

Graduate Studies Policies and Procedures Manual



**REACH
INSPIRE
CONNECT**

**Faculty of Arts and Sciences
Feinstein School of Education and Human Development
School of Management
School of Nursing
School of Social Work**

Table of Contents

GRADUATE STUDIES MISSION STATEMENT	1
I. INTRODUCTION	2
II. ADMISSION	
A. General Provisions.....	2
B. Application to Degree Programs	3
C. Application to Certificate Programs.....	4
D. Non-Matriculating Students.....	4
E. Undergraduates Enrolled in Graduate Courses.....	4
III. GRADUATE PROGRAM DEGREE REQUIREMENTS	
A. General.....	5
B. Advising Procedure.....	5
C. Plan of Study.....	5
D. Distribution of Courses.....	6
E. Independent Study.....	7
F. Transfer Credit.....	7
G. Time Limit.....	7
H. Programs with Thesis/Project.....	8
I. Programs without Thesis/Project.....	8
IV. CONTINUOUS ENROLLMENT AND REGISTRATION	
A. Continuous Enrollment.....	8
B. Full-time and Part-time Status.....	9
C. Leave of Absence.....	9
V. REGISTRATION PROCEDURES	
A. General.....	9
B. Registration for Research or Study off-campus.....	9
VI. ACADEMIC STANDING	
A. Grading System.....	10
B. Satisfactory and Unsatisfactory Grade.....	11
C. Incomplete Grade.....	11
D. Credit / No Credit.....	11
E. Audit.....	11
VII. ACADEMIC INTEGRITY	11
VIII. SUPERVISION OF GRADUATE STUDIES	
A. Vice President for Academic Affairs.....	12
B. Dean of Graduate Studies.....	12
C. Academic Dean of Graduate Programs.....	13
D. Graduate Committee.....	13
E. Departments.....	13
F. Faculty who teach in Graduate Programs	14
G. The Adviser.....	14

IX. THESES, PROJECTS AND COMPREHENSIVE EVALUATIONS	
A. General.....	14
B. Theses and Culminating Projects.....	15
C. Theses/Project Committee.....	15
D. Thesis/Project Approval.....	16
E. Comprehensive Evaluations.....	17
X. INDIVIDUALIZED GRADUATE PROGRAM	
A. General.....	17
B. Admissions.....	18
C. Plan of Study.....	18
XI. COLLABORATIVE PROGRAMS	
A. Rhode Island College/University of Rhode Island Master of Public Administration....	19
B. Rhode Island College/University of Rhode Island Doctoral Program.....	19
XII. GRIEVANCE PROCEDURE	
A. Policy.....	19
B. Procedures.....	20
XIII. ASSISTANTSHIP AND FINANCIAL AID	
A. Graduate and Teaching Assistantship.....	20
B. Graduate Traineeships.....	20
C. Graduate Scholarships.....	21
D. New England Regional Student Program.....	21
E. Metropolitan Tuition Policy.....	21
F. Financial Aid.....	22
G. Unemployment Waiver.....	22
H. Senior Citizens' Tuition Waiver.....	22

APPENDIXES

A. GRADUATE STUDIES

- A-1 Plan of Study
- A-2 Request for Changes in the Plan of Study
- A-3 Plan of Study for Individualized Graduate Program
- A-4 Approval of Transfer Credit Form for Degree Graduates
- A-5 Transferral Form
- A-6 Application for Independent Study and/or Directed Study

B. INFORMATION AND SAMPLE FORMS FOR THESES AND FIELD PROJECTS

- B-1 Thesis or Field Project Guidelines
- B-2 James P. Adams Library – Cataloging Services Policy on Binding of Theses/Field Projects
- B-3 IGP Thesis and Project Guidelines
- B-4 Policy on Binding of IGP Theses
- B-5 Request for Scheduling Oral Evaluations in Defense of the Thesis/Project
- B-6 Field Project Approval Page
- B-7 Field Project Title Page

B-8 Thesis/Project (Select One) Approval Sheet

B-9 Thesis Title Page

B-10 IGP Sample Thesis Title Page

C. SAMPLE FIELD PROJECT (PARTIAL)

C-1 Field Project Approval Page

C-2 Field Project Title Page

C-3 Field Project Abstract

GRADUATE STUDIES MISSION STATEMENT

Rhode Island College offers a range of graduate degrees and certificate programs in the arts and sciences, and in areas of social, public, and community services. Selected curricula are offered within the liberal arts and in applied and practitioner-oriented fields within the service sector. More than thirty separate graduate programs are offered through the Faculty of Arts and Sciences, the Feinstein School of Education and Human Development, the School of Management, the School of Nursing and the School of Social Work. Graduate degree programs serve either as a professional terminal degree or as an intermediate degree for those intending to pursue further graduate study.

Work for a post-baccalaureate degree involves notably more responsibility, independence and academic rigor on the part of the student than work for the baccalaureate degree. The major goals of graduate study are not simply the acquisition of more general education and moderate amounts of information about particular fields or areas of study. The primary objectives of graduate study are the development of sound scholarship and a degree of specialization that will lead to advancement of knowledge and prepare the student for intellectual leadership and further work in advanced areas of scholarship.

I: INTRODUCTION

- A.** This handbook presents the policies and procedures that govern all students enrolled in Graduate Programs at Rhode Island College and outlines the procedures for them, their advisers, Program Directors, Department Chairs, and program committees. Information concerning the organization of the Graduate Committee, the Graduate Faculty, and the authorization for graduate programs and courses are available in the College Handbook of Policies, Practices, and Regulations. Information on specific programs of study and courses are available in the Rhode Island College Catalog and at <http://www.ric.edu/academics/graduate.php>.
- B.** Administration of Rhode Island College's graduate programs is a collective endeavor coordinated by the Vice President of Academic Affairs, the Dean of Graduate Studies, the Graduate Committee, the Academic Deans, the Deans' offices, the Graduate Directors and other administrative units. Together, they address the following issues: the quality and standards of graduate education, the review of existing and proposed programs, the policy and procedure regarding admissions, the establishment of and compliance with degree requirements, the criteria for and appointment of graduate faculty, the policies and procedures related to the appointment of graduate assistants, and the recommendation of graduate degree recipients. In addition, these academic and administrative units monitor the academic progress of graduate students, the preparation of graduate material for the College Catalog, the promotion of graduate programs, the maintenance of graduate student records, the administration of the graduate studies budget, and the encouragement of faculty research.

II: ADMISSION

A. GENERAL PROVISIONS

1. Persons holding a baccalaureate degree from a regionally accredited institution of higher education and wishing to take graduate level courses at Rhode Island College may do so by enrolling as a non-matriculating student, by admission to a degree program, or by admission to one of the Certificate of Graduate Studies Programs.
2. Deadlines for receipt of applications and all supporting documents, and interviews where required, are specific to each individual program and can be verified by contacting the particular graduate program. Applications shall be submitted to the Academic Dean of the respective Graduate Program who will forward a copy of the file to the departmental Graduate Admissions Committee for evaluation and recommendation. The Graduate Program makes a recommendation regarding admission to the Academic Dean who notifies the applicant of the admissions decision.
3. Individualized Graduate Programs are available. For more information see X. below.
4. Foreign students holding the baccalaureate degree must have their transcripts reviewed. International students are required to pass the TOEFL exam with a

minimum score of 79 and may have additional requirements particular to individual programs. Further information can be obtained from the Dean of Graduate Studies, Academic Deans' Offices or the International Student Office.

