

UNIVERSITY OF RHODE ISLAND
THE GRADUATE SCHOOL
INSTRUCTIONS FOR PREPARING PROGRAMS OF STUDY
PH.D. DEGREE

PURPOSE - Programs of study for all Ph.D. degree candidates are due by the end of the first semester of graduate study (completion of nine credits for part-time students). Students who have earned a master's degree in the same or a closely related field must submit six (6) copies of a final program approved by all members of the doctoral committee. Students who have been admitted directly from a bachelor's degree or who have earned a master's in a different field may submit four (4) copies of a tentative program of study signed by the adviser/major professor. After these students have passed the Ph.D. qualifying examination, they must submit six (6) copies of a final program. This requirement is to ensure that, at an early stage, the student and the major professor (and the Ph.D. committee) have developed a coordinated 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 9.20 of the Graduate Student Manual (GSM 9.20). Regulations governing work taken in non-degree status are given in GSM 3.32, 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 specific core requirements. For work already completed, the final grade should be noted. For "Special Problems" or "Directed Study" or any other open-ended course, the subtitle 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. Thesis research should be listed as (Dept) 699 and a minimum of 18 credits should be entered. All work beyond the master's degree must be at the 500 and 600 level. Students continuing directly from a bachelor's degree may include up to 15 credits of courses at the 400 level. Additional courses at the 400 level or below may be required to remedy deficiencies. These should be listed as such in the section for no program credit. Upon the recommendation of the major professor and program committee and with the approval of the Graduate Dean, Ph.D. candidates with a master's degree in the same or closely related field may receive up to 30 credits of transfer credit for a master's degree earned at an accredited institution. A maximum of 12 credits of coursework taken at URI prior to matriculation as a Ph.D. degree candidate but not included in a previous degree may be included in the request. 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. 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. Courses taken elsewhere for which the waiver of a core requirement (but not transfer credit) is being recommended, should also be listed in the transfer section with the required course that is being replaced noted in parentheses.

The NO PROGRAM CREDIT section should include courses taken to satisfy entrance deficiencies, course prerequisites, and research tool or language requirements, as well as courses not essential to the Program of Study. The student must be sure to include all courses taken or to be taken at URI for no program credit. **Courses 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 tentative and six copies of the final program of study must be submitted for approval. The program should be signed by the student, approved by the Major Professor (entire program committee for final program) 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, program committee and department via the department secretary.

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