

MSAAM Graduate Handbook, updated October 2023



SCHOOL OF AVIATION AND
TRANSPORTATION TECHNOLOGY

MASTER OF SCIENCE

IN

AVIATION AND AEROSPACE MANAGEMENT

**GRADUATE STUDENT
HANDBOOK**

October 2023

M.S. Aviation and Aerospace Management (MSAAM)

Graduate Student Handbook

NOTE: This document complements the Policies and Procedures for Administering Graduate Student Programs.

FORWARD: HOW TO USE THIS HANDBOOK	1
SECTION1. INTRODUCTION	2
1.1 Admission Process	2
1.2 Degrees Offered in SATT	2
1.3 Policy on Monitoring, Probation, and Dismissal	4
1.3.1 Minimum Cumulative GPA Requirements	4
1.3.2 Monitoring	4
1.3.3 Probation	5
1.3.4 Dismissal	5
1.3.5 Appeal	5
1.4 Registration Requirements	6
1.5 Register, Drop, and Add Courses	6
1.5.1 Register for Courses	6
1.5.2 Drop and Add Courses	6
1.5.3 Courses Offered	7
1.6 Course Load Requirements	8
1.7 Reduced Course Loads for International Students	8
1.8 Financial Assistance	8
1.9 Obtaining Permissions to Conduct Research	9
1.10 Responsible Conduct of Research (RCR)	9
1.11 Plagiarism, Falsification and Fabrication	10
1.11.1 Plagiarism	10
1.11.2 Self-Checking for Plagiarism	10
1.11.3 Copyright Issues with Figures	11
1.12 Major Professor	11
1.13 New Graduate Student Orientation	11
SECTION2. NON-THESIS OPTION	12
2.1 Electronic Plan of Study (EPOS) Requirements	12
2.1.1 Courses in the Plan of Study	12
2.1.2 Credit Limitations	13
2.2 MSAAM Non-Thesis	14
2.2.1 Credit Hours	14
2.2.2 Appointment of a Major Advisor	14
2.2.3 Combined BS/MS Program	14
2.2.4 Graduation Requirements	15
2.2.5 Participating in Commencement	15
2.3 MSAAM Non-Thesis Option Checklist Highlights	16
SECTION3. THESIS OPTION	17
3.1 Electronic Plan of Study (EPOS) Requirements	17
3.2 MSAAM Thesis and Publications	17
3.2.1 Credit Hours	17
3.2.2 Appointment of a Major Advisor	17
3.2.3 Graduate Advisory Committee	18

3.2.4	Course Requirements	18
3.3	Thesis Procedure	18
3.3.1	AT69800 Thesis Research Enrollment	19
3.3.2	Thesis Grades	19
3.3.3	Thesis Proposal Defense	19
3.3.4	Thesis Formats and Templates	20
3.3.5	Thesis Proposal Content	20
3.3.6	Final Thesis Content	23
3.4	Post-Thesis Activities	24
3.4.1	Appointment of the Examining Committee & Scheduling Final Oral Examination	24
3.4.2	Declaring Graduation Candidacy	25
3.4.3	Completing the AT 69800 Requirement	25
3.4.4	Formatting Review for Thesis	25
3.4.5	The Oral Defense of the Thesis	26
3.4.6	University Deposit of the Thesis	26
3.4.7	Copies of Final Thesis for Graduate Committee	26
3.4.8	Additional Requirements for Graduation	26
3.4.9	Participating in Commencement	27
3.5	MSAAM Thesis Option Checklist	27
SECTION4. AT59000 AND AT69000 INDEPENDENT STUDY REGISTRATION		29
APPENDIX A SAMPLES OF EPOS FORMATS		A1
	Non-thesis Option, Regular Enrollment	A2
	Thesis Option, Regular Enrollment	A4
	Combined Degree Program with Non-thesis Option	A6
APPENDIX B EPOS High-Level Flow Chart		B1
APPENDIX C INDEPENDENT STUDY REQUEST FORM		C1
APPENDIX D MSAAM GRADUATE CERTIFICATES		D1

FORWARD: HOW TO USE THIS HANDBOOK

This document is intended to clarify and emphasize the expectations that the School of Aviation and Transportation Technology (SATT) has relative to the pursuit of graduate studies. You may find that the content in this Handbook is similar to procedures of the Polytechnic Institute and the Purdue Graduate School in most cases. Where there are differences, the School of Aviation and Transportation Technology has typically established procedures and rules that fall within, or are more stringent than the college or Graduate School rules, especially with regard to credit hours, courses to be taken, and important milestones toward graduation. It is essential that graduate students comply with this handbook in order to efficiently and effectively conduct their graduate studies. If you have questions about the interpretation of this Handbook, please consult with your major professor, the SATT Graduate Program Chair, or the SATT Graduate Program Coordinator.

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SECTION1. INTRODUCTION

Section 1 of this document provides an overview of general information and regulations that *apply to both non-thesis and thesis options* in Master of Science in Aviation and Aerospace Management.

1.1 Admission Process

The School of Aviation and Transportation Technology (SATT) Graduate Admissions Committee reviews several important criteria when evaluating an application for graduate study, including GRE or GMAT scores, Statement of Purpose, GPA, Letters of Recommendation, Professional Experiences, and Academic Coursework. For further information regarding the application criteria and documents, refer to https://www.purdue.edu/gradschool/admissions/how-to-apply/index.html?_ga=2.171123552.1923070901.1651071199-1121053969.1643668580

Note: The Graduate Record Examination (GRE) and GMAT have been waived temporarily for MSAAM applications.

1.2 Degrees Offered in SATT

The SATT offers graduate-level degrees through the Purdue University Graduate School. The Master of Science in Aviation and Aerospace Management (MSAAM) is offered through the School of Aviation and Transportation Technology in the Purdue Polytechnic Institute in West Lafayette, Indiana. There are non-thesis and thesis options for this program. There is an MSAAM offered completely online and an MSAAM offered completely on campus:

- Online only MSAAM – non-thesis option only
(<https://polytechnic.purdue.edu/degrees/ms-aviation-and-aerospace-management-online>)
- On campus only MSAAM – either non-thesis or thesis options available
(<https://polytechnic.purdue.edu/degrees/ms-aviation-and-aerospace-management>).
- Students who have eligibility to register in the MSAAM program may wish to move program delivery modes either from online to on campus, or from on campus to online. This is done with the Change of Degree Objective (CODO). If a student's degree objective changes before completion of the degree program in which the student is enrolled, as well as to have more accurate data about the number of students studying in the various degree programs, the Graduate School should be notified without delay so the student will remain in the appropriate enrollment objective. The deadline for Change of Degree Objective (CODO) submission is the end of the second week of the effective term. Requests received by the Graduate School after the second week of the term will be made effective with the next session. (See University Regulations, D-3). (See Section VII *Policies and Procedures for Administering Graduate Student Programs*).

It is particularly important to report immediately any change in degree objective for visa purposes or if the student has a graduate appointment since only degree-seeking and teacher license students are eligible for these appointments. (See Section IV-A-1 *Policies and Procedures for Administering Graduate Student Programs*).

Program delivery changes (on-campus or online) can be requested by submitting a G.S. Form 17B with student and department approvals to the Graduate School.

Please contact the Graduate Coordinator to complete the form. Students are only permitted to request one program delivery change per graduate degree program admission; else, the student will need to apply to the program again.

Note: The online MSAAM and the on campus MSAAM are treated as two different delivery modes in the same department.

If the student is graduating in the online program, then at least 18 hours of their last courses needs to be in online program.

If the student is graduating in the on-campus program, then at least 18 hours of their last courses needs to be in the on-campus program.

Outstanding undergraduates early in their third year of study in the Purdue SATT Bachelor of Science programs may apply for a Combined degree program in the non-thesis option. The Combined degree allows a student to obtain the BS AT and MSAAM degrees within one year after completing the BS.

Doctoral Program in Aviation are briefly introduced here. There are two PhD programs offered on campus for residential students. The PhD in Technology is offered by the Polytechnic Institute, and the PhD in Aviation Technology and Management is offered by SATT. There is also a D.Tech program offered completely online by the Polytechnic Institute. These program options allow opportunities for professional development in research and applications of aviation and aerospace management. More details about these degrees can be found at the following links.

- PhD in Aviation Technology and Management:
<https://polytechnic.purdue.edu/degrees/phd-aviation-technology-and-management>
- PhD in Technology:
<https://polytechnic.purdue.edu/degrees/phd-technology/overview>
- Doctorate in Technology (D. Tech):
<https://polytechnic.purdue.edu/degrees/doctor-of-technology>

1.3 Policy on Monitoring, Probation, and Dismissal

Section 1.3 of this document provides an overview of the monitoring, probation, dismissal, and appeal policies in SATT.

1.3.1 Minimum Cumulative GPA Requirements

The School of Aviation and Transportation Technology uses the minimum GPA requirements from Purdue Graduate School:

- IF: Semester GPA and Cumulative GPA are ≥ 3.0 = Good Standing
- IF: Semester GPA or Cumulative GPA is 2.0 - 2.99 = Less than Good Standing
- IF: Semester GPA or Cumulative GPA is < 2.0 = Probation
- IF: On probation and both Semester GPA and Cumulative GPA are < 2.0 = Drop
- IF: On probation and Cumulative GPA is < 2.0 but Semester Index is ≥ 2.0 = Probation
- IF: On probation and Semester GPA is < 2.0 but Cumulative GPA is ≥ 2.0 = Probation
- IF: On probation and Semester GPA is ≥ 2.0 and Cumulative GPA is ≥ 2.0 = Off Probation (Less than Good Standing may be applicable.)

University requirements also state that no grade of “D” or “F” is allowed in a course on the graduate plan of study. Any course included in the plan of study in which a grade of “D” or “F” is received must be repeated and completed successfully; it cannot be dropped from the plan of study. For more details regarding the minimum GPA requirements, please refer to:

<https://catalog.purdue.edu/content.php?catoid=15&navoid=18626>

1.3.2 Monitoring

Each semester, graduate student performance is evaluated to ensure that the student is performing well and will graduate with at least a GPA of 3.00/4.00. Procedurally:

- The academic progress of graduate students will be monitored by the SATT Graduate Studies Office.
- Monitoring will begin after six (6) credit hours have been attempted and every semester thereafter in which the student is enrolled.
- Students are expected to maintain a cumulative grade point average of at least 3.00 /4.00 with no grade less than “B” and earn grades of “Satisfactory” in thesis research credit hours. The grades “B-” or “B minus” are below the expected grade graduate student should receive in the students’ courses.
- If a student has a semester GPA less than **2.00/4.00** or a cumulative GPA less than **2.00/4.00**, a letter will be drafted by the Chair of the SATT Graduate Program to the student, with a copy to the major professor, to the SATT Head, and the Graduate School, indicating that the last semester was determined unsatisfactory and that the

student is being placed on academic probation.