B. APPLICATION TO DEGREE PROGRAMS

1. Persons wishing to be admitted to a graduate program must hold a baccalaureate degree from a regionally accredited institution at the time they begin their graduate studies at Rhode Island College. The following material must be forwarded directly to the Academic Dean of the School to which application is made:
 - a) Completed application for admission to graduate study accompanied by a non-refundable application fee;
 - b) Official transcripts of all undergraduate and graduate records;
 - c) Copy of teaching certificate (when applicable);
 - d) Official report of scores on the Graduate Record Examination Aptitude Test or the Miller Analogies Test (see departmental program requirements for specific details). Applicants to Certificate of Graduate Studies Programs are exempt from this requirement. Students whose native language is not English must submit an official report of scores on the Test of English as a Foreign Language (TOEFL). (For information on The Miller Analogies Test see <http://www.milleranalogies.com> and for the Graduate Record Examination see <http://www.ets.org/gre>.)
 - e) An interview may be required.
 - f) Three recommendations attesting to the candidate's potential to do graduate work.
 - g) See individual programs for additional requirements.
2. Applications must be completed within one year. After that time prospective students will need to reapply or update their application.
3. Upon recommendation to a program a graduate applicant has one year to submit the Plan of Study or request deferment. (See A-1).
4. If applicants have completed a substantial amount of post-baccalaureate work before applying for admission, this work will be evaluated with all other credentials submitted in support of admission. Note the requirements for Transfer Credit in III, F and the limits in II C. 3 below.
5. To be accepted as a graduate degree candidate, applicants are expected to have attained an average of B overall (3.00 on a 4.00 scale) in their undergraduate work. Admissions committees may also consider the undergraduate G.P.A. in the candidate's undergraduate major or coursework related to the prospective major. Applicants with undergraduate averages below this level, but not less than 2.00, may be admitted to degree candidacy upon the submission of other evidence of academic potential, i.e., satisfactory performance in post-baccalaureate work, professional experience as evidenced by publications or letters of recommendation, and/or high scores in the standardized tests referred to above.

C. APPLICATION TO CERTIFICATE PROGRAMS

Application requirements for Certificate Programs are the same as those for Degree Programs with the following exception: standardized tests are not required.

Students who complete Certificate Programs at Rhode Island College may request to apply earned credits to an appropriate graduate degree program. Contact the Program Director for specific details.

D. NON-MATRICULATING STATUS

1. Persons holding a baccalaureate degree who are not candidates for an advanced degree or for a Certificate of Graduate Study Program may take courses in a non-matriculating status. See individual programs for restrictions.
2. Non-matriculating students follow the same course registration procedure as degree candidates. If non-matriculating students later wish to be admitted to a degree or certificate program, they must complete the regular admission procedure.
3. Credits earned at Rhode Island College by a student in non-matriculating status before admission to a degree or certificate program may be used toward degree or certificate requirements only upon the recommendation of the student's adviser or program committee, and with the approval of the Academic Dean. No more than a total of nine credits of work taken at Rhode Island College by a non-matriculating student may be applied towards degree or certificate requirements. See III, C, 4.

E. UNDERGRADUATES ENROLLED IN GRADUATE COURSES

1. Undergrads may enroll in grad courses when:
 - a. The semester in question would result in the completion of the bachelor's degree requirements, i.e., the student's final semester prior to graduation.
 - b. The student needs nine or fewer credits for graduation with a bachelor's degree.
2. Undergraduates intending to enroll in graduate courses at the 500-level (except in the School of Social Work) for undergraduate credit must obtain the approval of the course instructor, the Department Chair, Program Director and the appropriate Dean.
3. Undergraduates enrolled in 500-level courses for undergraduate credit to satisfy bachelor's degree requirements may not use such credit toward a graduate degree or in a graduate program. Undergraduates are not admitted to 600-level courses.
4. If undergraduates enroll in graduate courses at the 500-level for graduate credit such credit may not be used to satisfy requirements for the baccalaureate degree.

III: GRADUATE PROGRAM DEGREE REQUIREMENTS

A. GENERAL

1. All Masters Degree programs require a minimum of 30 credits. At least 24 of these will be formal course credits exclusive of the thesis. Degrees are awarded when all the requirements on the Plan of Study have been completed.
2. The requirements listed here for various advanced degrees are minimum requirements and departments may require additional hours of work in formal courses or in other activities to remedy deficiencies or to achieve proficiency in a required area before a degree will be granted.
3. Each department that offers an advanced degree or certificate publishes a policy statement in the Rhode Island College Catalog, available online, covering specific departmental requirements, program requirements and departmental options. Students will be expected to comply with the procedures in place at the time they were admitted to the program

B. ADVISING PROCEDURE

New graduate students will be assigned a graduate Adviser by the department when they are recommended for acceptance. The Plan of Study is drawn up by the student in consultation with and subject to the approval of an Adviser or of a program committee according to approved policies developed by a department graduate committee.

C. PLAN OF STUDY

1. Each student recommended for admission to a degree or certificate program shall submit a signed copy of his or her Plan of Study to the appropriate Academic Dean for approval. The Plan of Study includes all degree requirements, including coursework, independent research, courses, required and elective, as well as other requirements such as exams and assessments necessary to complete degree requirements. The Plan of Study may also include courses that are to be taken without program credit to remedy deficiencies or to satisfy prerequisites. The Plan of Study must be approved by the Program Director and the appropriate Academic Dean.
2. A Plan of Study is developed around a specified number of graduate level courses selected according to the student's goals and background, but also including other scholarly activities appropriate to the individual and to the area or discipline. Students are not admitted until the Plan of Study is approved and filed.
3. In addition to formal courses at the graduate level, an approved Plan of Study may also include independent study courses or other courses involving creative activity, research, and preparation of a thesis. For certain professional degrees, the required Plan of Study is quite specific; in other programs, the courses are selected and other requirements planned according to the needs of the individual student. Program credit will not include any of the following: the teaching of courses, courses audited,

courses failed, courses numbered below the 400 level, courses needed to remedy deficiencies, credit by examination, or credit for work experience.

4. A Plan of Study can contain no more than nine semester hours of course work that has been completed before final acceptance as a degree or certificate candidate. (For students in the Master of Social Work program, see "Advanced Standing" in the College Catalog. Transfer students, see Section F below). Students accepted into a degree program who have also completed a Graduate Certificate Program at Rhode Island College may be exempt from this policy; consult the appropriate program director.
5. It is the student's responsibility to ensure that all program requirements listed in the College Catalog are fulfilled. If a change in program requirements occurs after a student has matriculated, the student may complete the requirements as specified in the Catalog at the time of matriculation, or may shift entirely to the new requirements. In the latter case, a new Plan of Study is to be filed in the Dean's office of the appropriate school.
6. Any change in the plan of study requires approval and the filing of Request for Change to Plan of Study form with the appropriate signatures. The Change to Plan of Study may not be used to remove any course that has been assigned a grade.
7. Plan of Study forms are available in the Appendix. A Plan of Study will be submitted to the appropriate Academic Dean for approval. The Plan of Study must be signed by the student, approved by the Adviser, program director and, where appropriate, the Department Chair. A candidate is not formally accepted into a graduate program until a Plan of Study is on file in the departmental office of the appropriate School.

