



**RHODE ISLAND
COLLEGE**

**Faculty of Arts and Sciences
GRADUATE PROGRAMS**

Dear Applicant:

Enclosed please find an application for a student-managed application package with related materials to be used for applying to one of our graduate programs. The completed application form, together with letters of recommendation, transcripts, test score, and any supporting documents, should be sent in the large envelope provided to the Graduate Office for processing. It is the applicant's responsibility to make sure we receive all the required application materials. The application cannot be processed until we have all the required documents. Applications completed after the April 1 and November 1 deadlines may not be reviewed in time for full acceptance for the following semester.

When your application is complete and in order, we will send a copy to the Graduate Admissions Committee in the department responsible for the program to which you are applying. After that committee makes its recommendation to us, we will notify you. At that time, the department will assign you an advisor and you should then complete and submit a Plan of Study for final acceptance into the program. The Plan of Study may be submitted earlier, if approved by the advisor.

We have a limited number of graduate and teaching assistantships available. Those interested should fill out the separate application for that position. It might also help to request an appointment with the appropriate department chair to make him or her aware of your interest. Departments typically make their selections in May. The deadline for applying for an assistantship is April 1.

We also have a limited number of modest scholarships available. Although these scholarships are not exclusively need-based, it is required that you submit a Free Application for Federal Student Aid (FAFSA) if you are interested in receiving assistance. The deadline for applying for a scholarship is April 1.

Foreign or international students must obtain health insurance before registering for any courses. It is necessary that they do this and be able to show that they have obtained such insurance.

Please feel free to call (401) 456-8106 if you have any questions about the application process, our graduate policies, or our graduate programs.

Cordially,

Richard R. Weiner
Dean, Faculty of Arts and Sciences
Professor of Political Science



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GRADUATE ADMISSION PROCEDURE*

The primary factor in decisions for admission to programs of graduate study at Rhode Island College is a candidate's academic record, although other factors, such as letters of recommendation and standardized test scores, do play an important role in most cases. A bachelor's degree from a regionally accredited college or university is required for admission to all graduate programs. Final acceptance is based on the combined decision of the appropriate academic department and the academic dean responsible for that department. **Application deadlines are April 1 for fall admission and November 1 for spring admission.** Applications completed after the April 1 and November 1 deadlines may not be reviewed in time for full acceptance for the following semester.

To begin the admission process, submit the following to the Office of Graduate Programs, Faculty of Arts and Sciences:

- Application and \$35.00 fee. Check or money order payable to Rhode Island College. Be sure entire application form is completed, including a statement of purpose and résumé.
- Two copies of all official transcripts of each undergraduate and graduate record. (The office has official transcripts of work completed at Rhode Island College. New official transcripts of work completed at other institutions are required if you transferred into Rhode Island College as an undergraduate.)
- Three recommendations on forms provided. Recommendations should be obtained from persons qualified to evaluate your potential to do academic work. (The Department of Counseling and Educational Psychology requires evaluation rating forms for their candidates.)
- Copy of test scores for either the Graduate Record Examination or the Miller Analogies Test. See catalog for specific test requirements for academic programs. For information on taking tests, call (401) 456-8107. The Miller Analogies Test is valid for five years; the GRE is valid for 10 years.
- Copy of provisional or professional teaching certificate if program requires it.
- Proposed Plan of Study for an individualized program.

In addition, foreign students must submit:

- A copy of academic credentials.
- Score of Test of English as a Foreign Language (TOEFL) or certification of English proficiency.
- Statement of financial ability (i.e., how the tuition will be paid).

When all materials have been received, a copy will be sent to the department to which you are applying. The departmental Graduate Admissions Committee will evaluate your application and supporting material and make a recommendation to the dean. Upon receiving the departmental recommendation, the dean of the Faculty of Arts and Sciences will inform you in writing of the admission decision. After you have been recommended by the department, a Plan of Study should be submitted to the Office of the Dean of the Faculty of Arts and Sciences for final acceptance. An advisor will be assigned to you for this purpose.



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APPLICATION FOR ADMISSION

(This form and one copy is to be typed or printed and returned to the Office of the Dean of the Faculty of Arts and Sciences, 150 Gaige Hall, Rhode Island College, 600 Mt. Pleasant Avenue, Providence, RI 02908-1991.)

