

# **Ph.D. Program in Education**

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

**Program Handbook  
2004 - 2009**

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## INTRODUCTION

### History and Mission of an Innovative Program

The Ph.D. Program in Education began in 1995 as a joint 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.

This Program, in addition to drawing on the resources of two 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 for the improvement of public schools. 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 other educators to design and implement innovative programs;
- **Applied researchers-** who can engage in scholarly inquiry and rigorously evaluate new programs and practices in schools- either as full-time employees of those schools or as external consultants

### Core Assumptions

The Joint 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:

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

### The Students

Current doctoral students and Program graduates include educators from Rhode Island, Massachusetts, and Connecticut. Many individuals work in schools from pre-kindergarten through high school (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 Year One. In later years, while each student selects an individual Specialization Area (with four or more courses), the members of a Cohort continue to take most other courses together. 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 all three strands. These include core seminars, research methodologies and quantitative analysis courses, and research experiences gained through working with the Major Professor and Doctoral Committee, including the preparation of the Doctoral Dissertation.

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)

Year Two also includes a 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.

Each student also completes a Specialization Area (a minimum of four courses from URI and/or RIC), organized around the individual student's own research interests.

Two research methods courses are required: EDP 615 and EDP 625. These are supplemented by more advanced work in research methods applicable to a student's Specialization Area and dissertation topic.

Throughout the Program, students participate in biweekly Field Research Seminars (EDP 641) that combine members from the current 1st-year, 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 areas, 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.

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.

- School 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 public education.
- Guided by this research, they must be prepared to design alternative approaches and programs, then evaluate them in fine-grained ways that will systematically contribute to the evolution of public schooling.

## **List of Required Courses**

### **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.

### **EDP 615: Research Methodologies**

Four educational research methodologies-- historical, qualitative, quantitative, and philosophical-- are reviewed. Each methodology is examined for its contribution to the knowledge and understanding of teaching and learning.

### **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.

### **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.

### **EDP 625<sup>1</sup>: Quantitative Analysis in Educational Research**

Provides a “task analysis” of the conceptual and procedural steps involved in drawing logical, defensible conclusions from quantifiable data. Equips students to perform analyses on the SAS computer package and convey their findings in clear, concise, APA-style.

### **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.

### **EDP 641: Field Research Seminar**

Biweekly forums explore first-, 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.

### **EDC 555<sup>1</sup>: 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.

### **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.

## OUTLINE OF CURRICULUM FOR PH.D. IN EDUCATION

	FALL TERM	SPRING TERM	SUMMER TERMS (1st & 2nd)
<b>SUMMER BEFORE</b>			EDC 555 (3) if needed <sup>1</sup>
<b>YEAR #1</b>	EDP 610 (3 hours) EDP 641 (1)	EDP 611 (3) EDP 641 (1) EDP 615 (3)	EDP 625 (3)
<b>YEAR #2</b>	EDP 620 (3) EDP 641 (1) S.A.C. (Specialization <sup>3</sup> Area Coursework) (3+)	EDP 621 (3) EDP 641 (1) EDP 622, Community Service Learning (2)	S.A.C. (3+)
<b>YEAR #3</b>	EDP 630 (3) EDP 641 (1) S.A.C. (3)	EDP 631 (3) EDP 641 (1) S.A.C. (3)	S.A.C. (3+) S.A.C. (3+)
<b>YEAR #4 +</b>	EDP 699 (1 or more)	EDP 699 (1 or more)	EDP 699 (1 or more)

<sup>1</sup> EDP 625 pre-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, they 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.

<sup>2</sup> EDP 641 is a one-credit course taken six times (Fall and Spring semesters of Years #1-#3). An ungraded course (“pass/fail”), 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.

<sup>3</sup> These courses include the advanced course(s) in research methods that address the Dissertation topic. "S.A.C." denotes 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 699 via the internet or telephone registration systems. During fall and spring semesters all EDP-prefix courses are registered for at RIC. During the summer terms, all courses taken for Program credit, including any independent study or directed study courses and all EDP courses (e.g., EDP 625, EDP 699) are registered for on the home campus of the course instructor.

For non-EDP courses, registration is also done on the home campus of the course instructor during fall and spring semesters.

Before registration for any Specialization Area Courses (S.A.C.), doctoral students must confer with their initial adviser or Major Professor to select appropriate coursework.

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 internet or telephone registration system.

## **Schedule of Courses**

The *Schedule of Courses* is published in March for the fall semester and in October for the spring semester. It is available in the Office(s) of the Registrar and online at each institution's website. 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 *Schedule of Courses* generally register in March/ April and October/ November for the following semester. New and re-enrolling students will receive information from the Co-directors 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 internet or telephone registration system.

## **Dropping Courses**

Students are permitted to drop (and add) courses with subsequent reassessment of tuition and fees during the first two weeks of classes. The final day to drop courses without receiving a grade is mid-semester. 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**

Students may take Independent Study to satisfy some or all of their specialization course work. 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. Independent Study is numbered EDP 692 and 693. During fall and spring semesters, students register for EDP 692, 693 at RIC (regardless of the home campus of the instructor). During summer sessions, students register for EDP 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 Joint Ph.D. Program. 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. 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.

Students are encouraged to wait to take EDP 699 until the semester (or the semester just before) in which they realistically expect to defend the Dissertation Proposal. Other than being in the Ph.D. Program, there are no specific prerequisites for starting to take EDP 699 credits. Students do not need to have completed all other coursework in the Program of Study, nor do they need to have taken the Comprehensive Examination.

The timing and number of credits of EDP 699 should be determined each semester in consultation with a student's Major Professor. Students must not register for EDP 699 credit(s) without the approval of the Major Professor.

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 judgement 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.

### **Summer Session**

Although some graduate-level courses are offered during the summer sessions, most required Program courses are not (with the exception of EDP 625 and for students who do not test out, EDC 555). The availability of individual faculty members to supervise Independent Study or research, or to participate in examinations in defense of dissertations during the summer sessions varies from year to year. Specialization Area courses may also be offered in the summer.

### **Continuous Enrollment**

Doctoral students are expected to 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 defend the completed Dissertation (not the Dissertation Proposal) during summer session, 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.

### **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.

### **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.

### **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 Graduate Deans at both campuses.

### **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 which 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 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 Graduate Deans at both campuses. 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.