D. DISTRIBUTION OF COURSES

1. Courses taken for program credit should be at the 500-level or above. (In the Master of Social Work program all courses must be taken at the 500-level or above.)
2. Graduate students may, upon the recommendation of their Adviser, include up to three 400-level courses in their programs. In special cases, additional 400-level courses may be included in the Plan of Study subject to approval of the Adviser, Program Director and the appropriate Academic Dean.
3. Courses taken by graduate students below the 400-level may not be taken for program credit. Where such courses are considered as entrance or prerequisite courses, they may be required of graduate students and listed on the Plan of Study under "No Program Credit." They cannot under any circumstances be included in that section of the Plan of Study which is to satisfy degree requirements, nor can they be included in calculating the cumulative GPA required for graduation. Required "No Program Credit" courses must be replaced or repeated unless a grade of C (2.00) or better is received.

E. INDEPENDENT STUDY

1. Students enrolled in independent study are expected to observe time limits corresponding to semester limits unless specifically arranged by the instructor. A Request for Independent Study form signed by the instructor, Department Chair, Program Director and the appropriate Academic Dean must be filed with the departmental office of the respective Graduate Program. Independent study requests must be approved and fees paid before study is begun. Grades are reported for independent study in the same manner as for other courses.
2. Requests for an independent study should be made in the semester prior to the semester of the planned independent study.

F. TRANSFER CREDITS

A candidate may request credit for work taken at other regionally accredited institutions of higher learning not exceeding one-fifth of the total credits in the program for the degree. In considering a request for transfer credit, the student's advisor will review the program of study, carefully evaluate the relevance of the proposed courses to the Plan of Study, and consider the availability of courses to fulfill credit requirements. Transfer credit is granted only when approved by the student's Adviser, the Program Director and Academic Dean. In order to qualify for transfer credit, the following conditions must be satisfied:

- a) The student must have earned a grade of B or better for graduate level coursework.
- b) Transfer credit for courses taken more than six years prior to awarding of the master's degree need to be approved by the Program Director and Academic Dean.
- c) The work must have clear and unquestioned relevance to the student's Plan of Study.
- d) A student enrolled at Rhode Island College may receive transfer credit for work subsequently taken at another institution under the provisions cited above only if approval is obtained in writing from the appropriate Academic Dean before the student enrolls for the course.
- e) Any credits transferred from another institution of higher learning will be so indicated on the student's transcript. However, the grade earned at that institution would not be recorded or used in computing the student's GPA.

G. TIME LIMIT

Students must complete their program of study within six years from the time of registration following acceptance to degree or certificate candidacy; otherwise, the candidacy will be terminated and the Records Office notified by the Program Director. An appeal for extension requires review by the appropriate Program Director, Advisor and Academic Dean. (Note: Credits seven years or older may no longer be counted in a student's program, unless the Department and the appropriate Dean grant an exception.)

H. PROGRAMS WITHOUT THESIS/PROJECT

1. A student in a program that does not require a thesis or project, is required to pass written master's comprehensive evaluations(s) when the formal coursework is nearly completed. See IX, F for information on the Comprehensive Evaluation.
2. Students in some departments may be required to complete a final oral master's examination in addition to the written examination. The nature of the examination and the composition of the examining committee are the responsibility of the department. The results shall be reported promptly to the student and to the Academic Dean as specified in IX, F. In case of failure, a second examination may be allowed consistent with program policies.

I. PROGRAMS WITH THESIS/ PROJECT

1. Students may have up to 6 credits of the 30 credit minimum for a thesis in lieu of formal course work. Each candidate who elects to prepare a thesis in lieu of coursework shall prepare a thesis that will demonstrate ability to perform and to report independent research in an acceptable scholarly fashion. See IX for preparation of a thesis.
2. The candidate shall successfully defend the thesis in an oral examination before a thesis defense committee. The committee is selected and the examination is conducted according to procedures outlined in IX. A candidate who fails may be permitted one re-examination in the part or parts failed if recommended by the committee and approved by the appropriate Academic Dean. The second examination may be allowed consistent with program policies.
3. All projects involving humans, vertebrate animals, recombinant DNA or infectious biological materials must have approval from the appropriate institutional compliance committee before the start of the project.

IV: CONTINUOUS ENROLLMENT AND REGISTRATION

A. CONTINUOUS ENROLLMENT

1. The master's degree or graduate certificate may be earned either through full or part-time study or by a combination of both.
2. In the School of Social Work, graduate students must complete the second year at Rhode Island College.
3. Graduate students must remain continuously enrolled in at least 1 credit of required coursework per semester, except for summer sessions, which are optional, until they have completed all requirements and received their degrees. Students who do not register for courses in a given semester must comply with the regulations governing withdrawal or leave of absence. Graduate students who plan to take courses only in summer sessions, however, must give written notice to their Academic Dean and

must thereafter register for each consecutive summer session until they have completed all degree requirements.

B. FULL-TIME AND PART-TIME STATUS

1. In order to qualify for full-time status, students must register for at least nine credits during a regular semester or at least six credits during a summer term.
2. Students holding appointments as graduate and teaching assistants will be considered as having full-time status. They must take a minimum of six credits each semester. Such persons may not register for more than nine credits without prior written permission from the appropriate Academic Dean.

C. LEAVE OF ABSENCE

Graduate students, who must leave the College for a period of one semester or more, due to military service, prolonged illness, or other unusual circumstances, whether before or after they have completed the work prescribed in their Plan of Study, should apply for a Leave of Absence. The request should be made in writing to the appropriate Academic Dean, include an endorsement from the Adviser, Program Director, and should be sufficiently specific to enable the Academic Dean to determine whether the leave is warranted. A leave of absence, granted under such unusual circumstances, has the effect of suspending time limitations such as those for completion of the degree or for the removal of incomplete grades. Accordingly, a leave will be granted only for sufficient reason and only if it is to be for one year or less. Students may apply in writing for a maximum of one additional year if circumstances warrant.

V: REGISTRATION PROCEDURES

A. GENERAL

1. Before initial registration, degree candidates shall confer with their Adviser to select appropriate coursework from the approved Plan of Study for the first semester. See VIII, F.
2. Non-matriculating students may register for graduate courses for which they have completed the prerequisites, subject to enrollment limitations, the accommodation of degree candidates and approval of the Program Director.
3. Students may not be enrolled in more than one graduate degree program without approval of the Adviser, Program Director, Academic Dean and the Dean of Graduate Studies.

B. REGISTRATION FOR RESEARCH OR STUDY OFF-CAMPUS

Students who wish to register for credits to be counted toward a degree but to be earned through off-campus activities such as research or independent study at a national

laboratory must receive prior approval from their Adviser, Program Director, and the appropriate Academic Dean.

These activities must be listed as part of their Plan of Study. These students must register for an appropriate number of credits of research or directed study. Credit evaluation should conform to provisions in the College Catalog (one credit for three hours per week per semester) and may not exceed the limits of full-time registration, namely 15 credits per semester and 8 per summer session.

VI: ACADEMIC STANDING

A. GRADING SYSTEM

1. To qualify for continuation in degree, for candidate status and for graduation a GPA of 3.0 or higher is required.
2. Students are expected to maintain a GPA of 3.00 or higher in their graduate program.

Academic standing is based on grade points, which are related to letter grades as indicated below.

LETTER GRADE POINTS	
A	4.00
A -	3.67
B+	3.33
B	3.00
B-	2.67 *
C+	2.33*
C	2.00*
C-	1.67*
D	1.00*
D-	0.67*
F*	0.00*

* These grades will result in review of the student's progress.

