifies that it meets the standards of the University of Rhode Island for the master's degree. The proposal should present the required information as concisely and clearly as possible. The ability to describe concisely a research problem and methodology is one of the skills that the thesis proposal process is designed to develop. Therefore, thesis proposals are limited in length to the signature cover-sheet plus 15 or fewer double-spaced, numbered pages in a font size no smaller than 12 point. Proposals longer than this will not be accepted, however, appendices and references are not included in the 15-page limit. Proposals should be submitted before substantial research has been completed, typically during the first or second semester in which the student registers for research credits. In

all cases, however, the proposal must be submitted at least one semester before the semester in which the thesis itself is to be submitted and defended. Complete details for the appropriate development, preparation, and submission of a thesis proposal can be found on the Graduate School website (www.uri.edu/gsadmis). Proposals will be returned for revision if they do not contain the appropriate sections described in the Proposal Instructions.

7.44.4 Thesis (Required): Each student shall prepare a thesis that will demonstrate ability to perform and report independent research in an acceptable scholarly fashion. See Section 11 for preparation of a thesis.

7.44.5 Oral Defense of Thesis (Required): The student shall successfully defend the thesis before a thesis defense committee in an oral examination, the duration of which is usually two hours. The thesis defense committee is selected and the examination is conducted according to procedures outlined in 8.40. A student who fails the oral examination may be permitted one re-examination in the part or parts failed if recommended by the committee and approved by the Dean of the Graduate School. The second examination may be taken only after an interval of ten weeks has passed, but before one year has elapsed (See 7.74).

7.45 Programs Without Thesis

7.45.1 Minimum Credit Requirements: The number of credits required both with and without program credit will depend on the program and the student's previous training. The student shall successfully complete an approved Program of Study with a minimum of 30 credits in coursework and including at least one course that requires a substantial paper involving significant independent study. (If that study involves human subjects, the policy and procedures of the Institutional Review Board must be followed - see Appendix D. If the study involves live animals, the policy and procedures of the Institutional Animal Care and Use Committee must be followed - see Appendix E.) Additional courses above the minimum may be required with or without program credit. The courses that are acceptable for graduate credit and the grade average that must be maintained are described in Sections 9 and 10.

7.45.2 Written Master's Examination (Required): A student in a program that does not require a thesis shall pass written master's examinations when the formal coursework is nearly completed. The design, preparation, and administration of the examination(s) are responsibilities of the Graduate Program Director in conjunction with a departmental committee designated for this purpose or with the major professor. The time required for the examination(s) will depend on the nature of the subject matter involved but it will be scheduled for a minimum of four hours. The examination(s) will be designed to explore the student's insights into the subject matter and ability to use this information. Both the student and the Dean of the Graduate School will be informed promptly of the results of the examination(s) in accordance with the procedure described in 7.70. A student who fails the examination may be permitted one re-examination in the part or parts failed if re-examination is recommended by the committee and approved by the Dean of the Graduate School. A second examination, if permitted, may be taken only after a minimum of ten weeks has passed to allow for additional student preparation. In all cases, a second examination must take place before one year has elapsed.

7.45.3 Oral Master's Examination (Optional): In some departments, each student may be required to pass a final oral examination in addition to the written examination. The examination is usually not more than one and one-half hours long. The nature of the examination and the examining committee are entirely the responsibility of the department. The results shall be reported promptly to the student and to the Dean of the Graduate School as specified in 7.70. In case of failure, the examining committee has the option of allowing a second examination. If a second examination is permitted, it must be taken only after a minimum of ten weeks has passed to allow for additional student preparation. In all cases, a second examination must take place before one year has elapsed.

7.50 Doctoral Degree Requirements

7.50.1 Definition of a Doctoral Degree: When a doctoral degree is conferred upon a student at the University of Rhode Island, it signifies that an intensive period of study and investigation in an established field of learning has been completed with high distinction. This period of investigation has been characterized by a mastery of the materials and methods of the chosen field of advanced study that is proven through a dissertation that adds to the sum total of human knowledge. Neither the accumulation of facts, however great in amount, nor the completion of advanced courses, however numerous, can substitute for the power of independent research and the proof of its possession that culminates in the dissertation, the quintessence of the doctoral degree. Doctoral degrees that do not strictly adhere to this definition may be granted through exceptions approved by the Graduate Council.

7.51 Time Limit. Doctoral students shall fulfill all requirements for the degree as described in the following sections of the manual within seven years of the date when the student is first enrolled in the doctoral program. (See Section 5 for residence requirements.)

7.52 Program of Study. Each doctoral student shall submit a Program of Study to the Dean of the Graduate School for approval. Students are encouraged to submit a Program of Study as soon as is practicable, but no later than the end of the second semester of their program. After a program has been approved, changes can be made by a petition for approval to the Dean of the Graduate School, signed by all members of the doctoral committee, the student and the Graduate Program Director. Each doctoral student shall submit at least six copies (three copies plus one copy for each member of the Ph.D. committee) of the Program of Study signed by all members of the doctoral committee (see 8.43.2), the student, and the Graduate Program Director. The Program of Study should specify the courses that are to be taken for program credit (see Section 9.20 for course distribution requirements) and those that are to be taken without program credit, to remedy deficiencies, or for the student's satisfaction. Courses in the Program of Study listed to be taken without program credit must be so designated before they are taken; if they are not, grades in these courses will be included in the calculation of the student's Grade Point Average. Forms to be used for reporting the Program of Study are available at the Graduate School website (www.uri.edu/gsadmis/).

7.54 Minimum Credit Requirements. The number of credits required will depend on the program in which the student is enrolled, the preparation of the individual student, and the Program of Study. Each student shall complete an approved Program of Study with a minimum

of 72 credit hours beyond the baccalaureate degree, and at least 42 of these credits shall be taken at the University of Rhode Island. For students with a master's degree in the same or closely related area, up to 30 credits may be transferred from another accredited institution. Students who have graduate level credits from another institution but who did not have a master's degree may be allowed to transfer 20% of the required courses if they are pertinent to the field and discipline in which the degree is to be taken. Courses taken more than seven years prior to the date of first registration in the student's current doctoral program at the University of Rhode Island cannot be transferred.

7.55 Qualifying Examination (Ph.D. degree only)

7.55.1 General: Students without a master's degree who are accepted into a Ph.D. program are expected to take a qualifying examination during their first two academic semesters. This examination is intended to assess a student's potential to perform satisfactorily at the doctoral level, and shall not consist of courses taken unless specific approval has been granted by the Graduate Council. If granted, the courses shall be listed in the University of Rhode Island Catalog. The type of examination to be used, whether it is to be written or oral, or both, and the preparation and administration of the examination(s) are the responsibilities of the Graduate Program Director in consultation with 1) a departmental committee designed for this purpose or 2) with the major professor. The procedure used for giving qualifying examinations shall be incorporated into the departmental procedure given to each new student and filed with the Dean of the Graduate School. Written qualifying examinations should be, in general, scheduled for a minimum of four hours and oral examinations a minimum of two hours. Both the student and the Dean of the Graduate School will be informed promptly of the results of the examination(s) in accordance with the procedure described in 7.70. A student who fails the examination may be permitted one re-examination in the part or parts failed if re-examination is recommended by the examiners and approved by the Dean of the Graduate School. The second examination may be taken only after an interval of ten weeks has passed, but before one year has elapsed.

7.55.2 Exemption from Qualifying Examination: Exemption from Qualifying Examination: A student who has earned a master's degree in the same or a closely related field before being admitted to a doctoral program does not usually take a qualifying examination, but may be required to do so if the department recommends it. The decision whether or not to require a qualifying examination shall be made by the department at the same time that the application for admission is processed. Both recommendations shall be transmitted simultaneously to the Dean of the Graduate School by the chairperson of the department. When a qualifying examination is required, it will be stipulated at the time of admission.

7.56 Dissertation Proposal. A dissertation proposal is required of all doctoral students and is intended to describe a problem to be investigated and provide details regarding how the research will be performed and reported. Approval signifies that it meets the standards of the University of Rhode Island for the doctoral degree. The proposal should present the required information as concisely and clearly as possible. The ability to describe concisely a research problem and methodology is one of the skills that the dissertation proposal process is designed to develop. Therefore, dissertation proposals are limited in length to the signature cover-sheet plus 15 or fewer double-spaced, numbered pages in a font size no smaller than 12 point. Proposals longer

than this will not be accepted, however, appendices and references are not included in the 15-page limit. Proposals should be submitted before substantial research has been completed, typically during the first or second semester in which the student registers for research credits. In all cases, however, the proposal must be submitted at least one semester before the semester in which the dissertation itself is to be submitted and defended. Complete details for the appropriate development, preparation, and submission of a dissertation proposal can be found on the Graduate School website (www.uri.edu/gsadmis/). Proposals will be returned for revision if they do not contain the appropriate sections described in the Proposal Instructions.

7.57 Comprehensive Examinations

7.57.1 General: Each doctoral student shall take comprehensive examinations at or near, but no later than twelve months after, completion of the formal courses stipulated in the Program of Study. Comprehensive examinations should be designed to assess a student's intellectual capacity and the adequacy of training or scholarly research. The comprehensive examinations that each student must pass shall consist of two parts as follows:

7.57.1.1 Part I - Written: This is a written examination of at least eight hours duration. When the student has met all prior requirements, the major professor will request permission from the Dean of the Graduate School to schedule the examination on specific dates. When the student's eligibility has been verified by the Graduate School, the Dean will authorize the student's major professor in consultation with members of the doctoral committee including those from other departments, to prepare, administer, and evaluate the examination. The major professor will arrange the time and the place the examination is to be given in consultation with the student and will notify the Graduate School. The doctoral committee shall review the results and shall make the final decision as to whether or not the student has passed. Unanimous approval by all members of the doctoral committee is required for passing. Both the student and the Dean of the Graduate School will be informed promptly of the results of the examination(s) in accordance with the procedure described in 7.70. Results of this examination are to be reported on the appropriate form. After the examination has been graded, the results will be accepted in partial fulfillment for the degree for which the student is registered for up to five years from the time the examination is taken. A student who fails this examination may be allowed one re-examination in the part or parts failed if recommended by the doctoral committee and approved by the Dean of the Graduate School. A second examination, if permitted, may be taken only after a minimum of ten weeks has passed to allow for additional student preparation. In all cases, a second examination must take place before one year has elapsed.

7.57.1.2 Part II - Oral: The oral comprehensive examination shall be given only upon successful completion of, and normally within four weeks after, the written examination. This examination, usually two hours long, is conducted by the oral comprehensive examination committee, which consists of the doctoral committee and two additional Graduate Faculty members nominated by the major professor in consultation with the student, and appointed by the Dean of the Graduate School. One of the additional members will be from the same department or area while the other member will be from an outside area. The major professor is responsible for arranging the time and place of the examination in consultation with the student and all potential members of the oral examination committee and shall act as chairperson. The full oral examination committee

must be present for the duration of the oral exam, including the discussion of the results and final vote. At the discretion of the major professor, who serves as chair of the examination committee, an oral exam may be open to other faculty members as non-voting observers. Faculty observers can ask questions if recognized by the major professor. At any time during the exam, however, the major professor can clear the room of all faculty observers. Non-faculty may not attend an oral exam. At least 10 working days in advance, permission to conduct the examination shall be requested from the Dean of the Graduate School, who will be responsible for formally scheduling the examination and notifying the student and all members of the committee. The student will be notified orally of the results of the examination as soon as the committee has completed its deliberations. The major professor is responsible for notifying the Dean of the Graduate School of the results of the examination promptly on the form provided for this purpose, signed by all members of the oral examination committee and acknowledged by the Graduate Program Director or department Chair. Unanimous approval by all members of the oral examination committee is required for passing. A student who fails the examination may be permitted one re-examination if re-examination is recommended by the committee and approved by the Dean of the Graduate School. A second examination, if permitted, may be taken only after a minimum of ten weeks has passed to allow for additional student preparation. In all cases, a second examination must take place before one year has elapsed. (See 7.74)

7.57.1.3 Time Limit: The results of the written and oral comprehensive examinations will remain valid for five years from the time the examinations are taken.

7.58 ***Dissertation***. The doctoral student shall submit a dissertation embodying the results of original investigation and comprehensive study of a clearly defined problem and making a contribution to the literature of the field. See Section 11 for details of the dissertation.

7.58.1 Oral Defense of Dissertation: The doctoral student shall successfully defend the thesis in an oral examination that is usually two hours long before the dissertation defense committee. This is composed of the doctoral committee and two additional members appointed by the Dean of the Graduate School. See 8.43.4 and Section 11 on the committee and procedures. The full oral examination committee must be present for the duration of the oral defense of the dissertation, including the discussion of the results and final vote. In general, the oral defense of the dissertation is open to the university community and other interested observers. Observers may ask questions, if recognized by the Chair of the examining committee. At the discretion of this Chair, some or all of the observers may be asked to leave the examination room, if in the opinion of the Chair, the presence of the observers is detracting from the ability of the student to answer questions from the examination committee. A student who fails the examination may be permitted one re-examination if recommended by the committee and approved by the Dean of the Graduate School. A second examination, if permitted, may be taken only after a minimum of ten weeks has passed to allow for additional student preparation. In all cases, a second examination must take place before one year has elapsed. (See 7.74) Passing the oral defense of the dissertation does not automatically imply that the dissertation is acceptable as defended. The dissertation will be approved only after all the corrections stipulated by the dissertation defense committee are incorporated in the thesis in final form. For dissertations judged to be acceptable except for typing errors and/or minor changes in style or content, the major professor or Chair of the dissertation examining committee is responsible for certifying that all corrections have been

made. For dissertations judged to be acceptable only after significant changes in content are made, the major professor and any defense committee members so designated at the defense will be responsible for certifying that all corrections have been made.