The Co-directors facilitate the circulation of forms requiring faculty signature (see "Forms"). This is possible only when students submit forms with sufficient time for circulation across campuses.

### **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. This

committee sets and interprets Program Policy, often acting on recommendations from the Program Committee and/ or the Co-directors. The Administrative Committee also 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 Joint 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 K- 12 education and their interest in mentoring doctoral students. Only the members of the Program Faculty are eligible to serve as Major Professor.

A list of Program Faculty is available, with concise profiles of the professors' research interests, at the Program web site [http://www.ed.uri.edu/phd\\_program](http://www.ed.uri.edu/phd_program).

### **Graduate Faculty**

A complete listing of the Graduate Faculty at each campus is included in their current catalogs as well as on the Ph.D. program website. 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.

### **The Major Professor**

The Major Professor is the most important single 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 the student's progress and has primary responsibilities for insuring that programs of study, Dissertation Proposals, and other appropriate documents are submitted 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.

### **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 in consultation with other members of the Doctoral Committee making sure that it meets all requirements.

The Major Professor supervises the candidate's progress, including course work, independent study, research, preparation of the Dissertation Proposal and the dissertation itself, and required examinations. The Major Professor chairs the oral examination portion of the Comprehensive Examination.

The Major Professor arranges with the candidate, the Doctoral Committee, the program Co-directors, and the Graduate School at URI and RIC 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 examination 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 Office for scheduling the examination.

### **Doctoral Committee**

The Doctoral Committee supervises a doctoral candidate's Program of Study from the time the Major Professor and other members are selected 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. Potential members of this committee are selected by the student in consultation with the Major Professor. One of the non-chairing members (from either campus) must be an "outside" member: not a member of the Program Faculty and also not a member of the Education Faculties at RIC or URI (with either a primary or joint appointment). The final Program of Study must be signed by all committee members before submission to the Graduate Deans at both campuses.

### **Responsibilities of the Doctoral Committee**

The Doctoral Committee is responsible for helping to plan, and approving, the candidate's Program of Study. It is also responsible for evaluating and approving the Dissertation Proposal, the dissertation research, and the dissertation.

The Doctoral Committee must insure that the Program of Study represents the student's individual needs, and that it satisfies degree requirements, prepares the student for taking both the qualifying (for students entering without a master's degree) and the comprehensive examinations, and for beginning the dissertation research.

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 or live animals at the College or University. The Doctoral Committee constitutes the Dissertation Proposal defense committee.

The Doctoral Committee assists in carrying out the literature search, in other aspects of the research, and in 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 Graduate Schools. 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 Graduate Deans at both campuses. 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 the manner outlined above. 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, and the Graduate Deans at both campuses.

### **Oral Comprehensive Examination Committee**

The Written Comprehensive Examination (see page 23) is prepared and administered by the Program Committee, but the Oral Comprehensive Examination is given by a committee composed of: the student's Major Professor; who chairs the examination; one reader for 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 Oral Comprehensive Examination Committee is responsible for conducting the two- hour oral comprehensive examination after the candidate has passed the written comprehensive examination. In giving the examination, the committee has the responsibility of evaluating the candidate's knowledge and insight gained in the three core seminars and determining 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 five 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 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 two 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. The sixth member of the committee is usually a member of the Program Faculty or any member of the Graduate Faculty in Education at RIC or URI. 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 done.

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 examination, the committee must decide if a second examination is justified and so recommend to the Graduate Deans at both campuses for approval. This examination must be at least ten weeks after the first examination and no more than 52 weeks after it. If any additional work is required before the second examination, this should be stipulated in the recommendation to the Deans as well as the time the second examination should be given. If the second examination is approved by the Deans, the committee has the responsibility of giving the examination 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 semester 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 Bachelors' or Masters' degrees. The primary objectives of doctoral study are the development of sound scholarship and a degree of specialization which 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, the policy and procedures of the Institutional Review Board (IRB) at URI or the Human Participants Committee (HPC) at 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 on the home campus of the student's Major Professor. Each student must contact the chair of the IRB or HPC 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 Dissertation Proposal as well as completion of courses, required examinations, and dissertation. It is the student's responsibility to know the calendars, regulations, and pertinent procedures of the Graduate Schools and to meet their 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 the Graduate Deans at both campuses 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 courses at the 400 level or below in the "No Program Credit" section. Such courses cannot be included in calculating the cumulative average required for graduation (3.0 or higher), although the course must be repeated or replaced unless a grade of B- (2.67) 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 Joint Ph.D. Program differ from the URI's generic doctoral-program forms. Students in the Joint Program must use the Program-specific forms listed below and found in Appendix A.

<u>Form</u>	<u>Purpose</u>	<u>Time for Completion</u>
Tentative Program of Study	Student declares plans, but need not specify all courses in specialization area.	By end of Year One.
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 Examination.
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	Co-directors and Major Professor inform Graduate School of eligibility to take the Written Examination. They name 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 to schedule Oral Exam. if Written Exam. Passed).	After Written Examination is graded and, if it passed, at least 10 days in advance of the Oral Examination.
Results of Oral Comprehensive Examination	Major Professor reports results of Oral Examination.	Upon completion of Oral Examination grading.
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 Institutional Review Board, URI, or Human Participants Committee, RIC, approve. proposal*	After proposal is successfully defended, any required changes are made, and it is subsequently approved by the HPC/ IRB
Nomination for Graduation	Student informs URI Graduate School of intention to graduate.	Early in the semester of graduation (check URI Graduate School Deadline).

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\* Student proposals are received by the Committee or Board on the home campus of the Major Professor.

Set-up Sheet for Defense of Dissertation	Major Professor and student tell URI Graduate School the Dissertation Defense time/place/date and propose the two additional members of 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 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, individualized 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) 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 Graduate Deans at both campuses.

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

### **Approval of Programs of Study**

Programs of Study and Program changes which 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 Graduate Deans at both campuses. Programs and Program changes which 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**

Graduate work will be evaluated by letter grades, with only grades of B- (2.67) or better carrying graduate credit for courses below the 500 level. A graduate student who received a grade of C+ (2.33) or lower for a course below the 500 level must either retake the course and earn a B- (2.67) or better in it, or take in its place a course approved by the Major Professor and Program Committee. If a student receives a grade of C+ 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 above, 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 Graduate Deans at both campuses.