3. Grades below B (3.00) are not indicative of graduate quality. Students who earn a grade below B (3.00) in any course will have their status reviewed by the appropriate Academic Dean in consultation with the department. Such review may result in the student being placed on probation or dismissed. Students on probation must achieve grades of B (3.00) or better in graduate level coursework for the next 9 earned credits. Probation may also require the retaking of courses and the suspension of progress in the program until satisfactory performance is achieved. Students on probation will continue to be monitored until satisfactory performance in their graduate program is achieved. Failure to meet the conditions of probation will result in dismissal.

4. Departments may have specific additional grade requirements. Students should refer to the program descriptions for these requirements.
5. For a repeated course, the most recent grade will be included in calculating the grade point average. (The first grade will remain on the student's transcript.)

B. SATISFACTORY AND UNSATISFACTORY GRADE

Graduate courses approved for an S/U grade by the Graduate Committee require students to perform at the B level (3.00) or better to receive a grade of S. These courses shall be so labeled in College catalogs and bulletins. Grades of S or U are not included in calculating grade point average.

C. INCOMPLETE GRADE

For all graduate students a report of Incomplete shall be given in place of a grade when the work of the semester has been passing but has not been completed because of illness or some other reason that, in the opinion of the instructor, justifies such a report. Graduate students who do not make up an Incomplete within three academic semesters must make a request in writing to their graduate program for permission to complete the course.

D. CREDIT / NO CREDIT

Graduate courses are not offered with credit/no credit option.

E. AUDIT

1. Audited courses may not be counted for credit toward an advanced degree. The same tuition and fees apply to audited courses as to courses taken for a grade.
2. By auditing a student participates in a course without receiving credit or having the grade point average affected. A course may be audited as long as registration for it has not been closed. Preference must go to those enrolling for credit.
3. A course must be changed from credit to audit by the end of the add/drop period.

VII: ACADEMIC INTEGRITY

In pursuing graduate study, all students are expected to adhere to the accepted standards of scholarly integrity in all presentations, examinations, research, and writing of papers and theses/projects (see section on Academic Honesty in Chapter III of the College Handbook). All projects involving humans, vertebrate animals, recombinant DNA or infectious biological materials must have approval from the appropriate institutional compliance committee before the start of the project. This information may be obtained from the Office of Research and Grants Administration, (<http://www.ric.edu/orga>). Each student is responsible for the timely completion of all requirements for the degree. This

includes submission of a satisfactory program of study and proposals as well as completion of courses, required examinations, and thesis/project.

VIII: SUPERVISION OF GRADUATE STUDY

A. VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Office of the Vice President for Academic Affairs is responsible for the overall administration of all graduate programs and activities at the College.

B. DEAN OF GRADUATE STUDIES

1. The Office of the Dean of Graduate Studies is responsible for the policies and procedures of graduate studies and reports to the Vice President for Academic Affairs. This includes overseeing the policies and procedures related to graduate education as detailed in the graduate manual.
2. This includes promoting and developing graduate programs internally and to the community at large, coordinating graduate programs across divisions, administering the policies and procedures related to graduate assistantships and promoting a culture of graduate education for students, faculty, alumni and staff.

C. ACADEMIC DEANS OF GRADUATE PROGRAMS.

The Academic Deans are responsible within the Division of Academic Affairs for the administration of all graduate programs and activities within their schools.

D. THE GRADUATE COMMITTEE

The mission of the Graduate Committee is to oversee graduate curricula and programs and to advance the interest of graduate programs and students at Rhode Island College. The Committee shall:

1. Be responsible for the approval of graduate curricula, including Certificates of Graduate Study Programs. Courses which are numbered as 400/500 will also require the approval of the College Curriculum Committee. The Committees' recommendations will be sent to the Dean of Graduate Studies and Office of the Vice President for Academic Affairs for approval. Implementation of Graduate Committee decisions regarding graduate curricula is subject to action by the President of the College.
2. Initiate study of new graduate curricula or changes in graduate curricula, and consider suggestions for graduate curriculum development from the administration, divisions, departments, individual faculty members, and students. The Graduate Committee shall consult faculty concerned with particular graduate curriculum proposals under consideration.

3. Initiate semi-annual reports to the faculty on the decisions of the Committee and subsequent actions on these decisions, and list of proposals which remain on the calendar.
4. Meet at least once a month during the academic year to review and evaluate the graduate curriculum in general, to consider important problems and deficiencies in the graduate curriculum, and to discuss its major goals and directions. Additional meetings may be conducted largely under suspension of rules and without a formal agenda of specific proposals. Any faculty member may attend any meeting.
5. The recorded minutes of each meeting and meeting agenda will be posted on the Graduate Committee website.
6. Periodically and as needed, review and interpret policies pertaining to graduate studies at Rhode Island College, and recommend changes to the Dean of Graduate Studies as appropriate.
7. Seek to maintain high standards of quality of program, including recruitment, admissions, and assessment of graduate programs, in coordination with the Dean of Graduate Studies.
8. Review and promote uniformity among graduate programs so far as it is consistent with quality, in coordination with the Dean of Graduate Studies.
9. Advise the Deans of the Schools and the Vice President for Academic Affairs on other matters of mutual concern.
10. Have jurisdiction over appeals from graduate students concerning admission, standing, and satisfaction of requirements, in cases not satisfactorily resolved by the Department Chair or Dean/Director, so far as not assigned through by-laws to some other entity or person. On matters within the scope of a department, the Graduate Committee shall have jurisdiction over questions of procedure but not professional judgment.
11. Have the responsibility, through the proper and appropriate channels, of dealing with matters which extend beyond the scope of any one department and are entirely or predominantly concerned with graduate studies.
12. Except in emergencies specified in the call of the meeting, an agenda shall be printed in the Briefs one week prior to each meeting.

E. DEPARTMENTS

1. The academic department has general and overall responsibilities for graduate programs within the department, including the maintenance of overall quality of graduate education and a degree of continuity among different programs. The department structure may include department chair, Program Director and graduate program committee. Administrative responsibilities at the department level include:
 - a) Recommendations on admission and retention.

- b) Recommendations for assistantship appointments
- c) Administration of comprehensive exams
- d) Supervision of MA theses and research projects
- e) Assignment of academic advisors
- f) Assessment of graduate programs
- g) Allocation of resources
- h) Hear graduate student appeals within the established grievance process.

F. FACULTY WHO TEACH IN GRADUATE PROGRAMS

Faculty responsible for graduate programs hold the credentials and are provided the time to commit to the successful accomplishment of program objectives and program improvement. Normally faculty teaching graduate courses are active research scholars or experienced professionals making contributions to the development of the field. Faculty who teach in graduate programs have appropriate qualifications as identified by their respective departments. These faculty are assigned to teach graduate level courses, to serve as academic and thesis advisers to graduate students, to serve on Graduate Admissions Committees, and to assist in the direction of graduate programs.

G. THE ADVISER

The graduate Adviser has overall responsibility for the student's graduate study and is responsible for informing the student of deadlines for submitting plans of study, thesis proposals, and other appropriate documents. The graduate Adviser will help the student prepare a Plan of Study, making certain that it meets all minimum core and special requirements. The Adviser will supervise the student's progress in the Plan of Study including coursework, independent study, research, and, if applicable, thesis preparation.

IX: THESES, PROJECTS AND COMPREHENSIVE EVALUATIONS

A. GENERAL

1. The academic and/or research Adviser(s) will be responsible for supervising the candidate's preparation of the thesis, project, or comprehensive evaluation.
2. All theses and written portions of culminating projects will be prepared in accordance with the accepted preparation styles of the discipline in which the student is a candidate for a graduate degree. This includes proper citation and attribution of all material that is not the original product of the writer.
3. Candidates will comply with the requirements listed in Appendix B of this manual for the Preparation of a Thesis/Field Project, and shall secure written approval of their proposals from the Dean of the appropriate School before formally starting work on the thesis. See appropriate forms in the Appendix.