7.60 Scheduling of Examinations

7.61. Scheduling of oral and written examinations, including qualifying, comprehensive, and defense of theses/dissertations will be done only at the convenience of the faculty members involved, and will be scheduled depending upon the availability of the student's program committee and additional qualified examiners. Faculty cannot be required to participate in examinations during the summer months if they are not under contract. Students must be registered for any semester or summer term in which they take an examination.

7.70 Reporting the Results of Examinations

7.71. Results of each examination shall be reported promptly to the Dean of the Graduate School on appropriate forms. Responsibility for submitting the results of a particular examination rests with the chairperson of the examining committee, but all reports must be acknowledged with a signature by the department Chair.

7.72. The student will normally be notified in writing of the results of a written examination within two weeks (exclusive of vacation periods) after completing the examination. With oral examinations, the student shall be notified as soon as the examining committee completes deliberations.

7.73. Should a student fail part or all of an examination, the examining committee may recommend that one re-examination be allowed, but the final decision whether or not to permit a second examination rests with the Dean of the Graduate School. If a re-examination is recommended, the examining committee must provide the student with instructions for remedying the deficiencies identified in the first examination. Any special conditions that the student will be expected to fulfill in preparation for a second examination must accompany the recommendation to allow a re-examination. No more than one re-examination will ever be allowed. If the second examination is failed, the student is no longer eligible to complete the degree program in which they are enrolled. Students failing a re-examination in a Master's degree program will not have the opportunity to complete a thesis-based or non-thesis-based Master's degree in that program.

7.74. A second examination, if permitted, may be taken only after a minimum of ten weeks has passed to allow for additional student preparation. In all cases, a second examination must take place before one year has elapsed. If the second examination is not taken within a year, no additional opportunity to take it will be given.

Section 8. Advisors, Major Professors And Committees

8.10 The Department Chair

8.20 The Temporary Advisor

8.30 The Major Professor

8.33 Responsibilities of Major Professor for Master's Degree Students

8.34 Responsibilities of Major Professor for Doctoral Degree Students

8.40 Graduate Student Committees

8.41 General

8.42 Committees for Master's Degree Students

8.43 Committees for Doctoral Degree Students

8.50 Changes in Committee Membership for Master's and Doctoral Students

8.10 The Department Chair

8.11. The department Chair has general and overall responsibilities for graduate programs within the department, including the maintenance of overall quality of graduate education and a degree of continuity among different programs. To ensure continuing quality, department Chairs should evaluate all documents submitted to them for acknowledgment.

8.12. The department Chair assigns each incoming graduate student an advisor, who may coincidentally be the department Chair. All documents relating to the status of each graduate student are submitted to the department Chair who will acknowledge each document prior to its submission to the Dean of the Graduate School. The department Chair will also make recommendations to the Dean of the Graduate School concerning the appointment of a major professor for each graduate student (see duties of major professor) and will acknowledge the recommendations for appointment of members of various committees as provided for elsewhere within the Graduate Manual. The department Chair should be kept informed of the progress of each student.

8.13. The department Chair is responsible for having written and oral master's examinations prepared and administered, or for delegating this responsibility to other members of the Graduate Faculty in the department in those degree programs where they are required. 8.14. The department Chair is also responsible for allocating resources including personnel, facilities, and equipment to assure adequate support of the various Programs of Study and thesis/dissertation proposals.

8.15. The department Chair may appoint a member of the Graduate Faculty in the department to assume some or all of the duties of the department Chair with regard to all aspects of the Department's graduate degree program(s). Such an individual, often the Graduate Program Director, will replace the department Chair for such duties.

8.20 The Temporary Advisor

8.21. Upon admission, each entering graduate student will be assigned a temporary advisor by the department Chair or Graduate Program Director. The temporary advisor will be a member of

the Graduate Faculty in the department, will assist the student in the selection of courses to be taken the first semester, and will assist the student in the selection of a major professor. It is recommended that a major professor be selected in a student's first or second semester of graduate work. The final responsibility for selecting a major professor who is willing to serve in this capacity rests with the student.

8.30 The Major Professor

8.31. The major professor plays a fundamental role in the education of a graduate student. The major professor has overall responsibility for overseeing the student's training and for ensuring that Programs of Study, thesis/dissertation proposals, and other required documents are submitted by the student at the appropriate time. While students are ultimately responsible for all aspects of their progress toward a graduate degree, it is expected that the major professor will be an active partner in guiding the student through their degree program requirements.

8.32. All major professors must be members of the Graduate Faculty, and must be willing to serve in that capacity. Upon recommendation by the department Chair, major professors will be appointed by the Dean of the Graduate School to carry out the duties noted in the following paragraphs.

8.33. Responsibilities of Major Professor for Master's Degree Students

8.33.1: Where the department offers a choice between options with and without a thesis, the major professor will advise the student in making a choice.

8.33.2: The major professor will help the student plan a Program of Study (see Section 7.43), making certain that it meets all minimum core and special requirements. Instructions and forms for the Program of Study are available at the Graduate School. As soon as is practicable, but no later than the end of the second semester in which the student is enrolled in their degree program, four copies of a Program of Study will be submitted to the Dean of the Graduate School for approval. The Program of Study must be signed by the student, approved by the major professor, and acknowledged by the department Chair. Courses in the Program of Study listed to be taken without program credit must be so designated before they are taken; if they are not, grades in these courses will be included in the calculation of the student's Grade Point Average.

8.33.3: The major professor will supervise the student's progress in the Program of Study (including coursework, independent study, research, and, if applicable, thesis preparation) and arrange for the required examinations.

8.33.4: In thesis programs, the major professor will help the student select the thesis topic and other members of the thesis committee. In master's degree programs, the thesis committee must consist of at least three members of the Graduate Faculty, including the major professor who serves as chair of the committee. The second member will be in the same discipline and/or department as the major professor, or in a closely related one. The third member will be from an outside area unless specifically approved by the Dean of the Graduate School. The members of the thesis committee are chosen by the major professor in consultation with the student at the

time the thesis proposal is prepared. They will also serve as members of the thesis defense committee. Recommendations for members of the thesis committee shall be acknowledged by the department Chair and approved by the Dean of the Graduate School.

8.33.5: In thesis programs, the major professor will assist the student in the preparation of their thesis proposal. Instructions for the preparation of this proposal are available at the Graduate School web site. The thesis proposal must be signed by the members of the thesis committee and acknowledged by the department Chair. The thesis proposal must be approved by the Dean of the Graduate School. If human subjects are involved, the proposed research must satisfy University policy (see Appendix D) and the proposal must be approved by the Institutional Review Board before being submitted to the Graduate School. If the research involves live animals, the proposal must also satisfy the policy and procedures of the Institutional Animal Care and Use Committee (see Appendix E).

8.33.6: In thesis programs, the major professor will arrange with the student, the thesis committee, and the Graduate School for the submission of the completed thesis that will be used in the defense and for the scheduling of the thesis defense (see Section 11.22).

8.34. Responsibility of Major Professors for Doctoral Degree Students

8.34.1: The major professor shall serve as the chair of the student's doctoral committee, and in consultation with the student, recommend appointment of two or more additional members of the doctoral committee. The second member will be in the same discipline and/or department as the major professor or in one closely related to it, and the third member will be from another area unless specifically approved by the Dean of the Graduate School. The nominations for the doctoral committee shall be acknowledged by the department Chair and approved by the Dean of the Graduate School .

8.34.2: The major professor and the dissertation committee will help the student plan a Program of Study, making certain that it meets all minimum core and special requirements. Instructions and forms for the Program of Study are available at the Graduate School web site. Four copies of a Program of Study will be submitted to the Dean of the Graduate School for approval as soon as is practicable, but no later than the end of the second semester in which the student is enrolled in a degree program. The Program of Study must be signed by the student, approved by the major professor and entire dissertation committee, and acknowledged by the department Chair. Courses in the Program of Study listed to be taken without program credit must be so designated before they are taken. If they are not, grades in these courses will be included in the calculation of the student's Grade Point Average.

8.34.3: The major professor supervises the student's progress in their Program of Study (including coursework, independent study, research, other scholarly activities, preparation of the dissertation proposal and the thesis itself) and examinations. Research involving human subjects must satisfy University policy (see Appendix D), as must that involving live animals (see Appendix E).

8.34.4: The major professor determines in accordance with departmental policy, the means by

which the student shall satisfy any language or research tool requirements.

8.34.5: The major professor, in conjunction with other members of the doctoral committee, is responsible for the organization, preparation and administration of the student's written comprehensive examination and acts as chair of the student's written and oral comprehensive examination committee.

8.34.6: The major professor has the responsibility for notifying the student and the Dean of the Graduate School of the results of the written and oral portions of the comprehensive exam. Notification to the Dean of the Graduate School must first be acknowledged by the department Chair (Section 7.70). If a second examination is recommended by the Comprehensive Examination Committee and approved by the Graduate School, the major professor is responsible for supervising the student's completion of any additional requirements specified before the second examination is to be taken. The major professor is also responsible for ensuring that the re-examination is taken within the required time limits, and for arranging with the student, the doctoral committee, and Dean of the Graduate School for scheduling of the examination.

8.34.7: The major professor arranges with the student, the doctoral committee, and the Graduate School for submission of the completed dissertation and the scheduling of the dissertation defense. Further, the major professor assists the student in making any changes in the dissertation as stipulated by the dissertation defense committee.

8.40 Graduate Student Committees

8.41. The quality of a graduate student's education depends substantially upon the major professor along with other members of the Graduate Faculty and their collaboration with the student. These faculty serve on the committees that monitor the various steps leading to an advanced degree. The responsibilities of the major professor are described in Section 8.30. The members of different committees and the sequence to be followed in selecting them are described here. Members of the committees are usually appointed from among qualified individuals recommended by the major professor in consultation with the student. A committee member external to the University may be appointed specifically to serve as an additional member of the thesis/dissertation or defense committee for a specific, named graduate student. Such an external committee member does not serve as a replacement for any of the required committee members, but is an additional member of the committee. Appointment of the members of the various committees is made by the Dean of the Graduate School.

8.42. Committees for Master's Degree Students

8.42.1. Program of Study Committee: There is no Program of Study committee for students taking a master's degree. For this degree, whether with or without a thesis, the major professor and the student have the responsibility for planning the Program of Study.

8.42.2. Thesis Committee: Each student enrolled in a master's degree program that requires a thesis must have a thesis committee. This committee is usually composed of at least three

members of the Graduate Faculty. The major professor serves as chair. The second member of the thesis committee will be in the same discipline and/or department as the major professor, or from a closely related department. The third member of the committee is from an outside area unless specifically approved by the Dean of the Graduate School.

Responsibilities: The thesis committee is responsible for planning and directing the work required for the thesis. This includes advising the student during preparation of the thesis proposal, ensuring that it meets the standards of the University of Rhode Island concerning the protection of human subjects (see Appendix D) or live animals (see Appendix E), and ensuring that the entire degree program can be accomplished within the time and facilities available. The thesis committee also ensures that the student is adequately prepared to do the required work, supervises preparation of the thesis, and certifies that the thesis is ready for the oral defense prior to formally scheduling the thesis defense. The Graduate School must approve and schedule the defense.

8.42.3. Thesis Defense Committee: For master's degree students, the thesis defense committee is composed of the thesis committee and an additional fourth member appointed by the Graduate School to be chair of the committee and to represent the Graduate Faculty. The fourth member of the thesis defense committee must be a member of the Graduate Faculty and from a department other than that in which the student is enrolled.

Responsibilities: The thesis defense committee is responsible for conducting the oral defense of the thesis. The committee determines whether the thesis is properly written, whether the student completed the research independently, whether the thesis meets all of the requirements of the University, and whether the student has demonstrated sufficient command of the subject material to pass the examination successfully. Unanimous approval of the committee is required for passing. The committee must also specify any changes in the thesis that must be made before it can be approved, and the date by which those changes must be completed. The chair of the committee is responsible for ensuring that the form reporting the results of the defense includes all required signatures, including the acknowledgement of the department Chair.

If the student does not pass the first defense, the committee must decide if a second examination is justified and so recommend to the Dean of the Graduate School for approval. After the student has fulfilled any stipulated deficiencies, the major professor requests permission from the Dean of the Graduate School to schedule the second examination. If any additional work is required before the second examination, this should be stipulated in the recommendation to the Dean as well as the time the second examination should be given. If the second examination is approved by the Dean of the Graduate School, the committee has the responsibility of giving the examination after the major professor has made the necessary arrangements with the Graduate School for scheduling and notifying all members of the committee. If the second examination is not given within a year of the first examination, no further opportunity to take the examination will be allowed unless exceptional circumstances justify that an extension of time be granted by the Dean of the Graduate School.

The final duty of the thesis defense committee is to sign the thesis approval sheet after making certain that all necessary changes and corrections have been made. The chair of the thesis

defense committee, or any members(s) of the defense committee so designated by the defense committee chair, is/are responsible for verifying that the stipulated changes have been made.

8.43. Committees for Doctoral Students

8.43.1. Qualifying Examination Committee: Since the qualifying examination is the responsibility of the department, the procedure for conducting the examination is entirely within the jurisdiction of the department. The department Chair, in conjunction with a departmental committee designated for this purpose, or with the major professor, has the responsibility for preparing and administering the examination, and for reporting the results to the Dean of the Graduate School. The examination procedures shall be included in the descriptions of departmental procedures given to each new graduate student and filed with the Dean of the Graduate School.