- Graduate students who receive an incomplete in a course will have one year to complete the course. If that is not done, the Registrar will automatically change the grade to an “IF” (failure). See Academic Calendar for deadline date for clearing an incomplete grade.

1.3.3 Probation

Probation occurs when a student performs below the SATT standards in an individual semester. Procedurally,

- If a student’s semester GPA falls below **2.00/4.00** or if a student’s cumulative GPA falls below **2.00/4.00**, the student will be placed on academic probation by the School of Aviation and Transportation Technology.
- The SATT Graduate Studies Office will generate a letter informing the student, major professor, and SATT of the probationary status. A copy will also be forwarded to the Graduate School.
- The student will have one semester to raise the cumulative GPA to **2.00/4.00** or raise the semester GPA to **2.00/4.00**. If the student does not, the student will not be able to register for classes the subsequent semester and will be dismissed from the program.
- While on probation or conditional status, students are ineligible for an SATT assistantship.

1.3.4 Dismissal

A student will be dismissed from the program if they remain on probation for two consecutive semesters without improvement to a **2.00/4.00** cumulative or semester GPA. This policy is independent of any assistantship the student may hold.

1.3.5 Appeal

A student may appeal the probationary or dismissal status by contacting the SATT Graduate Studies Office in writing within thirty (30) days of the date of the requisite notification letter. The appeal should include the student’s specific reasons for exception to the aforementioned policies. The appeal will be reviewed by a subcommittee of at least three (3) members of the SATT Graduate Committee.

If the review committee recommends reinstating the student, the student’s major professor must approve. If the major professor disapproves, the SATT Head will render a final decision. In cases where a student is reinstated without the approval of the major professor, a new major professor may need to be assigned. The decision of the appeal subcommittee and/or SATT Head will be considered final and will be delivered within thirty (30) days of the student’s request for exception to probation.

1.4 Registration Requirements

The total number of hours of academic credit used to satisfy registration requirements consists of all course credit hours that appear on the plan of study. Other course credit hours and grades appear on the Purdue transcript. Research credit hours and grades appear on the Purdue transcript. A maximum of 19 credit hours may be attempted in any semester (a maximum of 13 credit hours in the summer session).

1.5 Register, Drop, and Add Courses

Section 1.5 of this document provides information regarding registering, dropping, and adding courses for graduate students in SATT.

1.5.1 Register for Courses

Purdue University provides online scheduling of courses for students via the *myPurdue* system. A student works with the major professor to determine the appropriate courses to take for a given semester. A registration PIN number is required to perform self-registration. The student will be informed of PIN number at the time of admission from the SATT Graduate Office. However, at times students may need an “override” to be able to register for certain courses. Such overrides can be facilitated by the SATT major professor and accomplished through a registration workflow in *myPurdue*.

It is the graduate student’s responsibility to keep track of specific dates relative to course scheduling and other Academic Calendar deadlines. More information about registration for classes and other deadlines can be found on the Registrar’s website

<https://www.purdue.edu/registrar/calendars/index.html>.

1.5.2 Drop and Add Courses

To drop or add a course, the student uses the *myPurdue* system. Changes to variable credit courses may be completed with assistance from the SATT Graduate Office and the student’s major professor and chair. Procedures for dropping and adding courses can be found at: https://www.purdue.edu/registrar/documents/scheduling/Student_Scheduling_Assistant_Registration_FAQs.pdf

The University Catalog and dates on the Academic Calendar supersede these time frames shown in the next paragraphs in this section. The dates shown are a typical timeline for a Fall or Spring semester, subject to changes in the Academic Calendar.

Courses dropped during the first two weeks of classes will not appear on the student’s transcript. Courses dropped during weeks three and four will be recorded as a “W” (withdraw) grade on the transcript. Courses dropped during weeks five through nine require the signature of both the instructor and the SATT Graduate Coordinator or Chair. In such a case, the instructor must assign a grade of “W,” “WF,” or “WN.” The end of this period is the final deadline for withdrawing from a class.

Note: A “W” simply records the fact that the student withdrew after the second week of the semester. A “WF” records that the student was failing a graded course. “WF” grades are not included in computing the GPA. A “WN” records failing status in a course being taken Pass/No Pass. “W,” “WF,” and “WN” grades are recorded on the transcript.

Courses added during weeks two through four require the approval and signature of the instructor and the SATT Graduate Program Chair. Courses may be added during weeks five through nine, but only under extraordinary circumstances. Courses added after the fourth week require the approval and signature of the instructor, the SATT Graduate Program Chair, and the head of the department where the course is offered (for non-Polytechnic courses).

Note: The student must achieve a permanent grade in the course no later than one year after the incomplete is given, or the incomplete grade will revert to a “IF” grade.

More information on the grading system at Purdue is found at the Registrar’s website. This link is here: <https://www.purdue.edu/registrar/faculty/grading/grading-systems.html> .

1.5.3. Courses Offered

Graduate courses currently being offered by the faculty in SATT include:

AT 50500	Research Methods in Aviation
AT 50700	Quantitative Research Methodologies in Transportation
AT 50800	Quality and Productivity in Technology
AT 52000	Operational Assessment and Improvement
AT 52400	Managerial Economic Decision Making
AT 52500	Process Improvement and Simulation
AT 52600	Aviation Leadership
AT 52800	Management and Design of Training Systems
AT 53000	Multicultural Team Operations
AT 53100	International Civil Aviation Regulatory Systems
AT 53200	Contemporary Issues in Transportation Security
AT 54600	Aviation Financial Instruments and Operations
AT 54700	Airline Revenue Management
AT 54800	Aircraft Asset Management
AT 54900	Aircraft Leasing
AT 55000	Critical Systems Thinking
AT 57200	Human Error and Safety
AT 57300	Managing the Risk of Organizational Accidents
AT 57400	Concepts of Aviation Human Factors

AT 64000	Aviation and Aerospace Sustainability
AT 65900	Airport and Transportation Sustainability
AT 67500	Aviation Safety Program Development

1.6 Course Load Requirements

The maximum course load for graduate students is 19 credits per semester. Typically, 18 credit hours translate into six (6) three-hour courses. Eight (8) credit hours is considered a full-time course load for graduate students by the Graduate School and the University.

Most students inquire how many classes they should take when they have an assistantship. Table 1.2 provides recommendations as to how many credit hours are typically taken when the student also works as a teaching or research assistant.

Table 1.2

Recommended Course Loading for Assistants

Assistantship Load	Recommended Course Load
¼-time assistant	9 to 12 cr. hrs.
½-time assistant*	9 to 12 cr. hrs.
¾-time assistant	6 to 9 cr. hrs.

*Assumes ½-time is equivalent to 20 working hours per week.

Note: A candidate for the MS degree is expected to complete all requirements for the degree within five years from the completion of the oldest course on the plan of study. Normally, full-time students complete an MS degree within 1 ½ to 2 years.

1.7 Reduced Course Loads for International Students

To maintain visa status, international students are expected to maintain a full-time load. Purdue's Office of International Students and Scholars (ISS) provides information about this requirement and offers an online application for international students to request permission to take a reduced course load. Graduate students desiring a reduced course load should work with the student's major professor (faculty advisor) and ISS to request this reduction before the course load is reduced below the required level per U.S. immigration rules. See the ISS website for more information: <http://www.iss.purdue.edu/>

1.8 Financial Assistance

A limited number of graduate teaching and research assistantships within SATT are available on a competitive basis. All assistantship applications are to be directed to the SATT Graduate Coordinator. Additional appointments may be available from other departments of the University. Details on fellowships outside the SATT are available at: <https://www.purdue.edu/gradschool/fellowship/funding-resources-for-students/>.

In order to provide an opportunity for the student to progress satisfactorily toward degree objective, graduate appointments will ordinarily be for no more than one-half time (20 hours per

week) and for a maximum of two (2) academic years. Renewal of graduate appointments for additional time will be based on satisfactory performance in the position and academic performance toward the plan of study requirements, as well as the availability of positions.

Graduate Teaching Assistantships (GTA) and Graduate Research Assistantships (GRA) include a tuition waiver during the semester the student has the assistantship. Normally, teaching assistantships are not available in the summer. However, if a student has a teaching assistantship in the spring and the following fall semester, a tuition waiver for the summer may still be available to the student.

1.9 Obtaining Permissions to Conduct Research

Conducting research often requires specific permissions depending on the research type. For example, the use of human subjects (even for what many consider innocuous research such as anonymous surveys) requires IRB approval. More details about the necessary approvals can be found at the website of [Purdue University's Office of Research](http://www.purdue.edu/officeofresearch) and <http://www.irb.purdue.edu>.

Graduate students are encouraged to identify the type of permissions they need in their research through the website, discuss with their committee members, and then review the available workshops provided by the Graduate School's Responsible Conduct of Research (RCR) website at <https://www.purdue.edu/gradschool/research/rcr/index.php>

1.10 Responsible Conduct of Research (RCR)

The RCR is a joint program between the Graduate School and the Office of Research. This program provides workshops, online training, and tutorials, as well as assists in setting policy relative to the conduct of research at Purdue University.

Training in the RCR has two components: A general online tutorial appropriate for the career stage of the Researcher, and Research field-specific discussions, workshops or seminars offered or recommended by departments, colleges, schools, or centers. More information is found here <https://www.purdue.edu/policies/academic-research-affairs/s20.html>. A few highlights are:

“Researchers working on sponsored research projects must complete RCR training within the deadlines established by the sponsor. All other University faculty and staff who meet the definition of Researcher must complete the general online RCR training within 120 days of employment with the University. Graduate students who meet the definition of Researcher must complete the general online RCR training within 60 days of enrollment. Undergraduate students who meet the definition of Researcher must complete the general online RCR training within 30 days of their involvement in a research project”.

There is more information found at <https://www.purdue.edu/policies/academic-research-affairs/s20.html>.

1.11 Plagiarism, Falsification and Fabrication

Purdue University maintains the highest academic and ethical standards for research conducted by faculty and graduate students. It is important to note that the university sees acts of plagiarism, falsification, and fabrication as equally disreputable as acknowledged by the following university policy on research conduct:

“Research misconduct” shall mean, for the purposes of this policy, fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific and academic community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data (Excerpt from the Purdue University Policy on Research Misconduct (VIII.3.1)).

