

## Graduate School Training Pre-Test

1. For what action(s) is/are graduate faculty status required?
  - a) To serve on a thesis or dissertation committee
  - b) To vote for representatives in the Graduate Council elections
  - c) Both of the above
2. What criteria must be met for a person to be granted graduate faculty status?
  - a) Promoted to Associate Professor
  - b) Continuing appointment in a unit that has a graduate degree program
  - c) Promoted to Full Professor
3. Who signs the Thesis Approval form as Program Administrator?
  - a) The program director
  - b) The director of graduate studies
  - c) The faculty advisor
  - d) The school director (or dean if the program is not within a school)
4. Which office is responsible for approving new faculty to teach graduate level classes?
  - a) The Graduate School
  - b) The APAP (Associate Provost of Academic Programs) office
  - c) The Graduate Council
  - d) The appropriate academic college Dean's office
5. Your program has determined that a student who has applied for graduation will not meet all program requirements for graduation for the applied term. Should you still complete, sign and send the Program Clearance form for that student to the Graduate School?
  - a) No, it's not necessary to complete a Program Clearance form if the student won't graduate.
  - b) Yes, the Graduate School needs official program feedback for all graduation applications.
6. If your program does not require a student to submit a Research Paper, Thesis, Capstone Report, or Dissertation to the Graduate School, can you skip the section on the Program Clearance form that asks about final paper requirements?
  - a) Yes, skip it, since there is no final paper required.
  - b) No, don't skip the section. The Graduate School needs to know and have an official record of whether or not a final paper is required for every student.
7. Does dissertation proposal/prospectus approval paperwork get submitted to the Graduate School?
  - a) Yes
  - b) No, the prospectus paperwork is approved and filed with the graduate program, school, or academic college, and not the Graduate School.
8. Per the GAU agreement, students with a graduate assistantship must enroll in and maintain a minimum of how many graduate credit hours in fall and spring semesters?
  - a) 8 (6 if admitted to candidacy or master's in final/graduating semester)
  - b) 9
  - c) 12



9. If a GA is in their final/graduating semester, and they don't need to take 8 credit hours to earn their degree, how can the program request an exception to allow them to take only 6 credit hours and still hold a GA?
- a) Send the CIE's "Request for Reduced Course Load" form to the GA Office.
  - b) Just call Crystal Harris and ask for the exception over the phone.
  - c) The academic unit (not the hiring unit) must send a formal memo to request the exception, via email, to Crystal Harris.
10. Which of the following statements that relate to GA tuition waivers are true?
- a) GA must work at least 13 weeks in fall/spring semesters to earn a tuition waiver.
  - b) GA must work at least 6 weeks in summer semester to earn a tuition waiver.
  - c) If a GA resigns their position too early or drops classes below the minimum hour requirement, it will cause the system to automatically remove their tuition waiver.
  - d) All of the above are true.
11. The student's class registration schedules must be sent with graduate assistantship paperwork, or the Graduate School will be unable to process the contract.
- a) True
  - b) False
12. The GAU Agreement must be followed when hiring a student on a graduate assistantship, regardless of where they will be working.
- a) True
  - b) False
13. If a student enrolls in one section of a course but then wants to change to another section of the same course, which of the following is true?
- a) Changing sections of a course is considered dropping one course and adding another.
  - b) All course drops, including section changes, must be submitted by the end of week 2 (day 10) of fall/spring semesters.
  - c) The only way that the Graduate School Registration Office can remove a course after week 2 of fall/spring semesters is if the student registered by mistake. This must be confirmed by the instructor or graduate advisor and must be handled by week 10.
  - d) All of the above are true.
14. The Graduate School Registration Office cannot issue a tuition and fees refund per a program's request.
- a) True
  - b) False
15. Under which conditions will an application fee to a graduate program not be waived?
- a) When the applicant requests it and explains they are short on funds
  - b) When the program requests their portion be waived, and the program pays the Grad School portion of the fee
  - c) When the student is a Fulbright or McNair Scholar