### **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 Graduate Deans, 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 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 School(s) at either campus.

## **Appeal**

Appeals of admissions decisions are made directly to the Deans 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 Joint Ph.D. Program. The Standing Committee includes one graduate student from each campus (not students in the Joint Ph.D. 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 Joint Ph.D. 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 and 615) must take a qualifying exam. This is a written exam scheduled for four hours, consisting of two questions drawing upon the Core I Seminar (EDP 610- 611) and the introductory research course (EDP 615). Questions are written by the professors who taught these courses for the examinee. These professors are also the exam graders. The exam may be scheduled between May 15 and July 15. 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 written feedback on the answers.

## **Comprehensive Examination**

### **New Procedures for Comprehensive Examinations (Required for Cohorts 2004 and beyond and an option for cohorts in previous years)**

The Ph.D. Program Committee developed a new set of procedures that have been approved by the URI Graduate School for the comprehensive examination. The new procedures take a much more individualized approach, giving the responsibility for each student's Comprehensive Examination to that student's Doctoral Committee.

- (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 specifics of each question are custom-tailored to a student's Specialization Area and evolving dissertation topic, but fall 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, 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. The time-spans under the new procedures will be much shorter than the three-week interval used under the current procedures, so expectations of the answers' length, detail, nuance, and the thoroughness of the references would be adjusted accordingly.
- (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) The Comprehensive Oral examination is chaired by the Major Professor. The Orals Committee includes: the entire Doctoral Committee; any third-reader who is not already on the Doctoral Committee; and an Outside Member (as in the current procedures, not a member of the Joint 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.

All other elements of the new examination procedures remain the same as the current versions.

Cohorts 2000-2003 will have the "grandparented" option of choosing either the current procedures or the new ones for their Comprehensive Examination.

### **Option for Cohorts 2002 and Earlier**

#### **Eligibility**

In order to take the Comprehensive Examination, students must have:

- completed the year-long Core courses (EDP 610-611, EDP 620-621, EDP 630-631), EDP 615, and EDP 625--with no unresolved grades of Incomplete;
- submitted to the URI Graduate School their Final Program of Study, signed by all members of their Doctoral Committee, the Co-directors and the Associate Dean for Graduate Studies at RIC;
- a cumulative GPA of 3.00 or higher in courses taken as part of their Final Program of Study.

The Comprehensive Examination may be taken no later than twelve months after completion of courses in the student's Program of Study.

#### **Content Covered by the Comprehensive Examination**

The examination consists of three questions, each one dealing with some central themes, ideas, and issues from a different one of the year-long Core Seminars (EDP 610-611, 620-621, 630-631). To varying degrees, some questions also integrate material from EDP 615 and EDP 625. In addressing the three questions, students are welcome to draw upon material from their individual Specialization Areas and their experiences in EDP 641.

Each year's questions are developed by members of the 10-person Program Committee, in consultation with instructors who worked with that year's Cohort in EDP 610-611, 620-621, 630-631, 615, and 625.

## **Schedule**

The Comprehensive Examination is given twice each year. In the Fall Semester, questions are distributed on the first Monday in October. In the Spring Semester, questions are distributed on the first Monday in February. Within three weeks, students should submit five copies of their answers to either of the Program's Co-directors. Students should keep one additional copy of the answers for themselves and give one copy to their Major Professor.

Once the answers have been submitted, they may not be revised. In preparing their answers, students are on a strict "honor system"--working entirely on their own; neither receiving assistance nor providing it to others; and not divulging the questions.

## **Format and Length**

Each answer should be approximately 10-12 double-spaced pages, not counting tables, figures, or references. Appendices are not allowed. Questions will be accompanied by the rubric that the graders will use as guidelines in evaluating the answers. Part of this rubric includes the use of the APA Publication Manual's conventions for references and citations.

## **Grading**

Each answer is independently read and graded ("Pass" or "Fail") by two members of the Program Committee or its designees (Appendix B includes the Evaluation Rubric). If grades on a question differ, the readers confer and try to reach consensus. If they still disagree, another member of the Committee reads the answer and casts the deciding vote. When all three 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 Program Committee and approved by the Graduate Deans at both campuses. 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 Graduate Deans at both campuses on the appropriate forms.

## **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--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 Graduate Deans at both campuses 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 Graduate Deans at both campuses. 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 answers have been submitted, students 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, 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 (Appendix C).

## **DISSERTATION PROPOSAL AND APPROVAL**

### **Dissertation Proposal**

Dissertation Proposals are written to help students 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.

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.

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. 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 Human Participants Committee (HPC) at 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. If changes are required by the Doctoral Committee subsequent to the defense, these must be made before final submission of the proposal to the Graduate School.

The latest IRB and HPC guidelines are available from the IRB and HPC committee chairs on 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 chair of the IRB or HPC 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 instructions described in the following paragraphs.

Candidates will comply with the requirements listed in the most recent issue of the URI Graduate School's "Statement on Dissertation Preparation (Long Form)" (see Appendix E) and Format Guidelines- Dissertation (Short Form) (see Appendix F), in all cases securing written approval of their proposals on the Proposal Defense form provided by the Program before formally starting to work on the dissertation.

### **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 twenty 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 Appendix E) and Format Guidelines-Dissertation (Short Form) (see Appendix F).

Prior to submitting the set-up sheet for Defense of a Dissertation which 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, etc. 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 Program

Committee and additional qualified examiners. Examinations will not be scheduled during periods when the College or University are in recess. Students must be registered for any semester or summer term in which they take an examination.

Not less than fifteen calendar days prior to the date set for their oral defense, students will pick up copies of their dissertation at the Graduate School and distribute them to the members of their Dissertation Defense Oral Examining Committee. Each copy will bear the official notice 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).

It is the responsibility of the chairperson of the Dissertation Defense Committee 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 it is to be given will be stated by the committee.

Approval of each dissertation shall be indicated by affixing to Approval Sheet (Appendix A) the signatures of the members of the dissertation 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 Graduate Deans at both campuses.

### **Library Submission**

Copies of the dissertation with the Approval Sheet signature page must be submitted to both the College and the University libraries. The RIC library requires one original Approval Sheet signature page and copy of the final dissertation on acid-free paper, and the URI library requires one original Approval Sheet signature page and copy of the dissertation on acid-free paper, and one copy of the signature page and dissertation on acid-free paper. Additionally, the RIC and URI libraries each require two additional copies of the signature page and dissertation on regular paper.