8.43.2. Doctoral Committee: The doctoral committee guides and supervises a student's progress in the Program of Study from the time the major professor is selected until the dissertation is defended. Additional members are added for the oral comprehensive examination and for the dissertation defense, but the doctoral committee has the major responsibility throughout the student's training and should be selected to provide the best possible support for the student in their particular area of research. The doctoral committee is composed of the major professor as chair and two additional members of the Graduate Faculty. The second member of the committee is usually a member of the same department, in the same discipline, or in one closely related to it. The third member is from an outside area unless specifically approved otherwise by the Dean of the Graduate School. Potential members of this committee are selected by the major professor in consultation with the student, and after acknowledgment by the department Chair the recommendations are sent to the Dean of the Graduate School for approval.

Responsibilities: The doctoral committee is responsible for helping to plan the student's Program of Study. It is also responsible for preparing and evaluating the written comprehensive examination that is administered by the major professor, for approving the dissertation problem, the dissertation research, and the dissertation. The doctoral committee must ensure that the Program of Study is fully discussed with the student so that it represents the student's individual needs. It must also satisfy degree requirements, prepare the student for taking both the qualifying (if necessary) and comprehensive examinations, and for beginning the dissertation research. The doctoral committee is a major component of the larger oral comprehensive committee and takes part in the oral comprehensive examination. In addition, it provides overall guidance in selecting a dissertation proposal that is well-defined and can be completed with the facilities available in a reasonable length of time and which will satisfy University policy concerning human subjects (see Appendix D) or live animals (see Appendix E). It provides guidance in carrying out the literature search, in gathering data and other aspects of the research, and in the general procedure of writing the dissertation so that it meets all requirements in content and form, and certifies that the dissertation is ready for the oral defense prior to scheduling the defense with the Graduate School. In addition to being part of the oral comprehensive examination committee, the doctoral committee is also a major component of the dissertation defense committee, and as such participates in the oral defense of the dissertation, and in ensuring that all stipulated changes are made in the final copies of the dissertation. The doctoral committee shall meet with the student at

least once each year to review their progress. It is the responsibility of the major professor to schedule this annual review. It is the responsibility of the department Chair or Graduate Program Director to submit these reviews to the Graduate School by the end of each academic year.

8.43.3. Oral Comprehensive Examination Committee: The written comprehensive examination is prepared and administered by the doctoral committee under the direction of the major professor. The oral comprehensive examination is given by a larger committee composed of the doctoral committee and two additional members of the Graduate Faculty appointed by the Dean of the Graduate School. One additional member will be from the same department as the student, the other will be from a different department, but one that is allied to the student's area of study. The major professor will serve as chair of the oral comprehensive examination committee. A unanimous vote of all members of the committee is required for passing.

Responsibilities: This committee is responsible for conducting the oral comprehensive examination after the student has passed the written comprehensive examination and the major professor has received permission from the Dean of the Graduate School to hold the oral examination. The permission to hold the oral examination will include the date of the examination, which normally is within four weeks of the successful completion of the written examination. In giving the examination, the committee has the responsibility of evaluating the student's scholarly development and determining whether the student is qualified to perform the independent scholarly research required to complete the requirements for a doctoral degree.

8.43.4. Dissertation Defense Committee: The dissertation defense committee for doctoral students consists of the doctoral committee plus two additional members appointed by the Dean of the Graduate School. The fourth member is appointed chair of the defense committee and is the representative of the Graduate Faculty. This member is from a department other than the one in which the student is enrolled and may be from an unrelated area. The fifth member of the committee is usually a member of the same department as the student. Unanimous approval of all members of the committee is required for passing the oral dissertation defense.

Responsibilities: The dissertation defense committee is responsible for conducting the oral defense of the dissertation. The committee determines whether the dissertation is properly written, whether the student completed the research independently, whether the dissertation meets all of the requirements of the University, and whether the student has demonstrated sufficient command of the subject material to pass the examination successfully. Unanimous approval of the committee is required for passing. The committee must also specify any changes in the dissertation that must be made before it can be approved, and the date by which those changes must be completed. The chair of the committee is responsible for ensuring that the form reporting the results of the defense includes all required signatures, including the acknowledgement of the department Chair.

If the student does not pass the first defense, the committee must decide if a second examination is justified and so recommend to the Dean of the Graduate School for approval. After the student has fulfilled any stipulated deficiencies, the major professor requests permission from the Dean of the Graduate School to schedule the second examination. If any additional work is required before the second examination, this should be stipulated in the recommendation to the Dean as

well as the time the second examination should be given. If the second examination is approved by the Dean of the Graduate School, the committee has the responsibility of giving the examination after the major professor has made the necessary arrangements with the Graduate School for scheduling and notifying all members of the committee. If the second examination is not given within a year of the first examination, no further opportunity to take the examination will be allowed unless exceptional circumstances justify that an extension of time be granted by the Dean of the Graduate School.

The final duty of the dissertation defense committee is to sign the dissertation approval sheet after making certain that all necessary changes and corrections have been made. The chair of the dissertation defense committee, or any members(s) of the defense committee so designated by the defense committee chair, is/are responsible for verifying that the stipulated changes have been made.

8.50 Changes in Committee Membership for Master's and Doctoral Students

8.51. It should be clear that flexibility is provided in the program of master's and doctoral students. Committee membership (even the major professor) may be changed when this is in the best interest of the student. A student may change their major professor with the approval of the department Chair and the Dean of the Graduate School. In this event the department Chair is responsible for notifying the original major professor of the change and for determining the circumstances requiring the change. If a student has a committee, a change in major professor will automatically dissolve the committee, which will be reconstituted in the manner outlined above. A change in the committee members other than the major professor shall be made with the concurrence of the student, the major professor, and the Dean of the Graduate School. Changes in committee membership shall be acknowledged by the department Chair.

8.52. In cases in which a major professor becomes unable or unwilling to fulfill their responsibilities, the department Chair will immediately notify the Dean of the Graduate School and will assist the affected graduate student in choosing a new major professor and re-constituting a committee in the manner outlined above. The student may also enlist the aid of the Dean of the Graduate School. However, as outlined above, it is not the department's obligation to provide a major professor, but it is the student's responsibility to select one who is qualified and willing to serve.

8.53. In the event that a new major professor is not found, the student has the right to proceed to non-binding deliberation with the department Chair and other relevant faculty, under the auspices of the University Ombudsman or the Committee on Academic Standards and Appeals, any time after ten academic weeks have passed. It is expected that, with this and the many other safeguards and procedures for assistance provided above, every student will successfully and expeditiously select a major professor. However, if a satisfactory match is not found, students have little alternative but to withdraw from their program, as their subsequent lack of progress will inevitably lead to dismissal.

Section 9. Distribution of Courses

9.10 Master's Programs

9.20 Doctoral Programs

9.30 Approval of Programs

9.10 Master's Programs

9.11. All courses taken for program credit must be at the graduate level. All courses in the Program of Study deemed to carry research, independent study, or directed study credits must be at the 500 level. No more than half of the remaining credits in the Program of Study can be at the 400 level, and the remainder must be at the 500 or 600 level. As an example, in a Program of Study with a total of 30 credits, 6 of which are for master's research credits, only 12 credits or fewer of 400-level coursework can be included.

9.12. Courses taken by graduate students at or below the 300 level are automatically considered as taken for no program credit. Where such courses are considered as entrance or background deficiencies, they may be required of graduate students and listed on the Program of Study under "No Program Credit". They cannot under any circumstances be included in that section of the Program of Study which is to satisfy degree requirements, nor can they be included in calculating the cumulative average required for graduation. Required "No Program Credit" courses must be replaced or repeated unless a grade of C or better is received for 500- and 600-level courses, or B- or higher is received for 400-level courses. Courses at or below the 300 level may also be freely elected by graduate students without inclusion in the Program of Study and without affecting their cumulative average.

9.20 Doctoral Programs

9.21. For students who have received the master's degree in the same field of study or in a closely related field, all coursework beyond the master's degree towards the doctorate must be at the 500 or 600 level. For students who have not been awarded the master's degree by the time they enroll in Graduate School, a maximum of 12 credits within the minimum of 72 credits required for the Ph.D. may be taken at the 400 level. All other work for program credit must be at the 500 or 600 level.

9.22. Doctoral Programs of Study may include additional required courses at the 400 level or below in the section of "No Program Credit". Such courses cannot be included in calculating the cumulative average required for graduation, although the course must be repeated or replaced unless a grade of B- or higher is received.

9.30 Approval of Programs

9.31. Programs of Study and program changes must be approved by the major professor and Graduate Program Director in master's programs, by the program committee and Graduate Program Director in doctoral programs, and by the Dean of the Graduate School in all cases.

Programs of Study not consistent with the policies outlined earlier in Section 9 will be considered only after submission of a written justification and evaluation of each individual case.

Section 10. Scholastic Standing

10.10 Acceptable Grades

10.20 Acceptable Average

10.30 Grades of S and U

10.40 Grades of Incomplete

10.50 Audit

10.60 Change in Record

10.10 Acceptable Grades

10.11: Graduate work will be evaluated by letter grades, with only grades of B- or better carrying graduate credit for courses at the 400 level. A graduate student who does not achieve this minimum grade must either retake the course and earn a B- or better in it or take in its place a course approved by the major professor or program committee. In courses numbered 500 or above, grades of C or better shall be credited toward the degree. Any such course in the Program of Study in which a student receives a grade lower than C shall be retaken or replaced by a course approved by the major professor and the program committee and by the Dean of the Graduate School.

10.12: If a student receives a grade of D, F, or U, that student's status will be reviewed immediately by the Dean of the Graduate School in consultation with appropriate faculty members in the department.

10.20 Acceptable Average

10.21. To qualify for continuation in the degree program and for graduation, a grade point average of at least 3.00 in all work taken is required, except for courses specified as entrance deficiencies, approved for no program credit prior to registration for the course, or automatically considered as taken for no program credit under the provisions of Section 9 (300 level or below).

10.22. If a student does not maintain an average of 3.00 or above, the student's status will be reviewed immediately by the Dean of the Graduate School in consultation with the appropriate faculty members of the department. Such review may result in the student being placed on provisional status or dismissed. Students who are permitted to continue on provisional status must achieve a cumulative average of 3.00 or better in graduate level coursework by the end of the next semester in which they are enrolled, or for part-time students, after the completion of 9 additional credits. Students who do not achieve the necessary average of 3.00 will be subject to review, which could lead to dismissal.

10.23. Any course in which a student earns a failing grade (a grade of C- or lower for 500-600-level courses, a grade of C+ or lower for 400-level courses) cannot be used for program credit, unless it is retaken. If the course is retaken and a satisfactory grade achieved, it may then be used to satisfy degree requirements. In all cases any failing grade must be included in the grade point average and appear on the transcript.

10.30 Grades of S and U

10.31. Certain courses do not lend themselves to the A-F grading scale (e.g., research, seminar). For these courses, only grades of satisfactory (S) or unsatisfactory (U) shall be given to all students enrolled. To qualify as an S/U course, the course must be approved by the Faculty Senate after recommendation by the Curricular Affairs Committee and/or the Graduate Council. S/U courses shall be so labeled in University catalogs and bulletins. An S/U course is not to be counted as a course taken under the Intellectual Opportunity Plan (see U.M. 8.10.14.). Grades of S or U are not included in calculating grade point averages.

10.40 Grades of Incomplete

10.41. For graduate students a grade of incomplete (I) shall be given in place of a grade when the work of the semester has been passing but has not been completed because of illness or for some other reason which, in the opinion of the instructor, justifies such a report. Instructors must accompany such reports with a written explanation to their department Chair and with copies sent to the student and to the Dean of the Graduate School. To remove the grade of incomplete, the student must make satisfactory arrangements with the instructor, or in the instructor's absence, with the instructor's department Chair.

10.42. If an incomplete is not removed within one calendar year of receipt, the student loses the right to make up the work and the incomplete remains on the permanent record. If circumstances warrant, the instructor may, with the knowledge of their department Chair and the Dean of the Graduate School, extend the time limit. If the instructor is absent, the department Chair may extend the time limit for completing the work.

10.50 Audit

10.51. Audited courses will under no circumstances be counted for credit toward an advanced degree.

10.60 Change in Record

10.61. In accordance with section 8.56.10 of the University Manual, no grade shall be changed after it has been reported to, and recorded by Enrollment Services except upon written request by the instructor to the dean of the instructor's college, and with the subsequent approval by that dean. Approval for a change in grade will not be granted solely for additional work submitted after the semester is completed. Entries to a student's academic record (removal of incompletes, change of grades, etc.) shall not be changed after three years. Appropriate academic deans shall be authorized to allow exceptions for extraordinary reasons. Written explanations for such changes will be provided to the Dean of the Graduate School and the instructor of record.

Section 11. Theses and Dissertation Preparation and Approval

11.10 Thesis and Dissertation Preparation

11.20 Thesis and Dissertation Approval

11.10 Thesis and Dissertation Preparation

11.11. Master's theses and doctoral dissertations to be submitted in partial fulfillment of the graduate degree requirements shall be prepared in accordance with the instructions described in 11.12-11.16.

11.12. Students must comply with the requirements listed in the current issue of the Graduate School Instructions for the Preparation and Defense of Theses and Dissertations. In all cases, students must secure written approval of their proposals on the appropriate Graduate School form before formally starting work on a thesis or dissertation. Students are also responsible for consulting with the Graduate School regarding University requirements and all deadlines related to the submission, defense, and approval of theses and dissertations (see the Graduate School Calendar for listing of pertinent deadlines).

11.13. When preparing theses/dissertations, students are expected to consult with the major professor and members of the thesis/dissertation committee. The student's major professor will be the principal supervisor of the work for the preparation of the thesis/dissertation and will decide, in consultation with the student, which structure will be used. The two structures acceptable for preparation of theses/dissertations are the Manuscript Structure and the Standard Structure. Regardless of the structure used, all theses and dissertations (as well as all course papers, reports, etc.) must be prepared in accordance with the accepted standards of academic integrity, including proper citation and attribution of all material that is not the original product of the writer (also see A. 13).

