



Ph.D. Program in Education

**A Program
of the
University of Rhode Island
and
Rhode Island College**

**Program Handbook
2009-2012**

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PREFACE

The PhD in Education Handbook sets forth policies and regulations as approved by the Graduate Council of the University of Rhode Island and Administrative Committee of the URI/RIC Ph.D. in Education program. All candidates for doctoral degrees in the URI/RIC Ph.D. in Education program are governed by the appropriate edition of this Handbook.

Any member of the graduate faculty or any graduate student may petition the URI Graduate School and the Administrative Committee of the URI/RIC Ph.D. in Education program concerning exceptions to the provisions of this manual. Petitions requesting exceptions to or appeals from the provisions of this Handbook shall be addressed to the Dean of the URI Graduate School, Quinn Hall and the Co-Directors of the Education Ph.D. program, who will, in turn, notify the Administrative Committee of the URI/RIC doctoral program.

Only the Graduate Council, or, in discretionary cases, only the Dean of the Graduate School in conjunction with the Administrative Committee of the URI/RIC Ph.D. in Education program may alter or grant exceptions to the provisions of this Handbook. In particular, the provisions regarding admissions to graduate study, advanced standing, transfer credit, and approval and amendment of programs of study all explicitly require the approval of the Dean of the URI Graduate School and the Dean of the FSEHD at Rhode Island College. No one else has the authority to commit the URI Graduate School in any of these or similar matters.

DOCTORAL STUDY

Work for a doctoral degree involves notably more responsibility and independence on the part of the student than work for the bachelor's or master's degrees. The major goals of doctoral 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 doctoral 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. In pursuing doctoral study, all students are expected to adhere to the accepted standards of scholarly integrity in all presentations, examinations, research, and writing of papers, and dissertations. Each student is responsible for the timely completion of all requirements for the degree. This includes submission of a satisfactory program of study, completion of courses, required examinations, and dissertation proposal as well as and the completed dissertation.

INTRODUCTION

History and Mission of an Innovative Program

The Ph.D. Program in Education began in 1995 as a collaborative effort of Rhode Island College and the University of Rhode Island. Start-up funding for the Program came from a generous grant by the Feinstein Foundation, which has provided extensive support for programs to enhance Rhode Island's public and private schools, colleges, and universities. In recognition of the Foundation's central role in launching the PhD program in Education, its doctoral students are known as Feinstein Fellows.

This collaborative program, in addition to drawing on the resources of two strong institutions, has several other features that distinguish it from most doctoral programs in education nationwide. It has a very specific and clearly designed focus, which applies to all of its students. It has been designed for the crucial mission of preparing educational leaders of effective, research-based, educational reform. These leaders will be trained to integrate three essential roles:

Analytical Thinkers--who can assess current practices and their historical roots;

Expert Collaborators--who can work with others to design and implement innovative programs;

Applied Researchers--who can rigorously evaluate new educational curricula, programs, and practices.

Core Assumption

The collaborative Program is designed for educators whose professional experience and goals match the Program's mission and focus. This focus is reflected in the core assumptions:

- Effective educational reform might best be accomplished by the improvement of existing institutions.
- Leaders of reforms should be experienced and reflective educators who are guided by the history of American education, but not confined by it.
- Past and current educational practices must be carefully evaluated in order to refine some and replace others.
- Blueprints for educational improvement and reform should be shaped by previous research on educational theory and practice.
- Educational improvement and reform should be systematically evaluated.

The Students

Current doctoral students and Program graduates include educators from New England, other U.S. states, and countries outside the United States. Many individuals work in schools from pre-kindergarten through higher education (as teachers, administrators, psychologists, guidance counselors, or speech-language-hearing specialists). Others work in settings that focus on teacher preparation, educational policy, or research.

The majority of students hold full-time positions, which they usually maintain during their years in the Ph.D. Program. After finishing the Program, or in some cases, while still in the Program, many students either move to new settings or change roles within their current settings, enabling them to draw upon the new skills and perspectives gained from the Program.

Student Cohorts

In order to capitalize on the strengths of active professionals, the Program has an innovative structure based on Cohorts-- groups of students who travel through the Program together. Each new class of students (admitted for fall semester) takes the same sequence of required courses during Years One through Three. Additionally, each student selects an individual Specialization Area (with four or more courses). Cohorts provide a growing community of fellow-scholars, who support each other's efforts and contribute substantially to each other's growth.

Part- Time Schedule

Because of students' professional schedules, all required courses begin at 4:00 P.M. or later. In order to draw upon the work of these active professionals, the schedule enables doctoral students to maintain their current positions and to relate that ongoing experience to their coursework (6-7 credit-hours in most fall, spring, and summer terms).

Some students may choose to pursue more full-time study. For these students, there may be opportunities for graduate assistantships. Information about these opportunities may be obtained from the Co-Directors of the Program.

Structure of the Program

The Doctoral Program is composed of four major strands. The first strand consists of the three, year-long core seminars. The main function of this strand is to provide broad scholarly preparation across the areas of foundations, inquiry, teaching and learning, and educational leadership. The students' work in the core seminars contributes to their preparation for the comprehensive examination.

The second strand includes those courses and other experiences that contribute to the acquisition of research expertise. Experiences which lead to students becoming competent researchers and scholars cut across four areas: core seminars, quantitative and qualitative analysis courses, research design, research seminars, and the dissertation research experience gained through working with the Major Professor and Doctoral Committee.

The third strand is the development by each student of an approved Area of Specialization. The Specialization Area consists of a minimum of four advanced courses and is typically congruent with the topic of the Dissertation. The Specialization Area will lead to the student's development of a specific area of scholarly expertise.

The fourth strand consists of apprenticeship and mentoring with a Major Professor and Doctoral Committee. This strand supports the development of a Specialization Area. The culmination of a student's efforts in this strand is the Doctoral Dissertation written under the direction of the Major Professor and Doctoral Committee.

CURRICULUM

Overview

During Years One to Three in the Program, students take year-long Core Seminars with other members of their Cohort following the same course sequence.

- Year One - Educational Inquiry and Foundations (EDP 610-611)
- Year Two - Human Development, Learning and Teaching (EDP 620-621)
- Year Three - Organizational Theory, Leadership, and Policy Analysis (EDP 630-631)

Three research methods courses are required: EDP 612 (Qualitative Analysis in Educational Research), EDP 613 (Quantitative Analysis in Educational Research with an SPSS Lab) and EDP 623 (Research Design). These may be supplemented by more advanced work in research methods applicable to a student's Specialization Area and dissertation topic.

Starting in Year Two, students participate in biweekly Field Research Seminars (EDP 641) that combine members from the 2nd-year, and 3rd-year cohorts. Co-taught by professors from URI and RIC, these seminars provide a forum for students to present their evolving research ideas, questions, and methodologies. Feedback and discussion help to develop each presenter's research ideas--en route to the Dissertation--while also sharpening the research tools of other members of the seminar.

Year Two also includes a Spring semester course on Community Service and Service Learning (EDP 622), dealing with the larger networks of human services and support in which public education is embedded.

A defining feature of this Ph.D. Program is the premium placed on research training. Students should be aware of the central importance of this research training to the Program's mission, as reflected in its guiding tenets:

- Educational improvement and reform are extremely complex processes. Restructuring will be more successful if guided by thoughtful, rigorous research.
- Accordingly, graduates of the Program must be voracious and discriminating consumers of research that has addressed the assumptions, structures, and impact of various educational settings.
- Guided by this research, candidates must be prepared to design alternative approaches and programs, then evaluate them in fine-grained ways that will systematically contribute to the evolution of education.

List of Required Courses

Demonstrate competency in basic statistical methods by passing the competency examination or successful completion of EDC 555.

EDC 555: Quantitative Thinking and Applications for Educational Data

Basic logic and techniques of quantitative data-analysis. Foundations of receptive and expressive literacy, in anticipation of conducting applied research in educational settings. (3 credits, Summer before Year 1)

EDP 610-611: Core Seminar I: Issues and Problems in Educational Inquiry and Foundations

Issues and problems are presented related to the philosophical and historical aspects of educational thought and the role of the school in society. Emphasis is on empirical analysis of classroom settings. (3 credits each)

EDP 612: Introduction to Qualitative Research

Qualitative methods of education research including: terminology, historical development, assumptions, and models of inquiry are examined. (3 credits)

EDP 613: Introduction to Quantitative Research

Quantitative analysis of research data is examined. Applications of the general linear model to a variety of research designs (i.e., ANOVA, regression) are emphasized. Course includes a computer lab. (4 credits)

EDP 622: Community Service Learning

Focusing on the school, students examine theory and immerse themselves in problems related to community service, service learning, and advocacy. (2 credit)

EDP 623: Research Design

Students develop problem statements, research questions, hypotheses, and literature reviews, and identify appropriate methodology (i.e., qualitative, quantitative, mixed methods). Course considers philosophical world views, theory use, and research ethics. (3 credits)

EDP 620- 621: Core Seminar II: Issues and Problems in Human Development, Learning, and Teaching

Issues and problems related to human development, curriculum, teaching, and learning are examined, with emphasis on the ways of gathering and evaluating evidence about school and curricula effectiveness. (3 credits each)

EDP 630- 631: Core Seminar III: Issues and Problems in Organizational Theory, Leadership, and Policy Analysis

Issues and problems concerning educational applications of organizational theory, and policy analysis are presented as they relate to district, statewide, and/ or regional educational offices and agencies. (3 credits each)

EDP 641: Field Research Seminar

Biweekly forums explore second and third year students' research questions and empirical designs. Discussion and feedback refine their research plans, enhancing the methodological perspectives and tools of all participants. (1 credit each semester)

EDP 699: Doctoral Dissertation Research

Under the direction of the Major Professor, the student conducts a major research project and writes the dissertation. Must be taken for a minimum of twelve credits total.

Specialization Courses

Specialization courses enable students to pursue individualized research interest associated with their dissertation research topic. The specialization course will lead to the student's development of a specific area of scholarly expertise. These specialization courses can also include advanced course(s) in research methods that address the Dissertation methodology. Students may take an Independent Study or Directed Readings to satisfy some or all of their specialization course work. Students must seek approval from the Initial Advisor or Major Professor in advance of registering for specialization courses. A minimum of 12 credits of specialization courses must appear on the Final Program of Study.

OUTLINE OF CURRICULUM FOR PH.D. IN EDUCATION

PhD in Education Program – Starting Fall 2009

	Fall	Spring	Summer
Before year one			EDC 555 (or waiver by examination) ¹ Offered during 2 consecutive summer sessions
Year 1	EDP 610 (3) Core I EDP 612 (3) Intro. to Qualitative Research 6 credits	EDP 611 (3) Core I EDP 613 (4) Intro. To Quantitative Research 7 credits	Specialization Course ³
Year 2	EDP 620 (3) Core II EDP 623 (3) Research Design EDP 641 (1) Research Seminar ² 7 credits	EDP 621 (3) Core II EDP 622 (2) Service Learning EDP 641 (1) Research Seminar 6 credits	Specialization Course
Year 3	EDP 630 (3) Core III EDP 641 (1) Research Seminar Specialization course 4+ credits	EDP 631 (3) Core III EDP 641 (1) Research Seminar Specialization course 4+ credits	Specialization Course EDP 699?
Year 4 and beyond	Specialization Course EDP 699?	Specialization Course EDP 699?	Specialization Course EDP 699?

¹ EDP 613 requires a solid foundation in Introductory Statistics. Incoming students may acquire that foundation by taking EDC 555 (Quantitative Thinking and Applications for Educational Data) during the 10-week summer session preceding Year One. Alternatively, students may demonstrate that foundation and “test out” of EDC 555 by taking an amalgam of the mid-term and final examinations from EDC 555 and achieving a score of 75% or higher.

² EDP 641 is a one-credit course taken four times (Fall and Spring semesters beginning Year 2). A “Satisfactory/Unsatisfactory “ graded course, it provides a forum for initially identifying individuals' areas of interest and inquiry, exploring them, formulating potential research questions, and considering useful research strategies, en route to the dissertation.

³ These specialization courses may include the advanced course(s) in research methods that address the Dissertation topic. Schedule above indicates a variety of times that such courses might be taken toward the 12-hour total required for the Specialization Area. These potential times, of course, total far more than 12 hours.

REGISTRATION

Students should register for required Program Courses prior to attending the first class. Students are responsible for registering themselves for all Program Courses except EDP 690, 692, 693, and 699 via the on-line registration systems. During fall and spring semesters all EDP-prefix courses are registered for at RIC. Additionally, during the fall and spring semesters, students must go on-line at URI for “RIC 000” for a number of credits EQUAL TO the number of EDP credits registered at RIC. During the summer terms, all courses taken for Program credit, including any specialization courses and all EDP courses (e.g., EDP 692) are registered for on the home campus of the course instructor. For non-EDP courses, registration is completed at the home campus of the course instructor during fall and spring semesters.

Before registration for any Specialization Courses, doctoral students must receive approval from their initial adviser or Major Professor to select appropriate coursework that directly relates to their dissertation research topic.

If registration difficulties are encountered, it is the students’ responsibility to notify the Co-Directors immediately.

Students are responsible for adding and dropping any courses as necessary via the on-line registration system.

Schedule of Courses

The *Schedule of Courses* for RIC and URI are published in March for the fall semester and in October for the spring semester. It is available online at each institution’s website. During the academic year (Fall & Spring semesters) all EDP course are listed solely at RIC. The College/ University reserves the right to cancel courses offered in the *Schedule of Courses*.