Students must deliver the library copies to RIC's Adams Library 202 (Technical Services) and to URI's Graduate School. Additionally, RIC's library also allows a student to bring up to five extra copies that they will bind (for a fee) for the student's personal use.

## **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 625, students receive individual accounts on URI's Unix mainframe computer, where they use the powerful SAS statistical package. Students' Unix accounts are renewed annually as long as they are enrolled in the Joint Program. In addition to SAS and other statistical packages, Unix is also available for many other mainframe applications.

## **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 or within the metropolitan area (a 20 mile radius around Providence) 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 Joint Ph.D. Program rarely take more than seven (7) credits in a semester.

**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.

**Additional Fees**

During their second semester of study, each student must pay a graduation fee. Before submitting their dissertations for approval by the Graduate School, students must pay dissertation-binding and microfilming fees.

**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 made to continuing students who officially withdraw or take a leave of absence according to the following scale:

<b><u>Attendance Period</u></b>	<b><u>% Charged</u></b>	<b><u>% Refunded</u></b>
Week One	10	90
Weeks Two and Three	50	50
Weeks Four through Seven	75	25
Weeks Eight- end of term	100	0

Under this policy, registration, insurance, auxiliary, and similar fees are not refunded as of the first day of classes. Amounts owed by the student and not paid by the withdrawal date are deducted from the refund amount due the student. This scale also applies to the first-time students who do not receive Title IV Federal Financial Aid.

### **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 transcripts by submitting a written request to the Office of the Registrar at Rhode Island College and paying the appropriate fee. Transcripts will not be issued 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. Take Qualifying Exam if required, during summer after Year One.
5. 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 trying to select 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.
6. By the end of Year Two, 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 Office. The final Program of Study may be amended as appropriate and/ or necessary, using the Change in Program of Study Form .
7. During Years Two and Three, develop a Dissertation Proposal, in consultation with your Major Professor and dissertation committee. When the proposal is judged ready, present it in oral defense. Once passed, the proposal must be submitted to the Committee on the Use of Human Participants at RIC or the Institutional Review Board at 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 Graduate School at URI.
8. After completing Core III (EDP 630-631), during the following fall or spring prepare for and take the Comprehensive Examination. Notify the program Co-directors of your intent to take the exam and in which semester, and they will schedule you for the exam. The Co-directors will also communicate results to the student, Major Professor, and Graduate Deans at both campuses.
9. 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 Graduate Deans at both campuses have no automatic way of knowing when you anticipate graduating.
10. 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.

**URI-RIC JOINT PH.D. PROGRAM IN EDUCATION  
Tentative Program of Study**

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

\_\_\_\_\_  
Date

**PROGRAM CREDIT COURSES CONSTITUTING THIS STUDENT'S DOCTORAL PROGRAM**

Course Dept/ No.	Title	Credits & Grades	Course Dept./ No.	Title	Credits & Grades
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 Educ. Research	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		<b>Total Credits</b>	

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Co-director- RIC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Co-director- URI

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assoc. Dean for Grad. Program, FSEHD- RIC Date

\_\_\_\_\_  
Dean, Graduate School- URI

\_\_\_\_\_  
Date

cc: Registrar's Office- RIC; Dean, FSEHD- RIC; Director, URI School of Education

9/14/00

**URI-RIC JOINT PH.D. PROGRAM IN EDUCATION  
Final Program of Study**

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

\_\_\_\_\_  
Date

**PROGRAM CREDIT COURSES CONSTITUTING THIS STUDENT'S DOCTORAL PROGRAM**

Course Dept/ No.	Title	Credits & Grades	Course Dept./ No.	Title	Credits & Grades
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 Educ. Research	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		<b>Total Credits</b>	

**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 Date

\_\_\_\_\_  
Program Co-director- URI Date

\_\_\_\_\_  
Second Member Date

\_\_\_\_\_  
Program Co-director- RIC Date

\_\_\_\_\_  
Third Member Date

\_\_\_\_\_  
Dean, Graduate School- URI Date

\_\_\_\_\_  
Fourth Member Date

\_\_\_\_\_  
Assoc. Dean for Grad. Program, FSEHD- RIC Date

\_\_\_\_\_  
Fifth Member *(only if more than the usual four)* Date

cc: Registrar's Office- RIC; Dean, FSEHD- RIC; Director, URI School of Education

9/14/00



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

TO: Dean, Graduate Studies- URI

FROM: \_\_\_\_\_  
 Major Professor

VIA: \_\_\_\_\_  
 Program Co-director- URI

\_\_\_\_\_  
 Program Co-director- RIC

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 \_\_\_\_\_; \_\_\_\_\_  
 Candidate's Name Date Candidate's URI Student ID #

<b>Committee Members</b>	<b>Dept./ Program</b>	<b>Faculty Endorsement</b>	<b>Date</b>

After completion of the examination, the results will be transmitted 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 Ph.D. Program in Education Faculty is proposed for the Oral Examination Committee. He/ she has indicated his/ her willingness to serve and general availability during this period.

<b>Name</b>	<b>Dept./ Program</b>	<b>Faculty Endorsement</b>	<b>Date</b>

cc: Registrar's Office- RIC; Dean, FSEHD- RIC; Associate Dean for Graduate Programs, FSEHD- RIC; Director, URI School of Education

9/26/00

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

To: The Graduate Dean - URI

Date: \_\_\_\_\_

From: \_\_\_\_\_  
Major Professor

Re: \_\_\_\_\_  
Student

\_\_\_\_\_  
URI Student ID #

The Program Committee has given the examination to this student on \_\_\_\_\_  
in partial fulfillment of the requirements for the Joint Ph.D. in Education.

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.  
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)

\_\_\_\_\_  
Program Co-Director, URI

\_\_\_\_\_  
Program Co-Director, RIC

Cc: Assoc. Dean for Graduate Programs, FSEHD, RIC; Program Co-Director, RIC;  
Program Co-Director, URI; Dean, FSEHD, RIC; Director, School of Education, URI;  
Registrar's Office, RIC 9/8/00

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

TO: Dean, Graduate School - URI

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_  
Major Professor

RE: \_\_\_\_\_  
Student

\_\_\_\_\_  
URI Student ID #

The Program Committee has given the examination to this student on \_\_\_\_\_ in partial fulfillment of the requirements for the Joint Ph.D. Program in Education.

