

UNIVERSITY OF RHODE ISLAND
THE GRADUATE SCHOOL
INSTRUCTIONS FOR PREPARING PROGRAMS OF STUDY
MASTER'S DEGREE

PURPOSE - Programs of study for all Master's degree candidates are **due by the end of the first semester of graduate study** (completion of nine credits for part time students). This requirement is to ensure that, at an early stage, the student and her/his major professor have developed a co-ordinated and balanced program of course work designed to meet both the student's individual needs and the requirements of the program and the Graduate School. The program of study should include all post-baccalaureate work taken at the University of Rhode Island, as well as courses taken or to be taken at other institutions to satisfy the degree requirements. Program requirements are discussed in Section 9.10 of the Graduate Student Manual (GSM 9.10). Regulations governing work taken in non-matriculating status are given in GSM 3.30, transfer credit in GSM 7.20, and credit by examination in GSM 7.30.

The PROGRAM CREDIT section should include a listing in numerical order of the courses taken or to be taken to satisfy degree requirements, beginning with the courses in the major department and followed by program courses in related fields. *A star should follow the course number for all courses specifically required by the program. For work already completed, the final grade should be noted. All courses taken for program credit should be at the 400 level or above. At least half of the total course credits required in a Master's program must be at the 500 and 600 level. Upon the recommendation of the major professor and with the approval of the Dean of the Graduate School, a maximum of 12 credits of work taken in non-matriculating status may be used to satisfy program requirements. Transfer credit (six maximum) must also fit within the overall maximum of 12 credits mentioned above. Courses which are being used as replacements for core requirements should be listed in the transfer section, with the required course that is being replaced listed in parentheses.*

For "Special Problems" or "Directed Study" or any other open ended course, the sub-title should be listed and a brief abstract of the content of the study should be attached. These problems should be separate from, and independent of, the thesis research. The number of credits of graduate student seminar should be kept to a minimum. In thesis programs, the thesis research should be listed as (Dept) 599 and six credits should be entered.

When credit is desired for work taken elsewhere, the course(s) should be listed in the Transfer Credit section. An official transcript (sent directly from the other institution) should be on file in the Graduate School Office. A catalog description of the course and an explanation of the school's numbering system should also be submitted. These courses must satisfy the requirements for transfer credit stated in Section 7.20 of the Graduate Student Manual. If the courses are to be taken after the student has enrolled at URI, approval must be secured in writing from the Dean of the Graduate School **prior to registering** for the course(s). After the course(s) has been completed, an official transcript should be requested and sent directly to the Graduate School.

The NO PROGRAM CREDIT section should include courses taken to satisfy entrance deficiencies, course prerequisites and tool or language requirements, as well as courses not essential to the Program of Study, and Thesis Research beyond the six credits allowed for program credit. The student must be sure to include all courses taken or to be taken at URI for no program credit. Courses at the 400 level or above **must be designated for no program credit before they are taken if failing grades are not to be included in the calculation of the overall grade point average.**

At least four copies of the Program of Study must be submitted for approval. The program should be signed by the student, approved by the Major Professor (or entire program committee when required by the Department), and endorsed by the Director of Graduate Studies or Department Chairperson prior to submission to the Graduate School Office. Approved copies will be returned to the student, major professor and department, via the department secretary.

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