Early Registration

Matriculated (official degree-seeking) students who meet the eligibility requirements as defined in the *Schedules of Courses* generally register in March/ April and October/ November for the following semester. The Co-Directors provide new and re-enrolling students with information concerning registration procedures.

Late Registration

Students are expected to register for courses before classes begin. Those who are unable to do so may enroll as late registrants by “adding” course(s) during the first two weeks of classes via the on-line registration system. Be advised there is a penalty fee for registration after the add period that cannot be waived.

Dropping Courses

Students are permitted to drop (and add) courses with subsequent reassessment of tuition and fees during the first two weeks of classes. However, fees are not reassessed for courses dropped after the second week of classes.

Payment of Fees

Complete and timely payment of tuition and/ or fees is required. If during the semester it becomes apparent that a student has not met his or her financial responsibilities to the College/ University, registration for that semester is subject to immediate cancellation.

Independent Study and Directed Readings

Students may take an Independent Study or Directed Readings to satisfy some or all of their specialization course work. Students must seek approval from their Initial Advisor or Major Professor in advance of initiating Independent Studies or Directed Readings. Independent study must be arranged by the student with the individual professor prior to the semester in which it is to be taken. Students, in consultation with the professor, must complete an Independent Study Proposal Form, attach a brief proposal for the work to be done and its evaluation, and obtain the required signatures. All Independent Study and Directed Reading courses are subject to administrative approval at the institution of the instructor before study can be undertaken. (See form in Appendix A). The courses numbered EDP 650, 690, 692 and 693 have this requirement. During fall and spring semesters, students register for EDP 650, 690, 692, 693 at RIC (regardless of the home campus of the instructor). During summer sessions, students register for EDP 650, 690, 692, 693 at the home campus of the instructor.

Dissertation Research

A minimum of 12 credits of dissertation research (EDP 699) is required in the Ph.D. Program. The timing and number of credits of EDP 699 should be determined each semester in consultation with a student's Major Professor. For all fall and spring semesters, EDP 699 credits are registered through RIC and are billed by RIC, regardless of whether the Major Professor is based at RIC or at URI. Registration for EDP 699 during the fall or spring semesters must be requested of the RIC Co-Director by the Major Professor. The RIC Co-Director arranges for the registration of this course with the appropriate number of credits and under the name of the Major Professor. For summer sessions, EDP 699 is registered through the Major Professor's home campus. Students may register for as few as one credit of EDP 699 in a given semester.

Other than the selection of a Major Professor, there are no specific prerequisites for registering to take EDP 699 credits. Students are encouraged to complete all other coursework in the Program of Study (except for EDP 699) and to have taken the Comprehensive Examination prior to defending their dissertation proposal.

The Major Professor must submit a grade for each semester of EDP 699 credit (Satisfactory or Unsatisfactory). "Unsatisfactory" credit-hours do NOT count towards the minimum of 12 hours of EDP 699 until, in the judgment of the Major Professor, the student has rectified the deficiencies that led to the grade of "Unsatisfactory," whereupon the Major Professor must submit a change-of-grade form to the Records Office at RIC or, in the case of EDP 699 taken in Summer session, at the enrollment services or record office of the campus where the student was registered for the credit.

Summer Session

Although some graduate-level courses are offered during the summer sessions, most required Program courses are not (except EDC 555, for students who do not test out). The availability of individual faculty members to supervise Independent Study or research, to administer Comprehensive Examinations, or to participate in examinations in defense of dissertations during the summer sessions varies from year to year. Specialization courses may also be offered in the summer.

Continuous Enrollment

Doctoral students **MUST** remain continuously enrolled during every fall and spring term until they have completed the Program and received their Ph.D. This requirement applies to summer session only if a student plans to take Written and/or Oral Comprehensive Examinations, present the Dissertation Proposal, defend the completed Dissertation during summer session, submit the final copy of the Dissertation to the URI Graduate School, or if a student plans to graduate in August.

Continuous enrollment can be met by taking at least one course toward the Program of Study or by taking at least one credit of EDP 699 during each fall and spring term. Students who are still actively engaged in research after having taken the 12 required research credits (EDP 699) must register and pay for additional research credits (more hours of EDP 699), as determined in consultation with their Major Professors. Such additional credits may be accumulated without limit and will appear with the associated grades ("S" or "U") on the students' transcripts.

If students have completed all requirements except for making up Incompletes or submitting the final version of the dissertation, they can fulfill the requirement of continuous enrollment by taking CRG 999 ("continuous registration"). CRG 999 carries a minimal fee, provides no grade and no credit, and must be registered at URI. Students registered for CRG 999 do not have the privilege of consulting regularly with professors on dissertation work; they may not use laboratory, computer, or other campus facilities.

Because of the constraints around CRG--and the need to plan carefully to minimize the chances of having to enroll for more than 12 credits of EDP 699--it is essential to meet with the Major Professor and very carefully estimate the timetable for completing the Dissertation.

If a student is not enrolled in courses from the Program of Study, is not enrolled in EDP 699, and is not eligible for and registered for CRG 999, that student must apply for, and receive, an official Leave of Absence. Otherwise, the student will be assumed to have withdrawn from the Program and would be required to REAPPLY for admission in order to continue their studies

Audit

Courses may be audited with the approval of individual course instructors and by presenting an auditor's card obtained from the Office of the Registrar on the appropriate campus. An auditor receives no course grade; consequently, an audited course does not count as part of the student's course load for registration purposes and does not appear on the transcript. A student must be enrolled in at least one other course to be permitted to audit a course. Fees may be assessed – students should contact the Bursars Office/Enrollment Services.

Applying Transfer Credits to the Specialization Area

To apply courses outside of RIC and URI to the Program of Study, students must do the following: receive approval of the Major Professor (preferably before taking the course) and photocopy the course description from the institution's catalog, as well as the catalog page that shows that the numbering-level of the course carries graduate credit at its institution (akin to the 500-level or higher at URI and RIC). When submitting the Final Program of Study, include an official transcript from the outside institution (showing a grade of "B" or higher) and the catalog excerpts described above. Courses that contributed to a previous degree or CAGS cannot be used to satisfy requirements in the Ph.D. Program.

Full- Time and Part- Time Registration

All students, except graduate assistants and graduate research assistants, registered for fewer than 9 credits during the fall and spring semesters are considered part-time students. Those taking fewer than 6 credits in either summer session will be considered part-time students. The maximum course load is 12 credits during Fall and Spring semesters, and 6 credits in either summer session.

Students holding appointments as graduate assistants or graduate research assistants will be considered registered for full-time work, and billed accordingly. They must take a minimum of 6 credits each semester. Such persons may not register for more than 12 credits without prior written permission from the Dean of the FSEHD at RIC and the Dean of the Graduate School at URI.

Leave of Absence

Students who must leave the Program for a period of one semester or more, whether before or after they have completed the work prescribed in their Program of Studies, due to military service, prolonged illness, or other unusual circumstances should apply for a Leave of Absence. After notifying both Co-Directors, the request should be made in writing to the Associate Deans of the URI Graduate School, accompanied by a Leave-of-Absence form, signed by the program Co-Directors. The request should be sufficiently specific to enable the Associate Deans 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. It may be renewed for a maximum of one additional year if circumstances warrant.

Withdrawal

Permanent withdrawal from the Program is a serious matter that deserves careful consideration by the student in consultation with the Initial Adviser or Major Professor. If the student concludes that a leave of absence is not in her/ his best interest, then the student need only fill out a permanent withdrawal form at the URI Graduate School Office to officially terminate graduate status.

Students who do not register for a term, do not comply with the regulations governing withdrawal or leave of absence, and do not pay the continuous registration fee (see section on Continuous Enrollment), will be assumed to have voluntarily withdrawn from the Program. This inaction will be interpreted to mean that students do not intend to return for graduate study. If they subsequently desire to return to the Program to complete their degree requirements, they must re-apply (see Re-enrollment below). If after a review of the student's entire record such permission is given, they will be required to pay, retroactively, the CRG fees for every semester for which they have been deficient.

Re-enrollment

A student who does withdraw and later desires to resume graduate work will be required to re-apply by completing the "Request for Permission to Re-enroll" form available on-line or in the URI Graduate School Office. It will be to the student's advantage to submit the request as early as possible. The student must obtain the approval of the program Co-Directors and Dean of FSEHD at RIC and the Dean of the Graduate School at URI. Permission to re-enroll will be granted only after a review of the student's entire academic record and only if the student can be accommodated within the department's course offerings and research facilities for that semester.

Change of Address

It is the responsibility of the student to complete a change of address form in the Office of the Registrar on each campus whenever a change is made in the local, campus, or mailing address. The student must also notify the Co-Directors immediately of any change in postal or e-mail address or phone number.

PROGRAM FACULTY, INITIAL ADVISERS, MAJOR PROFESSORS

The Co-Directors

The Program is coordinated collaboratively by two Co-Directors, one from Rhode Island College and one from the University of Rhode Island. Correspondence regarding program policies, procedures, registration, student progress in the program, etc. should be addressed to both Co-Directors simultaneously via e-mail.

Administrative Committee

The Administrative Committee is composed of the Co-Directors and members of the administration on both campuses who are responsible for oversight of Education and Graduate Programs, including the Dean of the FSEHD at RIC, the Dean or Associate Dean of the URI Graduate School, the Dean of the URI College of Human Science and Services, and the Director of the URI School of Education. This committee sets and interprets Program Policy. Additionally, the Administrative Committee reviews and acts upon the Co-Directors' recommendations for student dismissal from the Program.

Program Committee

This committee of 10 professors (the two Co-Directors plus four others from each campus) is responsible for administering the Ph.D. Program in Education. The Committee deals with matters of recruitment and admissions, curriculum, program evaluation, student progress, and Program policies and procedures.

Program Faculty

The Program Faculty consists of about 20 members of the graduate faculty from each campus. These people are selected because of their active involvement in research, their history of scholarly publication, their experience in educational settings, and their interest in mentoring doctoral students. Only the members of the Program Faculty are eligible to serve as Major Professor or teach EDP courses.

A list of Program Faculty is available, with concise profiles of the professors' research interests, at the Program web site http://www.uri.edu/hss/education/phd_program.

Graduate Faculty

A complete listing of the Graduate Faculty at each campus is included in current catalogs. Professors on the Graduate Faculty may serve as members of Doctoral Committees, although (as noted above) the chair of a Doctoral Committee, the Major Professor, must belong to the Program Faculty.

Initial Advisement

Upon acceptance into the Program, each student is assigned an initial adviser who shares the student's research interests, field of specialization, and/or professional experience. Students may request a

particular Initial Adviser at or soon after Orientation in May. Students should consult with an adviser (initial adviser and, later, Major Professor) each semester and complete the Annual Progress Report form by July of each year in the program. If a student selects a Major Professor other than the initial advisor, the student notifies the advisor and Co-Directors and request that his/her file be forwarded to the Major Professor.

The Major Professor

The Major Professor is the single most important influence on the graduate student's education and is the student's overall academic adviser. The Major Professor guides the student in the process of course selection, helps the student define and focus a research topic for the dissertation, and supervises the research and writing of the proposal and dissertation. The Major Professor has overall responsibility for monitoring the student's progress and has primary responsibilities for insuring that programs of study, Written and Oral Comprehensive Examination results, Dissertation Proposals, and other appropriate documents are submitted in a timely way by the student when required (all such documents are included in the Appendices).

As soon as the student is prepared to do so (usually by the middle of Year Two) s/he will select as the Major Professor any member of the Doctoral Program faculty qualified and willing to serve in that capacity. The Major Professor selected may be the same as the student's initial adviser. Students are required to notify the Co-Directors of the name of their Major Professor.

Responsibilities of the Major Professor

The Major Professor serves as the chairperson of the student's Doctoral Committee, and helps the student select three, or more, additional members of the Doctoral Committee (see below).

The Major Professor has the responsibility for guiding the student in designing and carrying out the Program of Study and, in consultation with other members of the Doctoral Committee, making sure that the student meets all requirements.

The Major Professor supervises the candidate's progress, including Annual Status Report, course work, independent study, research, preparation of the Dissertation Proposal and the dissertation itself, and required examinations. The Major Professor, along with the other members of the Doctoral Committee, prepares and evaluates the Written Comprehensive Examination and chairs the oral examination portion of the Comprehensive Examination.

The Major Professor arranges with the candidate, the Doctoral Committee, the program Co-Directors, the Dean of the FSEHD at RIC, and the Graduate School at URI for submission of the dissertation proposal and completed dissertation, the scheduling of the proposal defense and dissertation defense, and, finally, assists the student in making any changes in the proposal or dissertation as stipulated by the Doctoral Committee or the dissertation defense committee.

If a second dissertation defense is recommended and approved, the Major Professor is responsible for supervising the student's completion of any additional requirements specified before the second defense is to be taken, for ensuring that it is taken within the required time limits, and for arranging with the candidate, the Doctoral Committee and the URI Graduate School for scheduling the defense.

Doctoral Committee

The Doctoral Committee supervises a doctoral candidate's Program of Study from the time the Major Professor and other members are selected and until the dissertation is defended. Additional (or different) members are added for the oral comprehensive examination and for the dissertation defense, but the Doctoral Committee has the major responsibility throughout the student's education and should be selected to provide the best possible support for the student in her/ his particular area of research. The Doctoral Committee is composed of the Major Professor as chairperson and three (or more) additional members of the Graduate Faculty, with the committee being composed of at least two members from each institution, RIC and URI. Members of this committee are selected by the student in consultation with the Major Professor. The final Program of Study must be signed by all committee members before submission to the Dean of FSEHD at RIC and the Dean or Associate Dean of the Graduate School at URI.

