

INSTRUCTIONS FOR SUBMITTING A THESIS/DISSERTATION FOR DEFENSE

If you are nearing the final semester for defending your thesis or dissertation, you must have already submitted your proposal and received it back from the Dean of the Graduate School with approval to continue. If you haven't yet submitted it, 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 changed the courses on your original Program of Study, you must file a Revised Program of Study with the Graduate School. Forms are available at the Graduate School or on our website: www.uri.edu/qsadmis/gradformspage.html. 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 for the semester you plan to finish. At the beginning of each semester, the Graduate School sends out a memo to all department chairs and graduate directors, asking them to complete a nomination form for each person they believe will graduate during the semester. Check with your graduate director/department chair to see that this has been done.

- First, 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 defended successfully 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!**
- In addition to your regular core committee members, your major professor and you 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 are 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 URI Catalog. In both cases, the additional OUTSIDE member automatically acts as the Chair for the defense.
- Consult the Graduate Student Deadline Calendar in the front of the URI 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 deadline for handing 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 absence of a Change of Grade form will delay your graduation until the next semester. Also, any revisions to your original Program of Study must be made before this date.
- Consult with your Major Professor and thesis committee to review your draft and 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. The committee members' signatures indicate 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 in style, they may request a postponement of the examination. The signature also indicates that they are available on the date specified. If a faculty member does not show up, the defense **MUST BE** rescheduled.

- You must pay a binding fee at Enrollment Services. For dissertations, the fee is \$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 Master's theses, the fee is \$18.00, which covers hard-cover binding only. Enrollment Services will give you a yellow receipt which must be submitted along with the thesis/dissertation and set-up sheet. **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 GRADUATES.**
- You will need a copy of the thesis/dissertation for each committee member, including the additional people. These 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.
- 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 five 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, and must come to the Graduate School Dean for approval. Only under extreme circumstances is an exception made.
- We encourage students to email awhite@mail.uri.edu at the Formatting Office **prior to their defense** to obtain formatting procedure literature. **After defending**, a draft, completed according to website instructions and including ALL elements of the final product, and including any changes suggested by the defense committee, should be **dropped off** at the Graduate School Office, where it will then be first-format checked.

Drafts are reviewed in the order in which they are received, and compliance with any deadline is the student's responsibility. Waiting until the week of the deadline is not recommended.

- **If the draft is format approved, the student will be notified by email, and will then submit (making no further changes) an original and three copies, according to website instructions.** Drop these off at the Graduate School Formatting Office, each in a separate manila clasp envelope with a copy of the title page taped to the front of each, and clearly marked "original", "Copy #1," "Copy #2," "Copy #3." Insert an approval sheet with original signatures of core committee members into the original, and insert COPIES into #2, #3, and #4. Dean's signature will be added later. The responsible staff member will notify the office that your formatting has been approved. At this point, you are finished.

If the draft needs format changes, the student will be notified by email. The student will need to make the suggested changes and submit another "complete" draft for second and final formatting. If the second draft is format approved, the student will be notified by email, and will then submit (making no further changes) an original and 3 copies, according to website instructions. Please follow the instructions at the beginning of this bullet for submission of the final copies.

For Ph.D. students, please make sure you have included your completed forms (Dissertation Agreement form, Survey of Earned Doctorates, and Exit Survey) inside the envelope of the original copy. Please note that the Commencement Survey should be submitted separately to the Graduate School's Executive Assistant. Instructions for drop off of final copy are at the beginning of this bullet.

After the graduation period passes and things settle down at the Graduate School, all theses/dissertations will be processed at the same time. Two copies of each 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 in 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 will leave that process up to the student.

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 874-2263.

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

FORMS AVAILABLE AT THE GRADUATE SCHOOL AND ON OUR WEBSITE

NOMINATIONS FOR GRADUATION
INSTRUCTIONS FOR THESIS PROPOSALS
PROGRAM OF STUDY
REVISED PROGRAM OF STUDY
DEFENSE INSTRUCTIONS
DEFENSE SET-UP SHEET
FORMAT GUIDELINES
GRADUATE SCHOOL CALENDAR
REQUEST TO SCHEDULE WRITTEN COMPS