B. THESES AND CULMINATING PROJECTS

1. Theses and culminating projects that are to be submitted in partial fulfillment of the requirements for either master's degree or a C.A.G.S. degree shall be prepared in accordance with the instructions described in the following paragraphs.
2. The proposal must be signed by the full committee and the Department Chair, Program Director and approved by the office of the Dean of the appropriate School and the Dean of Graduate Studies.

C. THESES/PROJECT COMMITTEE

Each student enrolled in a Master's or C.A.G.S. degree program that requires a thesis or culminating project must have a committee.

1. This committee is chosen by consultation between the Adviser and student. It consists of :
 - a. The Adviser who serves as chair.
 - b. The second member of the committee shall be in the same discipline and/or department as the Adviser, or from a closely related discipline or department.
 - c. The third member shall be from a different discipline or department.
 - d. One member of the committee may be from another institution.Recommendations for members of the committee shall be approved by the Department Chair, Program Director and the appropriate academic Dean.
2. The program graduate committee or thesis/project committee is responsible for planning and directing the work required for the thesis/project. This includes ensuring that the proposal has validity, has obtained approval from research compliance committees, and can be accomplished within the time and facilities available. The committee must also verify that the student is adequately prepared to do the required work at a satisfactory level.
3. The thesis committee is responsible for evaluating the orals/presentation and for determining that the candidate has demonstrated sufficient command of the subject matter to pass successfully. Unanimous approval of the committee is required for passing. The committee must also specify any changes that must be made before the thesis/project can be approved, and the date when those changes must be completed.
4. If the orals/presentation is unsatisfactory, the committee may recommend that a second examination be given, subject to the approval of the office of the appropriate academic Dean. If the second orals/presentation does not occur within a year of the first, no further opportunity will be allowed unless exceptional circumstances justify that the Dean grant an extension of time.
5. The final duty of the committee is to sign the approval form after making certain that all necessary changes and corrections have been made. The Chair of the committee is responsible for verifying that the stipulated changes have been made and ensuring that the signature of the Department Chair is affixed.

6. The signed form shall be submitted (and a copy of the thesis where appropriate) for signatures to the Dean of the appropriate School and to the Dean of Graduate Studies.
7. A student may change his/her Adviser with the approval of the Department Chair and the appropriate Dean. The Department Chair is responsible for notifying the original Adviser of the change and, where necessary, to determine the circumstances requiring the change. If a candidate has a committee, a change in Adviser will automatically dissolve the committee.
8. A change in the committee membership other than the Adviser shall be made with the concurrence of the student, the Adviser, and the office of the appropriate Dean. The Department Chair shall approve changes in committee membership.

D. THESIS/PROJECT APPROVAL

1. In graduate programs requiring a thesis/culminating project, the Adviser will arrange with the student, the committee, and the Dean of the appropriate School for the submission of the completed thesis or written project and the scheduling of the orals/presentation.
2. At least ten days before the date on which it is proposed to hold the orals/presentation, the candidate shall submit unbound copies of the thesis to the Adviser and members of the thesis committee.
3. All copies submitted must be complete, including all data, tables, charts, maps, photographs, appendices, etc., and full references, citations, and bibliographies as required by accepted standards of academic integrity.
4. The office of the Dean of the appropriate school and the Dean of Graduate Studies shall be notified ten working days in advance of the orals/presentation and will ascertain that all other degree requirements have been completed.
5. All thesis or project orals/presentations shall be open to all faculty and students of the College. These examinations may be closed only in exceptional circumstances, as determined by the majority of the examining committee.
6. The advisor is responsible for conducting the examination and providing for changes and corrections to be made before it is given committee approval. A successful defense of the thesis requires unanimous approval of the committee members. When a candidate's performance is unsatisfactory, one re-examination may be recommended and the committee will determine conditions under which it is to be given.
7. Committee approval of each thesis/ project is indicated by signing the approval sheet. This occurs when the chair has assured committee members that the student has made the changes and corrections as agreed upon by the examining committee.
8. Final approval of all theses and projects rests with the Dean of the appropriate School and the Dean of Graduate Studies.

E. COMPREHENSIVE EVALUATIONS

1. The comprehensive evaluation will typically follow completion of all course work required for the degree with approval of the examining committee. Sufficient announcement should be given of the dates for the evaluation. The time allowed for the comprehensive evaluation will be determined by program policy.
2. A candidate who fails the comprehensive examination may be permitted one reexamination in the part or parts failed if this is recommended by the examining committee and Program Director. Any special conditions that the candidate will be expected to fulfill prior to the second examination must accompany the recommendations. The second comprehensive examination may be taken only at the next regularly scheduled examination date. Candidates may not take the comprehensive exam more than two times.
3. The chair of the examining committee reports the results of a particular examination to the Program Director. The Program Director notifies in writing the Department Chair, the Dean of the appropriate School, the Dean of Graduate Studies and the Records Office.
4. The academic department notifies the student in writing of the results of a written examination within three weeks (exclusive of vacation periods) of the examination. With oral examinations, the student shall be notified as soon as the examining committee completes deliberations.

X: INDIVIDUALIZED GRADUATE PROGRAM

A. GENERAL

1. Individualized Graduate Programs (IGP) provide graduate students with an opportunity to design unique programs that satisfy particular needs for which no existing graduate program is adequate. An IGP should not replace standard degree or certificate programs. These programs may be oriented toward professional or unique scholarly pursuits. An IGP may be designed to combine existing courses in order to achieve an individualized or unique objective, usually thematic in nature. An IGP may constitute a request for a concentration in a traditional academic area in which no program currently exists but for which appropriate and sufficient graduate level coursework does exist.
2. Four individualized graduate programs are offered through the Faculty of Arts and Sciences, the Feinstein School of Education and Human Development, the School of Social Work, and the School of Management & Technology: I.M.A., I.M.Ed., I.M.S., and I.C.A.G.S. Students who are interested in an individualized graduate program should consult with the Dean of the appropriate School.

B. ADMISSIONS

1. Admissions requirements to graduate studies at Rhode Island College described in II of this Manual apply to individualized graduate programs. In addition a written IGP proposal is required that shall include the following:
 - a. The title of the proposed program.
 - b. An essay presenting the scholarly value, educational objectives and feasibility of the proposed program, and the inability of any current graduate program to fulfill these objectives.
 - c. The name(s) of proposed Adviser(s) and the signature of the Adviser(s);
 - d. A Plan of Study which must include the signatures of the Adviser, the chair(s) of the departments offering courses, the deans of the appropriate schools and the graduate dean who convenes the IGP Committee.

2. Final approval of proposals shall be given according to policies established by the IGP Committee and signed by three members of the committee. In the case of disapproval of a proposal, a statement of the reasons for disapproval shall be sent to the student and to the Adviser(s) with suggestions for revisions. The Committee is responsible for assuring that the proposal contains a coherent plan of study with courses clearly related to the future goals of the student and consistent with the mission of the College. The Chair of the IGP Committee will forward recommendations and approved Plans of Study to the Dean of the appropriate school who will inform the candidates regarding acceptance to candidacy.¹

C. PLAN OF STUDY

1. IGP Plans of Study should not replace a standard degree or certificate program. These plans include a directed research project, a thesis, or a performance production. This requirement is generally viewed as a capstone experience.