Responsibilities of the Doctoral Committee

The Doctoral Committee is responsible for helping to plan and approve the candidate's Program of Study. It is also responsible for developing, evaluating, and approving the Comprehensive Examinations (Written and Oral), Dissertation Proposal, the dissertation research, and the dissertation.

The Doctoral Committee must insure that the Program of Study represents the student's individual needs, satisfies degree requirements, prepares the student for taking the comprehensive examinations, and assists the planning of the dissertation research.

The student's Doctoral Committee has the responsibility to develop, conduct, and evaluate the Written and Oral Comprehensive Examinations. The specifics of each of three questions are custom tailored to a student's specialization area and evolving dissertation topic, and also connect substantially to key concepts developed in the Core seminars and research methods courses.

The Doctoral Committee provides overall guidance in developing a Dissertation Proposal that is well-defined and can be completed with the facilities and faculty available, in a reasonable length of time, and which will satisfy policy concerning human participants at the College or University.

The Doctoral Committee assists with the general procedure of writing the dissertation, so that it meets all requirements in content and form, and certifies that the dissertation is ready for the oral defense prior to scheduling the defense with the URI Graduate School. The Doctoral Committee is also a major component of the dissertation defense committee, and, as such, participates in the oral defense of the dissertation, and in insuring that all stipulated changes are made in the final copies of the dissertation.

Changes in the Doctoral Committee

Committee membership (even the Major Professor) may be changed when this is in the best interest of the student. A student may change her/ his Major Professor with the approval of the program Co-Directors and the Dean of the FSEHD at RIC and the Dean of the Graduate School at URI. In this event, the Co-Directors are responsible for notifying the original Major Professor of the change. A change in Major Professor will automatically dissolve the committee; it will be reconstituted in consultation with the new Major Professor and the student. A change in the committee members other than the Major Professor may be made with concurrence of the student, the Major Professor, the Co-Directors, the Dean of the FSEHD at RIC, and the Dean of the Graduate School at URI

Written and Oral Comprehensive Examination Committees

The Written and Oral Comprehensive Examinations are prepared and administered by the student's Doctoral Committee. The Oral Comprehensive Examination is given by the Doctoral Committee, chaired by the Major Professor, and includes an "outside member" (not a member of the Program Faculty and not a member of the Education faculties at RIC or URI with either a primary or joint appointment) who is suggested to the Dean of the URI Graduate School by the Major Professor, in consultation with the student.

The Oral Comprehensive Examination Committee is responsible for conducting the two-hour oral comprehensive examination after the candidate has passed the written comprehensive examination and reported the results to the URI Graduate School. In giving the examination, the committee has the responsibility of evaluating the candidate's knowledge and insight gained in his or her specialization area as well as the three core seminars and research courses. They determine whether the student is qualified to perform the independent scholarly research required to complete the requirements of a doctoral degree. A unanimous vote of all members of the committee is required for passing.

If a second examination is necessary and approved, a new date must be scheduled, in consultation with the members of the committee. This exam must be at least ten weeks after – and no more than 52 weeks after – receipt of written feedback on the first examination.

Dissertation Defense Committee

The Dissertation Defense Committee is composed of the Doctoral Committee (4 or more members) with one additional members appointed by the Dean of the URI Graduate School at the suggestion of the Major Professor in consultation with the student. The fifth member is appointed chairperson of the defense committee and represents the Graduate Faculty. This member is not a member of the Program Faculty and not a member of the Education faculties at RIC or URI with either a primary or joint appointment. This committee conducts the oral examination in defense of the dissertation. Unanimous approval of all members of the committee is required for passing the oral dissertation defense.

The Dissertation Defense Committee is responsible for determining that the dissertation is properly written and meets all requirements specified in the documents entitled "Statement on Dissertation Preparation (Long Form)" (see Appendix E) and "Format Guidelines- Dissertation (Short Form)" (see Appendix F), that the dissertation was an independent effort and that the student can explain and defend the work completed.

The Dissertation Defense Committee must also determine if the candidate is in command of the particular area of research required for the dissertation and has adequate knowledge in closely related areas.

If the candidate does not pass the first dissertation defense, the committee must decide if a second defense is justified and so recommend to the Dean of the FSEHD at RIC and the Dean of the Graduate School at URI for approval. This second defense must be at least ten weeks after the first defense and no more than 52 weeks after it. If any additional work is required before the second defense, this should be stipulated in the recommendation to the Deans as well as the time the second defense should be given. If the opportunity for a second defense is approved by the Deans, the committee has the responsibility of conducting the defense after the Major Professor has made the necessary arrangements with the URI Graduate School Office for scheduling and notifying all members of the committee.

The final duty of the Dissertation Defense Committee is to sign the dissertation approval form after verifying that all the stipulated corrections have been made. The Major Professor has the responsibility of

supervising the corrections made by the student, but the chairperson of the dissertation defense committee has the responsibility of certifying that these changes have been made before the approval form is signed, and of obtaining all necessary signatures including the acknowledgement of the program Co-Directors on the form reporting the results of the defense.

Student Advisory Committee

In order to provide students with a formal venue to voice concerns, ask questions, and make suggestions related to the Ph.D. Program, they are represented on a Student Advisory Committee. Although the Co-Directors are available to students individually at any time, the committee meets once a year as a group with the Co-Directors. Each cohort is asked to select one representative. Meetings are scheduled to accommodate representatives' schedules.

DEGREE REQUIREMENTS

Introduction

The Ph.D. degree involves notably more responsibility and independence on the part of the student than work for the Bachelor's or Master's degrees. The primary objectives of doctoral 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.

In pursuing doctoral study, all students are expected to adhere to the accepted standards of scholarly integrity in all presentations, examinations, research, and writing of papers and dissertations.

Where any form of research, development, or related activity involves human participants, including the use of questionnaires and existing databases, the policy and procedures of the Institutional Review Board (IRB) at URI or RIC on the campus of the student's Major Professor must be followed. Policies, procedures, and forms for human participant review are available through the committee (or on-line) on the home campus of the student's Major Professor. Each student must contact the RIC or URI IRB to access the latest guidelines, as these may change slightly from year to year.

Each student is responsible for the timely completion of all requirements for the degree. This includes submission of a satisfactory Program of Study and as well as completion of courses, required examinations, dissertation proposal and dissertation. It is the student's responsibility to know the calendars, regulations, and pertinent procedures of the Program and the URI Graduate School and to meet his or her standards and requirements.

Time Limit

The Ph.D. degree must be completed within seven years of the date that the candidate first enrolled in the program. The time limit for a degree program may be extended by a Leave of Absence (which suspends the time limit for the duration of the approved leave) or the Dean of the FSEHD at RIC and the Dean of the Graduate School at URI for legitimate reasons such as military service or serious illness. This request requires the endorsement of the student's Major Professor and Program Co-Directors.

Doctoral Coursework

All coursework toward the doctorate must be on the 500- or 600-level. Doctoral Programs of Study may include additional required background courses at the 400-level or below in the "No Program Credit" section. Courses at the 400-level cannot be included in calculating the cumulative average required for

graduation (3.0 or higher); however, the 400-level course must be repeated or replaced unless a grade of B (3.00) or better is received.

Forms

The Program requires the completion of a variety of forms at the appropriate times. Completed forms, with all required signatures, are submitted to the URI Graduate School. The table below lists each form, its purpose and time of required completion, and any special procedures for its completion. **Forms for the Ph.D. in Education Program differ from the URI's generic doctoral-program forms. Students in the Ph.D. in Education Program must use the Program-specific forms listed below and found in Appendix A or on-line at the PhD in Education website.** A number of these forms have the option of obtaining electronic signatures by all students, faculty and administrators as indicated. This provision enables students to complete and submit forms in a timely way without unnecessary travel between campuses to obtain signatures.

Form	Purpose	Time for Completion
Tentative Program of Study	Student declares plans, but need not specify all courses in specialization area.	By end of Year One.
Annual Status Reports for Graduate Students	Student meets with Initial Advisor or Major Professor at the end of each year to assess the student's progress in the Program.	Annually by July 1st
Identification of Doctoral Committee	Student notifies the Co-Directors of their Major Professor and other members of the Doctoral Committee	Usually Year Two or Three
Final Program of Study	Student declares plans, with approval of Major Professor and rest of Doctoral Committee.	Usually Year Two or Three; must be submitted before taking the Comprehensive Examinations and the Dissertation Proposal.
Petition for Changes in Graduate Program	Student declares change in the previously filed Final Program of Study.	Whenever a change is needed in the Final Program of Study.
Request to Schedule Written Comprehensive Examination for the Ph.D. Program	Major Professor with the acknowledgement of the Co-Directors inform URI Graduate School of eligibility to take the Written Examination. The Major Professor names outside member for Oral Examination.	After meeting eligibility requirements and no more than 12 months after the last course on the Final Program of Study. Must submit form before taking Examination.
Results of Written Comprehensive Examination	Co-Directors and Major Professor report results of Written Examination (and ask permission of the URI Graduate School to schedule Oral Exam if Written Exam. is Passed).	After Written Examination is graded and, if passed, at least 10 days in advance of the Oral Examination.

Form	Purpose	Time for Completion
Results of Oral Comprehensive Examination	Major Professor reports results of Oral Examination.	Upon completion of Oral Examination.
Petition for Changes in Dissertation Committee	Student requests change in committee, if necessary.	Whenever a change is necessary.
Dissertation Proposal Approval Sheet	Doctoral Committee and IRB at URI or RIC, approve proposal*	After proposal is successfully defended, any required changes are made, and it is subsequently approved by the IRB before any data can be collected.
Nomination for Graduation	Student, with the acknowledgment of Co-Directors, informs URI Graduate School of intention to graduate.	Early in the semester of anticipated graduation (check URI Graduate School Deadlines).
Set-up Sheet for Defense of Dissertation	Major Professor and student tell URI Graduate School the Dissertation Defense time/place/date and propose the additional member who will Chair the Defense Committee.	At least 20 calendar days prior to the requested defense date.
Oral Examination in Defense of Dissertation	Committee Chair reports results.	Upon completion of Oral Dissertation Defense Examination.
Re-enrollment Application	Student who has withdrawn requests re-enrollment.	After deciding to re-enroll (subject to URI Graduate School regulations).

Program of Study

The purpose of the Program of Study is to ensure that students, at an early stage in their doctoral study, organize coherent plans for their course work and research activities. It is expected that the successful completion of students' Programs of Study along with related readings and research will enable them to demonstrate that they have achieved the high level of competence required of doctoral students.

All doctoral students are required to prepare a Program of Study (see Appendix A). A Tentative Program of Study Form is available for students who are not yet certain of their final plans (see Appendix A). This is submitted by the end of Year One with the guidance of the Major Professor and Doctoral Committee. After the Program of Study is approved by the Major Professor, Doctoral Committee, and program Co-Directors, it is submitted for approval to the Dean of the FSEHD at RIC and the Dean of the Graduate School at URI.

The Final Program of Study must be completed and submitted to URI Graduate School prior to taking the Comprehensive Examination.

* Student proposals are received by the IRB on the home campus of the Major Professor.

Approval of Programs of Study

Programs of Study that are consistent with Program standards and requirements and which have been approved by the Major Professor and the Program Co-Directors will be acknowledged by the Dean of the FSEHD at RIC and the Dean of the Graduate School at URI. Programs of Study that are not consistent with the above standards require the specific approval of the Deans, which will be granted only after submission of a written justification and evaluation of each individual case.

Changes in Program of Study

A change in the Final Program of Study requires submission of the Petition for Changes in Graduate Program form (see Appendix A). Such a change is appropriate if the student, Major Professor, and Doctoral Committee agree that it is within the student's best interest and will better enable the student to complete the dissertation.

Scholastic Standing

Acceptable Grades

All coursework toward the doctorate must be on the 500- or 600-level. Doctoral Programs of Study may include additional required courses at the 400-level or below in the "No Program Credit" section. Graduate work will be evaluated by letter grades, with only grades of B (3.00) or better carrying graduate credit for courses below the 500-level. A graduate student who received a grade of B- (2.67) or lower for a course below the 500-level must either retake the course and earn a B (3.00) or better, or take in its place a course approved by the Major Professor and Doctoral Committee. If a student receives a grade of B- or lower in more than one course below the 500 level, her/ his status will be reviewed by the Program Committee, except in the cases where the course or courses were approved for no program credit prior to registration for the course.

In courses numbered 500 or 600, grades of C (2.00) or better shall be credited toward the degree. Any such course in which a student receives a grade lower than C (2.00) shall be retaken or replaced by a course approved by the Major Professor and Program Committee and by the Dean of the FSEHD at RIC and the Dean of the Graduate School at URI.

Acceptable Average

To qualify for continuation in degree candidate status, and for graduation, an average of B (3.00) in all work taken is required, except for courses specified as entrance deficiencies (e.g., EDC 555), approved for no program credit prior to registration for the course.

If a student does not maintain a B (3.00) average, her/ his status will be reviewed immediately by the program Co-Directors in consultation with the Program Committee. Such review may result in the student being placed on provisional status, being suspended, or dismissed. Students who are permitted to continue on provisional status must achieve a cumulative average of B (3.00) or better in graduate level coursework during the next semester (or within nine credits if part-time students). Students failing to achieve the necessary B (3.00) average will be subject to suspension or dismissal. (See Section on "Dismissal" and "Appeal" below.)