11.14. The Manuscript Structure consists of the manuscript formatting guidelines published by the journal to which the research will be submitted for publication. If the thesis/dissertation consists of multiple manuscripts, the format of each manuscript must follow the formatting guidelines for the journal to which the research will be submitted for publication. There are a few universal formatting rules that override guidelines provided by journals. These include features such as pagination and margin size and may be found at the Graduate School web site (<http://www.uri.edu/gsadmis/thesisdissertation.html>).

11.15. The Standard Structure consists of one of several formats for which electronic templates have been prepared. Theses templates are available at the Graduate School web site (<http://www.uri.edu/gsadmis/thesisdissertation.html>). Each of these templates contains all of the same universal formatting rules referred to in 11.14.

11.16. Theses and dissertations from group research: In most departments, the research that each graduate student performs in partial fulfillment of the requirements for an advanced degree

is based on a project planned for one individual under the supervision of a major professor. This project may be a part of a much larger research effort being performed by several persons under the direction of that professor, but each student's research and the thesis/dissertation that results from it is an independent effort performed by that student alone. In unusual cases where the research is less easily separated into individual projects, the quality of performance of any single individual is not measured as easily. In such situations, special precautions must be taken to ensure not only that no student receives credit for work performed by others, but that each student's performance is of the level required for an advanced degree. In group research involving more than one graduate student, each student shall have principal responsibility for a substantial well-defined portion or area of the research project, and shall submit an individual thesis/dissertation proposal and an individual thesis/dissertation in which these responsibilities are clearly defined. In both the thesis/dissertation proposal and in the thesis/dissertation, any work done by another individual shall be clearly identified. A separate thesis/dissertation defense will be conducted for each individual participating in such group research.

11.20 Thesis and Dissertation Approval

11.21. Establishment of a defense committee: An oral examination in defense of a thesis/dissertation is required in all thesis-based master's degree programs, and in all doctoral programs. To initiate the establishment of a defense, the student must first submit to the Graduate School the name(s) of graduate faculty outside of their program committee who are competent and willing to be nominated as the additional member(s) of their defense committee. For the master's degree, one member of the graduate faculty is needed, usually from a department other than that in which the student is enrolled (see 8.42.3). For the Ph.D., two members of the graduate faculty are needed, one from the same department as the student and one from a department other than the one in which the student is enrolled (see 8.43.4). In both cases, the outside member will normally be designated as chair of the oral defense committee. The student should inform the additional faculty that their name(s) is/are being submitted in nomination to the Dean of the Graduate School who is not restricted in the choice to the names submitted. It should be anticipated that the Graduate School will need a minimum of one week to review this request and approve the membership of the defense committee.

11.22. Authorization to schedule a defense: Once the defense committee has been established, the next step is to secure the approval of every member of the committee to proceed with the defense and to establish a date and time for the defense. Approval signifies that the thesis/dissertation is in a form acceptable for defense and that it is, in fact, defensible. The requirement that the document be acceptable and defensible means that it 1) is complete and contains all text, data, tables, charts, maps, photographs, appendices, full references, citations, and/or bibliographies as required by accepted standards of academic integrity, 2) represents the finished scholarly product of the student's research ready for final printing and in the format required for binding, and 3) is free of obvious fatal flaws that could prevent a successful defense. To initiate the authorization to schedule a defense, the student distributes to each member of the defense committee a copy of the thesis/dissertation they deem to be in final, defensible form. Although there is no prescribed duration for this step of the committee review, two weeks may be thought of as a reasonable target. After each committee member has had sufficient time to thoroughly review the submitted thesis/dissertation, the student will present each member with

the Request for Oral Examination in Defense of Thesis form for their signature. This form will include a proposed date and time of the defense. Each member will sign the form if they agree that the thesis/dissertation is defensible and that the time and date are acceptable. Each member has the option of not signing the form if, in their judgment, the thesis/dissertation is not acceptable in style, format, or content for examination purposes and/or if the proposed date and time are not workable. In the event that signatures are not received by every member of the defense committee, the committee discusses the issues that have arisen and advises the student as to the appropriate additions to, or modifications of the thesis/dissertation that need to take place. When a fully signed Request for Oral Examination in Defense of Thesis form is in hand, it can then be submitted to the Graduate School.

11.23. *Permission to defend a thesis/dissertation:* Prior to the deadline published in the Graduate School Deadline Calendar, and at least 20 calendar days before the earliest date on which the defense is proposed to be held, the student shall submit to the Graduate School sufficient unbound copies of the thesis/dissertation for members of the oral defense committee in a form acceptable for examination purposes. A receipt from Enrollment Services for the binding or microfilming fee, and the Request for Oral Examination in Defense of Thesis signed by every member of the defense committee must also be submitted to the Graduate School at this time. Copies of the thesis/dissertation submitted for defense may contain a reasonable number of clearly legible corrections (printed rather than handwritten), may be printed on paper of lesser quality than that required for the final copies, and may contain pages with only one or two paragraphs. However, these extra paragraphs must be on full-sized sheets of paper and clearly identified and numbered (e.g., 110A, 110B, etc.) in consecutive order with the remainder of the text. Pagination may be in pencil to allow for later revision. Each copy of the thesis/dissertation must be submitted in a separate clasp envelope of suitable size, and shall have a copy of the title page attached to it. In the final copies, type size, paper quality, margins and typed pagination must all conform to Graduate School standards (see *Preparation and Defense of Theses and Dissertations*).

11.24. Upon receipt of the copies of the thesis/dissertation, the receipt for payment from Enrollment Services, and the request for the oral defense, the Dean of the Graduate School will be responsible for reviewing the student's entire record to ascertain that they have completed all other degree requirements, and that all copies of the thesis/dissertation are in a form acceptable for examination. If the review is satisfactory, the oral examination in defense of the thesis/dissertation will be scheduled and the student will be instructed to proceed as in 11.25 below.

NOTE: Scheduling of oral and written examinations, including qualifying, comprehensive, and defense of theses/dissertations, during the regular summer sessions will be done only at the convenience of the faculty members involved and will be scheduled depending upon the availability of the student's program committee and additional qualified examiners. Examinations will not be scheduled during periods when the University is in recess. Students must be registered for any semester or summer term in which they take an examination.

11.25. Not fewer than 15 calendar days prior to the date set for their oral defense, students shall pick up the copies of their thesis/dissertation at the Graduate School and distribute them to the

members of their oral defense committee. Each copy will bear the official notice of the time and place of the oral defense. The chair of the oral defense committee will also be supplied with a copy of the student's thesis/dissertation proposal. The members of the oral defense committee shall examine the thesis/dissertation for evidence of sound scholarship and shall bring to the oral defense written suggestions for changes or corrections in the manuscript.

11.26. All examinations in defense of a thesis/dissertation shall be open to all faculty and students of this University. In exceptional circumstances, as determined by the majority of the examining committee, any of these examinations may be closed.

11.27. It shall be the responsibility of the chair of the oral examining committee to conduct the examination and to provide for changes and corrections to be made in a successfully defended thesis/dissertation before it is given committee approval. A unanimous vote of approval is required for a student to have passed the defense. All members of the oral examining committee also sign the form provided for certifying the student's successful defense of the thesis. When a student's performance is unsatisfactory, one re-examination may be recommended and the conditions under which it is to be given will be stated by the committee.

11.28. Approval of the thesis/dissertation itself will be certified by the signatures of the major professor and the remainder of the research committee on the formal signature page of the thesis/dissertation. These signatures confirm that any changes and corrections to the thesis/dissertation required by the entire defense committee have been made. Only the members of the research committee, not the additional members of the defense committee, sign the formal signature page of the thesis/dissertation. In the event that a student passed the oral examination in defense of the thesis/dissertation denoted by choice 1c or 1d on the oral defense examination form, the major professor or defense chair must obtain the signatures of faculty members who were listed to review the corrections (1c), or the entire defense committee in the event that the thesis was not acceptable as written and required a complete revision (1d). These signatures are to be obtained on a form provided by the Graduate School and then submitted to the Graduate School.

11.29. Final approval of all theses/dissertations rests with the Dean of the Graduate School.

Section 12. Fellowships, Assistantships, Scholarships, Loans and Veteran's Benefits

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- 12.20 Fellowships
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12.10 General Conditions

12.11. A number of opportunities for financial assistance are available to graduate students. To be eligible for any assistance, students must in every instance first be admitted to the Graduate School.

12.12. The University of Rhode Island subscribes to the following Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants, which has been adopted by the Council of Graduate Schools in the United States:

Acceptance of an offer of financial aid (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by an actual or prospective graduate student completes an agreement which both student and graduate school expect to honor. In those instances in which the student accepts the offer before April 15 and subsequently desires to withdraw, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.

12.13. Graduate students on URI Fellowships, scholarships and on assistantships are expected to be full time students. They are not eligible for additional academic year employment without

written permission of the Dean of the Graduate School. For additional details see the current Graduate Assistants United (GAU) contract.

12.20 Fellowships

12.21. Fellowships are awarded to graduate students in recognition of achievement and promise as scholars. They are intended to enable students to pursue graduate study and research full time without rendering services to the University. All University of Rhode Island Graduate School fellowships are administered by the Dean or the Associate Dean of the Graduate School. Fellows are selected from lists of nominees submitted by department Chairs.

Fellowship stipends are considered as grants or gifts rather than as compensation. Fellowship recipients are advised to check with the Internal Revenue Service for definitive information on the taxability of their grants. Fellows are required to devote their energies full time to their studies and may not engage in remunerative employment during the time of the fellowship except with the consent of the Dean of the Graduate School or the Dean of the College, as appropriate, and the sponsor of the fellowship. Stipends vary with the nature and tenure of each fellowship. In most instances, fellows have tuition and fees paid by the University.

12.22. Industrial, Endowed, and Special Fellowships. Various industrial firms, foundations, and private individuals donate funds to support graduate fellowships. Stipends and supplemental allowances of fellowships are not uniform. They are restricted to students in particular areas of study and research. Applicants for such fellowships are selected by the department concerned, subject to approval by the dean of the appropriate college or Graduate School. In addition to the basic stipend, such fellowships may provide full remission of tuition, fees, and allowances for dependency and educational costs.

12.23. University of Rhode Island Graduate Fellowships. A limited number of University of Rhode Island Graduate Fellowships are awarded each year. University of Rhode Island Fellows receive a stipend for the academic year and have tuition and a percentage of fees paid from University sources for the academic year. The University of Rhode Island Graduate Fellowship program is designed to give preference to promising students in doctoral programs at the University. Fellows are selected by the Graduate School Committee on Fellowships and Scholarships from lists of nominees submitted by department Chairs.

12.24. University of Rhode Island Foundation Minority Fellowships are competitively available to students who are members of minority groups that are currently underrepresented in higher education. Nominations are made by departments to the Dean of the Graduate School.

12.25. University of Rhode Island Diversity Graduate Fellowships are awarded by the Dean of the Graduate School to students from minority and underrepresented groups.

12.30 Assistantships

12.31. Assistantships are awarded to students in degree programs for services rendered to a department or to a particular research project. Assistants are required to work up to 20 hours per week.

12.32. Graduate Assistantships (see University Manual 7.80.10-7.83.11)

12.32.1. Departmental Graduate Assistantships are available in limited numbers to graduate students enrolled in departments offering graduate work. Their duties consist of assisting, under supervision, with instructional and/or research activity of a department. The student may be required to devote a maximum of 20 hours a week to departmental work, not more than ten hours of which may be in classroom contact hours.

12.32.2. Graduate Assistant stipends are set through negotiations between the University and the Graduate Assistants United union, and approved by the State of Rhode Island Board of Governors for Higher Education. Stipend levels depend upon the experience and academic qualifications of the student (see current GAU contract). Stipends and tuition remissions for students on partial assistantships will be prorated for the period of the appointment. The student will be responsible for the remainder of tuition. Normally appointments to assistantships are for one academic year. Renewals may be recommended by the department.

12.32.3. To be nominated for a departmental assistantship, a student must first be admitted to the Graduate School. Requests for appointment as Graduate Assistant are initiated by the department Chair and are forwarded to the Dean of the College and then to the Dean of the Graduate School, who certifies that the student has been formally admitted to a graduate program.

12.32.4. Only graduate students who are admitted into a degree program and who remain in good academic standing are permitted to hold Graduate Assistantships. Students on provisional status may be denied appointment as graduate assistants.

12.33 Graduate Research Assistantships

12.33.1. Graduate Research Assistantships are awarded to graduate students who may be assigned to individual research projects sponsored either by the University or by outside sources. Like the Graduate Assistant, the Graduate Research Assistant is expected to devote a maximum of 20 hours per week to research duties. On supported research contracts and grants individuals are judged to be employed on a half-time basis (40 hour work week). Remuneration is normally equivalent to the stipend for a Graduate Assistant along with remission of tuition, health insurance, and a portion of University fees (see current GAU contract). Additional remuneration for the summer is usually computed on the basis of the rate for the academic year adjusted for 40 hours per week for a maximum of 16 weeks.

12.33.2. Requests for appointment as Graduate Research Assistants are initiated by the Principal Investigator of the grant involved and are forwarded to the Department Chair. The request forms are then forwarded to the Academic Dean and then to the Dean of the Graduate School, who

certifies that the student has been admitted into a degree program and has remained in good academic standing. Upon appointment, the Graduate Research Assistant will be notified by the department or program.

12.33.3. Graduate Research Assistants employed on research grants on a full time basis during the summer months may be registered for and receive academic research credit during periods of such employment under the following conditions:

- a. The student must be accepted to the Graduate School in a degree program (see last paragraph under "Graduate Assistants" above) and be in good standing at the time of their appointment,
- b. Students may take no more than 14 research credit hours per summer,
- c. Graduate Research Assistants employed full-time during the summer months may register for coursework and receive credit only if satisfactory arrangements are made with their supervisor for meeting their work commitments.