Date of application ____ ____ ____

Applying for:

M.A. M.A.T. M.F.A. M.Mus.Ed. Individualized

M.P.A. (Call 277-5200 or 456-8718)

Program _____

Semester and year for which you are applying: Fall ____ , Spring ____ , Full Time ____ , Part Time ____

Name in full _____

Other name under which your records may appear (e.g., maiden name) _____

Social Security No. _____ - _____ - _____ Undergraduate G.P.A. _____

Address _____

Phone: Home () _____ Business () _____

Date of birth ____ / ____ / ____ Country of citizenship _____

Are you a legal resident of Rhode Island? _____ Number of years in R.I. _____

Racial background: White Asian American/Pacific Islander Hispanic

Black American Indian/Alaskan Native Foreign

EXAMINATIONS

Please indicate test(s) taken: Graduate Record Examination Date _____

Miller Analogies Date _____

ASSISTANTSHIPS AND SCHOLARSHIPS

Assistantships are currently offered in the following departments and centers: Academic Development Center, Art, Biology, Counseling and Educational Psychology, Curriculum Resources Center, Educational Studies, Elementary Education, English, History, Industrial Technology, Mathematics and Computer Science, Modern Languages, Music, Physical Sciences, Psychology, Reading, and Secondary Education.

If you are applying for an assistantship, please submit a completed Graduate Assistantship Application form enclosed.

A limited number of graduate scholarships are available. If you are applying for a graduate scholarship, please submit a completed Graduate Scholarship Application and a Free Application for Federal Student Aid (FAFSA) through the Office of Student Financial Aid.

*Assistantships and scholarships are awarded only to admitted, full-time graduate students. The deadline for application is April 1. Appointments to assistantships will be made by the dean of the Faculty of Arts and Sciences on or about the first week in May. Scholarship awards will be made in June.

EDUCATION

List, in chronological order, all college-level institutions attended, including Rhode Island College, regardless of the length of attendance. Please request each college, except Rhode Island College, to send two copies of all official transcripts of your record to the Office of the Dean of the Faculty of Arts and Sciences. Indicate in the far right column the date you requested each transcript to be sent.

Name and Location of School or College	Degree Conferred or to be Conferred	Date of Conferral	Date Transcript Requested

WORK EXPERIENCE

(Please submit two copies of your résumé.) List all positions held since graduation from high school (most recent first); also list collegiate-level honors received or other evidence of high scholarship.

RECOMMENDATIONS

Please list the individuals from whom you have requested recommendations, and indicate the date you requested each recommendation. Departments prefer letters from individuals who have knowledge of your academic and work capabilities, and who can thereby attest to your potential to do graduate-level course work. Social or personal recommendations should not be used.

Name	Title	Date requested
1. _____		
2. _____		
3. _____		

STATEMENT OF PURPOSE

In support of your application for graduate study, please provide a statement of purpose of approximately 300 words, indicating your reasons for pursuing graduate work, your present objectives, and your future goals.

I attest that the information above is true and accurate to the best of my knowledge.

Signed _____ Date _____

Statement of Confidentiality

The applicant is hereby advised that, in compliance with the Family Educational Rights and Privacy Act of 1974, the strict confidentiality of all information and materials received from any source in the consideration of this application shall be maintained, and these documents shall not be disclosed to anyone, including the candidate and his/her family, except by action of the dean of Graduate Programs in accordance with the provisions of the act and Rhode Island College policy. Once the admissions process has been completed, the "educational records" only of enrolled students are forwarded to the Records Office and are available to the student upon request.

Notice of Affirmative Action and Nondiscrimination

Pursuant to the philosophy of the Board of Governors for Higher Education, and Rhode Island College and its administration, the College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, sexual orientation, disabled veteran, veteran of the Vietnam Era, or citizenship status. This nondiscrimination policy encompasses the operation of the College's educational programs and activities, including admissions policies, scholarship and loan programs, athletic, and all other programs. It also encompasses the employment of College personnel and contracting by the College for goods and services. Rhode Island College is committed to taking affirmative action to ensure that this nondiscrimination policy is effectively observed in all the College's endeavors.