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. For clarity, please print the names below the lines for the written signature.

\_\_\_\_\_  
Major Professor (Examination Chair)

\_\_\_\_\_  
Ph.D. Member

\_\_\_\_\_  
Ph.D. Member

\_\_\_\_\_  
Ph.D. Member

\_\_\_\_\_  
Outside Examiner

\_\_\_\_\_  
Program Co-director, URI

\_\_\_\_\_  
Program Co-director, RIC

Cc: Assoc. Dean for Graduate Programs, FSEHD, RIC; Program Co-director, RIC;  
Program Co-director, URI; Dean, FSEHD, RIC; Director, School of Education, URI; Registrar's Office, RIC

9/8/00

**URI - RIC JOINT PH.D. PROGRAM IN EDUCATION**  
**Petition for Changes in Dissertation Committee**

TO: Dean, Graduate School - URI

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_  
 Student Name

\_\_\_\_\_   
 URI Student ID #

DEPT / PROGRAM: Ph.D. in Education

I would like to request a change in my dissertation committee. I understand that according to the policies of the Joint 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 newly constituted committee; their signatures indicate willingness to serve.

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

To assure that all committee members, past and present, agree with this change, the member who has been removed from the committee has indicated approval by the signature below.

_____ Former Committee Member	_____ Signature	_____ Date	
_____ Program Co-director - URI	_____ Signature	_____ Date	
_____ Program Co-director - RIC	_____ Signature	_____ Date	
_____ Approved: Assoc. Dean for Graduate Programs, FSEHD - RIC	_____ Date	_____ Approved: Dean, Graduate School – URI	_____ Date

**URI- RIC JOINT 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 Assoc. Dean for Graduate Studies, Feinstein School of Education and Human Development – 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 #: \_\_\_\_\_

Degree Sought: Ph.D. Department: Education

Title of Proposed Dissertation: \_\_\_\_\_

**APPROVED BY THE FOLLOWING GRADUATE FACULTY MEMBERS**

1. \_\_\_\_\_  
Major Professor Department Date
2. \_\_\_\_\_  
Committee Member Department Date
3. \_\_\_\_\_  
Committee Member Department Date
4. \_\_\_\_\_  
Committee Member Department Date
5. \_\_\_\_\_  
Additional Committee Member Department Date  
*(only if more than the usual four)*

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

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

7. \_\_\_\_\_  
Signature Date
8. \_\_\_\_\_  
Assoc. Dean for Graduate Programs – FSEHD, RIC Date
9. \_\_\_\_\_  
Dean, The Graduate School – URI Date

cc: Cover page only: URI School of Education, RIC Registrar, RIC FSEHD Dean, URI or RIC Student Human Subjects Committee or Institutional Review Board/Institutional Animal Care and Use Committee

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

STUDENT NAME: \_\_\_\_\_ URI Student ID # \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

FIELD/ DEPARTMENT: URI- RIC Joint 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 complete their entire program:

DATE COMPLETED

- |  |              |
|--|--------------|
| 1. Program of Studies                  | _____        |
| 2. Dissertation Proposal               | _____        |
| 3. Research Tool: Indicate tool below: |              |
| 4.                                     |              |
| Two foreign languages                  | _____        |
| One foreign language                   | _____        |
| One foreign language and               | _____        |
| One research tool                      | _____        |
| Research tool not required             | _____X_____  |
| 5. Qualifying Examination              | _____        |
| 6. Comprehensive Examination:          |              |
| Written portion                        | _____        |
| Oral portion                           | _____        |
| 7. Departmental Requirements           |              |
| (ex: core req., internship)            | _____NA_____ |
| Not yet completed                      | _____        |
| Completed                              | _____        |

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

\_\_\_\_\_  
\_\_\_\_\_

AUTHORIZED SIGNATURE (GRADUATE CO-DIRECTORS)

RIC: \_\_\_\_\_ URI: \_\_\_\_\_ DATE: \_\_\_\_\_

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.



**URI- RIC JOINT 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 Associate Dean for Graduate Programs, 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

\_\_\_\_\_  
Major Professor

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

Acknowledgment of Results:

\_\_\_\_\_  
Candidate

\_\_\_\_\_  
Program Co-Director- URI

\_\_\_\_\_  
Program Co-Director- RIC

cc: Registrar's Office- RIC; Assoc. Dean for Graduate Programs, FSEHD- RIC; Dean, FSEHD- RIC; Director, School of Education- URI  
9/26/2000



**URI- RIC JOINT 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 JOINT 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**  
**The Graduate School**  
**Statement on Dissertation Proposals**

I. Introduction

A Dissertation 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 and Rhode Island College for the degree desired. Therefore, the preparation and writing of the Dissertation 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, major responsibility for the proposal lies with the student who will, as far as possible, try to work independently and demonstrate the ability to plan and outline an acceptable research project. Adherence to guidelines given below should assure the student that all information necessary for the satisfactory evaluation of the plans for doctoral research will be included in the proposal.

II. Format

Dissertation Proposals shall be typed double-spaced and submitted with a cover sheet. Seven copies of the proposal must be provided to the URI Graduate School for distribution. While no length is stipulated for proposals, it is expected that the student will 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 which the thesis process is designed to develop.

III. Submission

Dissertation Proposals should be submitted before any research has been completed. Normally, it should be submitted before or during the first semester in which the student registered for research credits (EDP 699). In all cases, however, in order to be eligible to graduate in a particular semester, the proposal must be submitted by the deadlines specified in the Graduate School's Annual Calendar. All copies of the thesis proposal must be signed by the members of the student's doctoral committee, who thereby approve the proposal for forwarding by the student to the Dean of the URI Graduate School. The Graduate School is charged with responsibility for review and approval or rejection of all proposals. Those which do not meet the standards of the Graduate School will be returned to the student for revision and resubmission.

Research Involving Human Subjects, including the use of questionnaires to collect data, must also be approved by the University's Institutional Board (IRB) or the College's Human Participants Committee (HPC) as meeting University and Federal guidelines. In such cases, the box provided on the *Dissertation Proposal Approval Sheet* should be checked. *Policies, Procedure and Forms* are available from the Chair if the IRB or HPC on the Major Professor's home campus.