S, U, and I Grades

Certain courses do not lend themselves to precise grading (e.g., EDP 641 and EDP 699). For these courses, only a satisfactory (S) or unsatisfactory (U) shall be given to all students enrolled. Grades of S or U are not included in calculating the grade point averages.

Grades of Incomplete

For 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 for some other reason, which in the opinion of the instructor, justifies such a report. Instructors must accompany such reports with a written explanation to the program Co-Directors. To remove the “incomplete,” the student must make satisfactory arrangements with the instructor, or in her/ his absence, with the program Co-Directors.

If an incomplete is not removed within one calendar year of receipt the student loses the right to make up the work and the “incomplete” remains on the permanent record. If circumstances warrant, the instructor may, with the knowledge of the Co-Directors and Dean of the FSEHD at RIC and the Dean of the Graduate School at URI, extend the time limit up to three years, or, if the instructor is absent, the Co-Directors may extend the time limit in which the incomplete work must be made up.

Audit

Audited credits will under no circumstances be counted for credit toward an advanced degree.

Dismissal

A student failing to maintain good scholastic standing is subject to dismissal from the Program. A student may be dismissed for failure to satisfy stipulations imposed at the time of admission to the program. If a student has been admitted and matriculated in a graduate degree program, is not on an approved Leave of Absence, and has not made progress in coursework in twelve consecutive months, then the student is subject to dismissal. If a student has failed to satisfy program requirements in timely fashion according to established policies or has exceeded the seven year time limit for completing all degree requirements, then that student may be dismissed. A student who has been dismissed for scholastic reasons usually must wait at least one year before being eligible to re-apply to the program.

A student in good scholastic standing is also subject to dismissal from the Program for falsification of application materials. Satisfactory progress in a program also involves maintaining the standards of academic and professional integrity expected in a particular discipline or program; failure to maintain these standards may result in dismissal from the Program. A student may be dismissed for a serious infraction of College and University standards and policies. This circumstance would include, but not be limited to, such infractions as intent to plagiarize, cheating on papers, tests or exams, and purposeful falsification of data or experimental results, knowingly presenting false data in journals, publications or at conferences, malicious destruction of equipment, or making false claims about credentials or progress. A student who has been dismissed for non-scholastic reasons is not eligible to re-enroll or to re-apply to the Graduate programs at either campus.

Appeal

Appeals of admissions decisions are made directly to the Dean of the FSEHD at RIC and the Dean of the Graduate School at URI. who signed the admission/ rejection letters. The Deans have the final word in appeals of admissions decisions.

Dismissals for academic reasons may be appealed to a Standing Committee established annually for the Ph.D. in Education Program. The Standing Committee includes one graduate student from each campus (not students in the Ph.D. in Education Program) and seven members of the graduate faculties (three from one campus, four from the other campus, with the campus of the fourth member alternating each year), who are not members of the Ph.D. in Education Program Faculty. This Committee will have the final word on dismissal decisions.

Qualifying Examination

Students who have not earned a Master's degree before entering the program, and those with a GPA below 3.0 at the end of the first year of required coursework (including only EDP 610, 611, 612, and 613) must take a qualifying exam. This written exam is scheduled for four hours, consisting of two questions drawing upon the Core I Seminar (EDP 610- 611) and the two introductory research courses (EDP 612 and 613). Questions are written by the professors who taught these courses for the examinee. These professors are also the exam graders. The exam must be scheduled between May 15th and June 1st. In order to pass this exam, a student must pass both questions. The student will be informed of the result by the Co-Directors within two weeks after taking the exam, and will receive feedback on the answers. [Students who fails the examination may be permitted one re-examination in the part or parts failed if re-examination is recommended by the examiners and approved by the Dean of the Graduate School. The second examination may be taken only after an interval of ten weeks.](#)

Comprehensive Examination

The procedures for the Comprehensive Examination take an individualized approach, giving the responsibility for each student's Comprehensive Examination primarily to that student's Doctoral Committee. In accordance with department/ program procedures and Section 7.57 of the URI Graduate School Manual, permission must be requested, **in advance**, to schedule the written portion of the Ph.D. Comprehensive Examination using the appropriate form.

(1) Each student responds to three questions that have been created by the Doctoral Committee (usually four professors, two from each campus) under the leadership of the Major Professor. The questions assess insights gained in their specialization area related to their dissertation topic as well as the three core seminars and research courses. Questions are in three specified categories:

- (a) a critical overview of a major area of educational inquiry and its conceptual and theoretical framework;
- (b) a detailed methodological design that addresses a particular empirical question and includes rationales for the methodological choices;
- (c) a critical review of the purpose and impact of a specific program of educational improvement/reform.

(2) Students write their answers to the three questions typically during three consecutive half-days (4 hours each), on a take-home basis--independently and without any consultation, on an honor

system. The Major Professor and Doctoral Committee arrange the specific schedule within these common time limitations.

- (3) Answers for each question are read independently by two members of the student's Doctoral Committee, one of whom was the primary author of that question.
- (4) In cases of irreconcilable "split decisions," the decision of an independent third-reader determines "Pass" or "Fail." The third-reader of an answer is selected by the Major Professor. Third-readers may be members of the student's Doctoral Committee, but may also be any members of the Graduate Faculty at RIC or URI.
- (5) Once the student has passed the written examination, the results must be reported to the URI Graduate School on the appropriate form that includes a **Request to Schedule the PhD Oral Comprehensive Examination, signed by the Co-Directors**, *at least 10 working days in advance to URI Graduate Dean who will formally schedule the exam.*
- (6) The Comprehensive Oral examination is chaired by the Major Professor. The Oral Committee includes: the entire Doctoral Committee; any third-reader who is not already on the Doctoral Committee; and an Outside Member (not a member of the Ph.D. in Education Program's faculty and also not a member of the Education faculty at RIC or URI (with either a primary or a joint appointment). Outside Members must be members of the Graduate Faculty at RIC or URI.

Grading

Answers for each question are read independently by two members of the student's Doctoral Committee, one of whom was the primary author of that question. In cases of irreconcilable "split decisions," the decision of an independent third-reader determines "Pass" or "Fail." The third reader of an answer is selected by the Major Professor. Third readers may be members of the student's Doctoral Committee, but may also be any members of the Graduate Faculty at RIC or URI. When all three written answers pass, students proceed to the Oral Examination.

Each reader provides written feedback to the student and the Major Professor. For students who fail one or more of the questions, there is a single opportunity to rewrite the failed answers--responding to the readers' feedback--if recommended by the Doctoral Committee and approved by the Dean of the FSEHD at RIC and the Dean of the Graduate School at URI. The standards for length and format of the original answers also apply to the revised answers. Revised answers must be submitted no less than 10 weeks **and no more than one year after written feedback on the original answers was received.** Revised answers are read and graded by the original readers. Failure on any revised answer results in dismissal from the Program.

The Co-Directors promptly report the results of the Written Examination to the Dean of the FSEHD at RIC and the Dean of the Graduate School at URI on the appropriate form.

Oral Examination

Students who have passed all three questions--original or rewritten--use the readers' feedback in preparing for the Oral Examination. The Oral Examination, usually two hours in length, typically occurs within four weeks of students' receipt of readers' written feedback. The examining committee consists of the following five members: the Major Professor, one reader from each of the three questions, and an "outside member" (not a member of the Program Faculty and not a member of the Education Faculties at RIC or

URI with either a primary or joint appointment), who is suggested to the Dean of the URI Graduate School by the Major Professor, in consultation with the student.

The student and the Major Professor are responsible for providing to the Outside Member and all members of the Doctoral Committee--at least 10 working days in advance of the Oral Examination--copies of the three questions, the answers, and the readers' feedback. At least 10 working days in advance, permission to conduct the examination shall be requested from the Dean of the URI Graduate School, who will be responsible for formally scheduling the Examination and notifying the candidate and all members of the committee. The student will be notified orally of the results of the examination as soon as the committee has completed its deliberations.

The Major Professor is responsible for promptly notifying the Dean of the FSEHD at RIC and the Dean of the Graduate School at URI of the results of the examination on the form provided for that purpose--signed by all members of the examining committee and by the Program's Co-Directors. Unanimous approval by all members of the oral examining committee is required for passing.

Students who fail the Oral Examination may be permitted a single re-examination--no less than 10 weeks after the original Oral Examination--if recommended by the examining committee and approved by the Dean of the FSEHD at RIC and the Dean of the Graduate School at URI. Failure on the re-examination results in dismissal from the Program.

Sole Authorship of Examination Answers

In preparing answers to the Comprehensive Examination questions, students are permitted (and encouraged) to consult books, journals, and other sources of published information (with appropriate citation and, in the case of verbatim excerpts, enclosing them in quotation marks). They are also allowed to refer to their own notes and papers from courses that they have taken.

However, students may not, in any case, consult with other students, with colleagues, with instructors, or with anyone else in any fashion. The Comprehensive Examination is meant as a completely individual assessment. Accordingly, students operate under a strict "Honor System"--prohibited from either receiving or providing assistance.

Once each answer is completed in the four-hour time frame, the student submits the answer to the Major Professor. Students are not allowed to retrieve or revise them--even if there is time remaining until the deadline for submission. Also, until all responses are submitted, students are not allowed to discuss the Examination with anyone else.

Students are required to submit a signed statement with their Exam Answers, attesting to their sole authorship and adherence to the four-hour time limit for answering each question. (Appendix C).

DISSERTATION PROPOSAL AND APPROVAL

Dissertation Proposal

A student writes a Dissertation Proposal to develop a clearly and appropriately designed research project. Proposal writing is guided by the Major Professor and other Doctoral Committee members and should follow the requirements outlined in the Statement on Dissertation Proposals (Appendix D). This committee determines when a proposal is ready for oral defense and presides at the defense, with the Major Professor serving as Chair. The proposal defense is intended to determine if a student is ready to

commence the research project and provides a forum for discussion of suggestions among committee members.

The dissertation proposal submitted to the URI Graduate School should present the required information as concisely and clearly as possible. The ability to describe concisely a research problem and methodology is one of the skills that the proposal process is designed to develop. Therefore, all dissertation proposals are limited in length to the signature cover-sheet plus 15 or fewer double-spaced, numbered pages in a font size no smaller than 12 point. Proposals longer than this will not be accepted, however, appendices and references are not included in the 15-page limit. Proposals will also be returned for revision if they do not contain the appropriate sections described in the Contents section of this Statement on Thesis/Dissertation Proposals. Sufficient copies of the proposal must be provided to permit distribution to the Graduate School, Institutional Review Board (at RIC or URI), Co-Directors, major professor, doctoral committee, and the student.

A student may not commence research, except for a pilot study to assist in proposal development, prior to successful defense of the Dissertation Proposal. Co-Directors must be informed of Oral Defense scheduling at least two weeks in advance and will announce the defense to all students and faculty, who are invited to attend as observers.

Following successful defense of the proposal, and after obtaining committee members' signatures on the Dissertation Proposal Approval Sheet (see Appendix A), the student must submit it to the Institutional Review Board (IRB) at URI or RIC (at the campus of the Major Professor), and obtain all other necessary signatures before submitting seven copies of the proposal to the URI Graduate School.

Dissertation Proposals are submitted to the URI Graduate School after they have been successfully defended at the Oral Defense, attended by all members of the Doctoral Committee and approved by the IRB at RIC or URI, depending on the home campus of the Major Professor. If changes are required by the Doctoral Committee during the defense or by the Institutional Review Board, these must be made before final submission of the proposal to the URI Graduate School.

The latest IRB guidelines are available from the IRB committee chairs (or on-line) at each campus. Students must follow the guidelines for the appropriate body at their Major Professor's home campus. It is the responsibility of each student to contact the IRB to access the latest guidelines, prior to proposal defense.

Dissertation Preparation

Dissertations that are to be submitted in partial fulfillment of the requirements for a doctoral degree must be prepared in accordance with the requirements listed in the most recent issue of the URI Graduate School that can be found on-line at <http://www.uri.edu/gsadmis/formatting.html> .

Group Research

The dissertation research is generally based on a project planned for one individual under the supervision of a Major Professor. This project may be a part of a much larger research effort being performed by several people under the direction of that professor, but each student's research, and the dissertation that results from it, must be an independent project performed by that student alone. In unusual cases where the research is less easily separated into individual projects, the quality of performance of any single individual is not measured as easily. In such situations, special precautions must be taken to ensure not only that no student receives credit for work performed by others, but that each student's performance is of the level required for an advanced degree. In group research involving more than one graduate student,

each student must have principal responsibility for a substantial, well-defined portion or area of the research project, and must submit an individual Dissertation Proposal and an individual dissertation in which these responsibilities are clearly defined. In both the Dissertation Proposal and in the dissertation, any work done by another individual must be clearly identified. A separate dissertation defense will be conducted for each individual participating in the group.

Dissertation Approval

Prior to the deadline published in the calendar of the URI Graduate School, and at least 20 calendar days before the earliest date on which it is proposed to hold the defense, the student must submit to the URI Graduate School six (seven in the case of five member Doctoral Committees) unbound copies of the dissertation for members of the Oral Defense (Dissertation) Committee in a form acceptable for examination purposes (see Instructions for Submitting Dissertation for Defense, Appendix G), a receipt from the Bursar for the binding or microfilming fee, and the set-up sheet for Defense of Dissertation, completed and signed by the Major Professor and Co-Director (see Appendix A). On this form, the Major Professor lists the members of the candidate's Dissertation Defense Committee, suggests additional faculty members competent and willing to serve as members of the Dissertation Defense Committee, and suggest times and dates for the examination.