12.34. Conditions of Appointment to Assistantships

12.34.1. All assistantship holders must register for 6-12 credits of coursework per semester and will be billed as full-time students. Although the tuition, health insurance, and a portion of University fees will be paid for students on a full assistantship (20 hr/week for the semester), these benefits will be prorated for those students who are appointed to a partial assistantship (period of appointment or hours of appointment). These benefits will also be prorated for students who resign, or are terminated from an assistantship prior to the appointment end date. These students will be responsible for the remainder of the full-time tuition and fees. Students on assistantships are not eligible for additional academic year employment without permission of the Dean of the Graduate School (see current GAU contract). Such permission must be obtained prior to beginning the additional employment.

12.34.2. A written list of duties normally assigned graduate assistants shall be prepared by the Department or other unit and provided to each prospective graduate assistant (as defined in Sec. 7.11.12 of the University Manual) and graduate research assistant (Sec. 7.11.13) with the initial offer of the assistantship.

12.34.3. Each department or other unit shall draft guidelines on how its graduate assistantships are apportioned and assigned, which will be made available to graduate students with the initial and each subsequent offer and upon request. Currently enrolled graduate assistants should be notified of their status for re-appointment about April 1 of each year.

12.40 Tuition Scholarships

12.41. A limited number of tuition scholarships are awarded by the Dean of the Graduate School to qualified students demonstrating need of financial assistance. Awardees have tuition and a percentage of fees paid from University sources for the academic year. Selections are made by the Graduate School Committee on Fellowships and Scholarships from ranked lists of nominees submitted by department Chairs.

12.50 Financial Aid

12.51. Enrollment Services distributes money from various sources to help students with financial need. Need is defined as the difference between what it costs to attend URI and what the student and family can contribute from their financial resources including all other sources of assistance. The student is expected to earn a portion of these resources. Only citizens, nationals or permanent residents who have been accepted and are enrolled as URI graduate students are eligible. Special students and students attending only during the summer sessions are ineligible. The FAFSA Form should be submitted on-line at: www.FAFSA.ed.gov after January 1, but prior to March 1. For further information or copies of the forms, contact Enrollment Services (401) 874-9500. Programs of interest to graduate students include loans (12.52) and part-time employment (12.53).

12.52. Loans.

12.52.1. Federal Perkins Loan. Graduate students may borrow up to \$30,000 including undergraduate loans. These loans have a simple interest rate of 5% annually. Interest does not accrue until six months after graduation or withdrawal. Minimum payments of \$30.00 per month are required and the repayment period may extend up to ten years. These loans are made to Graduate Students on a limited basis only.

12.52.2: William D. Ford Direct Loans. All students who complete the Free Application for Federal Student Aid can participate in this Loan Program. Those students who meet the financial need criteria may receive in whole or in part a subsidized loan where the federal government pays all interest until six months after graduation, withdrawal, or a drop in enrollment status to less than half time. Unsubsidized loans are available for those students who do not qualify for the need-based subsidized loan. The same terms and conditions as for subsidized Stafford loans apply, except that the borrower is responsible for the interest that accrues while in school. Eligible graduate students may borrow up to \$18,500 a year. The maximum total Federal Stafford Loan debt for graduate or professional study is \$65,000 including undergraduate loans. For new borrowers who receive loans, the interest rate is variable, with a nine percent maximum rate.

12.52.3: University Loans. Emergency loans of from \$40 to \$200 are available to full-time students. These loans are short-term in nature (14-90 days), and can be made only when there are means of repayment. Application forms are available at the Student Financial Aid Office.

12.53. Part-time Employment.

12.53.1: Federal Work Study Program (FWSP). This federally supported program provides part-time employment during the school term and full-time employment during the vacation periods. The jobs may be either with University departments, or with off-campus, non-profit, non-sectarian, non-political agencies. Other institutionally funded employment is also available. A list of these jobs is available in the Student Financial Aid Office. (Limited funding could curtail the summer employment program.)

12.53.2: Regular Student Employment (IPR). Jobs funded by the University are available to several hundred students. Jobs are listed in the Student Financial Aid Office.

12.54. Other Sources of Aid.

12.54.1: There are many additional sources of financial aid available to students who qualify: scholarships from private organizations, clubs, labor unions, fraternities, sororities and businesses; Vocational Rehabilitation financial support; Veterans Administration benefits, including survivor benefits; and Social Security benefits. Students should apply directly to the source if they believe they qualify. Graduate students have access to a national computerized database of fellowship and other financial assistance opportunities available to students pursuing advanced degrees, completing dissertation research, and seeking post-doctoral positions.

12.55. Policy on Satisfactory Academic Progress for Graduate Students Receiving Federal Financial Aid.

12.55.1: The Education Amendments of 1980, P.L. 96-374, October 3, 1980, state that "a student is eligible to receive funds from federal student financial aid programs at an institution of higher education if the student is maintaining satisfactory progress in the course of study he or she is pursuing according to the standards and practices of that institution."

To maintain satisfactory progress as a graduate student at The University of Rhode Island for federal financial aid purposes, the student must be enrolled in a degree-granting program on at least a half-time basis (i.e. five credits) for each semester aid is received. The courses must be graduate-level and applicable to the student's approved Program of Study. Master's degree students have ten semesters to complete degree requirements on a full- or part-time basis. Students who are not in residence during the academic year terms and who have received special permission from the Dean of the Graduate School have 14 summer session terms in which to complete requirements. Two summer terms totaling at least five credits will be considered one part-time semester; two summer terms totaling nine credits will be considered one full-time semester. Doctoral students have 14 semesters in which to complete their degrees, regardless of whether they matriculate with an earned Master's degree.

Master's and doctoral students who have completed all course requirements including thesis research shall be considered to be making satisfactory progress at least at the half-time rate if they are registered for at least one thesis credit. All students are required to be enrolled for consecutive semesters until graduation unless an official Leave of Absence has been approved. If students do not utilize the Leave of Absence option and fail to register, they are considered to

have voluntarily withdrawn.

All graduate students holding a Graduate Assistantship or Graduate Research Assistantship are considered to be full-time students. Such students are required to register for at least six credits whether they hold a full or partial assistantship for a given term.

Satisfactory progress standards will conform to The University's academic standards, as delineated in the Graduate School Manual. Students who are placed on academic probation will be notified of the possibility of their loss of federal financial aid eligibility. Students on academic probation who do not meet the conditions of continued matriculation within the specified time limits, and students who are dismissed, or suspended, will be ineligible to receive federal financial aid. Criteria for probation and dismissal appear in the Graduate School Manual.

Satisfactory progress will be monitored and measured each semester according to implementation procedures on file in the student financial aid division of the Office of Enrollment Services. Failure to maintain satisfactory progress for two consecutive semesters will result in the loss of federal financial aid eligibility until the student is determined by a financial aid officer to be, once again, making satisfactory progress.

If there are unusual circumstances which result in the student's inability to make satisfactory progress, the student should write a letter of appeal documenting the unusual circumstance(s) and submit the letter to the financial aid division of the Office of Enrollment Services.

12.60 Veteran's Benefits

12.61. Information concerning Veteran's Benefits and counseling is provided by the Office of Enrollment Services. All certification forms are administered through that office. For more information, please see the University Enrollment Services Veteran's Information web site (<http://www.uri.edu/es/acadinfo/acadyear/veterans.html>).

12.70 New England Regional Student Program

12.71. Under the provisions of the New England Regional Student Program for graduate students, a regional student tuition rate (150% of the Rhode Island resident rate as of 1 July 2010, but check to determine current percentage) is charged to residents of another New England state who are matriculated graduate students in certain plans. The specific plan must be one, which is not available at the student's home-state university. Normally, these plans are listed in the New England Regional Student Program graduate level booklet. In cases where an apparently similar program of study is available at both institutions involved, a resident of another New England state must obtain certification from the Dean of the Graduate School of her/his home-state university that the program of study is not available there. This certification will normally take the form of a statement by the chairperson of the relevant department endorsed by the graduate dean. Request for classification as a regional student should be directed to the Dean of the Graduate School at the University of Rhode Island.

12.80 Tuition Waiver at the Public Institutions of Higher Education

12.81. Any Rhode Island senior citizen who submits evidence of being 60 years of age, and over, and of having a household income of less than three times the federal poverty level, will be allowed to take courses at any public institution of higher education in the state with the tuition waived. However, students who qualify for waivers must apply for financial aid. Any aid received must be applied towards the amount waived. Admission into particular courses will be granted on a space-available basis and at the discretion of the receiving institution. All other costs of attendance are paid by the student.

12.82. Any individual who submits evidence of currently receiving unemployment benefits from the state of Rhode Island, of having a household income of less than three times the federal poverty level and of not being claimed as a dependent by a parent (or someone else) will be allowed to pursue course work at any public institution of higher education in Rhode Island with tuition and the registration fee waived. However, students who qualify for waivers must apply for financial aid. Any aid received must be applied towards the amount waived. Individual students will be responsible for all other costs of attendance. Admission into particular courses will be granted on a space-available basis and at the discretion of the particular institution. This waiver also applies to any Rhode Island resident who submits evidence of residency and of currently receiving unemployment benefits in another state.

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Glossary

SECTION REFERENCES ARE TO THE GRADUATE SCHOOL MANUAL (GSM) AND THE UNIVERSITY MANUAL (UM). THIS GLOSSARY IS MEANT TO PROVIDE SHORT DEFINITIONS FOR SOME COMMONLY USED TERMS, BUT DOES NOT SET POLICY. POLICIES ARE DESCRIBED IN THE BODY OF THE GRADUATE SCHOOL MANUAL, AND IN THE UNIVERSITY MANUAL.

Advanced Standing Credits - Advanced standing refers to credits taken at URI by a non-matriculating student, by a matriculating student while on non-degree status, or by a student in one degree program before acceptance to any other degree program. **GSM Section 3.33**

Advisor - Upon admission, each entering graduate student will be assigned a temporary adviser by the department Chair or Graduate Program Director. This temporary advisor will help guide the direction of the graduate student's career until a major professor is selected, usually in a student's first or second semester of graduate work. **GSM Section 8.20**

Comprehensive Examination – All doctoral students are required to successfully complete a comprehensive examination. Each doctoral student will take comprehensive examinations at or near but not later than 12 months after completion of the formal courses stipulated in the Program of Study. Comprehensive examinations should be designed to assess a student's intellectual capacity and the adequacy of training or scholarly research. Comprehensive exams will be written and oral. **GSM Section 7.57** Some master's students are required to successfully complete a master's examination. **Sections 7.44.2 and 7.45.2**

Credit by Exam - In master's and doctoral programs in which the student does not have a master's degree, a maximum of six credits may be allowed for competency based on experience outside the traditional academic setting and demonstrated by examination or equivalent. **GSM Section 7.30**

Dean of the Graduate School - The Dean of the Graduate School shall be responsible for the University's graduate education programs. He/she shall administer and enforce the regulations pertaining to the conduct of graduate work and the granting of graduate degrees, administer the executive office of the Graduate School, coordinate the development and design of new programs, and serve as an advocate for graduate studies. The Dean shall be responsible for promoting diversity in the University's graduate education and provide a compelling voice for the University's graduate studies to both internal and external constituencies. **UM: 2.27.10**

Department Chair - A Department Chair shall have administrative responsibility for the program of the department under the dean of his/her college; cooperate with department members in planning and developing policies and programs; evaluate the instructional, research and administrative processes of the department and make recommendations to the dean; evaluate periodically the department members and report the evaluations as required; recommend appointments, reappointments, promotions and dismissals of department members; ensure that adequate supervision, advice and training are provided to new department members and others who might profit from them; generally promote the welfare of the department and the University

by every appropriate means; and carry out such other duties as are set forth elsewhere in the University Manual. **UM: 3.21.10**

Dissertation Defense Committee - The dissertation defense committee for doctoral students consists of the doctoral committee plus two additional members appointed by the Dean of the Graduate School. **GSM Section 8.43.4**

Doctoral Committee - The doctoral committee guides and supervises a student's progress in the Program of Study from the time the major professor is selected until the dissertation is defended. The doctoral committee is composed of the major professor as chair and at least two additional members of the Graduate Faculty. The second member of the committee is usually a member of the same department, in the same discipline, or in one closely related to it. The third member is from an outside area unless specifically approved otherwise by the Dean of the Graduate School. **GSM Section 8.43.2**

Graduate Assistant – A graduate assistant shall be a person with a bachelor's degree who has been admitted to the Graduate School as a degree student and who is currently enrolled. The duties shall consist of assisting, under supervision, with instructional and/or research activity of a department. A graduate assistant shall be expected to work up to 20 hours a week, not more than 10 hours of which shall be contact hours. The department Chair and the coordinator or supervisor shall determine his/her responsibilities on the criteria of education, experience and ability. **UM: 7.80.10-15, plus see the current Graduate Assistants United contract**

Graduate Program Director – The Graduate Program Director assists in the guidance and supervision of graduate students from the inception of their program until completion. In conjunction or in place of the Department Chair, the Graduate Program Director will advise and sign off on the students' Program of Study, transfer credits, comprehensive examination and other departmental duties.