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 at URI or to the Chair of the HPC at RIC. Please see specific guidelines to determine what other documents must be submitted at the same time, and how the committees may rule on proposed research (e.g., approval pending revision, etc.).

Following an 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 *Dissertation Proposal Approval Sheet* at the Research Office.

Whether approved at URI or RIC, it is the student's responsibility to submit the approved *Dissertation Proposal Sheet* (one with original signatures and six copies) attached to six copies of the approved research proposal to the URI 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 copies will be distributed as appropriate.

#### 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

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 the one or more hypotheses the research seeks to test or the objectives it is 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 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 students 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 in 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 changes.

## URI- RIC JOINT PH.D. PROGRAM IN EDUCATION Statement on Dissertation Preparation (Long Form)

### I. Guidelines for writing

The term dissertation is used for a doctoral degree. Dissertations must be prepared in accordance with these instructions. **DO NOT CONSULT ANOTHER DISSERTATION FOR GUIDANCE.** The most recent edition for the American Psychological Association (APA) Publication Manual, published by the American Psychological Association is the accepted guide for dissertation preparation.

Two different formats for preparing dissertations are acceptable: the STANDARD FORMAT and the MANUSCRIPT FORMAT. These two formats differ in organization and placing of material, but not in overall content, scholarship, or clarity of presentation. Both formats have identical title page, approval sheet, abstract, and type of paper as described in the following Section II.

The STANDARD FORMAT is one in which the candidate describes the scholarly work in the main body of dissertation, including a complete review of the literature and an exhaustive discussion of methodology and results. The use of appendices is discouraged in the STANDARD FORMAT except when the material would obviously disrupt the underlying thread of progress in the main body. For example, the candidate would: derive equations in the main body but place a lengthy digital computer program in an appendix; describe an instrument's use in the main body but place a manufacturer's drawings and specifications of the instrument in an appendix; give the primary tabulated results in the main body but relegate extensive tables of raw preliminary data to an appendix.

Under the MANUSCRIPT FORMAT, the candidate divides the dissertation into two parts. Part one consists of the manuscript(s) that form the main body of the dissertation. The style of presentation may be different from the standard format. Often the form of the manuscript may be similar to that required for the publication of the manuscript. Within the main body of the dissertation title pages for each manuscript should be avoided. The use of chapter headings is preferred. The manuscript(s) should avoid extreme brevity and be understandable, even if this necessitates some condensing afterward for submission to the scholarly journal. Although the information and material in manuscript(s) may be identical to the material submitted to or published in a journal, the student's committee and the examining committee may require changes. Part two under this plan contains appropriate appendices needed for detailed and ancillary information required for completeness and explanation required by the University of Rhode Island but not usually presented in a published paper.

The recommended organization for the MANUSCRIPT FORMAT is as follows:

- Title Page (not numbered)
- Approval Page (counted but not numbered)
- Dissertation Abstract (counted but not numbered for Ph.D.'s)
- Acknowledgment
- Preface
- Table of Contents
- List of Tables
- List of Figures
- Manuscript(s)
- Appendices (typical)
  - A. Introduction
  - B. Details of methods, instrumentation, techniques, etc.
  - C. Speculative discussions
  - D. Theoretical implications
- Bibliography of the complete dissertation

The PREFACE should alert the reader to the manuscript format and contain other introductory remarks. The ABSTRACT should be a summary of the entire dissertation, including manuscript(s) and appendices. Each manuscript should contain its own List of References or Literature Cited section. The Bibliography, at the end of the dissertation, includes all the literature cited for the complete dissertation.

In all provisions except the text of the MANUSCRIPT(S) the “Statement...” on dissertation preparation shall govern the preparation of a MANUSCRIPT FORMAT dissertations.

The candidate’s Major Professor decides which of the two formats should be used and supervises the preparation of the dissertation. Regardless of style and format all dissertations must be prepared in accordance with accepted standards of academic integrity, including proper citation and attribution of all materials which is not the original product of the writer.

Candidates are responsible for consulting with the RIC or URI Offices of the Dean of the Graduate School regarding the URI/ RIC requirements on preparation of the dissertation and on deadlines for submission.

## II. Guidelines for dissertation preparation

The appropriate number of copies of the dissertation must be prepared in accordance with the following instructions.

### A. Paper

The Original and Copy 1 of approved final copies to be placed in the URI Library must be of archival quality. These two copies should be printed on 75% rag content 20 lb. paper or acid free paper. (Permalife is one suggested brand name but there are several other acid free brands). Paper of a higher rag content may also be used. The additional two copies, which are returned to the URI Education Department, must also be on archival quality paper. The RIC Library requires one Approval Sheet with original signatures and copy of the dissertation on acid free paper and two additional copies.

### B. Typing/ Reproduction

1. DOT MATRIX PRINTERS ARE NOT ACCEPTABLE.
2. A new black carbon ribbon should be used to type or print the text. All graphs and illustrations must be clear and legible using permanent black ink. Clear permanent black and white xerographic reproductions are acceptable for all dissertations. Dissertations may not use color xerography.
3. All typewritten work, except tabular materials, footnotes, and extended quotations, must be double spaced.
4. The typeface, which must be uniform throughout the dissertation, may either be pica or elite typeface.
5. Typeface must be 10 or 12 point.
6. Typeface of an UNUSUAL format will NOT be accepted.
7. When the dissertation is mechanically printed, the upper/ lower case print train of the Computer Laboratory’s line printer will be accepted.

### C. Margins

For binding purposes the left side margins must be 1.6” or 1.7” for PC printing or 1.8” for Mac printing; top, right and bottom margins must be one inch. After printing, please measure your margins with a ruler to ensure proper width. Graphic representations, charts, illustrations, etc. must conform to these specific margin requirements. Non-Textural material without proper margins will be rejected. See the APA’s Manual for other margin requirements (chapter headings, etc).

### D. Title Page

The title page must conform to the attached sample title page. If the dissertation title exceeds 40 characters, candidates are required to prepare, on a separate sheet of paper, a shortened title. This shortened title, which will be printed on the spine of the bound copy, must not exceed 40 characters excluding spaces. This sheet should not be included in the numbered pages.