2. The Plan of Study for the individualized graduate program is designed by the student, in consultation with academic Advisers, subject to criteria established by the Individualized Graduate Program Committee.

3. An IGP plan of study should consist of:
 - a. A minimum of 30 hours of coursework taken for graduate credit, of which no more than 9 hours may be in 400-level courses.
 - b. The 30-hour coursework requirement may be satisfied by a combination of: (1) a minimum of 24-hours of existing courses and seminars at the 400/500/600-level; (2) directed study or readings at the 500/600-level (maximum of 6 semester hours).

4. An IGP plan of study may also include:

¹ The Individualized Graduate Program Committee is a subcommittee of the Graduate Committee of Rhode Island College.

- a. Graduate level coursework transferred from other institutions (subject to the limitations described in III, F);
 - b. 600-level credit for thesis or project/performance work (3-6 semester hours maximum);
 - c. Internships (6 semester hours maximum).
5. All IGP programs require the completion of a master's thesis, project, or performance. See Section VIII for regulations concerning the completion of the project or confer with the Adviser in the case of the fine or performing arts.

XI: COLLABORATIVE PROGRAMS

A. RHODE ISLAND COLLEGE/UNIVERSITY OF RHODE ISLAND MASTER OF PUBLIC ADMINISTRATION

Rhode Island College and the University of Rhode Island offer a joint Master of Public Administration program (M.P.A. Program) or those interested in federal, state, and local government policy and administration for those pursuing a career in the nonprofit sector.

B. RHODE ISLAND COLLEGE/UNIVERSITY OF RHODE ISLAND DOCTORAL PROGRAM

Rhode Island College cooperates with the University of Rhode Island in providing a program leading to the degree of Doctor of Philosophy in Education. For further information see the Rhode Island College Catalog, www.ric.edu, or confer with the Academic Dean of the appropriate School.

XII. GRIEVANCE PROCEDURE

A. POLICY

1. The purpose of a grievance procedure is to secure, at the lowest level possible, an equitable solution to the disputes that a student may have with an academic unit, an instructor or multiple faculty members.
2. The filing of an academic grievance does not stay any action under College policy. If a student's grievance regards a grade(s) that has caused probationary status or dismissal from the College, the probation or dismissal will become effective upon notification, despite the filing of the grievance. Assistance regarding grievances or appeals may be obtained through the departmental office of each respective School. The Master of Social Work Program has a separate procedure.

B. PROCEDURES

1. Policies and procedures for handling complaints and grievances, described in detail in Chapter III of the College Handbook of Policies, Practices, and Regulations, are applicable to graduate students except for the academic standing committee.
2. Policies and procedures concerning issues of academic honesty are also described in detail in Chapter III of the College Handbook of Policies, Practices, and Regulations.
3. Policies and procedures concerning issues of sexual harassment are described in Chapter II of the College Handbook of Policies, Practices, and Regulations.

XIII: ASSISTANTSHIPS AND FINANCIAL AID

A. GRADUATE AND TEACHING ASSISTANTSHIP

1. Graduate and Teaching Assistantships are limited to accepted degree candidates who are enrolled full time in their plan of study. Awards are based on academic achievement, proficiency in field and fit with program needs. Appointments are for one year and are subject to satisfactory performance.
2. Assistantships typically involve such activities as preparation for and supervision of laboratory sections, classroom instruction, research, training, data collection and other assignments. The student may be required to devote a maximum of 20 hours a week to such work, not more than 10 hours of which may be in classroom contact hours. The normal course load for a graduate assistant is six hours per semester. The acceptance of an assistantship assumes full-time commitment to academic activities.
3. Graduate assistants/Teaching assistants receive a stipend and remission of tuition and registration fees for the academic year and summer session (which may be for either the summer before the assistantship begins or the following summer as approved by the appropriate Dean).
4. Assistantship applications are due by April 1st. Student notification will typically be announced by July. Students must reapply for assistantships each year.

B. GRADUATE TRAINEESHIPS

Traineeships are limited to accepted MSW degree candidates. Graduate trainees receive tuition remission for the academic year and are required to work 10 hours per week on assignments within the School of Social Work.

B. GRADUATE SCHOLARSHIPS

1. Scholarship assistance is available through the Elizabeth S. Carr Trust Fund for students in the elementary/early childhood education programs and through the Rhode Island College Alumni Association. The Harrower Family Award is available through the Department of English and the Dean of the Faculty of Arts and Sciences.

The Naylor Family Scholarship is available through the Department of Psychology and the Dean of the Faculty of Arts and Sciences. Specific information on these and other scholarships is available from the Office of Student Financial Aid, and for alumni scholarships, the Office of Alumni Affairs.

2. In addition to offering Rhode Island College Graduate Student Scholarships, the School of Social Work offers Master of Social Work Graduate Scholarships to full-time M.S.W. students. These scholarships match federal work-study funds to enable recipients to obtain paid field placements in nonprofit agencies and organizations. To be eligible for these scholarships, students should file the Free Application for Federal Student Aid (FAFSA) which can be obtained from the Office of Student Financial Aid. The School of Social Work also offers the following scholarship to students enrolled full-time in the M.S.W. program: the Gladys Corvera-Baker scholarship, available to Hispanic students who demonstrate academic excellence and financial aid; the Juanita Handy Scholarship, awarded to a second-year minority and/or woman student; and the Mary C. Davey Scholarship, awarded to a student who is dedicated to child welfare. Specific information and requirements can be obtained from the Dean of the School of Social Work.

C. NEW ENGLAND REGIONAL STUDENT PROGRAM

1. Rhode Island College participates in the Regional Student Program (RSP) administered by the New England Board of Higher Education (NEBHE). Through this program, New England residents who live outside of Rhode Island may enroll in specified curricula at Rhode Island College for in-state tuition fees plus 50 percent. The program of study must be one not offered at an institution in the student's home state, or Rhode Island College must be closer in traveling time to the student's legal residence than is an institution offering an approved RSP program in the home state.
2. Students must remain in the program for which they applied or may transfer only into another NEBHE program. Otherwise, they will be charged out-of-state tuition fees as of the date of transfer. Each semester, they must also request a tuition waiver from the Records Office.
3. Those entering Rhode Island College through the NEBHE program must meet all the standards required for admission to the collective Schools of Graduate Studies.
4. Additional information can be obtained from each respective School or the New England Board of Higher Education, 45 Temple Place, Boston, MA. 02111.

E. METROPOLITAN TUITION POLICY

1. A Rhode Island College student whose permanent place of residence is a Massachusetts community within a fifty-mile radius of Providence is eligible for in-state tuition rates plus 50 percent. The Metropolitan Tuition Policy includes both full-time and part-time students, undergraduate and graduate students, and degree and non-degree students. Connecticut and Massachusetts communities within the fifty-mile radius are listed online at www.ric.edu/bursar/tuition_metro.php.

2. Forms for verification of residence for this purpose are available in the Records Office and must be submitted for approval prior to the close of registration.