Graduate Research Assistant – A graduate research assistant shall be a person with a bachelor's degree who has been admitted to the Graduate School and who is currently enrolled. The duties shall consist of conducting research on individual research projects sponsored either by the University or outside sources. **UM: 7.80.10 and 7.80.16-18, plus see the current Graduate Assistants United contract**

Graduate Teaching Assistant – A graduate teaching assistant shall be a person with a bachelor's degree who has been admitted to the Graduate School and who is currently enrolled. The duties shall consist of assisting, under supervision, with the instructional activity of a department. A graduate assistant shall be expected to work up to 20 hours a week, not more than 10 hours of which shall be contact hours. The department Chair and the coordinator or supervisor shall determine his/her responsibilities on the criteria of education, experience and ability. **UM: 7.80.10 and 7.80.16-18, plus see the current Graduate Assistants United contract**

Institutional Review Board (IRB) – The IRB shall review and approve all biomedical and behavioral research involving human and animal subjects that is conducted or sponsored by the University. The Code of Federal Regulations, 45 CFR 46, revised in 2005, requires the existence

of this committee in order to protect the rights and welfare of the human and animal subjects of such research. **GSM Appendix D and E , UM: 5.25**

Intellectual Opportunity Plan (Pass-Fail Option) - To allow graduate students to venture into new areas of knowledge without fear that their scholastic average will suffer, the Graduate Council has approved the Intellectual Opportunity Plan. **GSM Section 4.8**

Major Professor - The major professor has overall responsibility for overseeing the student's training and for ensuring that Programs of Study, thesis/dissertation proposals, and other required documents are submitted by the student at the appropriate time. **GSM Section 8.30-40**

Oral Comprehensive Exam Committee - The oral comprehensive examination shall be given only upon successful completion of, and normally within four weeks after, the written examination. This examination, usually two hours long, is conducted by the oral comprehensive examination committee, which consists of the doctoral committee and two additional Graduate Faculty members nominated by the major professor in consultation with the student, and appointed by the Dean of the Graduate School. One of the additional members will be from the same department or area while the other member will be from an outside area. **GSM Section 7.57.1.2 , 8.43.3.**

Oral Defense of Dissertation - The doctoral student shall successfully defend the thesis in an oral examination that is usually two hours long before the dissertation defense committee. This examination is a defense of the dissertation and is open to all members of the faculty and, generally, to all students. **GSM Section 7.58.1**

Ph.D. Qualifying Exam - Students without a master's degree who are accepted into a Ph.D. program are expected to take a qualifying examination, this examination is intended to assess a student's potential to perform satisfactorily at the doctoral level. The type of examination to be used, whether it is to be written or oral, or both, and the preparation and administration of the examination(s) are the responsibilities of the Graduate Program Director in consultation with 1) a departmental committee designed for this purpose or 2) with the major professor. **GSM Section 7.55.1**

Program of Study - The purpose of the Program of Study is to ensure that students, at an early stage in their graduate study, organize coherent, individualized plans for their course work and research activities. Students are expected to submit a Program of Study as soon as is practicable, but not later than the end of the second semester of their program. The Program of Study includes courses that are to be taken for program credit, and those that are to be taken without program credit to remedy deficiencies, or for the student's personal satisfaction. After a program has been approved, changes can be made by submitting a new Program of Study for approval to the Dean of the Graduate School, signed by the major professor, the student, and the Graduate Program Director. The form to be used for submitting a Program of Study is available at the Graduate School website. **Sections 7.43 , 7.52**

Regional Student Status - As a permanent resident of a New England state, a student is eligible for regional student status when enrolled in an approved degree program offered by a specific

public college or university in another New England state. Approved majors for residents of each New England state are listed on the program's website. The program is only for permanent New England residents attending out-of-state public colleges and universities in the six New England states—Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont.
www.nebhe.org

S/U Courses - Certain courses do not lend themselves to precise grading (e.g., research, seminar). For these courses, only a Satisfactory (S) or Unsatisfactory (U) shall be given to all students enrolled. To qualify as an S/U course, the course must be approved by the Faculty Senate after recommendation by the Curricular Affairs Committee and/or the Graduate Council. S/U courses shall be so labeled in the University Bulletin. **UM: 8.53.30**

Thesis Committee, Masters - In master's degree programs, the thesis committee must consist of at least three members of the Graduate Faculty, including the major professor who serves as chair of the committee. The second member will be in the same discipline and/or department as the major professor, or in a closely related one. The third member will be from an outside area unless specifically approved by the Dean of the Graduate School. The members of the thesis committee are chosen by the major professor in consultation with the student at the time the thesis proposal is prepared. **GSM Section 8.33.4**

Thesis or Dissertation Proposal - A thesis or dissertation proposal is required of all graduate degree students and is intended to describe a problem to be investigated and provide details regarding how the research will be performed and reported. Approval signifies that it meets the standards of the University of Rhode Island for the intended degree. The proposal should present the required information as concisely and clearly as possible. The ability to describe concisely a research problem and methodology is one of the skills that the thesis/dissertation proposal process is designed to develop. Therefore, thesis/dissertation proposals are limited in length to the signature cover-sheet plus 15 or fewer double-spaced, numbered pages in a font size no smaller than 12 point. Complete details for the appropriate development, preparation, and submission of a thesis proposal can be found on the Graduate School website www.uri.edu/gsadmis/. **GSM Section 7.44.3 (Master's Thesis) , 7.56. (Dissertation)**

Transfer Credit - Transfer credit can be requested for graduate work taken at other accredited institutions of higher learning. Transfer credit may be given in those courses in which the student received a grade of "C" or better but no credit shall be given for courses in which a "C-" or lower was earned. However, the transfer credits shall not be used to calculate the student's quality point average and academic standing shall be based solely upon achievement at the University of Rhode Island. **UM: 8.13.13**

University Manual – The University manual outlines mandates from the board of Governors, provides information on colleges and schools, identifies rights and responsibilities, academic regulations and administrative procedures. Copies of the University Manual are available in the University Library, in some academic department offices and online (http://www.uri.edu/facsen/MANUAL_09.html).

University of Rhode Island Catalog – The University catalog provides information on student

life and services, admission and registration, program requirements and courses.
<http://www.uri.edu/catalog/cataloghtml/index.html>

University of Rhode Island Handbook – The handbook identifies all University policies pertaining to community standards of behavior, health, safety and the student discipline system.
<http://www.uri.edu/judicial/Student%20Handbook/htmlStart.html>

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A.10 Academic Standards and Integrity

A.11. *Waiver of Requirements.* Any member of the Graduate Faculty or any graduate student may petition the Graduate School concerning exceptions to the provisions of this manual. Petitions requesting exceptions to, or appeals from the provisions of this manual shall be addressed to the Dean of the Graduate School. Such petitions should include the rationale for the request. It is important to note that only the Graduate Council, or in discretionary cases, only the Dean of the Graduate School may alter or grant exceptions to the provisions of this manual. In particular, the provisions regarding admission to graduate study, advanced standing, transfer credit, and approval and amendment of Programs of Study all explicitly require the approval of the Dean of the Graduate School.

A.12. *Grades.* Regulations concerning grades and grade point averages are presented in Section 10 of this manual.

A.12.1. Only grades of C (2.00) or better in courses numbered 500 and above and grades of B- (2.67) or better in courses numbered below 500 shall be credited toward degree requirements. If a student receives a grade of D, F, or U in a course, or grades of C+ (2.33) or lower in more than one course below the 500 level, or does not maintain a cumulative average of B (3.00) or better, their status as a graduate student will be reviewed by the Dean of the Graduate School in consultation with appropriate faculty member(s) in the Department. Such review may result in being placed on provisional status, being suspended, or being dismissed. (See Section A.26.1 for appeals procedures.)

A.12.2. For continuation in a graduate degree program and for graduation, an average of B (3.00) in all work taken is required except for courses specified as entrance deficiencies, approved for no program credit prior to registration for the course, or automatically considered for no program credit under the provisions of Section 9. It is the responsibility of the student's program committee to determine a reasonable maximum of C and C+ grades in courses numbered 500 or above which may be considered acceptable in the student's total program. A student exceeding

the specified number of these grades will have their status reviewed by the Dean of the Graduate School in consultation with appropriate faculty members in the Department. Such review may result in suspension or dismissal. (See Section A.26.1 for appeals procedures.)

A.12.3. Changes in Record. The University Manual indicates that "No grade (including that of NW) shall be changed after it has been reported to and recorded by the Office of Enrollment Services" except in three circumstances outlined in the University Manual (See UM 8.56.10.)

A written explanation for the reason for the change in grade should accompany any request for a change of grade. Approval for a change in grade normally will not be granted solely for additional work submitted after the semester is completed.

A.12.4. Incomplete. According to the University Manual, a graduate student "shall receive a report of 'incomplete' in any course in which the course work has been passing up until the time of a documented precipitating incident or condition, but has not been completed because of illness or another reason which in the opinion of the instructor justifies the report." An 'incomplete' not removed within one calendar year shall remain on the student's permanent record, except that the instructor with the knowledge of the Chair may extend the time limit, or in the instructor's absence, the department Chair may extend the time limit by which the incomplete work must be finished. (See UM 8.53.20, GSM 10.42.)

"The instructor shall accompany a report of 'incomplete' with a written explanation and file a copy of the explanation with the department Chair. The student receiving 'incomplete' shall make satisfactory arrangements with the instructor, or, in the absence of the instructor, with the instructor's Chair to remove the deficiency and the new grade shall be immediately reported to Enrollment Services and the department Chair." (See UM 8.53.21)

A.12.5. Students admitted to Teacher Certification Programs (TCP) must earn grades of C or better in all courses numbered 100 or above. If a TCP student receives a grade below C (2.00) or grades of C+ (2.33) or lower in more than one course, or does not maintain a cumulative average of B (3.00) or better, their status will be reviewed by the Dean of the Graduate School in consultation with appropriate faculty members in the Department. Such a review may result in the student being placed on provisional status or being dismissed. (See Section A.16.1 for appeals procedures) The provisions of Section A.12.2 shall apply for continuation and completion of certification requirements in the TCP plan.

A.13. Plagiarism

A.13.1. The University Manual lists the expectations of the University concerning academic integrity as follows:

A.13.2. "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." (See UM 8.27.10)

A.13.3. "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." (See UM 8.27.11.)

A.13.4. "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 references 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." (See UM 8.27.12.)

A.13.5. "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 the 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." (See UM 8.27.13.)

A.13.6. "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." (See UM 8.27.14.)

A.13.7. "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." (See UM 8.27.15.)

A.13.8. "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." (See UM 8.27.16.)

A.13.9. "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 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)." (See UM 8.27.18.)

A.13.10. "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." (See UM 8.27.18.)

A.13.11. For further information on University policies related to standards of behavior and disciplinary actions, see sections 9.18.10 – 9.25.10 of the University Manual.

A.20 Boards and Officers

A.21. Graduate Council

A.21.1. It is the responsibility of the Graduate Council to determine requirements for admission of students to graduate work, their candidacy for degrees, and awarding of degrees; to approve, subject to action by the Faculty Senate, all plans of graduate instruction and all courses carrying graduate credit; to act upon all petitions from graduate students relating to their academic work and degree requirements; to establish academic standards for all graduate work; to recommend to the Graduate Faculty those who have completed degree requirements; and to make recommendations to the Faculty Senate on all matters relating to teaching and research on the graduate level. The Council is the policy-setting body of the Graduate Faculty.

A.22. Dean of the Graduate School. (See UM, 3.30.11-14)

A.22.1. It is the responsibility of the Dean to administer the policies and procedures of graduate study set down by the Graduate Council. The Dean is to administer and enforce the regulations pertaining to the conduct of graduate work and the granting of graduate degrees.

A.23. University Ombud. (See UM, 2.39.10-20)

A.23.1. The primary function of the Ombud is to maintain a known center for the handling of individual grievances and complaints and to publicize their availability. This availability provides the individual, whether student, faculty member, or administrative official, with the knowledge that there is one independent party always available to receive complaints, inquire into the matters involved, pass judgment, and make recommendations for suitable actions. This individual therefore, can make appeals personally to an impartial official with broad perspective who has ready access at all levels to those involved in the grievance.

A.23.2. Although the primary function of the Ombud is to handle grievances brought directly to that office, the ombudsman will not be expected to recommend changes to the normal operations of established procedures, as outlined in the Graduate School Manual, except where it appears, in their sole judgment, that they are not functioning in their intended manner.

A.23.3. "The Ombud shall be assisted by a student appointed by the President by July 1 each year." (UM 2.39.19)

A.24 The University Judicial System

A.24.1. The Office of Student Life administers the University Judicial System. Each student should obtain a copy of the Students' Rights and Responsibilities Handbook, available at the Office of Student Life, that provides a detailed description of policies and procedures related to the Judicial System. The University Judicial System is designed to promote student growth and to preserve the atmosphere of learning necessary to the well being of all students. Disciplinary action may be implemented only through referral of violations to the Office of Student Life. Where infractions of University standards and policies are involved, reports of violations or complaints shall be submitted to the Office of Student Life from the campus police or local police departments, from other students, and from faculty and staff in a timely manner. In all cases, the available facts shall be gathered from the accuser (complainant or the reporting agency) and a careful evaluation of these facts, as well as the dependability and character of the person reporting them, shall be made. If corroboration of the information presented is deemed necessary, further inquiry and investigation shall be undertaken. If, at this point, in the judgment of the Office of Student Life, there is insufficient evidence of a violation, or the case lacks merit, a decision not to refer the matter to the judicial system may be made. If a case is referred to the judicial system, it must be presented by the accuser. If the situation warrants it, the Director of Student Life may appoint special judicial boards in addition to the regular boards.

A.25 Committee on Academic Policies, Standards and Appeals

A.25.1. This committee is a standing committee of the Graduate Council.

A.25.2. This committee hears, at the request of the Graduate Council, student appeals on academic matters directed to the Council. It hears only those matters not involved in suspension or dismissal decisions.

A.25.3. In addition, the committee functions in an advisory capacity to the Dean of the Graduate School and the Graduate Council on any matter relating to academic standards which may be referred to the committee.

A.26 The Graduate Student Academic Appeals Board

A.26.1. Procedure

A.26.1.1. The Graduate Student Academic Appeals Board was authorized by the Graduate Council. Jurisdiction of the Board is limited to hearing appeals of graduate students who are being suspended or dismissed for academic failure and to affirm or reverse the original decision.