### E. Approval Sheet

An approval sheet must conform with the attached sample approval sheet. The approval sheet must have sufficient lines for the signatures of all members of the student’s committee (normally 4 for Ph.D. committees),

and the last two lines left blank for the URI and RIC Deans of the Graduate School to sign.

The original signature of the dissertation committee members MUST be on archival quality paper. Copy 1 may be a copy BUT it must be on archival quality paper. Copies 3 and 4 may be on lesser quality paper.

NOTE: The Department Chair does not sign the approval sheet, the Chair of the Defense does not sign the approval sheet.

F. Dissertation Abstract

Immediately following the approval sheet, each copy of the dissertation must contain an abstract which will contain a continuous flow of writing: a) a definite statement of the problem involved in the dissertation, b) a description of the methods used in the development of the dissertation, and c) a summary of the results and findings reported in the dissertation. The abstract is invariably the first part read by reviewers or other interested readers. It should, therefore, be carefully written.

- a. Ph.D. candidates whose abstract exceeds 350 words must provide a shortened version of the abstract, not exceeding 350 words, for microfilming.
- b. Ph.D. candidates must submit one extra copy of both the title page and the abstract for microfilming. On this extra copy of the abstract the student may type his/ her name and the name of his/ her Major Professor in the upper right-hand corner. Please staple these sheets to the Doctoral Dissertation Agreement Form which is provided at the time of your defense.

G. Non- Textural Material (figures, charts, diagrams, computer print-outs, and photographs)

1. Folding of illustrations, charts, computer print-outs

- a. Oversize pages must be folded smaller than the regular 8 ½ x 11" sheet to avoid possible loss of data in trimming by the binder. Fold a minimum of ¼" from all outside margins.
- b. For computer print-outs, the perforations must be removed before the print-out is copied. The copy must meet margin requirements.

2. Broadsides

- a. Broadsides must be located on the right page of open dissertation.
- b. Descriptions of broadsides may be on the page facing the illustration.
- c. Both the broadside and the description must be counted and numbered.
- d. Broadsides too large to be reduced will be considered for inclusion on an individual basis.

3. Computer print-outs

If computer print-outs are to be bound as an essential component of the dissertation, the print-outs must be in a permanent ink on an appropriate quality paper (see II A 3 and II B 1). Copies of print-outs must meet all margin requirements.

4. Photographs

- a. If photographs are included, they should be permanently attached to appropriate quality paper (see 4. c. , d.). Headings and page numbers should be typed on the page. The pages must meet all margin requirements.

- b. In Ph.D. dissertations black and white photographs are essential. Color photographs, or xerographic reproductions are not acceptable by University Microfilms International. The images should be sharp and in focus and properly developed.
  - c. The photographs may be printed on 8 ½” x 11” sheets of lightweight enlargement paper such as Kodak polycontrast A/LW paper.
  - d. If the pictures are on regular photographic paper, the whole sheet should be permanently bonded to 75% rag content, 20 lb. or better paper, preferably by use of dry mounting tissue. Kodak makes a tissue that requires heat while Scotch manufactures a material called “Photo Mount” which can be applied cold. Tape, corner mounts or other methods that partially attach the photograph to the page cannot be used.
5. **Pagination**

All pages, except title page, approval page and the dissertation abstract for Ph.D., shall be numbered.

a) Introductory pages (abstract, table of contents, etc.) should be numbered in lower case Roman Numerals located within the 1” margin but at least ½” from the bottom of the page and centered. b) Textual material, including figures, tables, appendix, and bibliography must be numbered. For pages numbered in the upper right corner, locate the page number 1” from the right edge of the page and ½” down from the top. For pages numbered at bottom center of page, locate the number up ½” from the bottom of the page.

6. **Cleanliness**

- a. The print must be clear, sharp, and have permanent bond. All copies must be free from any extraneous markings.
- b. All typing, drawings, tables and charts must be clear and sharp with a minimum of erasures. (Reproduction processes amplify all defects, including poor erasures, fuzzy typing, poorly drawn or dirty charts, etc.).

III. Directions for submission of the final copies of the dissertation to the URI Library and the URI Graduate School

- A. A total of four final copies of the dissertation must be submitted as follows:
  - 1. Four copies of the dissertation on 75% rag content 20 lb. or Permalife paper in final form must be submitted to the URI Graduate School.
  - 2. The “Original” and Copy 1 must be reviewed for format and approved by the URI Graduate School prior to final submission to the Graduate School. It is advisable to present the dissertation for review before copying.
  - 3. The two additional copies will be returned to the URI Education Department.
- B. Each final copy of the dissertation must contain all corrections specified by the examining committee. An excessive number of poorly made corrections will delay or prevent final acceptance of the dissertation. All corrections must be typewritten. No hand written corrections will be accepted.
- C. Each copy of the dissertation shall be submitted in a separate clasp envelop, of suitable size and arranged in correct page order with a blank sheet of good paper at the front and back of the Original and Copy One. The transmittal envelope shall have on it an exact duplication of the title page. Designation of copy (Original or Copy 1) must appear on the envelopes.
- D. Completed Microfilm Release and Survey of Earned Doctorate forms and an extra copy

of the title page and the abstract must accompany the final copies of a Ph.D. dissertation.

- E. A signed Library Rights Statement, see attached sample which may be used or a typed copy, must accompany the original copy of the dissertation.

IV. Directions for submission of the final copies of the dissertation to the RIC Library

- A. A total of three copies of the dissertation must be submitted as follows:
  - 1. One copy with Original Approval Sheet on acid free paper
  - 2. Two copies on regular paper
- B. Each final copy of the dissertation must contain all corrections specified by the examining committee. An excessive number of poorly made corrections will delay or prevent final acceptance of the dissertation. All corrections must be typewritten. No hand written corrections will be accepted.
- C. Each copy of the dissertation shall be submitted in a separate clasp envelop, of suitable size and arranged in correct page order with a blank sheet of good paper at the front and back of the Original and Copy One. The transmittal envelope shall have on it an exact duplication of the title page. Designation of copy (Original or Copy 1) must appear on the envelopes.
- D. A signed Library Rights Statement, see attached sample which may be used or a typed copy, must accompany the original copy of the dissertation.