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TRANSCRIPT REQUEST FORM

To be filled in by applicant and given to the registrar:

Transcript of _____

Social Security No. _____ - _____ - _____

Years attended _____ Degree(s) received _____

Current address _____

To the registrar of _____
College or University

Registrar, please attach this form to the transcript requested and send to the student at the address above. Seal in either the official envelope provided or one of your own envelopes. The student will then forward the sealed envelope to our office.



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LETTER OF RECOMMENDATION REQUEST FORM

To be filled in by applicant:

Mr., Ms. _____ has applied for admission to graduate study in _____ at Rhode Island College. Please indicate in the space provided your estimation of the candidate's potential to do graduate work.

Signature _____ Date _____

Name _____
(Please print) (Institution or firm) (Position)

Address _____

Statement of Confidentiality

The applicant is hereby advised that, in compliance with the Family Educational Rights and Privacy Act of 1974, the strict confidentiality of all information and materials received by the Feinstein School of Education and Human Development from any source in the consideration of this application shall be maintained, and these documents shall not be disclosed to anyone, including the candidate and his/her family, except by action of the dean in accordance with the provisions of the act and Rhode Island College policy. Once the admissions process has been completed the "educational records" only of enrolled students are forwarded to the Records Office and are available to the student upon request.



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APPLICATION FOR GRADUATE ASSISTANTSHIPS

A resume is required. Please attach. This form is to be typed or printed and returned to the Office of the Dean of the Faculty of Arts and Sciences, 150 Gaige Hall, Rhode Island College, 600 Mt. Pleasant Avenue, Providence, RI 02908-1991.

Date of application ____ _

Name in full _____

Other name under which your records may appear (e.g., maiden name) _____

Social Security No. _____ - _____ - _____

Address _____

Phone: Home () _____ Business () _____

Date of birth ____ / ____ / ____ Country of citizenship _____

Undergraduate institution, major, and G.P.A. _____

Degree and graduate program to which you are applying:

- M.A.
- M.A.T.
- M.F.A.
- M.Mus.Ed.
- M.P.A.
- Individualized

Name of program _____

Assistantships are awarded only to admitted, full-time graduate students. **Deadline for application for assistantships is April 1.** Appointments to assistantships will be made in May upon recommendation of a department chair or center director.

- | | | |
|---------------|------------------------------|-------------------|
| Art Education | Mathematics/Computer Science | Physical Sciences |
| Biology | Media Studies | Psychology |
| English | Music Education | Theatre |
| History | | |

Please indicate **three** departments to which you wish your application to be sent:

1. _____
2. _____
3. _____

I attest that the information above is true and accurate to the best of my knowledge.

Signed _____ Date _____

Notice of Affirmative Action and Nondiscrimination

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APPLICATION FOR GRADUATE SCHOLARSHIPS

Applicants for scholarships must complete and file a Free Application for Federal Student Aid (FAFSA). Please inquire at the Office of Student Financial Aid (401) 456-8033. Scholarships are awarded only to admitted, full-time graduate students. Deadline for scholarships is April 1. Awards will be made during the summer.

This form is to be typed or printed and returned to the Office of the Dean of the Faculty of Arts and Sciences, 150 Gaige Hall, Rhode Island College, 600 Mt. Pleasant Avenue, Providence, RI 02908-1991.

Date of application ____ ____ ____

Name in full _____

Other name under which your records may appear (e.g., maiden name) _____

Social Security No. _____ - _____ - _____

Address _____

Phone: Home () _____ Business () _____

Date of birth ____ / ____ / ____ Country of citizenship _____

Are you a legal resident of Rhode Island? _____ Number of years in R.I. _____

Degree and graduate program to which you are applying:

- M.A. M.A.T. M.F.A. M.Mus.Ed. M.P.A. Individualized

Name of program _____

Semester and year for which you are applying: Fall Spring 20____ Full Time Part Time

Please provide a résumé addressing each of the following areas: **Education** (list in chronological order all college-level institutions attended, including Rhode Island College, regardless of the length of attendance); **Work Experience** (list significant employment positions); **Honors and Activities** (list collegiate-level honors received or other evidence of high scholarship).

I attest that the information above is true and accurate to the best of my knowledge.

Signed _____ Date _____

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