Students are expected to work closely with their major professor (faculty advisor), research leaders, and course instructors to maintain high academic and ethical standards. More information is available here: <https://www.purdue.edu/provost/researchIntegrity/plagiarism.html>.

1.11.1 Plagiarism

Plagiarism is to steal or pass off the words, ideas, or intellectual product of another as one’s own. Plagiarism is essentially literary theft as it regards works of a written nature. Plagiarism is typically defined as the use of four or more adjacent words from a specific source.

To avoid plagiarism, you must give credit whenever you use another person’s idea, opinion, or theory; any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge; quotations of another person’s actual spoken or written words; or paraphrase of another person’s spoken or written words. This includes previous papers you have published. Copyright infringement may apply to intellectual products such as images, graphs, figures, tables, data, and other products. The student is encouraged to read the content APA handbook section Plagiarism for more information.

1.11.2 Self-Checking for Plagiarism

To assist Purdue students, the Graduate School requires using *iThenticate* to conduct plagiarism checks for dissertations and theses. The software checks submitted documents against articles published in journals and conference proceedings as well as text that appears on the Web. A similarity report is generated that highlights excerpts in the submitted document that match the similar text in documents found in print and on the Web. This software does not identify all of the copyright issues, such as those with data, figures, and tables.

Each department has an *iThenticate* administrator who will receive electronic copies of student work for theses and dissertations, run an *iThenticate* similarity report, and return the report results to the student. Students should check the Graduate School website or consult with the SATT Graduate Coordinator for additional information or procedures related to the use of this self-check service. Typically, this service is for thesis, dissertation, or publications only.

1.11.3 Copyright Issues with Figures

Figures and images included in a thesis or other publications can pose significant issues for authors. Generally, any figure that is directly from another source, such as a journal, book, or other publication (including web publications), is copyrighted. Including them within one's thesis requires more than just a citation if used directly from the source. If you desire to use an image from another source (even if it was obtained from the internet), the safest action is to secure a release to do so. A secondary method is to redraw the image. However, in many cases, redrawing or recreating the image is not sufficient to avoid copyright issues.

A release to use an image can vary from a specific legal document to a simple email. The key element of a release is that the "copyright holder" gives you permission to use the image for your thesis. Yet, determining who the copyright holder is can sometimes be quite difficult. Often, authors do not fully understand what rights they have.

As with issues of plagiarism, copyright infringement issues resulting from the illegal use of images are a serious matter. Graduate students should do everything in their power to ensure the legitimacy of the use of materials in the thesis. It is safer not to include an image if you cannot secure appropriate permissions than run the risk of copyright infringement. Questions related to the use of images in a thesis or publication may be directed to the SATT thesis advisor.

1.12 Major Professor

The major professor is a graduate faculty member that chairs your graduate committee and serves as the graduate advisor. To begin learning more information on major professor duties and responsibilities, please see:

- *Policies and Procedures for Administering Graduate Student Programs, part VII. A in the Graduate Studies section in the University Catalog.*
- *Faculty Advisor Responsibilities by Purdue Graduate School*
https://www.purdue.edu/gradschool/documents/rcr/Fac_Ad_Resp_08_20_18.pdf
- *Graduate Education at Purdue University*
https://www.purdue.edu/gradschool/documents/rcr/GradEd_08_21_2018.pdf
- *Your faculty advisor.*

1.13 New Graduate Student Orientation

The Purdue Graduate School organizes orientation for new graduate students at Purdue University. The new graduate student will have the opportunity to meet fellow graduate students, faculty and staff, and learn important resources and services at the orientation. The Purdue Polytechnic Institute also provides orientation for new graduate students in the Polytechnic Institute.

SECTION2. NON-THESIS OPTION

2.1 Electronic Plan of Study (EPOS) Requirements

Students in MSAAM are required to develop their electronic plan of study after the initial course registration. The major professor and the student will discuss the student's background, interests, degree objectives, and give recommendations on courses. Regular interactions with the major advisor throughout the degree program are strongly encouraged for graduate students.

The plan of study is unique to each student's needs and interests. The plan of study must list all courses the student will take to meet the degree requirements. The plan of study includes the names for the primary and related areas of study; the course number, course title, and credits for each course; the date when the course was or will be completed; and the research area. The plan of study (EPOS) is electronically approved by the major advisor. The EPOS is sent electronically to the School of Aviation and Transportation Technology (SATT) Graduate Studies office. After review and appropriate revisions, the SATT Graduate Studies office approves the EPOS. The EPOS is then submitted to the Graduate School for formal approval. It is important that the major professor access the approved plan of study and periodically review the progress of its completion with the graduate student. After an approved EPOS is on file, course changes can be made at any time up until graduation. This change can be accomplished by the student accessing the EPOS system, and then requesting changes on the Create Change Request link available next to an Approved plan of study. Keep in mind that the EPOS interfaces for the student are very different from the EPOS interfaces that the faculty access.

Students completing the non-thesis option are required to enroll in AT 50500 Research Methods in Aviation and AT 50700 Quantitative Research Methodologies in Transportation (with potential substitutions of AT50700 with the following courses: IT 50700, STAT 50100, STAT 50200, STAT 51100, or STAT 51200). Please note that if a student has completed STAT30100, then that student should not take STAT50100.

Students in non-thesis option will meet with their assigned major advisor at the end of the final semester to review the completion of degree program requirements. Refer to the sample plan of study in Appendix A, and to sample EPOS templates and flowcharts in Appendix B.

2.1.1 Courses in the Plan of Study

All plans of study will have a primary area focused on Aviation and Aerospace Management. The primary area may have an aviation safety, sustainability, financial management, quality management, or workforce development focus.

Courses included in the primary area should be selected to enhance the career goals of the student and to meet the requirements of the degree. Undergraduate courses may not be included in the primary area of the plan of study without permission from the SATT Graduate Chair. Students must include at least 12 credits of AT Primary Area Selective in their EPOS in addition

to AT50500 and AT50700. All non-thesis option MSAAM EPOS's must include a minimum of 18 hours of AT courses.

Other than the primary area listed above, students in the non-thesis option may add courses from related areas upon the permission of the major advisor. However, a minimum of 12 credit hours from AT courses in addition to AT 50500 and AT 50700 must be satisfied. This leaves up to 12 credit hours of non-AT courses that may be noted in the EPOS. For example, if a student takes STAT50100 as a substitute for AT50700, then the STAT50100 does not count toward the minimum of 18 AT credit hours.

2.1.2 Credit Limitations

The combination of undergraduate excess credit, transfer credit, and post-baccalaureate registrant credit included in a Master's Degree plan of study must not exceed a total of 12 semester hours. These credit categories are defined as follows.

Note: For students obtaining two M.S. degrees, a maximum of 12 Purdue credit hours (at the 50000- and 60000-level) are allowed to overlap between coursework required in the degree. To complete two M.S. degrees from Purdue, first, the student must apply to a dual degree program. Combined degree programs are NOT the same as "dual degree" programs.

2.1.2.1 Undergraduate Excess Credit

Undergraduate students from Purdue University are eligible to take 500-level courses. Up to 12 credit hours of 500-level courses that are in excess of their undergraduate degree requirements may be declared as graduate work on Registrar's Form 350 upon filing grades for that semester. The Form 350 must be initiated by the student and their Purdue undergraduate advisor. The Form 350 is available on the *myPurdue* site. Undergraduate excess credit will be certified by the Registrar only if the student:

- took the courses during the senior year;
- received a grade of at least "B" in the course;
- the course was designated as a graduate course; and
- the student's work in the course was performed at the level required for graduate students in the course.

2.1.2.2 Transfer Credit

A maximum of 12 of the required course credit hours completed at another institution may be included in the Master's Degree plan of study at the discretion of the committee chair or major advisor; and subject to approvals in SATT and the Graduate School. Graduate School policy states that transfer credit will be allowed only for courses in which a grade of "B" or better was obtained. (*Note:* "B-" or "B minus" are not included.) A catalog description of the course and an official transcript showing completion of the course and the grade received must be submitted with the plan of study.

2.1.2.3 Post-baccalaureate Registrant Credit

The Graduate School has created an enrollment category known as "post- baccalaureate registrant" to enable those who have a Bachelor's degree to enroll in courses that are considered appropriate to the registrant's personal objectives. A maximum of 12 semester hours of graduate credit earned as a post-baccalaureate registrant may be included in a plan of study at the discretion of the advisory committee, the recommendation of the Associate Dean for Graduate Studies, and the approval of the Graduate School. No post-baccalaureate course in which a grade of less than "B" was earned will be permitted on the plan of study.

Note: The sum of graduate credits earned as an undergraduate that may be used on a graduate plan of study is limited to 12 semester hours (see 2.1.2 above).

2.1.2.4 Independent Study Credit

A maximum of six (6) semester hours of independent study credit (e.g., AT 59000 or AT 69000) may be included in a graduate plan of study. Registration for independent study courses will be permitted only after the graduate plan of study is approved (see SECTION 4.).

2.2 MSAAM Non-Thesis

Section 2.2 of this document provides information about credit hours, appointment of major advisor, and combined BS/MS program in MSAAM.

2.2.1 Credit Hours

The Master's degree program non-thesis option administered through the School of Aviation and Transportation Technology requires a minimum of 30 credit hours of course work.

2.2.2 Appointment of a Major Advisor

To guide in the development of a degree plan, a major professor (advisor) will be appointed to assist the student through the program. A student may request a major professor in the application materials; but this person may not always be available based on advisement load, research commitments, and other factors. The major professor will become the most important contact person. The major professor/student relationship must be a mutually acceptable one. The major professor serves concurrently as the faculty advisor, advocate, mentor, and academic supervisor of the graduate student.

Note: A student may change major professor if the research topic changes significantly as a result of the course of study. If this is the case, the student should discuss this with the current major professor and modify the Electronic Plan of Study (EPOS) accordingly.

2.2.3 Combined BS/MS Program

The Combined B.S./M.S.AAM Degree Program enables outstanding undergraduate SATT students to complete the B.S. and M.S. degrees in a total of five, rather than the usual six or more, years. The program entails no alteration to the requirements for either degree, but does allow students admitted to the Combined Degree Program to dual count up to twelve (12) credits

of AT graduate level courses toward both degrees, which reduces the total time for the M.S. degree. No more than twelve (12) total graduate credits may be taken toward the MS plan of study until the B.S. degree is complete. To potentially dual count the courses, the student must take the courses *after* being admitted to the Combined B.S./M.S. Program. Dual counted graduate courses are counted as transfer credits (see 2.1.2 for more information on credit limitations). Interested students should consult their academic advisor as early as possible on how to arrange their B.S. program of study so as to reduce the number of particularly demanding AT and non-AT courses left to be completed during the B.S. degree senior year.

