

## FREQUENTLY ASKED QUESTIONS

### **1. Do I need to take the Graduate English Proficiency Test?**

No, this test is no longer given to satisfy the analytical writing requirement if GRE scores are below 3.0. Students must now satisfy the writing proficiency requirement stipulated by his/her department. A student with passing Graduate English Proficiency Test results on file or a passing grade in EN 504 has satisfied the writing proficiency requirement.

Exceptions to this requirement:

GMAT – an undergraduate business student scoring 136 or above on the Major Field Exit Test is exempt from taking the GMAT.

### **2. What is a Program of Study Sheet and when is it submitted?**

A Program of Study Sheet is a list of required courses to be taken by the student based on the degree pursued and area of concentration. In addition, course credits, the grade received, and transfer credits are also listed on this form. The Program of Study sheet must be completed with the required signatures and submitted to the Office of Graduate Studies during the first semester of enrollment. A final form must be completed and submitted once the student applies for candidacy for graduation.

### **3. How do I withdraw from the University if I have an emergency that interrupts my academic attendance?**

A student must report to the Counseling and Testing Center to complete paperwork to officially withdraw from the University. This must be done before 60% of the semester has elapsed. A student wishing to reenter the University must submit an application for readmission to the Office of Graduate Studies.

### **4. How do I apply for a parking permit?**

Everyone who operates a vehicle on campus must purchase a parking decal. You must have a valid driver's license and show proof of insurance to purchase a decal. Parking or operating a vehicle on campus without a valid decal may result in a citation, a vehicle boot or your vehicle being towed at your expense. Students must go to the Campus Police link on the ASU Homepage and download the application for a decal. Students should report to the Business Office on the second floor in the Walter Washington Administration Building to pay for the decal. The decal application and decal receipt from the Business Office should be taken to the Campus Police office along with your driver's license, proof of insurance and \$35 for the cost of the decal. Campus Police will place the decal on your vehicle.

## **5. How do I go about getting a graduate assistantship? How much does it pay?**

A student must be officially admitted to the Office of Graduate Studies before applying for an assistantship. The student is required to submit a letter of interest in receiving an assistantship to the department chair. The Assistantship Application must be completed and a copy of the letter to the department chair must be attached upon submission of the application to the Office of Graduate Studies. Applications will be reviewed by the Vice Provost for Academic Affairs and Graduate Studies. Notifications will be sent to the department chair and students once the selections have been determined. Students interested in an assistantship must have at least an undergraduate GPA of 3.00/4.00 or above to be considered. The assistantship covers tuition and housing up to nine (9) hours for in-state and out-of-state students (we do not waive out-of-state fees). Awarded students also receive a monthly stipend.

## **6. Can I register or drop a class after the Drop/Add date?**

No. Open enrollment is set each semester and the ending date is the final date to register. Predetermined dates are set by the Registrar's Office to drop or add classes. There are no exceptions to these calendar dates.

## **7. Can I change my enrollment status from Non-Degree or area of concentration at any time I so desire?**

A non-degree student who has not taken the maximum nine hours can declare a major and submit application to the Office of Graduate Studies, providing all criteria for admission is met. A student approved for one degree program may make application to change to a different degree program. In this case, the student must complete the required paperwork and submit it to the Office of Graduate Studies. The student's credentials will be forwarded to the admissions committee in the academic unit to make an admission decision.

## **8. How does the Office of Graduate Studies know when I am ready to graduate?**

A student is ready to graduate once all courses have been completed according to the Program of Study. Admission to candidacy must be submitted at least one semester prior to the degree being conferred. This submission alerts the graduate staff that a student is ready to graduate and the verification process begins to certify a student as a candidate for graduation.

**9. Can I be admitted to a degree program if I don't have test scores?**

No. You must present the appropriate official standardized test score to be considered for admission. No photocopies of test scores are accepted.

**10. Can I take classes for a second master's degree without submitting additional paperwork?**

No. You must submit application to the second degree program in order to be admitted officially. You cannot be admitted to candidacy for graduation if you take the required hours for a second degree and you have not been admitted to that program.