A.26.1.2. If the decision is to suspend or dismiss, the Dean of the Graduate School shall notify the student by a letter sent by certified mail, return receipt requested. The letter shall inform the student:

- a. That the student is being suspended or dismissed, the reasons why, and when it takes effect.

b. That the decision may be appealed, and the procedure for filing an appeal.

c. The time limits for filing the appeal.

d. That the student is entitled to counsel of choice at the student's own expense.

A.26.1.3. A student who wishes to appeal suspension or dismissal for academic failure shall file a formal appeal within 15 business days after the return receipt has arrived at the Dean's Office. The Appeals Board and only the Appeals Board has the authority to grant an extension of time.

A.26.1.4. The grounds on which the appeal is based must be clearly stated.

A.26.1.5. A student who has filed an appeal concerned with suspension or dismissal for academic failure, may remain enrolled in courses, may enroll while the appeal is in process, and may receive credit for courses completed while an appeal is pending, but no degree shall be granted while an appeal is pending. A student whose dismissal or suspension is affirmed by the Appeals Board during a semester when the student is enrolled in courses may choose to finish the courses for transcript credit or withdraw with full tuition refund.

A.26.1.6. The grounds for appeal and the decision of the Appeals Board are limited to the consideration of those matters preceding the date of dismissal or suspension.

A.26.1.7. The Dean of the Graduate School shall inform the Graduate Council when an appeal has been filed.

A.26.1.8. The Board shall convene as soon as possible after receiving a request for appeal, and ordinarily no later than 14 days after the request has been received by the Chair of the Appeals Board.

A.26.1.9. The Board shall conduct hearings in full accord with conventionally accepted principles of due process. The procedure shall be developed in consultation with University legal counsel, and shall be stipulated in writing prior to commencing operations. The Board shall be empowered to invite specialists to supply information or consultation as needed, including "outside" specialists. All reasonable costs for such services shall be borne by the Graduate School.

A.26.1.10. The hearings of the Board shall be a matter of record. Stenographic, synoptic, or taped records are required, and these and the final report shall remain on file in the Graduate School Office for ten years. The final report shall be kept in the student's file as long as the file is kept.

A.26.1.11. Routine aspects of an appeal such as scheduling meetings, notifying members of the

Board and the appellant of meetings, keeping records and typing the final report are solely the responsibility of the Chair of the Appeals Board.

A.26.1.12. At the time of the first hearing of an appeal, the Chair of the Board shall inform the Graduate Council, via the Dean of the Graduate School, that the appeal process has begun.

A.26.1.13. The final report on the appeal shall be transmitted by the Chair of the Board to:

- a. The Dean of the Graduate School
- b. The student
- c. The student's Major Professor or Advisor, and Committee if the student has a committee
- d. The Department Chair
- e. The Graduate Council
- f. President

A.26.1.14. If additional announcements are required, they shall be made by the Chair of the Graduate Student Academic Appeals Board, and only by the Chair, and in strict accordance with URI policies and procedures governing news releases.

A.26.2. Composition of the Board

A.26.2.1. The Graduate Student Academic Appeals Board shall be a standing body composed of three members of the Graduate Faculty, two graduate students, and an alternate member for each position.

A.26.2.2. The Board shall elect its own Chair. The Chair shall serve for one year and shall be eligible for reelection.

A.26.2.3. Two of the faculty members and two faculty alternates shall be elected by the Graduate Council. The third faculty member and faculty alternate, and the two student members and alternates shall be elected by the Graduate Student Association.

A.26.3. Criteria for Membership on the Board

A.26.3.1. Any member of the Graduate Faculty who holds a full time continuing appointment, and who is not a member of the Graduate Council may serve on the Board. A member of the Board whose status changes will be replaced by an alternate or by a newly elected member.

A.26.3.2. The faculty members and alternates elected by the Graduate Faculty must have tenure. The faculty member and faculty alternate elected by the Graduate Student Association may be tenured but are not required to be.

A.26.3.3. Graduate student members and alternates must be registered as full-time students in a degree program during the Spring and Fall semesters that they serve on the Board and should be available but not necessarily registered during the summer.

A.26.3.4. Of the five members and five alternates, no more than two shall be from the same department, but no two members reviewing any one appeal shall be from the same department. In case of conflict, an alternate will serve or a new member will be elected.

A.26.4. Elections

A.26.4.1. Elections for members of the Graduate Student Academic Appeals Board shall be held in October or November.

A.26.4.2. Consent of each nominee must be obtained before a nomination is made. Acceptance of a nomination implies that if elected, the member or alternate will be available most of the times when an appeal is likely to be made.

A.26.4.3. As far as possible the nominees will be selected from among individuals who will be available to serve on the Board during periods when appeals are most likely to be made. Ordinarily these are in June, August and February.

A.26.4.4. A special election may be held at any time, to fill a vacancy or to resolve a conflict of interest because of departmental affiliations.

A.26.4.5. The term of office of members and alternates shall normally begin and end on January 1, but if for any reason elections are delayed, members and alternates shall serve until their successors are elected.

A.26.4.6. A member or alternate elected at a special election to resolve a conflict of interest shall serve for the particular appeal only; but if elected to fill a vacancy, shall serve until the next regular election.

A.26.4.7. If an additional member (or members) is needed to complete the required number for an appeal during the summer, when nominations and elections cannot be carried out quickly, the Executive Committee of the Faculty Senate shall appoint a member of the Graduate Faculty or a

graduate student to fill the vacancy.

A.26.4.8. The Office of the Dean of the Graduate School shall be responsible for keeping records of elections, terms of office of members and alternates, notifying the two electing bodies when elections are needed, and conducting the Graduate Council election.

A.26.5. Elections - Graduate Student Association

A.26.5.1. The Graduate Student Association shall elect two graduate student members and two student alternates from four different departments every year.

A.26.5.2. When the votes have been counted, the two nominees who have received the highest numbers of votes shall be declared members, and the next two, alternates. If there is a tie vote, the order shall be decided by lot.

A.26.5.3. The faculty member elected by the Graduate Student Association will serve one year as alternate, and as a member the following year. The alternate Graduate Faculty member will be elected every year from a slate that contains at least one nomination. If for any reason, the Graduate Faculty alternate elected the year before is unable to serve as a member, the nominating slate shall contain at least two nominees. The nominee who receives the highest number of votes shall be declared member, the next highest alternate. A tie vote shall be decided by lot.

A.26.5.4. Nomination and election of members and alternates by the Graduate Student Association shall take place in accordance with the procedures as described in the Constitution and By-Laws of the Graduate Student Association.

A.26.6. Elections - Graduate Council

A.26.6.1. The election by the Graduate Council shall generally be for two alternates; the faculty members elected as alternates shall serve as members the following year.

A.26.6.2. The slate of nominees to be elected by the Graduate Council shall be prepared by a nominating committee appointed by the Dean of the Graduate School and approved by the Graduate Council.

A.26.6.3. The nominating committee shall consist of three elected faculty members of the Graduate Council.

A.26.6.4. Members of the nominating committee shall be appointed by the first Graduate Council meeting of the academic year and shall serve a term of one year. A.26.6.5. The nominating committee shall elect its own Chair.

A.26.6.6. If for any reason an alternate is unable to serve as a member the following year, the nominating committee shall be informed that a member must be elected in addition to the two alternates, and the slate of nominees shall reflect this.

A.26.6.7. Prior to the second Graduate Council meeting of the academic year the Dean of the Graduate School shall inform the Graduate Faculty that nominations for the Appeals Board are being sought.

A.26.6.8. At the second Graduate Council meeting of the academic year, the nominating committee shall present a slate of candidates that will consist of at least two nominations for each vacancy.

A.26.6.9. Election by the Graduate Council shall take place at the third meeting of the year and shall be by written ballot.

A.26.6.10. Additional nominations may be submitted by any member of the Graduate Faculty 10 days prior to the meeting at which the election takes place provided the nominees satisfy the criteria specified in A.26.3.

A.26.6.11. When the votes are counted, the nominees who receive the highest number of votes shall be declared elected as members, if vacancies for members exist, and the next two nominees in order shall be alternates. Tie votes shall be decided by lot.

A.26.7. Restrictions

A.26.7.1. Any of the following conditions shall disqualify a Board member from participating in a hearing on a particular appeal:

- a. When a Board member is enrolled in or is a faculty member of the same academic department as an appellant, or is a member of the faculty responsible for administering the student's plan.
- b. When a Board member is also a member of a student appellant's advisory committee.
- c. When a Board member feels that for any reason they cannot render a fair judgment in a particular case, they are required to disqualify themselves.
- d. When a Board member is directly involved in the matter under appeal.

A.26.8. Review

A.26.8.1. The procedures for the Graduate Student Academic Appeals Board should be reviewed every five years and changes made as needed.

Appendix B. Eligibility to Participate in the Graduate School Commencement

Policy for Determining Eligibility to March in Graduate Commencement of Year

X*

Participation in the graduate commencement ceremony acknowledges the completion of degree requirements and signifies academic accomplishment of the highest order. **Graduate candidates** eligible to march in the ceremonies include the following:

- ✓ Those who have completed their degree requirements by August (x minus 1), December (x minus 1), or May x
- ✓ Those who will have completed their course work during or before the Spring x semester and will have successfully defended their dissertations/theses (if a dissertation or thesis is required) by the appropriate Friday in April x listed in the Graduate School deadline calendar
- ✓ Those in programs with required internships who will have completed their course work during or before the Spring x semester, will have successfully defended their dissertations/theses (if a dissertation or thesis is required) by the appropriate Friday in April x listed in the Graduate School deadline calendar and will have completed their internships by 15 September x

* x = the year in which commencement occurs. If x = 2009, then x minus 1 = 2008.

Example using the academic year 2009-2010

ELIGIBILITY TO MARCH

Participation in the graduate commencement ceremony acknowledges the completion of degree requirements and signifies academic accomplishment of the highest order. **Graduate candidates** eligible to march in the ceremonies include the following:

- Those who have completed their degree requirements by August 2009, December 2009, or May 2010
- Those who will have completed their course work during or before the Spring 2010 semester and will have successfully defended their dissertations/theses (if a dissertation or thesis is required) by 23 April 2010

- Those in programs with required internships who will have completed their course work during or before the Spring 2010 semester, will have successfully defended their dissertations/theses (if a dissertation or thesis is required) by Friday 23 April 2010, and will have completed their internships by 15 September 2010

Appendix C. Policies for the Release and Disclosure of Information from Student Records

These guidelines incorporate the requirements of the Federal Family Education Rights and Privacy Act of 1974 (Buckley Amendment). They are issues subject to revision as the law is changed or construed, and stated so that there will be the least disruption if contrary interpretations should prevail.

Introduction

The University of Rhode Island maintains student records primarily for educational purposes, although student records are maintained for other purposes such as health and employment. Procedures for the release and disclosure of student records maintained by the University are in large measure governed by State and Federal laws. It is the purpose of these guidelines to provide reasonable interpretations of the laws as presently stated and to protect the student's right to privacy. Where the law is silent, the University shall be guided by the principle that the privacy of an individual is of great weight and that all information in the student's file should be disclosed to the student upon request.

Public Records

Information confirming the following items about individual students is public (the office listed is the office having the most accurate information):

-full name -- Enrollment Services

-campus address -- Enrollment Services

-home address -- Enrollment Services

-telephone listing -- Campus Directory

-date and place of birth -- Enrollment Services

-major field of study -- Enrollment Services

-participation in officially recognized activities and sports --

Student Activities Office; Sports Information Office

-weight and height of members of athletic teams --

Sports Information Office

-dates of attendance -- Enrollment Services

-degrees and awards received -- Enrollment Services

-the most recent previous educational institution attended -- Enrollment Services

-class year -- Enrollment Services

Public information may be released or published without the student's consent. Currently enrolled students may inform the appropriate office that public records should not be released or published (forms available from designated offices).

Confidential Records

1. Nature of Confidential Records

All personally identifiable information relating to particular students used to make decisions about the student or for transmittal to others outside the institution other than public records as defined above is considered confidential information. This information includes but is not necessarily limited to:

- academic evaluation
- general counseling and advising records
- disciplinary records
- financial aid records
- letters of recommendation
- medical or health records
- clinical counseling and psychiatric records
- transcripts, test scores, and other academic records

2. Disclosure of Confidential Information to the Student

Right of Inspection and Review: A currently or previously enrolled student has the right to inspect and review official records, files, and data directly related to the student as a student. Access will be provided in the presence of a staff member. This right does not extend to applicants, those denied admission or those admitted who do not enroll. A student in one unit of the University, who applies for admission to another unit, but who never attends the other unit, has no right to inspect the records accumulated by the second unit. Where such information involves other students, the student is entitled to inspect or be informed of that portion of the

information that pertains to himself or herself only. Requests under the Family Educational Rights and Privacy Act of 1974 will be accepted as of January 1975 and will be responded to within forty-five days. Only in rare situations will the response period ever approach this limit. Offices may require that requests for access be submitted in writing and may ask for, but not require the reason for the request.

Right to Obtain Photocopies: The right to inspect and review official records includes a provision for copying the records upon request (except where copies are already available to students under established University procedures, or are not available due to indebtedness or obligation to the University). Students may obtain copies by asking the office maintaining the record to complete a "copy payment form". The student must then take the form to the Office of Enrollment Services for payment. Enrollment Services will collect the payment, stamp the form "paid", and return the student to the appropriate office where copies will be made. When the collected funds reach a total of \$10 for any office, Enrollment Services will rebate the funds to the office's account. This section is not intended to allow pressure from third parties to have students turn over their entire records.