At the beginning of the sixth semester of an eight-semester B.S. program (2nd semester junior year), qualified students should apply to the graduate program to begin graduate study in the following semester in the Combined Degree Program. Requirements for admission to the BS/MS program include a minimum 3.50/4.00 GPA for completed AT courses, a cumulative Purdue GPA of at least 3.20/4.00, a fully completed graduate application, and projected completion of at least 93 of the 124 credits required for graduation by the end of semester six in a B.S. plan of study. Graduate Record Examination (GRE) scores will not be required for this special program. Each application is evaluated for admission; therefore, as in the MSAAM program, meeting the minimum GPA does not guarantee admission to the graduate program.

2.2.4 Graduation Requirements

You must have an approved EPOS submitted to the Graduate School before November 1st in the Fall semester if you plan to graduate in the following Spring semester, or before March 1st in the Spring semester if you plan to graduate in the following Summer or the Fall semester. Register for graduation candidacy through the Graduate Coordinator and your graduate major professor. Check your registration for your final semester to be sure that it contains CAND99100. Be sure to respond rapidly to emails from the Graduate School and the SATT Graduate Coordinator. Other graduation information can be found at www.purdue.edu searching for “Commencement”.

2.2.5 Participating in Commencement

All graduating students are encouraged to participate in the university’s commencement ceremonies. This is a time justifiably used to reflect on your accomplishments with pride and to share in the success of others, including the faculty. Information pertaining to commencement (dates, attire, etc.) is available via: <http://www.purdue.edu/registrar/>

2.3 MSAAM Non-Thesis Option Checklist Highlights

1. First Semester:

With the help of your major professor / faculty advisor:

1. Discuss your career and educational objectives and, within the framework of the MSAAM program, draft a preliminary plan of study. Review the optional related areas as you work with your advisor.
2. Identify tentative courses of your interest.
3. Discuss the preliminary plan of study with your major advisor.
4. Using the Electronic Plan of Study (EPOS) system in *MyPurdue*, submit your draft plan of study to your advisor and the SATT Graduate Office.
5. Graduate students who meet the definition of Researcher must complete the general online RCR training within 60 days of enrollment.
6. Refine the plan of study, if needed, based on the committee's suggestions.
7. Using the EPOS system, submit your final plan of study to your major advisor and the SATT Graduate Office no later than the second semester. See 2.2.4 for deadlines.
8. Register for classes for the next semester following approval of the plan of study.

2. Subsequent Semesters:

1. Meet with your major advisor near the end of each semester to review the completion of degree program requirements.
2. Any changes on your EPOS must be made with approval from your major advisor and SATT Graduate Office.
3. Register for graduation candidacy through the Graduate Coordinator and your graduate major professor. Check your registration for your final semester to be sure that it contains CAND99100.

3. Final Semester:

1. Register for any remaining courses on the plan of study.
2. Ensure that any changes in your plan of study have been approved using the "Change" process within the EPOS generator.
3. Consult with the SATT Graduate Coordinator to be sure that CAND99100 is on your registration. CAND99100 may be added only in the first few days of the semester; else, additional charges may apply to adding CAND99100 or may affect the graduation date. Please see the Registrar's calendar; note that semesters start before classes begin.
4. The SATT Graduate Coordinator may contact you with issues to be resolved during the two-degree audits that occur during the final semester. Please address these issues promptly. Until a degree is successfully audited by the Graduate School, the degree is not awarded.

SECTION3. THESIS OPTION

*“All thesis-option master’s students and doctoral students must follow the Thesis & Dissertation Policies that are outlined in the University Catalog – **Policies and Procedures for Administering Graduate Student Programs**. ” <https://www.purdue.edu/gradschool/research/thesis/resources/policies.html>. If there are differences that are more stringent in the Policies and Procedures for Administering Graduate Student Programs, then that document takes precedence over this handbook. There is more information available at the Thesis and Dissertation Office at the Purdue Graduate School <https://www.purdue.edu/gradschool/research/thesis/index.html>*

3.1 Electronic Plan of Study (EPOS) Requirements

The purposes and procedures of EPOS and its approval for thesis option students in MSAAM are the same as non-thesis students (See sections 2.1 and 2.2). However, in addition to coursework requirements, each thesis-option student must complete and successfully defend a research project known as Thesis Research (AT 69800) (see section 3.2.1). The plan of study should be developed to support this research requirement.

When completing the EPOS, AT 69800 is not shown in the list of courses. Instead, this Thesis Research enrollment (and associated credits) is listed in the notes field. For example, the *notes* field may include the following:

“The student must complete a minimum of 6 total credit hours of AT 69800 to satisfy the thesis requirement; two or more semesters of AT 69800 must be taken.”

3.2 MSAAM Thesis and Publications

Each thesis candidate must pass a final oral examination to graduate. The final oral examination is considered public and is conducted during the session in which candidacy is declared. The candidate's examining committee will conduct the examination and evaluate mastery of content related to the plan of study. Another purpose of this oral examination is for the student to defend the thesis. The final oral examination must be scheduled through the Purdue Graduate School no less than three weeks prior to the date of the examination. If the student's performance is not acceptable in one or more areas, the examining committee will specify what the student must do to eliminate any deficiencies.

Publications other than the Master’s thesis (for students completing a thesis) are not required in the School of Aviation and Transportation Technology, but are highly recommended.

3.2.1 Credit Hours

The thesis option in MSAAM requires each student complete a total of 24 credit hours of coursework and successfully execute a 6-credit-hour thesis research. The thesis is completed in AT 69800 Thesis Research, and over a minimum of a two-semester period. Typically, one semester is for proposal; the other is for the defense of thesis.

3.2.2 Appointment of a Major Advisor

Except for developing plans of study and providing advice regarding courses and careers

for graduate students, major advisors in thesis option will also be the academic advisor for their thesis research semesters.

3.2.3 Graduate Advisory Committee

Each student, with assistance and approval from the major professor/advisor, is required to establish an advisory committee for the student's thesis research. Similar to major professor/advisor, the committee member/student relationship must be a mutually acceptable one. The advisory committee is selected and established once the student has a firm idea of the potential research direction. This typically occurs in the first semester. The committee will then be in place to help the student develop a plan of study and discuss the student's thesis proposal, which must be approved before actual work on the project or research may begin.

The committee for thesis-option students consists of the major professor, at least one other member of the SATT graduate faculty, and an advisor from a related area in the plan of study (all of whom must each be a member of the Purdue University graduate faculty). The request for appointment of the advisory committee is made electronically on the same electronic form, and at the same time as the request for approval of the student's plan of study. Each graduate student is encouraged to explore coursework areas outside the Purdue Polytechnic Institute that relate to the student's professional goals and development.

The student should discuss the plan of study with the advisory committee members and get each committee member's permission to list them on the plan of study before the plan is submitted in final version online. Should the need arise after the final plan of study has been submitted, changes in the advisory committee will be handled on an individual basis through the Electronic Plan of Study (EPOS) form online.

3.2.4 Course Requirements

Students completing the thesis option in MSAAM are required to enroll in TECH 64600 Analysis of Research in Industry and Technology instead of AT 50500 Research Methods in Aviation. Enrollment in AT 50700 Quantitative Research Methodologies in Transportation is also required (potential substitutions are: IT 50700, STAT 50100, STAT 50200, STAT 51100, or STAT 51200). Students must have a minimum of 12 course credit hours in AT other than AT69800 research hours. For example, if a student substitutes a non-AT prefix course for AT50700, then that substitute course is not counted toward the total hours of AT courses.

3.3 Thesis Procedure

To successfully graduate with thesis option in MSAAM, students must complete requirements related to their thesis, including:

- Enroll in AT 69800 (one (1) to three (3) credit hours) per semester for at least two semesters for a total of six (6) credits. This enrollment starts with the thesis proposal and ends with thesis deposit. These are research credits, not course

credits.

- Defend the proposal in front of the graduate committee.
- Obtain approvals (if applicable) to conduct research (RCR, IRB, HIPAA, FERPA, etc.)
- Execute the thesis research and thesis preparation.
- Upon completion of the thesis, students must meet with the major advisor for approval of their format and then defend project in front of graduate committee.
- Upon successful defense of the thesis, students must deposit a copy of their thesis with the University, the School, and their committee members.

3.3.1 AT69800 Thesis Research Enrollment

At least two consecutive enrollments in AT 69800 are required. Typically, the first enrollment is for one (1) to three (3) semester hour(s) of credit in the next-to-last academic term (earlier enrollment is permitted only if appropriate). During this academic session, a proposal is developed and approved by the advisory committee. Subsequent registration in AT 69800 is not permitted until the approved and signed proposal has been filed in the SATT Graduate Studies Office. The second AT 69800 enrollment is for three (3) to five (5) semester hours of credit, in which the study is conducted, the final thesis written, and the study defended in an oral examination. The thesis proposal defense and the thesis defense cannot occur in the same semester.

Should the student not complete the project in the two enrollment periods, the student is required to enroll for at least one (1) semester hour of credit each term until the project has been completed. The candidate must be enrolled in AT 69800 for at least one (1) semester hour of credit in the academic session in which the degree is awarded.

3.3.2 Thesis Grades

Performance in any AT 69800 Research MS Thesis course is graded using the following scale:

- Satisfactory – used where the student has met or exceeded requirements for satisfactory progress.
- Unsatisfactory – used where the student has not met requirements and has not invested appropriate amounts of effort.
- Incomplete – used where the student has invested appropriate amounts of satisfactory effort, but the project is not yet finished.

3.3.3 Thesis Proposal Defense

Once the thesis proposal has been completed (the proposal typically includes the first three chapters of the thesis), the student works with the graduate chair to establish a meeting of the graduate advisory committee for defense and approval of the proposal. Typically, the student

presents a 20-to-30-minute oral and written presentation of the thesis, with sufficient time left to answer questions. There may be changes required by the committee to be completed and approved prior to depositing the thesis.

3.3.4 Thesis Formats and Templates

These in SATT follow the University guidelines for formatting. Generally, the formatting is aligned with the APA parenthetical citation format with some specific additions.

Theses (for both proposals and final documentation) should use the document templates provided by the university and/or college. Templates are provided on the following URLs. It is recommended that students use the templates for formatting the proposals and final documents. The following link refers to the templates from the university and SATT.