F. FINANCIAL AID

1. To be eligible for need-based financial aid, a student must be a U.S. citizen or permanent resident accepted into a graduate degree or certificate program and enrolled at least half-time (4.5 credits per semester).
2. In order to apply for financial aid, graduate students must complete the Free Application for Federal Student Aid (FAFSA). Priority for funds administered by Rhode Island College will be given to applications received at the federal processing center by May 15 prior to the following academic year. The FAFSA may be completed online at www.fafsa.ed.gov.
3. The need-based student aid programs available at the College include the Federal Direct Loan, Federal Perkins Loan and Federal Work-Study.
 - a. Eligibility for a subsidized Federal Direct Loan is based on financial need as determined by the Office of Student Financial Aid using information from the FAFSA. Students who cannot demonstrate need may be eligible for an unsubsidized Federal Direct Loan. Unsubsidized loans have an interest charge during the in-school and grace periods. Contact the Financial Aid office for more information.
 - b. The Federal Perkins Loan is a fixed low-interest (5%) loan administered by the Office of Student Financial Aid. Eligibility is based on financial need as determined from the FAFSA.
 - c. Federal Work-Study is a part-time employment program based on financial need as determined by the Office of Student Financial Aid using information from the FAFSA. The Career Development Center assists Work-Study students with job placement on or off campus.
4. In addition to the process outlined above, students who wish to apply for financial assistance for summer sessions must submit a Rhode Island College Application for Financial Aid – Summer. This form is available from the Office of Student Financial Aid or online at www.rid.edu/finaid/ on or about February 1 each year on-line. Summer session aid is contingent on availability of funds and normally consists of Direct Loans and Federal Work-Study. Preference is given to applicants who file the FAFSA by March 1 and the summer application by April 1.

G. UNEMPLOYMENT WAIVER

Rhode Island residents receiving unemployment benefits are eligible for waiver of tuition and registration fees. Admission into particular courses (for which all academic prerequisites have been fulfilled) will be granted on the last day of registration, upon a space available basis. Applicant is subject to a means test.

H. SENIOR CITIZENS' TUITION WAIVER

Any Rhode Island senior citizen who submits evidence of being at least 60 years of age will be allowed to take graduate courses with tuition waived. Admission into particular courses (for which all academic prerequisites have been fulfilled) will be granted on the last day of registration, upon a space available basis. All other costs of attendance are to be borne by the student. Applicant is subject to a means test.

APPENDIX A

GRADUATE STUDIES

REQUEST FOR CHANGE TO THE PLAN OF STUDY

Attach copy of original plan of study and any prior "Request for Changes in the Plan of Study"

NAME _____ SS/ID# _____ DATE _____

ADDRESS _____
Street City State Zip Code

TELEPHONE (_____) _____ E-MAIL _____
Area Code

DATE ADMITTED TO GRADUATE STUDY _____ PROGRAM. _____

I wish to request the following changes in my Plan of Study:

DROP: No. (s) and Title(s) of courses(s)

ADD: No. (s) and Title(s) of course(s)

Other Changes:

Reasons supporting the above requests:

Student Signature Date

Advisor Date

Department Chair Date

Program Director Date

Dean of Appropriate School Date

AUTHORIZATION OF GRADUATE TRANSFER CREDIT

NAME _____ SS/ID# _____ DATE _____

ADDRESS _____
Street City State Zip Code

TELEPHONE () _____ E-MAIL _____
Area Code

DEPARTMENT _____ PROGRAM _____

Present the completed form to adviser for approval and signature **and then deposit the signed form with** the Office of the Dean of the appropriate school.

The above named student has requested the acceptance of the following courses for transfer credit in the Plan of Study.

1. Course taken at (Institution Name) _____

Course (Department name, number and complete title) _____

Semester / year in which taken _____ Credit hours approved _____

Will replace Rhode Island College course requirement (if appropriate)
(Department name, number and complete title) _____

2. Course taken at (Institution Name) _____

Course (Department name, number and complete title) _____

Semester / year in which taken _____ Credit hours approved _____

Will replace Rhode Island College course requirement (if appropriate)
(Department name, number and complete title) _____

Student Signature

Date

Advisor

Date

Program Director

Date

Department Chair

Date

Dean

Date

CHANGE OF PROGRAM REQUEST

NAME _____ SS/ID# _____ DATE _____

ADDRESS _____
Street
City
State
Zip Code

TELEPHONE (Area Code) _____ E-MAIL _____

DEPARTMENT _____ PROGRAM _____

I have been formally accepted into the _____ Program, with area of concentration
 in _____ Date of acceptance _____

I am hereby giving notice that I wish to withdraw from the above program in order that I may
 apply for acceptance into the _____
 program, with an area of concentration in _____

Note: This does not imply automatic acceptance into the new program. Student needs department
 recommendation for the new program.

 Student Signature

 Date

 Original Adviser

 Date

 Program Director

 Date

 Dean

 Date

Instructions to Applicant

Obtain all required signatures, and submit to the appropriate dean's office. Your application must be submitted by November 15 if study is to be undertaken in the spring, and by April 15, if study is to be undertaken in the summer or fall. The dean of graduate studies must approve all proposals for which students will receive graduate credit. The graduate advisor must sign if the course is to be included in a graduate program. Approval of the application involves judgments about the substance of the proposal as well as the availability of the staff. This application may serve as the cover sheet for your proposal.

Applicant Information

Name: _____ Student ID: _____

Status ()

Undergraduate Major or Concentration: _____ Curriculum: _____

Graduate Program: _____

Course Information

Title: _____ Subject: _____ Course Number _____ Credit Hours: _____

Term: _____ Year: _____ Session (for summer only): _____

Proposed Instructor: _____

Role of course in student's program: _____

Proposal Section

Describe below in brief form the Independent Study Proposal. On attached sheet indicate the rationale, the scope, the plan of study, the procedure of evaluation, and the plan for conferences with faculty instructor.

Approvals (All Students)

Instructor	Date
Chair	Date
Dean(s)	Date

Graduate Students Only

Advisor	Date
Graduate Program Director	Date

The original signed application and proposal shall be forwarded to the Records Office. Rev 9/10

APPENDIX B

Information and Sample Forms for Theses and Field Projects

THESIS OR MASTERS PROJECT GUIDELINES

- A.** After the successful defense of the thesis/project the approval page must be signed by the candidate's committee, Department Chair(s) and Dean of the appropriate School.
- B.** Three copies of the thesis (one original and two photocopies) must be submitted by the candidate to the appropriate School in accordance with that particular School's calendar.
- C.** All copies are to be taken to the Library for binding. The original and one copy will be retained in the Library and the other copy will be returned to the department(s). Candidates will pay the binding fees for any personal copies. (See Cataloging Services)
- D.** Margins of 1 ½" should be allowed at the top and left, and of 1" at the right and bottom. All copies should be on high-quality, acid-free white paper, 8 ½" x 11" in size and at least 20 pound weight, with unlined margins.
- E.** Each copy should be submitted in the following order:
 - 1. Blank page
 - 2. Approval sheet
 - 3. Title page
 - 4. Abstract
 - 5. Table of Contents
 - 6. Page 1, etc. to final page
 - 7. Bibliography
 - 8. Appendix
- F.** The title page and approval sheet should conform to the enclosed samples.
- G.** An abstract of no more than 250 words should present a statement of the problem, a description of the study, and a summary of the findings.
- H.** Each department will specify a manual on style and format.