**(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.

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Signature

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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

2001

**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

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DEAN, FEINSTEIN SCHOOL OF EDUCATION- RIC

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DEAN OF THE GRADUATE SCHOOL- URI

UNIVERSITY OF RHODE ISLAND

AND

RHODE ISLAND COLLEGE

2001

## URI- RIC PH.D. PROGRAM IN EDUCATION Format Guidelines- Dissertation (Short Form)

Consult “Statement of Dissertation Preparation (Long Form)” for complete instructions. The purpose of this Short Form is to answer the questions most frequently asked by the student and typist in preparing the final copy for approval by the URI Library. The Special Collections Department in the URI Library approved the final format of the dissertation before presentation to the URI Graduate School.

1. Dissertation = Ph.D.

2. Order of completed dissertation

Blank sheet (approved paper)

Title page (not counted or numbered)

Approval page (not numbered, but counted)

Abstract (for dissertation, not numbered but counted)

Acknowledgment

Preface

Table of Contents

List of Tables

List of Figures

Text

List of References or Literature Cited

Appendix

Lower case small

Roman Numerals

(bottom center of page)

Arabic Numerals

(either upper right hand Bibliography

corner or bottom center of

page)

Blank sheet (approved paper)

3. General Information

Abstract- Dissertation- not numbered but counted, ii

Numbers start on Acknowledgment page. Example: if Abstract is two pages, Acknowledgment is numbered iv.

Ph.D. candidates whose abstract exceeds 350 words must provide a shortened version of the abstract, not exceeding 350 words for microfilming.

Approval page- Original signatures required, on approved paper. See sample in “Statement...”, page 10, 12.

Bibliography- The Bibliography lists the sources used in writing the entire paper. The complete citations are arranged alphabetically by last name of the author. A Bibliography must be included in every dissertation. Complete bibliographic citations must be used in the Bibliography. No abbreviations for titles, journals, etc. will be accepted.

Introductory Material- All pages before the text begins. Pages numbered with lower case Roman Numerals, except dissertations (see Abstract).

Library Rights Statement- See Sample in “Statement...” pg. 8

This form must accompany every dissertation. You may use the sample as is or reproduce it. Insert the signed form in Original copy envelop, do not copy.

List of References or Literature Cited- Terms generally used in scientific fields. A “list”, usually being confined to those works mentioned in the paper in order of appearance, may be located at the end of each manuscript(s) or work. If the list actually is a bibliography, it should be so headed (see above- Bibliography).

- Margins-** For PC printing, please set your left side margins for 1.6” or 1.7”. For Mac printing, please set your margins for 1.8”. Right side, top and bottom margins should be 1” for both PC and Mac printing. Please measure your margins with a ruler after printing to verify margin size. Page numbers should be placed within prescribed margins, but at least ½” from either top or bottom and at least 1” from right hand edge if placed at top, or centered if placed at the bottom.
- Original and Copy 1-** Original is defined as the copy of dissertation with the original signatures of the student’s committee and original non-textural material (where appropriate) on approved paper. Copy 1, which can have a copy of the signed approval page, must also be on approved paper. Both copies are sent to the URI Library for binding. The Original remains at the URI Archives, Copy 1 is cataloged and put in the URI stacks.
- Pagination-** All pages, except title page, approval page and the dissertation abstract for Ph.D., must be numbered. Introductory pages (abstract, table of contents, etc.) must be small Roman Numerals located within the 1” margin but at least ½” from the bottom of the page and centered. Textual material, including figures, tables, appendix, and bibliography must be numbered within the 1” margin but at least ½” from the top of the page and at least 1” from the right hand edge if placed in the upper right hand corner or ½” from the bottom of the page and centered if placed at the bottom.
- Paper-** The Original and Copy 1 must be on 75% rag content, 20 lb. paper or acid free paper (Permalife is a suggested brand name but there are several other brands available).
- Preface-** Locate in introductory material. In the Manuscript format, this section should alert reader to the use of this format.
- Title Page-** See sample in “Statement...” pg. 9, 11.
- Type Size-** Type size must be 10 or 12 point letter quality. No titling or large type face can be used on the title page or in the body of the dissertation. One standardized font must be used throughout the entire document.
- DOT MATRIX PRINTER IS NOT ACCEPTABLE.**
- Short Title-** If the title is more than 40 letters the author must provide a shortened title of 40 letters of less (do not count spaces). This shortened title is placed on the spine when the work is bound. Type on separate sheet, insert with Original copy, do not copy.

## **URI- RIC JOINT 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 additional people for the defense examining committee. For a Ph.D. dissertation, an additional person inside the department and an additional person outside the department required. These people **MUST** be on the graduate faculty list. Please check the printed list in the catalog. In both cases, 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 enclosed green for 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 \$83.00, which covers the cost of hard-cover binding of two copies of the dissertation which will remain in the URI Library indefinitely, plus microfilming. The Bursar's Office will give you a pink receipt which must be submitted along with the dissertation to the URI Graduate School. **IF YOU NEED A COPY OF THIS RECEIPT FOR REIMBURSEMENT PURPOSES, PLEASE MAKE YOUR COPY BEFORE YOU HAND IT IN. TO REQUEST A COPY LATER IS MOST INCONVENIENT AS THIS OFFICE IS EXTREMELY BUSY AT THAT TIME DEALING WITH GRADUATION.**
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. In this case, dot matrix is acceptable. Each copy must be in a separate manila envelop 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 (Donna Gray), 20 calendar days prior to the date you have selected. This gives us 5 days to do our job. When you bring it in, we will give you some idea when to 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. We always suggest that students, at their convenience, take a draft copy over to the URI library for preliminary review. This will save you time and aggravation in the long run. Take it to Special Collections, Dave Maslin or Kevin Logan. 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 four copies on regular paper; collect the signatures for the approval sheet on two Permalife copies and copy this on a third Permalife copy (core committee members only- not the extra defense members), Dean's signature will be added later; 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. Kevin Logan or Dave Maslin 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 (Donna Gray) for final submission and three 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. The two Permalife copies will be sent to the Library where they will remain indefinitely. The other two copies will be sent to your department. One of those copies will be kept within the department and the other is at the discretion of the department. Check with your department secretary as to their procedure.

If you wish to have your personal copies bound, 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 Susan Hazard at 874-2176.

If you have any other questions, feel free to contact Donna Gray at 874-2177.

**URI- RIC JOINT 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, followed by other members of student's program committee, and these in turn by the remaining members of the examining committee.

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.

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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.