- University Templates:
<https://www.purdue.edu/gradschool/documents/thesis/graduate-thesis-manual.pdf>
- SATT Templates:
<https://polytechnic.purdue.edu/degrees/ms-aviation-and-aerospace-management/resources/thesis-format-requirements>

The Purdue Online Writing Lab (OWL) provides an introduction to APA style.

- Purdue OWL Introduction to APA:
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

3.3.5 Thesis Proposal Content

The following outline provides an overview of the thesis proposal:

Thesis Cover Page. The thesis cover page is established based upon the University formatting guidelines. The thesis template (if macros are turned on) will allow the user to select the appropriate elements from a drop-down list. Students should fill in the thesis title, type (Thesis), name, and graduate month and year of the thesis cover page. Once approved, the thesis proposal is filed with the SATT Office of Graduate Studies following the proposal defense meeting. This original document then becomes the contract for the thesis.

Abstract. The student must prepare one-page abstract that succinctly describes the proposed problem to be addressed, purpose for the study, the significance of the proposed study, an overview of the proposed methods to be employed and the anticipated deliverables. Typically, this section is less than 400 words.

Chapter 1: Introduction. The form of the introduction will vary with the nature of the proposed project. Typically, it ranges from one to two pages in length. It is important to remember that this is the sole chance to establish a frame of reference in the reader's mind. Appropriate introductions are brief and designed to establish the need for a study. This approach creates an overall frame of reference that makes it much easier for the reader to focus on the

more detailed portions of the proposal.

- Statement of the Problem

The statement of the problem is merely a brief description of what is wrong, written in specific enough terms that the reader can see the problem and not simply a problem space. One test of the quality of a problem statement is always, “Could the problem be recognized if the statement were being read for the first time?”

- Research Question/Hypotheses

The research question is a testable statement of the problem. This statement would be used to generate hypotheses that could then be tested statistically. The projects should have a defined research question that is derived from the statement of the problem. Whether a thesis has hypotheses will depend on the type of research being conducted (quantitative or qualitative).

- Significance of the Problem

The significance section should be drafted in a manner that removes any question of the importance of the proposed study. Generally, this section should “sell” the project as being worthy of doing in the business/industry and/or academic/disciplinary context. Often students will also deal with how or why this is important beyond the confines of Purdue. What contribution will be made to industry, academia, or the world at large as a result?

- Statement of the Purpose/Scope

The Statement of Purpose/Scope must state where the students indicate what they propose to do about the problem: that is, what part of it they wish to address and what the deliverables of their work will be. Often this section will also be used to (generally) define and limit the scope of the project. The nouns and verbs that are a part of the statement of the problem or research question will be clarified and bounded.

- Definitions

Definitions must be included in a proposal whenever it is necessary to inform the reader of the unique way in which the terms are to be used in the proposed research. When terms are used in standard ways, it is not necessary to include the definitions. Definitions go before the abstract in the thesis.

An important issue to remember related to definitions is that each definition should have an associated citation. The use of terms and definitions should be based upon academic or industrial literature. As such, because definitions usually use the words of others, most definitions are directly quoted source material.

Definition lists usually also include acronyms and abbreviations. Be sure to spell out all acronyms or abbreviations not only in the definitions list, but also in the first instance of their use in the body text of the proposal. Convention requires the term to be spelled out in full the first time it is used and then followed by the acronym in parentheses. Thereafter, the acronym may be

used in lieu of the full term.

- Assumptions

Assumptions are things that could affect the results of the project, but are beyond the researcher's control. For example, one assumption could be that all members of the group being studied know Windows-based operating systems. Assumptions must be established as part of the proposal writing stage and they must be approved by the major professor and committee.

- Limitations

Limitations are descriptions of potential weaknesses of a study. It includes the weaknesses students can forecast before conducting the study, as well as the unexpected variables occurred during project execution.

- Delimitations

Delimitations are restrictions in the scope of a project. That is, specific statements about things that you will NOT address due to lack of resources such as time, or money. It is a factor known before the study is performed and will narrow the scope of the study. Delimitations are distinctly different from limitations. A limitation is a potential weakness in a study. A delimitation is a specific, conscious limit in scope.

Chapter 2: Review of Literature. For the purposes of a proposal, the review of literature should focus on the key studies. These cannot be determined without extensive review of the literature prior to the preparation of the proposal. The review must be sufficiently extensive to ensure that all sides of an issue have been researched and that a balanced evaluation of the problem area has been accomplished. Only germane or seminal studies should be included.

Committee members will typically ask discipline- and literature-based questions regarding the problem, significance, purpose, and procedure sections. While it is imperative that the proposal's literature review be summarized, it is equally important that extensive literature review be done before undertaking the writing of the proposal. It is easier to do a thorough research review prior to the writing of the proposal for another reason. Also, it should be noted that reviewing of literature does not cease after a proposal is accepted. Typically, effective researchers/developers continue to review the most pertinent literature throughout their conduction of the study. Subsequently, all appropriate literature will be integrated into the final report/thesis.

Chapter 3: Methodology. All procedures to be used in the proposed study should be defined. Whenever possible, the proposed procedure should be justified by reference to other published studies that were used and recommend the steps defined. This will ensure that the advisory committee understands the steps the student wishes to take and establishes those steps as appropriate in other published studies.

Theses in SATT typically include the creation of something and an assessment of it. The

“something” might be an intervention to be used on humans, an apparatus, a new process, a new technology and so forth. However, this alone is not sufficient for a thesis. The thing created must also be assessed or evaluated. This assessment could be a physical test (such as testing the new thing to see how it performs) or a statistical test (such as comparing measures before and after and executing statistics on it to evaluate how it performs).

Most theses can be classified along multiple dimensions as to the type of research being done. Projects can fall into the following classifications:

- Quantitative, qualitative, or mixed methods
- Clinical or technical
- Human subjects
- Theoretical or applied

The important thing to note about research in SATT is that there is not one type of research. Research in SATT is as varied as the physical attributes of the students who choose to pursue their degree within it.

List of References. The reference list should include only the publications cited in the body of the proposal. All reference citations within the body of the proposal and the reference list must comply with the standards of the most recent edition of the *Publication Manual of the American Psychological Association*.

3.3.6 Final Thesis Content

The structure of a thesis is subject to committee-approved adaptations as long as it still meets the requirements of SATT. The typical thesis consists of five chapters which are supplemented by preliminary and appendix materials as shown in the outline:

- Cover Page
- Abstract
- Dedication & Acknowledgements
- Table of Contents
- List of Tables
- List of Figures
- Chapter 1: Introduction
 - Statement of the Problem
 - Research Question/Hypotheses (if applicable)
 - Significance of the Problem
 - Purpose of the Study
 - Definitions
 - Assumptions
 - Limitations and Delimitations
 - Summary
- Chapter 2: Review of the Literature
- Chapter 3: Procedures and Data Collection – this chapter typically includes:
 - Methods employed to conduct the study

- Justification for selection of the chosen methods
- Instrument and data collection process development and validation
- Description of the data collection
- Chapter 4: Presentation of Data & Findings- this chapter typically includes:
 - Description of data conditioning and analyses
 - Presentation of the data
 - Discussion as needed
- Chapter 5: Conclusions, Discussion and Recommendations
 - Conclusions
 - Discussion
 - Recommendations
 - Summary
- List of References
- Appendices

Chapter 4 of the thesis provides a presentation of the data. Chapter 4 does not include interpretations or conclusions; it simply presents the facts of the data. In quantitative research, this may be elaboration on the results of statistical tests, or the results of tests of an apparatus or device. In qualitative research, this chapter typically presents the narratives from interviews, raw documents, or other artifacts discovered.

Chapter 5 of the thesis focuses on the conclusions drawn from the data, as well as discussion about where the conclusions are typically tied back. At the end of this chapter are recommendations as this is a discussion of parts of the thesis that could be expanded to form entire studies. Recommendation may also include how the researcher would approach the current study differently if they were to do this study again.

3.4 Post-Thesis Activities

This section outlines the required activities that occur once the student has executed and documented the thesis.

3.4.1 Appointment of the Examining Committee & Scheduling Final Oral Examination

The examining committee will be the same as the student's advisory committee. The major professor and student are jointly responsible for finding time all advisory committee members can meet for the final examination, and this must meet within the deadlines established by the Graduate School. The graduate student is expected to take initiative to begin this procedure in conjunction with the availability of the chair and graduate committee. The date, time, and period needed for the meeting are to be transmitted to the graduate school with a GS Form 8. The student must print the form and submit the form with signatures of committee members to the Graduate School.

Following the notice of final examination date, the student will schedule an appropriate meeting room (equipment other than standard equipment offered by Purdue is the responsibility of the student to arrange) and prepare the necessary forms.

Following the oral defense, it is the major professor's responsibility to ensure that all required committee member signatures are completed electronically so that the signed Form 7 can be processed by the graduate school staff in advance of the established deadlines.

3.4.2 Declaring Graduation Candidacy

In the semester before the student intends to defend their thesis, the student must declare candidacy as they register for classes. Online self-registration is not permitted to declare candidacy. Student must consult with the Graduate Coordinator and their advisor to register for CAND 99100 to declare candidacy before the final semester registration.

3.4.3 Completing the AT 69800 Requirement

At the conclusion of the final oral examination, the major professor and each member of the examining committee will electronically sign the Graduate School Form 7, Report of the Examining Committee form, and forward it to the Graduate School for processing.

The Graduate School permits NO EXCEPTIONS to its published deadlines. If all degree requirements are not met in the semester in which candidacy is declared, the student must register for at least one (1) semester hour of AT 69800 each subsequent semester until all requirements are met.

If any problems or deficiencies in the report are indicated by the examining committee, these must be corrected before the project or report will be approved by each committee member. In order for graduation to occur during any semester, completion of all required edits and/or corrections must occur and be approved before the established deadlines.

3.4.4 Formatting Review for Thesis

Students are required to meet with the departmental Thesis Advisor for a thesis formatting appointment at least two weeks prior to the last day to defend the thesis. A thesis formatting appointment is mandatory. If you do not meet with the Thesis Format Advisor and get their approval, you will not graduate on time. For theses, SATT has adopted the APA parenthetical citation format as implemented by the university.

TECH 64600 (a required course for most thesis option students) assists the student in developing the proposal and therefore covers how to format the thesis. Foremost, students should use the University Microsoft Word Thesis template, which is available on the Graduate School's website: <https://www.purdue.edu/gradschool/documents/thesis/graduate-thesis-manual.pdf>. This template has styles included within it to make formatting less cumbersome. The Graduate School also holds seminars on the use of the template and following the formatting requirements.