The requirement that the dissertation be in a form acceptable for examination purposes means that all copies submitted must be complete, including all data, tables, charts, maps, photographs, appendices, etc., and including full citations, and reference list as required by acceptable standards of academic integrity. The copies submitted for defense must represent the finished scholarly product of the candidate's research ready for the final typing, and in the format required for binding. Copies submitted for defense may contain a reasonable number of clearly legible corrections (printed rather than handwritten), may be typed on paper of lesser quality than that required for the final copies, and may contain pages with only one or two paragraphs. However, these extra paragraphs must be on full-sized sheets of paper and clearly identified and numbered (e.g. 110A, 110B, etc.), and in consecutive order with the remainder of the text. Pagination may be in pencil to allow for later revision. Each copy of the dissertation must be submitted in a separate clasp envelope of suitable size, and shall have a copy of the title page attached to it. In the final copies, type size, paper quality, margins and pagination must all conform to the standards of the APA manual, and to the Statement on Dissertation Preparation (Long Form) (see <http://www.uri.edu/gsadmis/formatting.html>).

Prior to submitting the set-up sheet for Defense of a Dissertation that is not in final form, the Major Professor must first ascertain that all copies are complete and acceptable for examination purposes as discussed above. The URI Graduate School will also check that all copies meet its general criteria in terms of appearance, legibility, clarity before the copies can be picked up for distribution to members of the examining committee. However, if any member of the examining committee feels that the copy s/he has received is not acceptable for examination purposes, whether as to style or content, that member may request either the Major Professor or the URI Graduate School postpone the examination until acceptable copies are available. Before submitting this request, the Major Professor should check that the times and dates are convenient for all concerned.

Upon receipt of the copies of the dissertation, the Bursar's receipt, and the request for the oral defense, the Dean of the URI Graduate School will be responsible for reviewing the student's entire record to ascertain that all other degree requirements are completed, and that all copies of the dissertation are in a form acceptable for examination. If the review is satisfactory, the oral examination in defense of the dissertation will be scheduled and the student will be instructed to proceed as noted below.

Scheduling of oral and written examinations, including qualifying, comprehensive, and defense of dissertations, during the regular summer sessions will be done only at the convenience of the faculty members involved and will be scheduled depending upon the availability of the student's Doctoral Committee and additional qualified examiners. Examinations will not be scheduled during periods when the College or University is in recess. Students must be registered for any semester or summer term in which they take an examination.

No less than fifteen calendar days prior to the date set for the dissertation oral defense, a student picks up copies of his/her dissertation at the URI Graduate School and distributes them to the members of she/her Dissertation Defense Oral Examining Committee. Each copy will bear the official notice, from the URI Graduate School, of the time and place of the oral examination. The chairperson of the Dissertation Defense Committee will also be supplied with a copy of the candidate's Dissertation Proposal. The members of the committee shall examine the dissertation for evidence of sound scholarship and shall bring to the oral defense, suggestions for changes or corrections in the manuscript.

All examinations in defense of dissertations are open to the public (as observers). See Oral Examination Procedures (Appendix H).

The responsibility of the chairperson of the Dissertation Defense Committee is to conduct the examination and secure unanimous agreement as to successful defense of the dissertation, and to provide for changes and corrections to be made before the dissertation is given committee approval. All members of the committee also sign the Oral Examination in Defense of Dissertation form provided for certifying the candidate's successful defense of the dissertation (see Appendix A). When a candidate's performance is unsatisfactory, one re-examination may be recommended and the conditions under which the re-examination is to be held will be stated by the Examining Committee.

Approval of each dissertation shall be indicated by affixing to Approval Sheet (Appendix A) the signatures of the members of the dissertation examining committee only when its members have been assured by the chairperson of the oral examining committee (or the Major Professor, if so decided at the defense) that the student has made the changes and corrections agreed upon by the examining committee in all copies of the document.

Final approval of all dissertations rests with the Dean of the FSEHD at RIC and the Dean of the Graduate School at URI.

Library Submission

1. Final copies must be submitted to BOTH the URI Graduate School and RIC Library (regardless of your major professor's institution) by the commencement deadline listed on the URI Graduate School Calendar (located on the URI Graduate School Website).
2. **You need to include a signed copy Dissertation Agreement form, Survey of Earned Doctorates, Abstract, and Commencement Survey with the copies that go to the URI Library.**

URI	RIC
<p><u>2 copies for URI Library</u> Both on acid-free paper 1 original signature page (acid free) 1 copy signature page (acid free) No extra fee beyond 'binding fee</p>	<p><u>2 copies for RIC Library</u> 1 on acid-free paper with original signature page (acid free) 1 on regular paper with copy signature page (regular paper) No extra fee</p>
<p><u>2 copies on regular paper with copies of signature page (regular paper)</u> <u>One copy for URI Co-Director</u> One copy for URI Major Professor or student (if Major Professor is at RIC) No extra fee</p>	<p><u>2 copies on regular paper with copies of signature page</u> <u>Copy is for the RIC Co-Director</u> One copy for RIC Major Professor or student (if Major Professor is at URI) No extra fee</p>
	<p><u>Up to 5 personal copies</u> Regular paper and copy of signature page on regular paper Graduate pays fee for binding extra copies</p>
<p>Total copies taken to URI Graduate School (Quinn Hall 2nd floor) = 4</p>	<p>Total Copies taken to RIC's Adams Library, 202 = 4 required and up to 5 extra personal copies</p>
<p>TOTAL COPIES submitted = 8 required and up to 5 extra personal copies.</p>	

Note: Questions regarding final submissions or dissertation formatting should be directed to the URI Graduate School

DESCRIPTION OF CAMPUS FACILITIES

Research Resources

URI Libraries

The library collection of 1,040,000 bound volumes and 1,360,000 microforms is housed in the University Library in Kingston, at the College of Continuing Education in Providence, and in the Pell Marine Science Library on the Narragansett Bay Campus. The latter was designated the National Sea Grant Depository in 1971.

The University Library, which holds the bulk of the collection, has open stacks with direct access to books, periodicals, documents, maps, microforms, and audiovisual materials. The Special Collections Department collects and maintains rare books, manuscripts, the University archives, and a variety of special interest materials. Service hours at the other libraries vary, but the University Library provides full reference, bibliographic, and circulation services during most of the 90 hours per week it is open. Terminals linked to the Academic Computer Center are available in the library during the hours both facilities are open. A computer-based bibliographic system makes most books available to users one week after their receipt. Arrangements can be made to borrow out-of-print material from other libraries through the Interlibrary Loan Office in the University Library.

Rhode Island College Library

The College library is named for the late James P. Adams, former chair of the Board of Trustees of State Colleges. The resources of the library include over 370,000 volumes, 1,500 periodical subscriptions, major collections on microfilm and microfiche, along with viewers, copiers, and a wide selection of sound recordings. The library also maintains a depository for selected U.S. government documents, as well as the following special collections: the Amy Thompson Children's Literature Collection, the College Archives, the Social and Political Materials Collection, the papers of the International Institute, and the papers of Nathaniel Bacon, Judge Michael DeCiantis, and Irving Jay Fain. Most of the materials are available in open stacks. A telecommunications connection with major libraries in the state provides the capability for rapid interlibrary loan service.

Computer Resources

In addition to various computer laboratories on both the RIC and URI campuses, open to registered students for academic purposes, in EDP 613, students can use the SPSS statistical package on designated computers on the URI campus.

FEES AND FINANCIAL AID

Tuition and fees for graduate students vary according to whether or not the student is a legal resident of the state of Rhode Island, are eligible for Metropolitan Tuition Policy (MTP) or New England Regional Student Program (NEBHE) and whether the student is enrolled in full-time or part-time study. All charges are payable by the semester and are due and payable upon receipt of the bill or by the due date indicated on the bill.

Each student admitted to the doctoral program is classified as resident, metropolitan tuition policy, or non-resident on the basis of information available in the application and in compliance with the stated policy of the Board of Governors for Higher Education. A Certificate of Residence is included in the self-

managed application package. It must be filed by residents of Rhode Island; failure to file the affidavit will result in automatic classification as a non-Rhode Island resident. A student may appeal a residency decision to the Board of Residency Review at Rhode Island College.

Students registered for eight (8) credits or fewer are considered part-time students. They are charged tuition and fees on a per-credit basis. Students in the Ph.D. in Education Program rarely take more than seven (7) credits in a semester. Students holding Graduate Assistantships or Graduate Research Assistantship or Fellowships must be registered for at least 6 credits.

Health Services Fee

Part-time students and spouses of students are eligible to participate in the health and insurance plans on an optional basis. Full-time students are required to provide evidence of adequate coverage in a health plan.

Reassessment of Fees

Students are allowed to drop and add credits during the first two weeks of each semester (Add Period). Fees are reassessed and adjusted according to the credit enrollment, and student status resulting from drop and add transactions is processed by the Office of the Registrar during the Add Period. Following the Add Period, term bills are only reassessed for students who add credits. The dropping of credits after the Add Period does not reduce the term bills.

Refund Policy for Withdrawal of Continuing Students

Continuing students are those who are enrolled for the current semester or, in the case of a leave of absence, as of the approved date of leave. Refunds of payments are subject to the most current policies at each campus. Continuing students seeking refunds must contact the Bursar's Office at the campus of registration.

Indebtedness to the Institutions

Failure to make full payment of all required fees or to resolve other debts (for example, unreturned equipment, overdue short-term or emergency loans, lost library books) may result in denial of registration for the following semester and/or dismissal. The appropriate administrative department will provide the student with notice of the debt, reason for it, and a review if requested. A student must fulfill all financial obligations before receiving transcripts or a diploma.

Transcripts

Students can obtain a copy of their official transcripts by submitting a written request to the Office of the Registrar at Rhode Island College and the University of Rhode Island and paying the appropriate fees. Transcripts will not be issued at either institution to students who have any unpaid financial obligation to the Program.

Financial Aid

There are several forms of financial assistance available to graduate students. To be eligible for any form of assistance, the student must first be admitted as a degree candidate. Detailed information (stipends, allowances, tenure, etc.) on fellowships, scholarships, and assistantships is available from the Graduate School Office at URI. Information on student loans is available from the RIC Financial Aid Office.

Except for fellowships, scholarships and assistantships, all financial aid is applied for at RIC.

GENERAL TIMELINE FOR ACTION AND APPROVAL

1. Prior to first semester matriculation obtain photo ID cards and library barcode activation **at both campuses**, and URI parking permit at the URI Police Station on Lower College Road.
2. Consult initial adviser as needed during Year One.
3. File Tentative Program of Study by end of Year One.
4. File the Annual Status Report by July 1st ANNUALLY.
5. Take Qualifying Exam if required, during summer after Year One.
6. As research interests emerge (usually at end of Year One or beginning of Year Two) begin to meet with faculty members whose interests and expertise make them good prospects for your dissertation committee. Begin by selecting a Major Professor and then select the three other committee members in consultation with your Major Professor. The process of committee development proceeds by mutual consent. Once you have selected your Doctoral Committee, submit the appropriate form to the Co-Directors.
7. By the end of Year Three, earlier if possible, develop a Final Program of Study in consultation with your Major Professor, obtain necessary signatures and submit it to the URI Graduate School. The Final Program of Study may be amended as appropriate and/ or necessary, using the Change in Program of Study Form.
8. After completing any (a) required prerequisite courses, (b) Core III (EDP 630-631), (c) all research courses, and (d) at least 2 of the four specialization courses, prepare for and take the Comprehensive Examination in consultation with your doctoral committee. Complete and submit the appropriate form to the URI Graduate School in advance of holding the examination.
9. Students develop a Dissertation Proposal, in consultation with your Major Professor and doctoral committee. When the proposal is judged ready, present it in oral defense. Once passed, the proposal must be submitted to the Institutional Review Board (IRB) Committee at RIC or URI (depending upon the campus of the student's Major Professor). A signature of approval from the committee or board must be added to the others on the Dissertation Proposal Approval Sheet **before** it is submitted to the URI Graduate School.
10. At the start of your last semester and before the deadline specified in the URI Graduate School calendar, ask your Major Professor to fill out the form with you that nominates you for graduation, contingent upon completion of all degree requirements. This is extremely important, as the Dean of the FSEHD at RIC and the Dean of the Graduate School at URI have no automatic way of knowing when you anticipate graduating.
11. During your last semester, when your Doctoral Committee is satisfied that your dissertation is ready for defense, ask your Major Professor to schedule the oral defense before the Dissertation Committee.
12. Successfully defended dissertations must be submitted to the URI Graduate School and the RIC Library in completed form for binding **BEFORE** the Ph.D. degree can be conferred.

Appendix A
URI-RIC PH.D. PROGRAM IN EDUCATION
Tentative Program of Study (Prior to Cohort 2009)

TO: Dean, Graduate School- URI

STUDENT'S NAME _____ URI STUDENT ID # _____

I hereby certify that all course work taken at the University of Rhode Island and Rhode Island College is included below and that grades are indicated for all courses completed.

