

# **INSTRUCTIONS FOR SUBMITTING THESIS /DISSERTATION FOR DEFENSE**

IF YOU ARE NEARING THE FINAL SEMESTER FOR DEFENDING YOUR THESIS /DISSERTATION, YOU MUST HAVE ALREADY SUBMITTED YOUR THESIS PROPOSAL, AND RECEIVED IT BACK FROM THE DEAN OF THE GRADUATE SCHOOL WITH APPROVAL TO CONTINUE. IF YOU HAVEN'T, CONTACT THE GRADUATE SCHOOL FOR THE INSTRUCTIONS ON SUBMITTING YOUR PROPOSAL. THIS SHOULD BE DONE BEFORE YOU BEGIN YOUR RESEARCH.

BE SURE TO CHECK YOUR PROGRAM OF STUDY THOROUGHLY. IF YOU HAVE ALTERED THE COURSES ON YOUR ORIGINAL PROGRAM STUDY, YOU MUST FILE AN OFFICIAL CHANGE WITH THE GRADUATE SCHOOL. FORMS ARE AVAILABLE AT THE GRADUATE SCHOOL OF ON OUR WEBSITE: [WWW.URLEDU/GSADMIS](http://WWW.URLEDU/GSADMIS). IF YOU DO NOT HAVE A COPY OF YOUR ORIGINAL PROGRAM OF STUDY, CONTACT YOUR DEPARTMENT OR MAJOR PROFESSOR.

YOU SHOULD CHECK TO SEE THAT YOU HAVE BEEN NOMINATED FOR GRADUATION DURING THE SEMESTER YOU PLAN TO FINISH. AT THE BEGINNING OF EACH SEMESTER, THE GRADUATE SCHOOL SENDS OUT A MEMO TO ALL DEPT. CHAIRS AND GRADUATE DIRECTORS ASKING THEM TO COMPLETE A NOMINATION FORM FOR EACH PERSON THEY FEEL MAY GRADUATE DURING THE SEMESTER. CHECK WITH YOUR GRADUATE DIRECTOR/CHAIR TO SEE THAT THIS HAS BEEN TAKEN CARE OF.

1. First and foremost, you must be registered. If you have completed all course work but have not defended, you must register for an appropriate number of credits (minimum of 1 credit – thesis research (599 or 699) if there are no other courses that interest you). Continuous registration (CRG) is not acceptable. CRG is for students who have successfully defended and have only minor revisions, have completed all requirements except for making up incompletes, or the final submission of a thesis /dissertation. **YOU MUST BE A REGISTERED STUDENT AT ALL TIMES INCLUDING THE SEMESTER YOU PLAN TO GRADUATE!!**
2. In addition to your regular core committee members, you and your major professor must acquire additional people for the defense examining committee. For a Ph.D. dissertation, an additional person inside the department and an additional person outside the department is required. For a Master's thesis, only an additional person outside the department is required. These people **MUST** be on the graduate faculty list. Please check the printed list in the Graduate Catalog. In both cases, the additional OUTSIDE member automatically acts as the Chair for the defense.
3. Consult the school Graduate Student Deadline Calendar in the front of the Graduate Catalog or from our website for important dates. Each semester has a date listed for final submission to set up the defense, as well as a final date to hand in final copies. Also make note of the date that grades are due. If you have an Incomplete to make up, it must be done before that date. It would be wise to check with the faculty member. The Change of Grade form must be in the Graduate School by that date. The lack of submission of a Change of Grade form will delay your graduation until the next semester. Also, any changes to your original Program of Study must be made before this date.
4. Consult with your major professor that thesis committee to review your draft and to arrange a mutually acceptable date and time for your defense. Once agreed, use the form "Defense Set-Up Sheet" to collect the signatures of your entire committee, making sure you have filled in the date, time and place of your defense on the specified line. Their signature indicates that the thesis is in a form acceptable for defense. However, if anyone on the committee feels that the thesis is not acceptable for examination, either in substance or style, they may request a postponement of the examination. The

signature also indicates that they are available for the defense on the date specified. If a faculty member does not show up, the defense MUST BE rescheduled.

