

**Important Information for Graduate Students
From
Marsha Mott, School of Education, 874-4068**

Program of Study

The student should meet with the assigned advisor and plan a **Program of Study**. This is due by the **end of the first semester enrolled**. This is signed by the student, the advisor, the Director of Graduate Studies, and then forwarded to the Graduate School for approval.

NOTE: Credits earned at the University of Rhode Island before admission to a degree program may be used toward degree requirements only upon the recommendation of the advisor and with the approval of the Dean of the Graduate School. Not more than a total of two-fifths of work (usually **9 credits**) taken at URI may be applied towards degree requirements in a master's degree program. **Transfer credit** for courses taken elsewhere must also fit within this 9-credit limitation.

Transfer Credits

A student may request up to 1/5 of program total (usually 6 credits) for courses taken at another institution providing the:

- Course has been taken not more than 5 years prior to the date of request to transfer;
- Course is equivalent to 500-level or above at URI
- Course description, course numbering system of the institution and a transcript must be submitted to the School of Education and the Graduate School.

Petition for Change in Program of Study

After a program has been approved, changes can be made by a petition for approval to the Dean of the Graduate School, signed by the advisor and the Director of Graduate Studies. Initiate these with your advisor.

Continuous Enrollment

Graduate Students are expected to remain **Continuously Enrolled** until all requirements have been completed. Normally this does not apply to Summer Sessions unless a student is taking the Comprehensive Exam or expects to graduate during the summer. If you have completed all the courses in your Program of Study, you **MUST** enroll in CRG 999.

Leave of Absence

If you must leave the University for one semester or more (prolonged illness, family matters, no courses available for you to take) you must make the request in writing and include with the completed **Leave of Absence form**. After review by the School of Education and if it is approved, it will be forwarded to the Graduate School for approval.

Time Limit

The Master's Degree program shall be completed within five calendar years after the date when you were accepted. With submission of a written request for an extension and a schedule for completion, endorsed by the advisor and Director of Graduate Studies, a specific extended time limit may be approved by the Dean of the Graduate School.

Comprehensive Exam

The Comprehensive Examination is scheduled for the Fall and Spring semesters. Please check with your advisor to complete the Comp Exam application (generally at the end of the 30/33 credit program or at the beginning of the semester you wish to take the exam). It is required of all M.A. students except if the student elects to do a thesis for the major paper.

Nomination for Graduation

It is the responsibility of each student to file an Intent to Graduate form, please see the Graduate School calendar. <http://www.uri.edu/gsadmis/graduatedeadlines.html>. Please initiate this with the School of Education office at the beginning of the semester you wish to graduate.

NOTE: The **GRADUATE STUDENT MANUAL** (<http://www.uri.edu/gsadmis/TOC.html>) details the above and other policies that you will be responsible for understanding and meeting during your tenure as a graduate student.

EMAIL: A current **active** email address that you check regularly should be listed as your "preferred email address" in eCampus and with the School of Education secretary responsible for graduate studies.

If you are in doubt, or have any questions, please contact your advisor or 874-4068.