To make a thesis formatting appointment, you will need to contact the SATT Graduate Coordinator. Once your thesis has been approved, you may schedule your defense. It is recommended that you make an approval appointment early. When a student goes to the format meeting, the student should bring:

1. A 100% complete, unbound printed copy of the thesis.
2. A digital copy on a USB drive.

If students are in doubt about whether their document is formatted correctly, they may email a sample from their thesis to the Thesis Format Advisor for review and comment. “Pre-review” meetings must occur before the sixth (6th) week of each semester.

3.4.5 The Oral Defense of the Thesis

Once the format review meeting is completed, the student prepares for the final oral defense. At most oral defense meetings, the student conducts a 20 to 30- minute presentation, after which the faculty committee may ask questions. If time permits, guests in the audience may also ask questions, but this is at the discretion of the chair. Students should discuss the final defense meeting with their chair in advance to verify the method by which the chair will conduct the meeting.

3.4.6 University Deposit of the Thesis

Following successful defense of a thesis, students must deposit their thesis with the Graduate School.

The graduate chair or the student may desire to hold the thesis in confidential status for a certain period. Both the graduate chair and student must agree on confidentiality. The request for confidentiality is indicated on the electronic thesis deposit form. Please note that the Graduate School no longer schedules thesis precheck appointments. These have been replaced by the online tools available on the Graduate School’s website.

If the student have any questions regarding depositing theses, contact the Graduate School Thesis Office at thesishelp@purdue.edu or 494-3231.

3.4.7 Copies of Final Thesis for Graduate Committee

After depositing your thesis with the e-Pub site, it is common practice to provide a copy to each of your committee members. Confer with your chair to determine which type of copy is preferred. If your chair requests a bound copy, there is a campus office that can assist you. For more information, please see: <http://www.purdue.edu/printingservices/services/thesis.htm>.

3.4.8 Additional Requirements for Graduation

All students must complete the Graduate School Exit Survey if they wish to graduate. Students typically receive an email or notification in the *myPurdue* system that details how they complete this requirement.

Students who complete a thesis must pay a mandatory deposit *Fee* and possibly the *optional Copyright Fee*. If students would like their thesis to be officially registered with the U.S. Copyright Office, they may pay an additional fee. Typically, students pay their *deposit* fee following the deposit of their thesis to the university.

3.4.9 Participating in Commencement

All graduating students are encouraged to participate in the university's commencement ceremonies. This is a time justifiably used to reflect on your accomplishments with pride and to share in the success of others, including the faculty. Information pertaining to commencement (dates, attire, etc.) is available via: <http://www.purdue.edu/registrar/>

3.5 MSAAM Thesis Option Checklist

1. First Semester:

With the help of your major professor / faculty advisor:

1. Discuss your career and educational objectives and, within the framework of the AAM Master's Degree, draft a preliminary plan of study. Review the optional related areas as you work.
2. Identify a tentative thesis problem area.
3. Along with your major professor / faculty advisor, select a Master's committee consisting of your Major Professor and at least two graduate faculty members. Details about selecting committee members can be found in section 3.2.3 of this handbook.
4. Discuss the preliminary plan of study with each of the members of the advisory committee.
5. Using the Electronic Plan of Study (EPOS) system in *MyPurdue*, submit your draft plan of study to your committee members and the SATT Graduate Office.
6. Graduate students who meet the definition of Researcher must complete the general online RCR training within 60 days of enrollment.
7. Refine the plan of study, if needed, based on the committee's suggestions.
8. Using the EPOS system, submit your final plan of study to your committee members and the SATT Graduate Office no later than the second semester.
9. Register for classes for the next semester following the approved plan of study.

2. Subsequent Semesters:

1. Register for TECH 64600 and begin planning for your thesis.
2. During your third semester at the latest, register for one (1) semester hour of AT 69800 and begin work on the thesis proposal.
3. Schedule a defense meeting for the thesis proposal. All committee members must be present. Once the committee has approved the proposal, submit the proposal and signed AT Form 1 to the SATT Graduate Studies office.
4. After the proposal is approved, begin work on the thesis (typically, 5 semester hours of AT 69800 to complete the actual thesis).
5. Register for CAND99100 to declare graduate candidacy for the next semester by

contacting the Graduate Coordinator and your graduate committee and chair.

3. Final Semester:

1. Register for any remaining courses on the plan of study. Consult with the Graduate Coordinator to add CAND 99100.
2. Ensure that any changes in your plan of study have been approved using the “Change” process within the EPOS generator.
3. Register for at least one (1) semester hour of AT 69800 (or at least the remaining number of hours to bring your total research hours to the minimum required).
4. Arrange the scheduling of the final oral examination at least three weeks prior to the exam date. Thesis students must provide the meeting details to the SATT Graduate Coordinator and then submit a Request for Examining Committee electronically to the Graduate School.
5. Schedule a Thesis Format Advising meeting with the Thesis Format Advisor to occur prior to the final oral examination.
6. Ask your major professor to use *iThenticate* software available through Purdue to check for potential plagiarism or copyright issues in your thesis. The thesis committee is also responsible for checking plagiarism, copyright, and other academic integrity issues. The student must correct these issues prior to deposit.
7. Satisfy the final oral examination requirement and make any revisions to your thesis as required by your committee.
8. Submit a final copy of your thesis to Purdue Graduate School. The current form is an Electronic Acceptance of Thesis Form (ETAF) see <https://www.purdue.edu/gradschool/research/thesis/requirements.html> for more details.
9. Provide final copies of your thesis project to your chair and graduate committee.

SECTION 4. AT59000 AND AT69000 INDEPENDENT STUDY REGISTRATION

Independent study courses may be included in a graduate plan of study. A maximum of 6 credit hours of AT59000 or AT69000 are allowed in EPOS of students in MSAAM. A copy of the final product or a complete report of the study must be submitted to the professor in charge of the independent study. Failure to do so may result in an incomplete or failing grade. This work must be independent of other required course studies (previous, existing, or future). Registration in AT 590 may not be initiated until all the following procedures have been satisfied.

NOTE: TECH69000 or AT69000 can only be offered by faculty that are designated by Purdue as Graduate Faculty.

To enroll in an independent study, the student must:

1. Must have a graduate plan of study on file and obtain an independent study authorization form from the SATT Graduate Studies website at:
https://polytechnic.purdue.edu/sites/default/files/files/AT_Independent_Study_Authorization%20rev%205%202022%20final.pdf. This form is a request for permission to enroll in an independent study course.
2. Meet with the major professor to discuss the proposed study and secure approval.
3. Prepare a detailed prospectus (typed or word-processed, APA format, title page) including the following sections:
 - a) Problem: Describe the problem you propose to address clearly, delimit the problem area, and provide a rationale for its significance.
 - b) Purpose and Objectives: Provide a numbered listing of all educational objectives to be accomplished.
 - c) Define how the course relates to your degree objectives, i.e., what it will do for you.
 - d) Procedures: Explain the methods to be used and any unusual requirements for materials, equipment, or facilities. A graphic timeline and two progress reports must be submitted by the student to the professor in charge between weeks three and ten of the semester. Provide a narrative, flow chart, or outline of step-by-step procedures used to complete the study. If applicable, provide a supply and materials cost worksheet.
 - e) Outcomes: Itemize and describe the deliverables/products, i.e., tangible results (software source code, papers, reports, products, or summaries) of the study and list who will receive copies (office, professor in charge, student). This section should identify the grading scale and the deliverables used to determine the grade.

NOTE: This prospectus should be about three - five pages in length. One way to prepare a prospectus is to subhead it using the above categories and present the information below each subheading.

- f) 16-week outline: The 16-week outline should include a week-by-week listing of any meetings, milestones, or other deliverables that the student will undertake during the semester. For summer semesters, a timeline should be shorter to match the dates of the semester.
- 4. Meet with the professor who will guide the study to discuss the prospectus.
- 5. Revise the prospectus as necessary. Complete the Graduate Independent Study Authorization Form (refer to the sample in Appendix C), attach it to the prospectus, and secure the signatures of the major professor (academic advisor), the professor in charge, and the SATT Graduate Program Chair.
- 6. Submit the signed Graduate Independent Study Authorization Form to the Graduate Coordinator. The Graduate Coordinator will retain a copy of the signed form in a file (see Appendix C for an example of the authorization form). The student must then use the *myPurdue* registration system to register for the AT59000 or AT69000 courses. These courses are by permission only and require the electronic approval of the instructor and the graduate head.

NOTE: Independent study credit may not be used for graduate research credit (i.e., as a substitute for required AT69800 credit hours).

APPENDIX A
SAMPLES OF EPOS FORMATS

Graduate Plan of Study (Example for Discussion Purposes)
Non-thesis Option, Regular Enrollment

Status	Submitted 04/17/2021	
Student	AVIATE, JOSEY	9728675309
Student Email	AV82020@purdue.edu	
Degree Campus	West Lafayette (Main Campus)	PWL
Admitted Program	AVIATION TECHNOLOGY	AVTH
Degree Title	MASTER OF SCIENCE IN AVIATION AND AEROSPACE MANAGEMENT: NON-THESIS	MSAAM
Program	Aviation Tech-MS-AAM	AVTH- MSAAM
Date Degree Expected	MAY 2022	
Concentration	NONE	
Research Area	NONE	

Supplemental Notes:

[Add A Supplemental Note](#) [View All Notes](#)

Subject	Type	Author	Date Added
EDU INTENTION WARNING	PURDUE	System	04/17/2021
EDUCATIONAL INTENTION	PUBLIC	System	04/17/2021

Program Specific Criteria**Note Content:** 3.0/4.0 Min. Plan GPA Required

Items in purple are completed. / Items in green are incomplete. **Courses: ** Grades posted here are as of the end of the semester that they were taken.**

Late grade changes or title changes may not be reflected. If you see a discrepancy, contact the Graduate School.