JAMES P. ADAMS LIBRARY**CATALOGING SERVICES POLICY ON
BINDING OF THESES/PROJECTS**

- A.** The student should submit the original and copies of the Master's Thesis, CAGS Field Projects or final research projects with fully-completed approval pages to the Cataloging Department of the James P. Adams Library.
- B.** Normally, three copies of each thesis/ project are submitted to the Cataloging Department. Two copies – the original and one other – remain, after binding, in the Library's collections. The third is returned to the academic department. For IGP theses or projects, four or more copies are submitted so that each department under whose aegis the student prepared the thesis/project receives a bound copy. In addition, one or two copies for the students own use may be submitted for binding.
- C.** The Library will pay for binding the two copies, which remain in its collections. The Dean of the appropriate school will pay for binding the department copy. Students should be prepared to pay for the binding costs of any personal copies, submitted along with the library and department copies, when delivering these copies to the Cataloging Department. The exact fee can be calculated at the time of submission of copies.
- D.** In addition to settling payment of binding personal copies of a thesis/field project at the time of delivering the copies to Cataloging, the student should make arrangements for picking up personal copies after binding has been completed. The Cataloging Department will deliver the bound department copy to the proper academic department unless otherwise directed by the department.

IGP THESIS AND PROJECT GUIDELINES

- A.** Margins of 1 ½ inches should be allowed at the top and left, and of one inch at the right and bottom. All copies should be printed on high-quality, acid-free, white, unlined, 20 pound paper (8 ½ by 11 inches).
- B.** Each copy should be submitted in the following order:
 - 1. Blank page
 - 2. Approval page
 - 3. Title page
 - 4. Abstract (see D. below)
 - 5. Table of Contents
 - 6. Page 1, etc., to final page
 - 7. Bibliography
 - 8. Appendix/Appendices
- C.** The Title Page and Approval Page should conform to the samples in Manual (see below).
- D.** An abstract of no more than 250 words (one page) should present a statement of the problem, a description of the study, and a summary of the findings.
- E.** Except on the opening page of each chapter, the page numbers should appear in the upper right hand corner, one inch from the top of the page and 1 ½ inches from the right edge of the page.
- F.** A manual or style and format must be agreed upon by the student and his advisers.
- G.** After the approval page has been signed by the candidate's committee and by both Department Chairpersons, it must then be submitted to the appropriate Dean for final approval.
- H.** All copies of the thesis (one original and at least three photocopies) are then taken by the candidate to the Cataloging Department of Adams Library for binding. The original and one copy will be retained in Adams Library, and the other two copies will be returned to the respective departments. Candidates will pay a nominal binding fee for any personal copies. (See Policy on Binding below).

POLICY ON BINDING OF IPG THESES

- A.** A student should submit the original and appropriate other copies of his/her Master's thesis or project – with full-completed approval page – to the Cataloging Department of the James P. Adams Library.
- B.** Normally, four copies of each thesis/project are submitted to the Cataloging Department. Two copies – the original and one other copy – remain, after binding, in the Library's collections. The other two copies are returned to the student's academic departments under whose aegis the student prepared the thesis/project. In addition, one or two copies for the student's own use may be submitted for binding.
- C.** The Library will pay for binding the two copies, which remain in its collections. The appropriate Dean will pay for binding the departments' copies.
- D.** Students should be prepared to pay for the binding costs of any personal copies, submitted along with the Library and departments' copies, when delivering these copies to the Cataloging Department. The exact fee can be calculated at the time of submission of copies.

REQUEST FOR SCHEDULING ORAL EXAMINATION IN DEFENSE OF THE THESIS/ PROJECT

To be completed by the adviser and the student and submitted to the Office of the Dean of appropriate school about one month before the anticipated defense.

NAME _____ **DATE** _____

TELEPHONE (Area Code) _____ **E-MAIL** _____

ADVISER'S NAME _____ **DEPT.** _____

GRADUATE DEGREE PROGRAM (e.g. M.A. English) _____

TOPIC OF THESIS _____

FACULTY MEMBERS OF THESIS DEFENSE COMMITTEE

SUGGESTED ADDITIONAL FACULTY MEMBERS

SUGGESTED DATES AND TIMES FOR EXAMINATION

FIELD PROJECT APPROVAL PAGE

A FIELD PROJECT PRESENTED BY JOHN/JANE DOE

Committee Chairman

Date

Committee Members

Date

Department Chair

Date

Program Directors

Date

Dean of Appropriate Graduate School

Date

FIELD PROJECT TITLE PAGE

TITLE IN ALL CAPITAL LETTERS IN INVERTED PYRAMID FORM

BY JOHN/JANE DOE

A Field Project Submitted in Partial Fulfillment

of the Requirements for the Certificate

of Advanced Graduate Study

in the Department of XXXXXXXXXX

The School of XXXXXX

Rhode Island College

20XX

THESIS / PROJECT APPROVAL SHEET

TITLE IN ALL CAPITAL LETTERS IN INVERTED PYRAMID FORM

A Thesis/Project (select one) Presented

by John/Jane Doe

Approved:

Committee Member

Date

Committee Member

Date

Committee Member

Date

Department Chair

Date

Dean of Appropriate School

Date

THESIS TITLE PAGE

TITLE IN ALL CAPITAL LETTERS IN INVERTED PYRAMID FORM

by John/Jane Doe

A Thesis Submitted in Partial Fulfillment

of the Requirements for the Master of XXXXXX in

The Department of XXXXXXXXXXXX

or The Departments of XXXXXX and XXXXXX (for IGP)

The School of XXXXXX

Rhode Island College

20XX

IGP SAMPLE THESIS TITLE PAGE

TITLE IN CAPITAL LETTERS IN INVERTED PYRAMID FORM

by John/Jane Doe

A Thesis Submitted in Partial Fulfillment

Of the Requirements for the Individualized XXXX In

The Departments of _____ and _____

Rhode Island College

20XX

APPENDIX: C

Sample Field Project

(Partial)

A SURVEY OF 8 TO 10 YEAR OLD CHILDREN, IN A NON-CLINICAL
POPULATION, FOR EATING ATTITUDES AND DIETING BEHAVIORS
AND THE INFLUENCE OF GENDER, AGE, RACE AND
SINGLE PARENTING

A Field Project Presented

by Joanne Krikorian

Approved:

Committee Member

Date

Committee Member

Date

Committee Member

Date

Department Chair

Date

Dean of Appropriate School

Date

A SURVEY OF 8 TO 10 YEAR OLD CHILDREN, IN A NON-CLINICAL
POPULATION, FOR EATING ATTITUDES AND DIETING BEHAVIORS
AND THE INFLUENCE OF GENDER, AGE, RACE AND
SINGLE PARENTING

by Joanne Krikorian

A Field Project Submitted in Partial Fulfillment
of the Requirements for the Certificate
of Advanced Graduate Study
in The Department of Counseling and Educational Psychology
in The Feinstein School of Education and Human Development

Rhode Island College

20xx

ABSTRACT

Although research indicates the possible prevalence of diagnosed eating disorders in adolescents, the age of onset, apparently, has yet to be determined.

A dearth of knowledge concerning the onset of eating disorders in adolescents may be due, in part, to the fact that few studies documenting the eating attitudes and dieting behaviors of young children appear to have been developed.

A survey of the eating attitudes and dieting behaviors of 48 third grade students, aged 8 to 10, in a non-clinical population was conducted in order to determine which children may be at risk for developing eating disorders. The survey consisted of the Children's Eating Attitudes Test (ChEAT) and a personal profile of each child. The influence of gender, age, race and single parenting was assessed.

The results of this survey revealed that the percentage of children scoring in a range indicating that they may be possible candidates for developing eating disorders appears to have risen dramatically since the ChEAT was first employed in 1989. Represented in a displayed composite of those considered to be at risk, could be a boy or girl, aged 8 to 10, living in a two-parent household. In today's society, this profile is not an anomaly. These findings could suggest the necessity of more research in the area of childhood eating disorders.