 Student's Signature

 Student's Email

 Date

PROGRAM CREDIT COURSES CONSTITUTING THIS STUDENT'S DOCTORAL PROGRAM

Course Dept/ No.	Title	Credit	Grade	Course Dept./ No.	Title	Credit	Grade
EDP 610	Core Seminar I- Educational Inquiry and Foundations	3			Courses in Specialization Area	12 or more	
EDP 641	Field Research Seminar	1					
EDP 611	Core Seminar I- Part 2	3					
EDP 641	Field Research Seminar	1					
EDP 615	Research Methodologies	3					
EDP 620	Core Seminar II- Learning, Instruction, and Hum. Dev.	3					
EDP 641	Field Research Seminar	1					
EDP 625	Quant. Analysis in Ed. Res.	3					
EDP 621	Core Seminar II- Part 2	3					
EDP 641	Field Research Seminar	1					
EDP 622	Community Service Learning	2					
EDP 630	Core Seminar III- Organ. Behav., Leadership, & Policy Analysis	3		EDP 699	Dissertation	12	
EDP 641	Field Research Seminar	1			Master's Degree	30	
EDP 631	Core Seminar III- Part 2	3			Transfer Credit		
EDP 641	Field Research Seminar	1			Total Credits		

Master's Degree: _____ From: _____ Date Awarded: _____

PROGRAM CREDIT TO BE TRANSFERRED FROM OTHER INSTITUTIONS

Official transcript and certification that courses are graduate level courses acceptable for program credit at the other institution must be provided before approval is final.

Course Dept/ No.	Title	School	Grade	Credit (qtr/ sem)	Date Compl.	Equiv. Credits

COURSES TO BE TAKEN AS NON-PROGRAM CREDIT

Course Dept/ No.	Title	Credits & Grade	Course Dept/ No.	Title	Credits & Grade

 Major Professor or Initial Advisor Signature Date

 Program - Co-Director, RIC Signature Date

 Program - Co-Director URI Signature Date

 Dean, FSEHD- RIC Signature Date

 Dean, Graduate School- URI Signature Date

Appendix A
URI-RIC PH.D. PROGRAM IN EDUCATION
Final Program of Study (Prior to Cohort 2009)

TO: Dean, Graduate School- URI

STUDENT'S NAME _____ URI STUDENT ID # _____

I hereby certify that all course work taken at the University of Rhode Island and Rhode Island College is included below and that grades are indicated for all courses completed.

Student's Signature

Student's Email

Date

PROGRAM CREDIT COURSES CONSTITUTING THIS STUDENT'S DOCTORAL PROGRAM

Course Dept/ No.	Title	Credit	Grade	Course Dept./ No.	Title	Credit	Grade
EDP 610	Core Seminar I- Educational Inquiry and Foundations	3			Courses in Specialization Area	12 or more	
EDP 641	Field Research Seminar	1					
EDP 611	Core Seminar I- Part 2	3					
EDP 641	Field Research Seminar	1					
EDP 615	Research Methodologies	3					
EDP 620	Core Seminar II- Learning, Instruction, and Hum. Dev.	3					
EDP 641	Field Research Seminar	1					
EDP 625	Quant. Analysis in Ed. Res.	3					
EDP 621	Core Seminar II- Part 2	3					
EDP 641	Field Research Seminar	1					
EDP 622	Community Service Learning	2					
EDP 630	Core Seminar III- Organ. Behav., Leadership, & Policy Analysis	3		EDP 699	Dissertation	12	
EDP 641	Field Research Seminar	1			Master's Degree	30	
EDP 631	Core Seminar III- Part 2	3			Transfer Credit		
EDP 641	Field Research Seminar	1			Total Credits		

Master's Degree: _____ From: _____ Date Awarded: _____

PROGRAM CREDIT TO BE TRANSFERRED FROM OTHER INSTITUTIONS

Official transcript and certification that courses are graduate level courses acceptable for program credit at the other institution must be provided before approval is final.

Course Dept/ No.	Title	School	Grade	Credit (qtr/ sem)	Date Compl.	Equiv. Credits

COURSES TO BE TAKEN AS NON-PROGRAM CREDIT

Course Dept/ No.	Title	Credits & Grade	Course Dept/ No.	Title	Credits & Grade

Major Professor Signature Date

Program Co-Director- URI Signature Date

Second Member Signature Date

Program Co-Director- RIC Signature Date

Third Member Signature Date

Dean, FSEHD- RIC Signature Date

Fourth Member Signature Date

Dean, Graduate School- URI Signature Date

Fifth Member Signature (only if more than the usual four) Date

2009

URI-RIC PH.D. PROGRAM IN EDUCATION
Tentative Program of Study (Starting with Cohort 2009)

TO: Dean, Graduate School- URI

STUDENT'S NAME _____ URI STUDENT ID # _____

I hereby certify that all course work taken at the University of Rhode Island and Rhode Island College is included below and that grades are indicated for all courses completed.

 Student's Signature

 Student's Email

PROGRAM CREDIT COURSES CONSTITUTING THIS STUDENT'S DOCTORAL PROGRAM

Course Dept/ No.	Title	Credit	Grade	Course Dept./ No.	Title	Credit	Grade
EDP 610	Core Seminar I- Educational Inquiry and Foundations	3			Courses in Specialization Area	12 or more	
EDP 612	Intro. To Qualit. Research	3					
EDP 611	Core Seminar I- Part 2	3					
EDP 613	Intro. To Quantit. Research	4					
EDP 620	Core Seminar II- Learning, Instruction, and Hum. Dev.	3					
EDP 623	Research Design	3					
EDP 641	Field Research Seminar	1					
EDP 621	Core Seminar II- Part 2	3					
EDP 622	Service Learning	2					
EDP 641	Field Research Seminar	1					
EDP 630	Core Seminar III- Organ. Behav., Leadership, & Policy Analysis	3		EDP 699	Dissertation	12	
EDP 641	Field Research Seminar	1			Master's Degree	30	
EDP 631	Core Seminar III- Part 2	3			Transfer Credit		
EDP 641	Field Research Seminar	1			Total Credits		

Master's Degree: _____ From: _____ Date Awarded: _____

PROGRAM CREDIT TO BE TRANSFERRED FROM OTHER INSTITUTIONS

Official transcript and certification that courses are graduate level courses acceptable for program credit at the other institution must be provided before approval is final.

Course Dept/ No.	Title	School	Grade	Credit (qtr/ sem)	Date Compl.	Equiv. Credits

COURSES TO BE TAKEN AS NON-PROGRAM CREDIT

Course Dept/ No.	Title	Credits & Grade	Course Dept/ No.	Title	Credits & Grade

 Major Professor or Initial Advisor Signature

 Program Co-Director- RIC Signature

 Dean, FSEHD- RIC Signature

 Program Co-Director- URI Signature

 Dean, Graduate School- URI Signature

URI-RIC PH.D. PROGRAM IN EDUCATION

Final Program of Study (Starting with Cohort 2009)

TO: Dean, Graduate School- URI

STUDENT'S NAME _____ URI STUDENT ID # _____

I hereby certify that all course work taken at the University of Rhode Island and Rhode Island College is included below and that grades are indicated for all courses completed.

Student's Signature

Student's Email

PROGRAM CREDIT COURSES CONSTITUTING THIS STUDENT'S DOCTORAL PROGRAM

Course Dept/ No.	Title	Credit	Grade	Course Dept./ No.	Title	Credit	Grade
EDP 610	Core Seminar I- Educational Inquiry and Foundations	3			Courses in Specialization Area	12 or more	
EDP 612	Intro. To Qualit. Research	3					
EDP 611	Core Seminar I- Part 2	3					
EDP 613	Intro. To Quantit. Research	4					
EDP 620	Core Seminar II- Learning, Instruction, and Hum. Dev.	3					
EDP 623	Research Design	3					
EDP 641	Field Research Seminar	1					
EDP 621	Core Seminar II- Part 2	3					
EDP 622	Service Learning	2					
EDP 641	Field Research Seminar	1					
EDP 630	Core Seminar III- Organ. Behav., Leadership, & Policy Analysis	3		EDP 699	Dissertation	12	
EDP 641	Field Research Seminar	1			Master's Degree	30	
EDP 631	Core Seminar III- Part 2	3			Transfer Credit		
EDP 641	Field Research Seminar	1			Total Credits		

Master's Degree: _____ From: _____ Date Awarded: _____

PROGRAM CREDIT TO BE TRANSFERRED FROM OTHER INSTITUTIONS

Official transcript and certification that courses are graduate level courses acceptable for program credit at the other institution must be provided before approval is final.

Course Dept/ No.	Title	School	Grade	Credit (qtr/ sem)	Date Compl.	Equiv. Credits

COURSES TO BE TAKEN AS NON-PROGRAM CREDIT

Course Dept/ No.	Title	Credits & Grade	Course Dept/ No.	Title	Credits & Grade

Major Professor Signature

Program Co-Director- URI Signature

Second Member Signature

Program Co-Director- RIC Signature

Third Member Signature

Dean, FSEHD- RIC Signature

Fourth Member Signature

Dean, Graduate School- URI Signature

Fifth Member Signature *(only if more than the usual four)*

URI - RIC PH.D. PROGRAM IN EDUCATION
Naming the Dissertation Committee

TO: Co-Directors at URI and RIC

DATE: _____

FROM: _____
 Student Name

 URI Student ID #

Email Address: _____

DEPT / PROGRAM: Ph.D. in Education

I would like to name my dissertation committee. I understand that according to the policies of the URI-RIC Ph.D. Program in Education: (a) there must be two (or more) members from each institution (RIC and URI); all members must belong to the Graduate Faculty at URI or RIC; my Major Professor must also be a member of the Ph.D. Program Faculty. The following are the members of the committee; their signatures indicate willingness to serve.

_____ Major Professor	_____ Dept./Instit.	_____ Signature	_____ Date
_____ Committee Member	_____ Dept./Instit.	_____ Signature	_____ Date
_____ Committee Member	_____ Dept./Instit.	_____ Signature	_____ Date
_____ Committee Member	_____ Dept./Instit.	_____ Signature	_____ Date
_____ Additional Committee Member <i>(only if more than the usual four)</i>	_____ Dept./Instit.	_____ Signature	_____ Date

URI- RIC PH.D. PROGRAM IN EDUCATION
Request to Schedule Written Comprehensive Examinations for the Ph.D. Degree

TO: Dean, Graduate Studies- URI

FROM: _____
 Major Professor Signature

VIA: _____
 Program Co-Director- URI Signature

 Program Co-Director- RIC Signature

DATE: _____

In accordance with department/ program procedures and Section 7.57 of the URI Graduate School Manual, permission is requested to schedule the written portion of the Ph.D. Comprehensive Examination for:

_____ on _____; _____
 Student's Name Date Student's URI ID #

Student's Email Address: _____

Committee Members	Dept./ Institution	Faculty Signatures	Date

After completion of the examination, the results must be transmitted immediately to the URI Graduate School Office along with a request to schedule the oral portion of the examination within four weeks of the written examination and specifying a particular time, date and location that are acceptable to the candidate and the whole examining committee. The following additional graduate faculty member from outside the Education department is proposed for the Oral Examination Committee. He/ she has indicated his/ her willingness to serve and general availability during this period.

Name of the Outside Oral Examiner	Dept./ Institution	Faculty Signature	Date

URI-RIC PH.D. PROGRAM IN EDUCATION
Results of Written Comprehensive Examination
(Also used to schedule oral examination at bottom of form)

To: The Graduate Dean - URI

From: _____
Major Professor Signature

Re: _____
Student Name

Student URI ID #

Student Email Address

The Doctoral Committee has given the examination to this student on _____
in partial fulfillment of the requirements for the Ph.D. in Education. (date)

1. _____ Passed satisfactorily.
2. _____ Failed. The committee recommends a re-examination to be taken after additional study. Please attach a brief description of the work that will be required prior to the re-examination.
3. _____ Failed. The committee recommends dismissal from the Program.

This report must be signed by all examining committee members and endorsed by the Ph.D. in Education Co-Directors before submitting it to the Dean of the URI Graduate School.
For clarity, please print the names below the lines for the written signature.

Question 1: _____
Ph.D. Committee Readers (a third reader is used when the first two disagree)

Question 2: _____
Ph.D. Committee Readers (a third reader is used when the first two disagree)

Question 3: _____
Ph.D. Committee Readers (a third reader is used when the first two disagree)

Request to Schedule the PhD Oral Comprehensive Examination:

(Submit at least 10 working days in advance to URI Graduate Dean who will formally schedule the exam.)

Please schedule the oral comprehensive examination for this student at:

_____ on _____ in _____.
Time Date Location

URI Co-Director Signature
2008

RIC Co-Director Signature

**URI-RIC PH.D. PROGRAM IN EDUCATION
Results of Oral Comprehensive Examination**

TO: Dean, Graduate School - URI

DATE: _____

FROM: _____
Major Professor

RE: _____
Student

URI Student ID #

Student Email Address

The Doctoral Committee has given the examination to this student on _____ in partial fulfillment of the requirements for the Ph.D. Program in Education. (date)

1. _____ Passed satisfactorily.
2. _____ Failed. The committee recommends a re-examination to be taken after additional study. Please attach a brief description of the work that will be required prior to the re-examination.
3. _____ Failed. The committee recommends dismissal from the Program.

This report must be signed by all examining committee members and endorsed by the Graduate Program's Co-Directors before submitting it to the Dean of the URI Graduate School.

Major Professor (Examination Chair) Signature

Ph.D. Committee Member Signature

Ph.D. Committee Member Signature

Ph.D. Committee Member Signature

Outside Examiner Signature

URI Co-Director Signature

RIC Co-Director Signature

**URI- RIC PH.D. PROGRAM IN EDUCATION
Dissertation Proposal Approval Sheet**

TO: Dean, Graduate School - URI

Attach one copy of this sheet to each copy of the proposal submitted. Submit 7 copies: one copy for the Dean – FSDEH at RIC; one for URI Graduate School, one to be returned to the student; one for each committee member (and any additional copies required by the Department/Program).