Area	Courses Title	Subj. Abbr.	Course No.	Credit Hours	Regis. Type	Grade	B or better	Transfer From	Date Completed To Be Completed
PRIMARY	RESEARCH METHODS IN AVIATION	AT	50500	3	RE	B+		-	Fall 2019
PRIMARY	QUANT EVAL IN TRANSPORTATION	AT	50700	3	RE	B		-	Fall 2019
PRIMARY	CRITICAL SYSTEMS THINKING	AT	55000	3	RE	A		-	Fall 2019
PRIMARY	PROCESS IMPR & SIMULATION	AT	52500	3	RE	A		-	Spring 2020
PRIMARY	MGMT & DSGN OF TRAINING SYST	AT	52800	3	RE	A		-	Spring 2020
PRIMARY	AIRLINE REV MGT	AT	54700	3	RE	A		-	Spring 2020
PRIMARY	AVIATION & AERO SUSTAINABILITY	AT	64000	3	RE	A		-	Spring 2020
PRIMARY	AVIATION LEADERSHIP	AT	52600	3	RE			-	Fall 2021
RELATED	STATISTICAL METHODS	STAT	51200	3	RE			-	Fall 2021
RELATED	DESIGN OF EXPERIMENTS	STAT	51400	3	RE			-	Spring 2022

Graduate course tallies:

Purdue POS GPA: 3.xx

Primary Area Credit Hours : 24

Related Area Credit Hours : 6

Language Requirement: None

Comments Regarding Exceptions or Requirements:

		This note last updated by AVIATE, JOSEY on 11/12/2021
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Pass/No Pass Courses: None

Advisory Committee Information and Approval Status

Level	Names of Advisory Committee Members	Cert	Faculty Identifier	Status	Department Code	Advisor in Area of
50	MARY E. JOHNSON (CHAIR)	R1	C#####	APPROVED by Mary E. Johnson 04/17/2021 16:40:18	AVTH	

Additional Authorization

Level	Authorization	Required Signature	Status
70	Student	Josey Aviate	SUBMITTED 04/17/2021 15:04:50
60	Plan of Study Coordinator	Karla Calvin	APPROVED by Karla Calvin 04/17/2022 16:37:08
20	Graduate Program Authorization Aviation Technology	Mary Johnson	APPROVED by Mary Johnson 04/17/2022 22:17:20
10	Processor	Trienna L. Walker	PROCESSED by Trienna L. Walker 04/20/2022 11:03:57
0	Graduate School Authorization	Nicole M. Barr	APPROVED by Nicole M. Barr 04/20/2022 11:04:07

Graduate Plan of Study (Example for Discussion Purposes)
Thesis Option, Regular Enrollment

Status	Submitted 03/12/2020	
Student	BOILERUP, ANUPRIYA	9799988866
Student Email	boiler2020@purdue.edu	
Degree Campus	West Lafayette (Main Campus)	PWL
Admitted Program	AVIATION TECHNOLOGY	AVTH
Degree Title	MASTER OF SCIENCE IN AVIATION AND AEROSPACE MANAGEMENT: THESIS	MSAAM
Program	Aviation Tech-MS-AAM	AVTH- MSAAM
Date Degree Expected	MAY 2021	
Concentration	NONE	
Research Area	NONE	

Supplemental Notes:

[Add A Supplemental Note](#) [View All Notes](#)

Subject	Type	Author	Date Added
<u>EDUCATIONAL INTENTION</u>	PUBLIC	System	02/12/2020

Items in purple are completed. / Items in green are incomplete. **Courses: ** Grades posted here are as of the end of the semester that they were taken.**

Late grade changes or title changes may not be reflected. If you see a discrepancy, contact the Graduate School.

Area	Courses Title	Subj. Abbr.	Course No.	Credit Hours	Regis. Type	Grade	B or better	Transfer From	Date Completed To Be Completed
PRIMARY	AIRLINE REV MGT	AT	54700	3	RE	A			May 2020
PRIMARY	MANAGING THE RISK OF ORGANIZATION ACCIDE	AT	57300	3	RE	A	-		May 2020
PRIMARY	EXPERIMENTAL STATISTICS I	STAT	50100	3	RE	B	-		May 2020
PRIMARY	AVIATION LEADERSHIP	AT	52600	3	RE	B	-	-	Fall 2020
PRIMARY	CRITICAL SYSTEMS THINKING	AT	55000	3	RE	A	-	-	Fall 2020
PRIMARY	EXPLORATORY STDS AV HUM FACTRS	AT	57400	3	RE	A	-	-	Fall 2020
PRIMARY	ANLYS RES IND & TECH	TECH	64600	3	RE	A	-	-	Fall 2020
PRIMARY	MULTI-CULTURAL TEAM OPERATNS	AT	53000	3	RE	A	-	-	Spring 2021

Graduate course tallies:

Purdue POS GPA: 3.xx

Primary Area Credit Hours : 24

Related Area Credit Hours : 0

Language Requirement: None**Comments Regarding Exceptions or Requirements:**

AT69800	6 credit hours total of AT69800 MS Thesis Research to be taken over at least two semesters	This note last updated by Hupy, Joseph P. on 03/12/2020
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Pass/No Pass Courses: None**Advisory Committee Information and Approval Status**

Level	Names of Advisory Committee Members	Cert	Faculty Identifier	Status	Department Code	Advisor in Area of
50	JOSEPH P. HUPY (CHAIR)	R1	C####	APPROVED by Joseph P. Hupy 03/14/2020 10:33:36	AVTH	UAS
50	YI GAO	R1	C####	APPROVED by Yi Gao 03/12/2020 14:27:51	AVTH	AVIATION MGMT
50	SARAH L. HUBBARD	R1	C####	APPROVED by Sarah L. Hubbard 03/13/2020 10:38:38	AVTH	RESEARCH

Additional Authorization

Level	Authorization	Required Signature	Status
70	Student	Anupriya Boilerup	SUBMITTED 03/12/2020 13:29:56
60	Plan of Study Coordinator	Karla Calvin	APPROVED by Karla Calvin 03/12/2020 13:30:23
20	Graduate Program Authorization Aviation Technology	Mary E. Johnson	APPROVED by Mary E. Johnson 03/14/2020 10:42:55
10	Processor	Trienna L. Walker	PROCESSED by Trienna L. Walker 03/14/2020 14:29:47
0	Graduate School Authorization	Nicole M. Barr	APPROVED by Nicole M. Barr / Trienna L. Walker 03/14/2020 14:30:15

Graduate Plan of Study (Example for Discussion Purposes) Combined Degree Program with Non-thesis Option

Status	Submitted 03/12/2021	
Student	GONSALVEZ, ZIYUE	9790011398
Student Email	gozi2021@purdue.edu	
Degree Campus	West Lafayette (Main Campus)	PWL
Admitted Program	AVIATION TECHNOLOGY	AVTH
Degree Title	MASTER OF SCIENCE IN AVIATION AND AEROSPACE MANAGEMENT: NON-THESIS	MSAAM
Program	Aviation Tech-MS-AAM	AVTH- MSAAM
Date Degree Expected	DECEMBER 2021	
Concentration	NONE	
Research Area	NONE	

Supplemental Notes:

[Add A Supplemental Note](#) [View All Notes](#)

Subject	Type	Author	Date Added
<u>EDUCATIONAL INTENTION</u>	PUBLIC	System	03/12/2021

Items in purple are completed. / Items in green are incomplete. **Courses: ** Grades posted here are as of the end of the semester that they were taken.**

Late grade changes or title changes may not be reflected. If you see a discrepancy, contact the Graduate School.

Area	Courses Title	Subj. Abbr.	Course No.	Credit Hours	Regis. Type	Grade	B or better	Transfer From	Date Completed To Be Completed
PRIMARY	RESEARCH METHODS IN AVIATION	AT	50500	3	CO	A	-	PURDUE UNIVERSITY	Fall 2020
PRIMARY	MANAGING THE RISK OF ORGANIZATION ACCIDE	AT	57300	3	CO	A	-	PURDUE UNIVERSITY	Fall 2020
PRIMARY	EXPERIMENTAL STATISTICS I	STAT	50100	3	CO	B	-	PURDUE UNIVERSITY	Fall 2020
PRIMARY	AVIATION LEADERSHIP	AT	52600	3	RE		-	-	Spring 2021
PRIMARY	CRITICAL SYSTEMS THINKING	AT	55000	3	RE		-	-	Spring 2021
PRIMARY	EXPLORATORY STDS AV HUM FACTRS	AT	57400	3	RE		-	-	Spring 2021
PRIMARY	PROCESS IMPR & SIMULATION	AT	52500	3	RE			-	Spring 2021
PRIMARY	MULTI-CULTURAL TEAM OPERATNS	AT	53000	3	RE		-	-	Fall 2021
PRIMARY	AVIATION & AERO SUSTAINABILITY	AT	64000	3	RE		-	-	Fall 2021
RELATED	EMPLOYMENT LAW FOR MANAGERS	MGMT	53600	3	RE		-	-	Fall 2021

Graduate course tallies:

Purdue POS GPA: 3.67

Primary Area Credit Hours : 27

Related Area Credit Hours : 3

Language Requirement: None

Comments Regarding Exceptions or Requirements:

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Pass/No Pass Courses: None

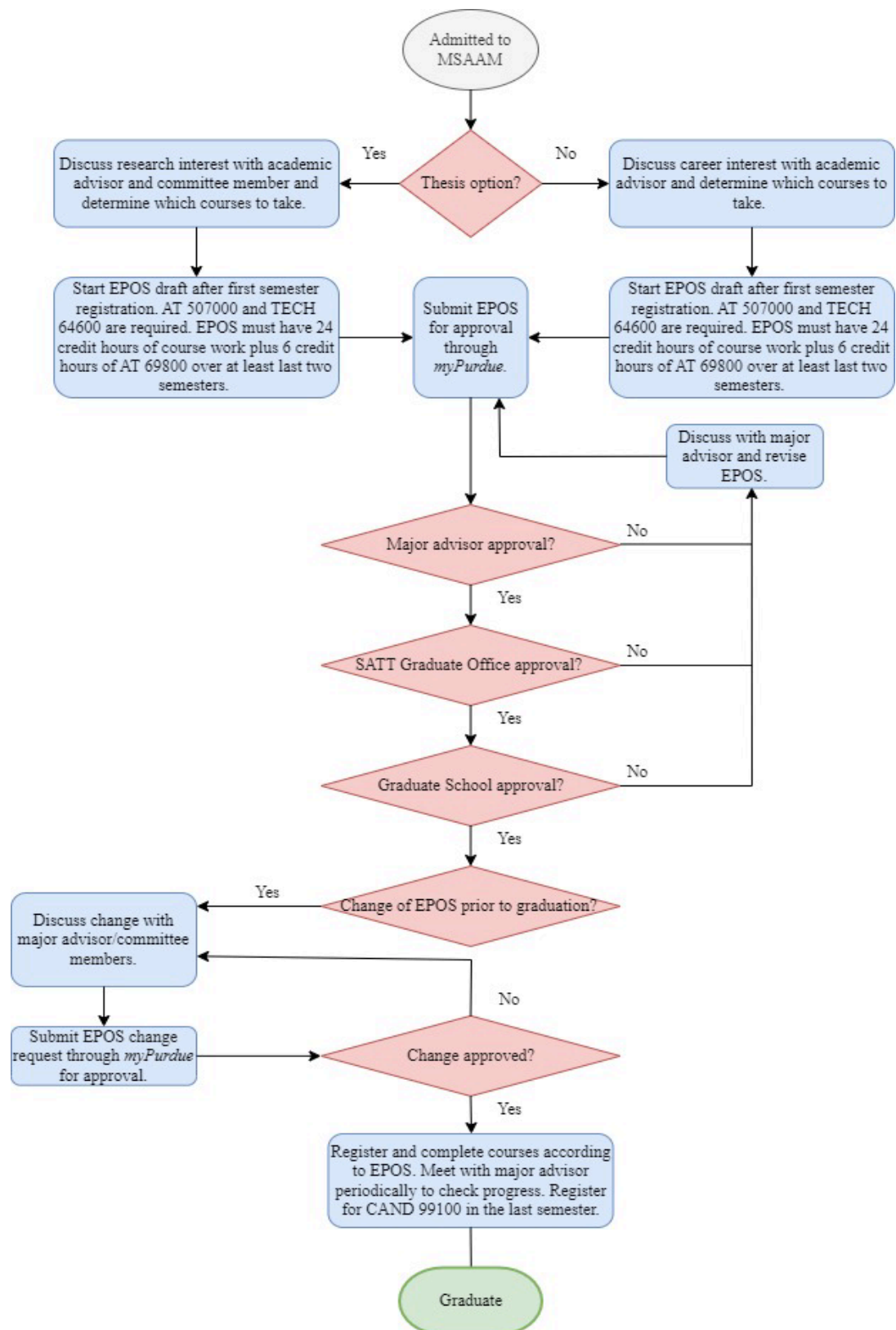
Advisory Committee Information and Approval Status