Definition of Official Records: For purposes of this section, the term "official records, files and data" includes that material on students pertaining to their status as students held by any unit or department of the University which is intended for University use or to be available to parties outside the University. It does not include:

- Letters of recommendation or statements of reference for students obtained or prepared before January 1975 pursuant to written or documented promises of confidentiality or personally signed letters of recommendation to which students have waived their rights of access
- employment records of students as University employees
- campus law enforcement records held in the Campus Police Station
- clinical, medical, counseling, or psychiatric records (these records or copies thereof may be reviewed by a physician or other appropriate professional of the student's choice)
- financial records of the parents of the student or any information contained therein
- private records kept by individual faculty or administrators possibly used as memory aids unless intended for transmittal to others
- institutional records of students which may be maintained by the University in a computer printout or similar format (so long as this computerized information is not intended to be distributed outside the University), as long as the original course of computer information is available in the office or department having original jurisdiction for the.

Right of Explanation: A student is entitled to an explanation of any information contained in official records directly related to the student. The student has the opportunity for a hearing:

- to challenge the content of such records to ensure that they are not inaccurate, misleading, or otherwise in violation of privacy or other rights
- to correct or delete any such inaccurate, misleading, or otherwise in violation of privacy or inappropriate data
- to insert into the records a written explanation

The substantive judgment of a faculty member about a student's work (grades or other evaluations of work assigned) is not within the scope of such hearings. A student may challenge the factual and objective elements of the content of student records but not the qualitative and subjective elements of grading.

Hearing Procedure: The procedure to be followed should a student object to items included in her/his personal record is as follows:

- the student should discuss the objection with the individual responsible for the office where the student record is maintained
- if not satisfied, the student should discuss the objection with the individual to whom that person reports
- if not satisfied, the student should discuss the objection with the appropriate vice president or their designee
- if not satisfied, the student should file a written request for a formal hearing with the Office of the President

Upon receipt of a written request for a formal hearing, the Hearing Board on Student Confidential Records (two members appointed by the President and the Assistant to the President as Chair) must hold a hearing within three calendar weeks. The Hearing Board must allow a full and fair opportunity for the presentation of evidence relevant to the reason(s) for the hearing request and must render a decision in writing to the requesting student within one week of the conclusion of the hearing. This section is not meant to require a formal hearing with rules of evidence, transcript of proceedings, presentation of sworn testimony, or cross examination of witnesses.

3. Waiver of Access

Students may be invited, but not required to waive their right of access to confidential letters of recommendation for admission, honors or awards, or Career Services. Students will suffer no prejudice in admission, financial aid, or other University services by reason of not executing the waiver. If the waiver is signed, the applicant may request a list of all persons making confidential recommendations or statements.

4. Disclosure of Confidential Information to Third Parties

Definition of Third Parties: Third parties (including the URI Campus Police) do not have access to personally identifiable records or information pertaining to students as students without the written consent of the student specifying the records to be released, to whom the records are to be released, and the reasons for such release. Excepted from this restriction are:

- University officials (except Campus Police personnel) who require access on an internal need-to-know basis for legitimate educational purposes
- students in their official capacity as file clerks working in the University offices
- disclosure of appropriate academic records to officials of other educational institutions to which the student has applied and intends to enroll (on condition that the student is entitled to a copy of such records) if the student previously directed that the record be sent
- records released pursuant to judicial order (on condition that a reasonable effort be made to notify the student of the subpoena in advance of the records being released)
- records released in connection with the student's application for, or receipt of, financial aid

This policy does not preclude access to student records by authorized federal or state officials in connection with the audit and evaluation of federally supported education plans or in connection with the enforcement of federal legal requirements that relate to such plans.

Procedural Standards for Disclosure to Third Parties: Confidential information is transferred to a third party only on the condition that such party is informed that they may not permit any other party to have access to such information without the written consent of the student.

- no third party may have access to such records before signing and dating a written form indicating the legitimate educational or other interest of the third party. Such forms must be kept permanently on file and open to inspection by the student
- where third parties have requested access to records but where no access was granted, no written record of the request will be made
- the University is not required to release information to third parties upon the request of the student. This section simply permits such release under defined procedures.
- where University employees having a legitimate educational interest request access to records, no written record of the request will be made
- parents are considered third parties and are subject to the requirements of this section
- records may be released to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health and safety of the student or others, provided

the official releasing the records considers the seriousness of the threat to health and safety, the need for the information to meet the emergency, whether the third parties to whom the information is released are in a position to deal with the emergency, and the extent to which time is of the essence

- when students intend to transfer to another educational institution, the student must be notified that records have been released to another institution even though the student initiates the request for release

Notification of Rights

Students will be informed by their rights under the Family Education Rights and Privacy Act of 1974 by publication of these University guidelines on the Graduate School web site.

Assurance of Compliance

All applications made by departments or offices of the University for Federal grants, loans or contracts will include an assurance of compliance with the Family Educational Rights and Privacy Act of 1974.

List of official education records maintained:

TYPE OF INDIVIDUAL

RECORD LOCATION RESPONSIBLE

- Academic records related correspondence -- Student's Academic Dean's Academic and Office of Enrollment Services
- Conduct records -- Office of Student Life Director
- Health records -- Student Health Services Director
- Counseling records -- Counseling Center Director
- Career planning records -- Career Services Director
- Financial aid records -- Student Financial Aid Director
- Veteran's records -- Office of Enrollment Services
- International student records -- International Students & Scholars
- Talent Development student records -- SPTD Office Director
- Tuition, fees and debts to Enrollment Services records -- Office of Enrollment Services

- Athletic records -- Athletic Department Director
- Meal book and dining records -- Dining Services Office Director
- Residence hall records -- Office of Residential Life Director

Appendix D. Institutional Review Board Policy and Procedures Concerning the Protection of Human Subjects

Applications for review and approval of research involving human subjects require a faculty member who acts as the Principal Investigator of record and who assumes responsibility for the quality of the application for approval as well as the responsible and ethical conduct of the student's research activities.

Safeguarding the rights and welfare of subjects involved in any research, development, or related activity is the responsibility of the University. In order to provide for the adequate discharge of this responsibility, it is the policy of the University that no research activity involving human subjects be undertaken until those activities have been reviewed and approved by the University Institutional Review Board (IRB).

For information and instructions on how to apply for IRB approval, use the following link to the Office of Research Integrity webpage for graduate students:

<http://www.uri.edu/research/tro/about/IRB/IRBguidanceforstudents>

Appendix E. Institutional Animal Care and Use Committee

It is the purpose of this policy to assure the humane care, treatment and use of animals in research and education and to ensure that studies involving the use of animals have been carefully evaluated by competent reviewers and judged to be justified and in compliance with applicable laws and regulations. The University is committed to abide by, and comply with, PHS/HHS/NIH "Policy on Humane Care and Use of Laboratory Animals" (NIH Publication No. 85-23) and the provisions of the Federal "Animal Welfare Act" (P.L. 89-544), as amended, along with other applicable federal, state and local laws, regulations and policies.

For information and instructions on how to apply for IACUC approval, use the following link to the Office of Research Integrity webpage for graduate students:

<http://www.uri.edu/research/tro/offices/compliance/rescompgradinfo.html>

Appendix F. Intellectual Property

The University of Rhode Island Intellectual Property Committee is responsible for making all decisions related to University intellectual property. These policies, which relate to patents, copyrights, and other forms of intellectual property, are contained in the University Manual and are subject to interpretation and implementation by the University's Intellectual Property Committee, with the approval of the President of the University. All members of the University community, including faculty, pre- and postdoctoral fellows, research associates, staff, and students, including graduate assistants and research assistants in any combination of study, research, and teaching, shall be subject to the University's Intellectual Property Policies. For further information, please consult Sections 10.40.13 – 10.44.10 of the University Manual.

Appendix G. Scientific Misconduct in Research and Scholarship

For specific details regarding the policies and procedures for dealing with and reporting possible misconduct in scholarship and research, please consult the Division of Research and Economic Development, 70 Lower College Road, University of Rhode Island, Kingston 02881.

G.10 Basis

The basis for establishing this policy is 42 CFR Part 50 and 45 CFR Part 689 (Code of Federal Regulations). Reports to the Federal Office of Research Integrity (ORI) or to the National Science Foundation will occur only when required by federal law or regulation or when mandated by grant or contract provisions.

G. 20 Applicable to:

All University employees involved in scholarship, research, research training or research related activities pursued at the University or under the sponsorship of the University. Also applicable to all University employees involved in science and engineering education projects sponsored by the National Science Foundation. Students who are not included in the above definitions, against whom allegations of misconduct in research and scholarship have been made, shall be subject to regular University procedure.

G.30 Responsibility

The Vice President for Research and Economic Development, the Provost, and the President have primary responsibility for administration of all policies related to scientific misconduct in research and scholarship.

G. 40 Policy

It is the policy of The University of Rhode Island to foster a scholarship and research environment that discourages misconduct in all research, research training or research related activities pursued at the University or under the sponsorship of the University.

G.50 Definition of Misconduct

Misconduct in research and scholarship means: "fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the academic and scientific community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data." Allegations of misconduct in research and scholarship must promptly be reported directly to the Vice President for Research and Economic Development. Acts of retaliation against those who, in good faith, make allegations of misconduct shall be deemed to be misconduct in research and scholarship. Allegations that are determined to have been made in bad faith shall be deemed to be misconduct

in research and scholarship. In the interest of protecting the reputation and privacy of those who may be involved, it is important that allegations be treated with confidentiality. In the event of allegations of such misconduct, it is the policy of the University to initiate a preliminary inquiry into such allegations; to conduct an investigation, if warranted, and impose appropriate sanctions, if warranted; and, if appropriate, to report to the federal Office of Research Integrity (ORI), a component of the Office of the Director of the National Institutes for Health, or to the Office of the Inspector General (OIG) of the National Science Foundation. These actions will be undertaken in accordance with 42 CFR 50, Sec. 50.101-105, and 45 CFR Part 689 with the University's procedures set forth below, and with due consideration to the rights and reputation of the accuser and accused.

It is the responsibility of all persons at the University involved in scholarship research, research training or related research activities to familiarize themselves with these policies and procedures. Copies of 42 CFR 50, Sec. 50.101-105 and 45 CFR Part 689 are available from the Office of the Vice President for Research and Economic Development upon request.

A. Immediate Steps to be Taken when Allegations of Misconduct in Research and Scholarship have been made.

1. All allegations of misconduct shall be reported promptly in writing directly to the Vice President for Research and Economic Development.
2. The Vice President for Research and Economic Development shall advise immediately the Provost and the Dean or comparable administrative officer to whom the accused reports about the allegations.
3. The Vice President for Research and Economic Development shall determine immediately whether (a) an immediate health hazard is involved, (b) there is an immediate need to protect federal funds or equipment, (c) there is an immediate need to protect the accuser or the accused, (d) it is probably that the incident will become public, or (e) there is reasonable indication of possible criminal violation. If the Vice President for Research and Economic Development determines that any of these conditions may exist, the Vice President for Research and Economic Development shall immediately inform the Provost with recommendations for appropriate action in so far as is necessary to address the identified condition. The Provost shall notify the federal office of Scientific Integrity (OSI) (if the alleged misconduct has been performed under PHS sponsorship) of the Office of the Inspector General (OIG) of the National Science Foundation (if the alleged misconduct has been performed under NSF sponsorship) within 24 hours, and report on action taken, if appropriate.

If at any state of the Inquiry or Investigation process, the Vice President for Research and Economic Development or the Provost determines that any of the above conditions exist, the Provost shall notify the OSI or the OIG within 24 hours, if appropriate.

4. The Vice President for Research and Economic Development may, within five days of the receipt of the allegations, appoint a person to serve as a mediator. The mediator's sole responsibility shall be to meet with the accuser(s) and the accused, individually or jointly, and/or other appropriate parties to the case to determine whether the matters at issue can, or should, be voluntarily resolved among the parties, and to facilitate that resolution. Bargaining unit employees are entitled to union representation at mediation sessions. Confidentiality shall be maintained by all parties throughout the mediation process. The mediator shall submit a confidential report of the results of his/her mediation efforts to the Vice President for Research and Economic Development within ten days of his/her appointment to the case; such report shall ONLY include that:
 - a. the parties have settled their dispute and the charges have been withdrawn, with a written statement to that effect signed by the accuser(s); OR
 - b. the mediation of the dispute was not resolved, and that the consideration of the charges should proceed to the Inquiry stage.

The mediator shall not make recommendations nor offer any commentary relative to the merits of the dispute within this confidential report. Thereafter, neither the mediator nor his/her notes or records may be used in any way whatsoever at any further stage of the "procedures" or otherwise, i.e. he/she may not give testimony or statements, nor may the mediator's notes or records be requested or demanded. Further, nothing said, done, implied or discussed within the mediation process may be heard or considered by those who may conduct an Inquire and/or Investigation in the case.

For a full description of the remaining procedures to be followed:

- B. Preliminary Inquiry into the Allegations
- C. Investigation of Alleged Misconduct
- D. Procedures at the Investigation

E. Records

please refer to the University Manual or contact the Division of Research and Economic Development, 70 Lower College Road, University of Rhode Island, Kingston 02881.

Appendix H. Graduate School Governance

The Dean of the Graduate School has primary responsibility for administering the policies and procedures relating to advance study at the University of Rhode Island. Graduate School policy is made by the Graduate Faculty, acting through its delegate body, the Graduate Council. (See Sections 5.65.10-5.65.43 of The University Manual for details on the jurisdiction, membership, and procedures of the Council.) The Council meets at least once a month during the academic year. Requests for agenda items may be presented to the Dean of the Graduate School or to any member of the Graduate Council. Graduate Council members include the Deans of the Graduate School, 14 faculty members (12 elected by the Graduate Faculty; two appointed by the Graduate School), and four student members (three elected by the Graduate Student Association, one appointed by the Graduate School).