Name of Candidate (PRINT): _____
Last
First
Middle

URI Student ID #: _____ Date of Hearing: _____

Degree Sought: Ph.D. Department: Education

Title of Proposed Dissertation: _____

APPROVED BY THE FOLLOWING GRADUATE FACULTY MEMBERS

- | | | | |
|----|--|------------------------|----------------------------|
| 1. | Major Professor | Department/Institution | Major Professor Signature |
| 2. | Committee Member | Department/Institution | Committee Member Signature |
| 3. | Committee Member | Department/Institution | Committee Member Signature |
| 4. | Committee Member | Department/Institution | Committee Member Signature |
| 5. | Additional Committee Member
<i>(only if more than the usual four)</i> | Department/Institution | Committee Member Signature |

Does the proposed research involve human subjects (including the use of questionnaires for data collection) or live vertebrate animals? Check appropriate boxes and sign below. If "yes" see Section III of the Statement on Dissertation Proposals for further instructions. Please provide a telephone number where you can be reached to answer questions.

YES _____ () Human Subjects () Animals () Neither
 NO _____ IRB/HPC Approval # _____ IACUC Approval # _____
 URI _____ or RIC _____ URI _____ or RIC _____

6. _____
 Signature of Student Date Phone Number Email

APPROVED FOR INSTITUTIONAL REVIEW BOARD/INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE BY:

- | | | |
|----|---|------|
| 7. | IRB Signature | Date |
| 8. | Signature Dean, FSEHD, RIC | Date |
| 9. | Signature Dean, The Graduate School – URI | Date |

ANNUAL STATUS REPORT FOR GRADUATE STUDENTS
URI/RIC Ph.D. in Education Program

Student Name: _____

URI ID Number: _____

RIC ID Number: _____

Major Professor Name : _____

Advisor Name : _____

Please indicate all completed requirements

___ Tentative Program of Study Date Submitted : _____

___ Final Program of Study Date Submitted : _____

___ Qualifying Examination: NA _____ Date Passed : _____

Course Work Completed:

- ___ Core IA & IB
- ___ Core IIA & IIB
- ___ Core IIIA & IIIB
- ___ EDP 641 Number of semesters completed: _____
- ___ EDP 625/613
- ___ EDP 622
- ___ EDP 615/623
- ___ EDP 612 (Cohort 2009 and beyond)

Specialization Courses taken (minimum = 4)

Dissertation Committee Members (list names, institutions, and departments)

___ Written Comprehensive Exam Date Passed : _____

___ Oral Comprehensive Exam Date Passed : _____

___ Dissertation Proposal Hearing Date: _____

___ IRB Approval Date: _____

Dissertation Credits (12 required)

___ Number of EDP 699 credits completed: _____

Overall Progress Assessment: ___ Satisfactory ___ Unsatisfactory

Comments:

MUST BE SIGNED BY STUDENT AND MAJOR PROFESSOR OR INITIAL ADVISOR

Student Signature: _____

Major Professor/Initial Advisor Signature: _____

URI-RIC PH.D. PROGRAM IN EDUCATION
Nomination for Graduation

STUDENT NAME: _____ URI Student ID # _____

RIC Student ID # _____

E-MAIL ADDRESS: _____

FIELD/ DEPARTMENT: URI- RIC Ph.D. Program in Education

SEMESTER EXPECTED TO GRADUATE: _____

The following list of requirements is meant to serve as a checklist to be sure each student has completed their entire program:

DATE COMPLETED

1. Program of Studies _____

2. Dissertation Proposal _____

3. Research Tool: Indicate tool below:

Two foreign languages _____

One foreign language _____

One foreign language and _____

One research tool _____

Research tool not required _____ X _____

4. Qualifying Examination _____

5. Comprehensive Examination:
Written portion _____

Oral portion _____

6. Departmental Requirements
(ex: core req., internship) _____ NA _____

Not yet completed _____

Completed _____

7. To your knowledge, please list the remaining requirements for the award of the degree:

AUTHORIZED SIGNATURES

RIC Co-Director Signature: _____

URI Co-Director Signature: _____

Dean, FSEHD-RIC Signature: _____

Dean, Graduate School- URI Signature _____

PLEASE NOTE: ALL STUDENTS MUST BE REGISTERED WITHIN THE SEMESTER THEY ARE GRADUATED. IF THEY HAVE NOT DEFENDED THEIR THESIS/ DISSERTATION, THEY MUST BE REGISTERED FOR 1 CREDIT OF RESEARCH. IF THEIR ONLY REMAINING REQUIREMENT IS HANDING IN THEIR FINAL COPIES, THEY MUST BE REGISTERED FOR CRG (CONTINUOUS REGISTRATION). IF THEY ARE WORKING ON AN INCOMPLETE ONLY, THEY MUST BE REGISTERED FOR CRG. IF THEY ARE COMPLETELY FINISHED, THEY MUST BE REGISTERED FOR CRG.

2009

URI- RIC PH.D. PROGRAM IN EDUCATION
Oral Examination in Defense of Dissertation

TO: Dean, Graduate School- URI DATE: _____

The Examining Committee has conducted the prescribed examination of _____

(URI Student ID# _____) in the defense of his/her dissertation prepared in partial fulfillment of the requirements for the degree of Ph.D. in Education. This was the first (second) such examination for this candidate.

The Committee hereby reports that the candidate:

- 1) _____ has passed the examination satisfactorily (unanimous approval required). The Committee recommends that the candidate be awarded the degree after the dissertation has been corrected and certified as indicated below.
 - a) _____ the dissertation is acceptable as written. The Committee recommends approval by the URI Dean of the Graduate School and the RIC Dean, FSEHD.
 - b) _____ the dissertation is acceptable except for typing errors and/ or minor changes in style and content. Corrections are to be certified by _____ the Major Professor or _____ the Chairperson of this examining committee prior to approval of the final copies by the dissertation committee.
 - c) _____ the dissertation is acceptable with significant changes in content. Corrections are to be reviewed by the Major Professor and the following faculty members prior to approval of the final copies by the dissertation committee.

 - d) _____ the dissertation is not acceptable as written, major rewriting is required, and an explanation is attached. The dissertation must be approved by the entire examining committee before submission of final copies.

The dissertation, in final form, with URI library approval, is to be returned to the URI Graduate School Office no later than _____ .

- 2) _____ has not passed this examination and recommends that:
 - a) _____ a re-examination be given no earlier than 10 weeks and no later than _____ .
Before the exam is rescheduled, the attached conditions should be satisfied.
 - b) _____ no re-examination be allowed. The student should be dismissed from the Ph.D. Program immediately.

_____ Examining Committee Chair Signature	_____ Major Professor Signature	_____ Committee Member Signature
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_____ Committee Member Signature	_____ Committee Member Signature	_____ Committee Member Signature
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Acknowledgment of Results:

_____ Candidate Signature	_____ Program Co-Director- URI Signature	_____ Program Co-Director- RIC Signature
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**URI- RIC PH.D. PROGRAM IN EDUCATION
Re-enrollment Application**

TO: Dean, Graduate School- URI

A complete review of the applicant’s academic record will be conducted by the program and by the Graduate Deans before a decision will be made on an application to re-enroll. The final decision on the application is made by the URI Dean of the Graduate School and the Dean at RIC’s Feinstein School of Education and Human Development. If the request is approved, conditions for re-enrollment may be specified.

Please complete the questions below as well as the attached form and submit them to the Graduate Program Co-Directors.

PLEASE PRINT ALL RESPONSES

NAME: _____

STUDENT’S EMAIL ADDRESS: _____

URI STUDENT ID #: _____

TERM/ YEAR OF LAST ENROLLMENT: FALL _____ SPRING _____ SUMMER _____

TERM/ YEAR OF RE-ENROLLMENT: FALL _____ SPRING _____ SUMMER _____

PROGRAM RECOMMENDATION

APPROVE _____ DENY _____ RECONSIDER _____

(Specify any conditions) _____

URI Co-Director Signature Date RIC Co-Director Signature Date

URI- RIC GRADUATE DEANS’ DECISION

APPROVE _____ DENY _____ RECONSIDER _____

(Specify any conditions) _____

Dean, FSEHD – RIC Signature Date Dean, URI Graduate School Signature Date

URI- RIC PH.D. PROGRAM IN EDUCATION
Comprehensive Examination Evaluation Rubric

This framework will be used by readers of the comprehensive examination to evaluate your answers, but it should also be used as a formative tool in planning, evaluating, and revising your work prior to submission.

1. ARGUMENT

- The content of the argument is grounded in, and consistent with, appropriate research and theory.
- Connections to theory and research are made explicit throughout the argument and in conclusion.
- The links of theory and research to practice are discussed.
- Weaknesses and strengths of theory and research are clearly identified, and valid conclusions are reached.

2. RESEARCH DESIGN

- Where relevant, discussion of proposed research design is based on appropriate forms of analysis.

3. ORGANIZATION

- Organization is effective and clearly stated.

4. CONVENTIONS

- Standards of writing and conventions (APA-style citations and references) are observed.

URI- RIC PH.D. PROGRAM IN EDUCATION
Statement of Sole Authorship of Examination Answers

In preparing your answers to the Examination questions, you are permitted (and encouraged) to consult books, journals, and other sources of published information (with appropriate citation and, in the case of verbatim excerpts, enclosure in quotation marks). You are also allowed to consult your own notes and papers from courses that you have taken.

On the other hand, you are categorically not allowed to consult with other students, with colleagues, with instructors, or with any other people in any fashion.

The Comprehensive Examination is meant as a completely individual assessment. Accordingly, you are operating under a strict "Honor System"—prohibited from either receiving or providing assistance.

Once you have submitted your answers, you are not allowed to retrieve or revise them--even if there is time remaining until the deadline for submission. Also, until that deadline has passed, you are not allowed to discuss the Examination with anyone else.

Before beginning my work on the Comprehensive Examination, I have read and understood (or, if unclear, have obtained clarification from one of the Program's Co-Directors) the requirements pertaining to sole authorship (above).

In all of my work on the Examination, I have adhered completely to these requirements- neither receiving assistance from anyone else nor providing it to anyone else.

Signature

Date

UNIVERSITY OF RHODE ISLAND
Graduate School
Statement on Thesis/Dissertation Proposals
Revised 2/2009

I. Introduction

A thesis proposal states a problem to be investigated and describes how the research will be performed and reported. Approval signifies that it meets the standards of the University of Rhode Island for the degree desired. Therefore, the preparation and writing of the thesis proposal are of utmost importance. Although the student is expected to seek guidance in the choice of topic and the method of solving the problem involved, responsibility for the proposal lies with the student who will, as far as possible, work independently and demonstrate the ability to plan and outline an acceptable research project. Adherence to the guidelines given below should assure the student that all information necessary for the satisfactory evaluation of the plans for master's or doctoral research will be included in the proposal.

II. Format

The thesis proposal should present the required information as concisely and clearly as possible. The ability to describe concisely a research problem and methodology is one of the skills that the proposal process is designed to develop. Therefore, all thesis/dissertation proposals are limited in length to the signature cover-sheet plus 15 or fewer double-spaced, numbered pages in a font size no smaller than 12 point. Proposals longer than this will not be accepted, however, appendices and references are not included in the 15-page limit. Proposals will also be returned for revision if they do not contain the appropriate sections described in the Contents section of this Statement on Thesis/Dissertation Proposals. Sufficient copies of the proposal must be provided to permit distribution to the Graduate School, Institutional Review Board (see Sec. III), Dean of FCEHD, Co-Director, major professor, thesis or doctoral committee, and the student.

III. Submission

Thesis proposals should be submitted before substantial research has been completed. Typically, it should be submitted before or during the first semester in which the student registers for research credits. In all cases, however, the proposal must be submitted at least one semester before the semester in which the thesis/dissertation itself is to be submitted and defended. All copies of the thesis proposal must be signed by the members of the student's thesis or doctoral committee, who thereby approve the proposal for forwarding by the student's major professor via the department chairperson and/or program Co-directors to the Vice Provost for Graduate Studies, Research and Outreach. The Vice Provost is charged with responsibility for review and approval or rejection of all proposals. Proposals that do not meet the standard of the Graduate School will be returned to the student for revision and resubmission. Approved proposals are returned to the department for distribution, with one copy retained in the student's file at the Graduate School

2

2

Research Involving Human Subjects, including the use of questionnaires to collect data, must also be approved by the University's Institutional Review Board (IRB) as meeting University and Federal guidelines. In such cases, the box provided on the *Thesis/Dissertation Proposal Approval Sheet* should be checked. An *IRB Policies, Procedure and Forms* packet is available in hard copy at the **Research Office, 70 Lower College Road** on the Compliance Office web site at: <http://www.uri.edu/research/tro/irbmain.htm>. A condensed version of IRB policies and procedures is found in Appendix D of the *Graduate Student Manual*. The principal investigator and/or department chairperson shall make a preliminary determination of how the research

involved will be reviewed (Exempt, Expedited, or Full Board Review.)

After all committee and departmental signatures have been obtained, one (1) copy of the complete thesis or dissertation proposal with the signed approval sheet attached should be submitted to the Director of Compliance at the Research Office or the IRB Committee at RIC (depending on the campus of the major professor, along with the appropriate number of copies of the proposal abstract (see IRB packet for details.)