Level	Names of Advisory Committee Members	Cert	Faculty Identifier	Status	Department Code	Advisor in Area of
50	Damon Lercel (CHAIR)	R1	C####	APPROVED by Damon Lercel 03/15/2021 10:33:36	AVTH	UAS

Additional Authorization

Level	Authorization	Required Signature	Status
70	Student	Ziyue Gonsalvez	SUBMITTED 03/12/2021 13:29:56
60	Plan of Study Coordinator	Karla Calvin	APPROVED by Karla Calvin 03/13/2021 13:30:23
20	Graduate Program Authorization Aviation Technology	Mary E. Johnson	APPROVED by Mary E. Johnson 03/21/2021 10:42:55
10	Processor	Trienna L. Walker	PROCESSED by Trienna L. Walker 03/22/2021 14:29:47
0	Graduate School Authorization	Nicole M. Barr	APPROVED by Nicole M. Barr / Trienna L. Walker 03/24/2021 14:30:15

APPENDIX B
EPOS High-Level Flow Chart



Note: This chart does not contain all rules or options. Please see the handbook for more information.

APPENDIX C
INDEPENDENT STUDY REQUEST FORM

(Available at
https://polytechnic.purdue.edu/sites/default/files/files/AT_Independent_Study_Authorization%20rev%205%202022%20final.pdf)

The following form is shown for reference only. Please use the form found at the above link.

INDEPENDENT STUDY AUTHORIZATION FORM

School of Aviation and Transportation Technology
Purdue University

(NOTE: A maximum of 6 credit hours of independent study is permitted on an MSAAM program plan of study. A maximum of 12 credit hours of independent study is permitted on a PhD Technology or PhD Aviation Technology and Management plan of study.)
Please type or print all information clearly.

Student Name _____ Student ID # _____

Number of independent study credits already completed: _____

I hereby request permission to enroll in AT _____ for _____ credits of independent study during the

Fall Spring Summer semester of 20____-20____.
(circle one)

I plan to pursue an independent study project of the problem, _____

(Please insert title of course)

I will submit all deliverables by: _____
Date

Student's Signature Printed Name Date

I request that credit apply to: Bachelor's Master's Ph.D. Non-degree Study
(Circle one)

I am willing to guide the independent study outlined in the attached prospectus and I agree to the deadlines indicated above.

Professor in Charge of Instruction Signature Printed Name Date

Enrollment in the above independent study is consistent with the degree objectives of this student and is on his/her plan of study.
☐ on ☐ not on This student will not exceed six (6) credit hours of independent study on his/her MSAAM plan of study with this enrollment. For PhD ATM or Technology, see limits on those programs.

Academic Advisor's Signature Printed Name Date

☐ Approved ☐ Not Approved

Curriculum/Graduate Committee Chair Signature Date

Department Head approval required only when approval is granted by the Curriculum/Graduate Committee

☐ Approved ☐ Not Approved

Department Head Signature Date

REV. 5/2022

**INSTRUCTIONS FOR REQUESTING PERMISSION TO ENROLL IN AN INDEPENDENT
STUDY COURSE Aviation Technology (either AT590 or AT690)
School of Aviation and Transportation Technology, Purdue University**

About the Independent Study

Independent study courses are only allowed if they (1) supplement existing courses in the curriculum with deeper study in a subject area, (2) delve into topics not currently covered in the AT curriculum, or (3) work on specific developmental projects that are designed to extend the student's knowledge in a particular area. In all cases the course requirements must equate to the required effort that justifies the level and credit provided by the course. An independent study cannot substitute for an existing, permanent AT course. A maximum of six credit hours of independent study is permitted on any MSAAM program plan of study; a maximum of 12 credit hours on PhD Technology or PhD Aviation Technology and Management. Additionally, independent study courses should not repeat, nor be used for remediation of, content already covered in other existing courses. Independent studies must be reviewed and approved by the student, course instructor, student's academic advisor, and either the curriculum committee (for undergraduate students) or the graduate program academic head (for graduate students) before the start of the semester in which the independent study is to begin. Lastly, graduate students must have an approved plan of study on file to be eligible to enroll in an independent study course.

Process

For an independent study, the student and instructor must fill out an independent study authorization form containing a 16-week schedule of activities (with milestones or deliverables) and respective due dates. The student, course instructor, and student's academic advisor signs the form and provides it to either the curriculum committee (for undergraduate students) or the graduate committee (for graduate students). The form must then be reviewed and approved by the appropriate committee. The chair of that committee then signs the form giving either approval or denial of the request. If the request is denied by the committee, the committee chair returns a copy to the student's academic advisor for record keeping and conferral with the student. If the request is approved by the committee, the committee chair provides the form to the department head. The department head has final approval authority. After approving or denying the form, the department head signs the form and returns a copy to the student's academic advisor for record keeping and conferral with the student. Only upon department head approval is a student allowed to be enrolled in an independent study course. The entire independent study process must be completed prior to the start of the semester in which the independent study is to begin.

Procedural Requirements

1. Meet with your professor to discuss your proposed study and secure his/her approval for the project you envision. Graduate students must have an approved plan of study on file to be eligible to enroll in an independent study course
2. Incorporating your professor's input, prepare a detailed project prospectus (typed or word processed, use APA format, title page), including the following indicated sections.
 - a. **Problem:** Define the rationale and delimit your problem area (explain your interest in pursuing the project, why this area is of concern to you). How does this project relate to your degree objectives?
 - b. **Purpose and Objectives:** What do you hope to accomplish? Provide a physical numbered listing of all objectives you expect to accomplish.
 - c. **Procedures:** Explain the methods you expect to use and any unusual requirements for materials, equipment, or facilities. A graphical time line and two progress reports from the student must be submitted by the student to the professor in charge between weeks three and ten of the semester. Specifically, indicate key deadline dates for each progress report and deliverable. Provide a narrative, flow chart, or outline of step-by-step procedures used to complete this study. If applicable, provide a supply and material cost worksheet.
 - d. **Outcomes:** What will be the tangible results (deliverables, i.e. software source code, papers, reports, products, or summaries) of your study? Who will receive copies (office, professor, co-working professor, and student)? Will you conduct a formal presentation of your results? This section should identify the grading scale, and the deliverable(s) and weighting(s) used to determine the grade.
 - e. **16-week outline:** The 16 week outline should include a week-by-week listing of any meetings, milestones or other deliverables, along with associated due dates, that the student will undertake. For any semester, the weekly outline should match the dates of the semester.
3. Meet with your professor in charge to discuss and refine your project prospectus.
4. Revise the prospectus as necessary. Complete the **INDEPENDENT STUDY AUTHORIZATION FORM** (reverse side of this page); attach it to the front of the prospectus; and secure the signatures of your academic advisor and the professor in charge of the independent study course you will be taking before pursuing the approval and signature of the appropriate committee.
5. Submit the signed copy of your request to the AT Graduate Coordinator, NISW 219, requesting that it be reviewed.

REV. 5/2022

APPENDIX D
MSAAM GRADUATE CERTIFICATES

General Information

SATT offers two graduate certificates for graduate students: Aviation Financial Management Graduate Certificate and Aviation Safety Management Graduate Certificate. The certificates acknowledge a student's deeper level of the respective area and may differentiate the participant from the peers. Since the certificate appears on the student's transcript, it may be a deciding factor for the employers in choosing appropriate candidates. To apply for a certificate, please apply here: <https://www.purdue.edu/gradschool/admissions/how-to-apply/index.html>. Even students already enrolled in the MSAAM must complete an application for the certificate; this includes all information required by the Graduate School, such as transcripts, English language proficiency, and every other item. Each certificate is a separate application.

Aviation Financial Management Graduate Certificate

The Aviation Financial Management Graduate Certificate is offered by the SATT. Students may be enrolled in either the on campus or the online programs, but not both.

The required courses for the certificate are:

Course Name	Credit Hours
AT 54600 - Aviation Financial Instruments and Operations	3
AT 54700 - Airline Revenue Management	3
AT 54800 - Aircraft Asset Management	3
AT 54900 - Aircraft Leasing	3

Aviation Safety Management Graduate Certificate

The Aviation Safety Management Graduate Certificate courses are offered by SATT. Students may be enrolled in either the on campus or the online program, but not both.

The required courses for this certificate are:

Course Name	Credit Hours
AT 53200 - Contemporary Issues in Transportation Security	3
AT 57200 - Human Error and Safety	3
AT 57300 - Managing the Risk of Organizational Accidents	3
AT 67500 - Aviation Safety Program Development	3

Note: Course offerings are subject to change based on faculty decision. A student must receive a B or better in each of the four courses to earn the certificates.

Courses are not allowed for the certificates where grade receive is B- or lower.

More detailed information for the online certificates can be found at:

<https://polytechnic.purdue.edu/degrees/aviation-safety-management-graduate-certificate/plan-of-study>