5. You must pay a binding fee at the Bursar's Office. For dissertations, the fee will be \$88.00, which covers the cost of the hard-cover binding of two copies of the dissertation, which will remain in the URI Library indefinitely, plus microfilming. For theses, the cost is \$18.00, which also covers the hard-cover binding costs only. The Bursar's Office will give you a yellow receipt which must be submitted along with the thesis. **IF YOU NEED A COPY OF THIS RECEIPT FOR REIMBURSEMENT PURPOSES, PLEASE MAKE YOUR COPY BEFORE YOU HAND IT IN, TO REQUEST A COPY LATER IS MOST INCONVENIENT AS THIS OFFICE IS EXTREMELY BUSY AT THAT TIME DEALING WITH GRADUATION.**
6. You will need a copy of the thesis /dissertation for each committee member, including the additional people. These copies need to be acceptable copies (complete, neat and readable) – not the final form. In this case, dot matrix is acceptable. Each copy must be in a separate manila envelope with a copy of the title page taped to the front.
7. The yellow binding receipt, the signed set-up sheet, and all the copies of the thesis /dissertation should be brought to the Graduate School 20 calendar days prior to the date you have selected. This gives us 5 days to do our job. When you bring it in, we will give you some idea when to pick it up. **THE THESIS/DISSERTATION MUST BE PICKED UP AND DISTRIBUTED TO THE COMMITTEE MEMBERS NO LATER THAN 15 CALENDAR DAYS PRIOR TO DEFENDING.** If an exception is needed, a request needs to be made in writing by your major professor, with the signatures of all committee members at the bottom of that same memo, and must come to Graduate School Dean for approval. Only under extreme circumstances in an exception made.
8. We encourage students to contact the Formatter, [judith\\_minta@mail.uri.edu](mailto:judith_minta@mail.uri.edu) to schedule a review of their work. Formatting hours are 7:30 – 3:30 Wednesdays and Thursdays only, so it is strongly suggested that a draft, completed according to website instructions and including ALL elements of the final product, be dropped off at the Graduate School Office where it will then be format checked. Drafts will be reviewed in the order in which they are received, so it is in the student's best interest to submit work in a timely fashion.
9. Once defended, incorporate any format changes with the committee's changes, and take the revised draft to the Graduate School for its final format check. Again, drafts are reviewed in the order in which they are received, and keeping in mind the Formatting hours, compliance with any deadline is the student's responsibility. Waiting until the week of the deadline is not recommended.
10. When format is approved, print out four copies arranged in correct page order and on acid-free paper, making NO FURTHER CHANGES. Collect TWO ORIGINAL approval sheets with signatures of Core Committee members (to insert into the original and copy #1), and make TWO COPIES (to insert into copy #2 and #3). Dean's signature will be added later.

For Ph.D. students, please make sure you have included your completed forms (Dissertation Agreement form, Survey of Earned Doctorates, Exit Survey and Commencement Survey) inside the envelope of the original copy.

Drop these off at the Graduate School Office to be processed, each in a separate clasp manila envelope with a photocopy of the title page taped on each envelope, and clearly marked "original", Copy #1, Copy #2, Copy #3. The responsible staff member will sign the outside envelope of the original copy. At this point, you are finished.

After the graduation period passes and things settle down at the Graduate School, all theses /dissertations will be processed at the same time. Two of the copies will be sent to the Library where they will remain indefinitely. The other two copies will be sent to your department. One of those copies will be kept within the department and the other is at the discretion of the department. Check with your department secretary as to their procedure.

If you wish to have your personal copies bound, check again with the department. Some departments will handle the arrangements and some do not wish to get involved.

If you have questions regarding the status of your requirements, i.e. are all courses complete, all grades in, examination results submitted, etc., contact Leslie Scott at 874-2663 for Master's students. For Ph.D. and Professional Degree students, contact Ruth Gormly at 874-2176.

If you have any other questions, feel free to contact the Graduate School's main office at 874-2262.

**FORMS AVAILABLE AT THE GRADUATE SCHOOL AND ON OUR WEBSITE:**

NOMINATIONS FOR GRADUATION FORMS  
INSTRUCTIONS FOR THESIS PROPOSALS  
PROGRAM OF STUDY  
PROG. OF STUDY. CHANGE FORM (IF NEEDED)  
DEFENSE INSTRUCTIONS  
DEFENSE SET-UP SHEET  
FORMAT GUIDELINES  
GRADUATE SCHOOL CALENDAR  
REQUEST TO SCHEDULE WRITTEN COMPS  
DEFENSE RESULTS SHEET:  
(GIVEN TO CHAIR OF DEFENSE AUTOMATICALLY BY THE GRADUATE SCHOOL)