The proposal abstract should contain the following information:

- Completed IRB Proposal Abstract Cover Sheet from IRB packet
- Summary of Research Project including:
 - Subjects to be involved (describe fully, including how they will be recruited)
 - Nature of the subjects' participation;
- A statement concerning the diversity of the subjects or a reason for exemptions (see IRB packet for details);
- A signed Assurance Form from IRB packet
- Informed Consent (include all elements contained in sample Informed Consent Form in IRB packet.)
- Copies of any research tool to be utilized.

The IRB at URI meets on the third (3rd) Thursday of each month. Materials must be submitted to the Director of Compliance at the Research Office two (2) weeks in advance of the desired review date.

Following the IRB review the student will receive an *Action Report* stating the status of the research proposal, either “Approval Pending” or “Approved.” “**Approval Pending**” requires submission of additional information before approval is granted. The additional information is reviewed by the IRB Chairperson and, if satisfactory, an Approved *Action Report* is issued. “**Approved**” indicates that the student may proceed with the research project. Approved projects are assigned a monitoring date on the *Action Report* (see Monitoring section of IRB packet). All investigators will receive a monitoring form in advance of that date. It must be completed and returned to the Research Office ten days before the designated date.

When the student receives the *Action Report* stating that the IRB has approved the research proposal, the **student may pick up the Thesis/Dissertation Proposal Approval Sheet, at the Research Office**. It is the student's responsibility to submit the approved *Thesis/Dissertation Proposal Approval Sheet* (one with original signatures and four copies) attached to five (5) copies of the approved research proposal to the Graduate School for the Vice-Provost's signature. The original copy, with the approval sheet signed by the Director of Compliance and the Vice-Provost, will be placed on file at the Graduate School. The other four copies will be returned to student's department for distribution.

When the student receives the *Action Report* stating that the IRB has approved the research proposal, the **student may pick up the Thesis/Dissertation Proposal Approval Sheet, at the Research Office**. It is the student's responsibility to submit the approved *Thesis/Dissertation Proposal Approval Sheet* (one with original signatures and four copies) attached to five (5) copies of the approved research proposal to the Graduate School for the Dean's signature. The original copy, with the approval sheet signed by the Director of Compliance and the Dean, will be placed on file at the Graduate School. The other four copies will be returned to student's department for distribution.

Questions concerning submission of research proposals should be directed to the Research Office (401) 874-4328.

IV. Contents

Thesis Proposals shall contain the following sections, presented in the order shown:

A. Title of the Study

This is the title as the student conceives it at the time the proposal is submitted. It should be no more than 100 characters in length. As the research develops, various rephrasings of the title may prove better suited to the work. In such cases, the most satisfactory one will be used for the thesis, the final formal report of the investigation.

Please note that at that time a title abstract of 40 characters or less must be submitted.

B. Statement of the Problem

Limit the statement, if possible, to two or three sentences, and note in precise language exactly what is to be investigated. To amplify the statement, it is usually desirable to list:

- The scope or limitations of the problem;
- Either one or more hypotheses the research seeks to test or the objectives expected will be attained as a result of the study.

Major assumptions that underlie both the study as a whole and the methodology to be followed should be indicated.

C. Justification for and Significance of the Study

This section of the proposal includes:

- A brief statement of the reasons for the selection of the problem;
- The relation of the principal literature to the proposal;
- An explanation of the study's importance to the advancement of knowledge and its significance to the student.

The problem selected should be substantial enough to constitute a good example of a report of a scholarly investigation. Completion of a project or several unrelated projects does not satisfy this requirement. At the Ph.D. level the work should constitute a significant increase in the pool of knowledge.

D. Methodology or Procedures

This section describes the activities necessary to achieve the objectives. Methods should flow naturally from the problems and objectives, should include:

- A research design
- General characteristics of the study population
- Location or setting in which the study will take place, calendar events in carrying out the study
- Sampling design and procedures
- Data collection schedule
- Brief description of instruments and tools for collecting data (validity, reliability, and pre-testing of the data collecting instruments)
- Definition of the most important terms and concepts
- Data processing procedures and procedures of data analysis as appropriate

E. Resources Required

The last part of the thesis proposal is a statement of the resources needed for the successful completion of the study and an indication of their accessibility to the student proposing to use them. Books, letters, manuscripts, raw data, technical reports,

laboratory equipment, and existing and proposed measuring devices, as well as other facilities, are all possible aids to and resources for research and should be included as they pertain to the solution of the problem under investigation.

F. Literature Cited in the Proposal

The most persistent difficulty with thesis proposals is lack of evidence that a search of the literature took place in framing the problem to be studied. The absence of evidence that the scholarly literature in the field has been consulted might be due to one or more of the following reasons:

1. That it was omitted because the student was not aware that it was required;
2. That the student was unfamiliar with the library as a resource in developing the research proposal.
3. That, having searched the literature of the field, the student found that the problem was unique, and therefore, could not be documented. If so, it is important to note where the literature stops and the proposed research starts, itself an intriguing scholarly problem.
4. That the thesis problem has been provided "ready-made" as a spin-off from a larger study, so that no literature search appeared to be needed. One might question the wisdom of thus isolating the student from the scholarly literature, however valid and important the research topic.

G. Revised Proposals

If, as the research proceeds, a significant change in subject or methodology becomes necessary, a revised proposal should be submitted. Sometimes an abbreviated format can be used for such changes. The student or major professor should contact the Graduate School for assistance in such cases.

Appendix E

(Library Rights Statement)
(Sample)

In presenting this dissertation in partial fulfillment of the requirements for an advanced degree at the University of Rhode Island and Rhode Island College, I agree that the URI and RIC Libraries shall make it freely available for inspection. I further agree that permission for copying, as provided for by the Copyright Law of the United States (Title 17, U.S. Code), of the dissertation for scholarly purposes may be granted by the Librarian. It is understood that any copying or publication of this dissertation for financial gain shall not be allowed without my written permission.

I hereby (____do / ____do not) grant permission to the URI and RIC Libraries to copy my dissertation for scholarly purposes.

Signature

Date

Required format for TITLE PAGE for the Ph.D. Dissertation:
List the exact degree program; do not put the specialization.

A QUALITATIVE AND QUANTITATIVE STUDY OF CHANGE IN CLASSROOM
CLIMATE AND ACADEMIC ACHIEVEMENT UNDER A
FULL-INCLUSION PROGRAM FOR STUDENTS WITH DISABILITIES

BY

DEWEY SEMENOVICH MONTESSORI

A DISSERTATION SUBMITTED IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY

IN

EDUCATION

UNIVERSITY OF RHODE ISLAND

AND

RHODE ISLAND COLLEGE

2010

Required format for APPROVAL SHEET for the Ph.D. Dissertation.

Original signatures must be on approved paper.

**Note: Only Committee members sign this approval sheet-
not the Defense Chair nor the Department Chair nor the Graduate Director.)**

DOCTOR OF PHILOSOPHY DISSERTATION

OF

DEWEY SEMENOVICH MONTESSORI

APPROVED:

Dissertation Committee

Major Professor

DEAN OF FSEHD- RIC

DEAN OF THE GRADUATE SCHOOL- URI

UNIVERSITY OF RHODE ISLAND
AND
RHODE ISLAND COLLEGE

2010

URI- RIC PH.D. PROGRAM IN EDUCATION
Instructions for Submitting Dissertation for Defense

If you are nearing the final semester for defending your dissertation, you must have already submitted your thesis proposal, and received it back from the Dean of the URI Graduate School with approval to continue. If you haven't, 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 altered the courses on your original Program of Study, you must file an official change with the URI Graduate School. Forms are available at the Graduate School. If you do not have a copy of your Program of Study, contact your department.

You should check to see that you have been nominated for graduation during the semester you plan to finish. At the beginning of each semester, the Graduate School sends out a memo to all Department Chairs and Major Professors asking them to complete a nomination form for each person they feel may graduate during the semester. Check with your Major Professor to see that this has been taken care of.

1. First and foremost, 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- dissertation research- 699). Continuous registration (CRG) is not acceptable. CRG is for students who have successfully defended and have only minor revisions, have completed all requirements except for making up incompletes, or the final submission of a dissertation. YOU MUST BE A REGISTERED STUDENT AT ALL TIMES- INCLUDING THE SEMESTER YOU PLAN TO GRADUATE!
2. In addition to your regular core committee members, you and your major professor must acquire an additional graduate faculty member for the defense examining committee. For a Ph.D. dissertation, an "outside member" (not a member of the Program Faculty and not a member of the Education Faculties at RIC or URI with either a primary or joint appointment) is required. This person MUST be on the graduate faculty list. Please check the printed list in the catalog. The additional OUTSIDE member automatically acts as the Chair for the defense.
3. Consult the school Calendar in the front of the URI Graduate Catalog for important dates. Each semester has a date listed for final submission to set up the defense, as well as a final date to hand 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 submitted by that date. The lack of submission of a Change of Grade form will delay your graduation until the next semester. Also, any changes to your original Program of Study must be made before this date.
4. Consult with your major professor and committee to review your draft and to arrange a mutually acceptable date and time for your defense. Once agreed, use the Set- Up Sheet for Defense of Dissertation 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. Their signature indicates that the dissertation is in a form acceptable for defense. However, if anyone on the committee feels that the dissertation is not acceptable for examination, either in substance or style, they may request a postponement of the examination. The signature also indicates that they are available for the defense on the date specified. **If a faculty member does not show up, the defense MUST BE rescheduled.**

5. You must pay a binding fee at the URI Bursar's Office. For dissertation, the fee will be \$88.00, which covers the cost of hard-cover binding of two copies of the dissertation which will remain in the URI Library indefinitely, plus microfilming. (Please check for the most current fee amount in advance as the fee is subject to change.) The Bursar's Office will give you a pink receipt which must be submitted along with the dissertation to the URI Graduate School..
6. You will need a copy of the dissertation for each committee member, including the additional people. These copies need to be acceptable copies (complete, neat and readable)- not the final form. Each copy must be in a separate manila envelope with a copy of the title page taped to the front.
7. The pink binding receipt, the signed set-up sheet, and all the copies of the dissertation should be brought to the Graduate School 20 calendar days prior to the date you have selected. This gives the URI Graduate School 5 days to process your request. When you bring it in, you will be given a time when you may pick it up. **THE 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 at the bottom of that same memo, and must come to the URI Graduate School Dean for approval. Only under extreme circumstances is an exception made.
8. Candidates are urged to take a draft copy over to the URI library for preliminary review by the archivist. This step will save you time and aggravation in the long run. Take it to Special Collections at the URI Library. They will check your margins, headings and all other format procedures.
9. Once defended, you can incorporate the Library's changes with the committee's changes; print out three copies on acid-free paper (i.e., Permalife paper which is a brand name but there are others available also), and five copies on regular paper; collect the signatures from core committee member AND the RIC Dean of FSEHD for the approval sheet on two Permalife copies and copy this on a third Permalife copy. The URI Graduate Dean's signature will be added last; **XEROX THE SIGNATURE PAGE WITH SIGNATURES TO INSERT INTO THE PLAIN PAPER COPIES;** and take all copies over the Library again for final approval. Please make sure you have included your completed forms (Dissertation Agreement form, Survey of Earned Doctorates, and Commencement Survey) inside the envelope of the original copy for review by the URI Graduate School. The URI Archivist will check your format once more, and if acceptable, they will sign the outside envelope of the original copy. At that point, you must deliver four copies to the URI Graduate School for final submission and four to the RIC Library.

After the graduation period passes and things settle down at the Graduate School, all dissertations will be processed at the same time. At URI, the two Permalife copies will be sent to the Library where they will remain indefinitely. The other two copies will be sent to the URI Co-Director. You and your major professor will each receive a copy from one of the Co-Directors.

If you wish to have additional personal copies bound, the RIC Library will do so for a small fee.

If you have questions regarding the status of your requirements, i.e. are all courses complete, all grades in, examination results submitted, etc., contact the URI Graduate School at 874-2177.

**URI- RIC PH.D. PROGRAM IN EDUCATION
Oral Examination Procedure**

MEMORANDUM

TO: CHAIRPERSON OF EXAMINING COMMITTEE

Time Limit: Two hours.

Suggested Questioning Procedures: Major professor starts the examination using not more than the first one-half hour during which the candidate may present a brief synopsis of the dissertation study. The first question is asked by the major professor, followed by the other members of student's doctoral committee and outside member or Chair.,

If time permits, a second round of questioning may be offered. The major professor may wish a final question or two.

The candidate is then excused from the examination room to await a decision. Faculty members not on the examining committee should also leave at this time.

Discussion: After discussion of the adequacy of the dissertation research and the candidate's defense, the committee should determine whether or not the candidate has passed the dissertation defense and also agree on the necessary changes in style and content (if any). A date should be selected for the candidate to return the dissertation in final form to the URI Graduate School Office. The Committee should be aware of the final dates of submission of dissertation for each graduation period which is listed in the URI calendar when selecting the date. The chairperson should complete the attached recommendation form which should be signed by all members of the committee. (Please note that unanimous approval is required for the candidate to pass the examination.)

Results: The chairperson informs the candidates of the results of the examination and of any necessary corrections in the dissertation. The candidate must be informed of a definite date to return the dissertation to the URI Graduate School Office.

PLEASE NOTE- TO CHAIRPERSONS OF DEFENSE

After the examination, the Chairperson should return the Dissertation Proposal to the URI Graduate School Office along with the recommendation for Doctoral Degree, signed by members of oral examination committee.

The final copies of the dissertation are signed by the original dissertation committee. The Examining Committee does not sign the approval pages in the final copies.