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Handbook Overview
Welcome to the Department of Aerospace Engineering at Auburn University!

This handbook has been prepared to help you plan and carry out your graduate program of study in aerospace engineering at Auburn University. At the graduate level, the department offers Master of Science - Thesis (M.S.), Master of Science – Non-Thesis (M.S. - N.T.), and Doctor of Philosophy (Ph.D.) degrees. These graduate programs are designed to prepare students for careers in the aerospace industry, in government laboratories, and in academia. Studies for the Ph.D. degree are also designed to produce research scholars.

This handbook contains the specific requirements for each degree and information on various other policies and requirements of the Department of Aerospace Engineering. Students should be aware that they are technically admitted to The Graduate School with a program of study in aerospace engineering. Thus, many of the formal requirements for a degree (i.e. most of the paper work and online forms) are handled by the Graduate School (Hargis Hall) as opposed to the department. Graduate students should be keenly aware of the regulations and policies of The Graduate School. General regulations for graduate students are covered in the Auburn University Bulletin, which is available online at: bulletin.auburn.edu. All necessary Graduate School forms are available online at: graduate.auburn.edu. Department of Aerospace Engineering information is also available online at: https://www.eng.auburn.edu/aero/.

This handbook is intended to supplement the Bulletin and not to replace it. You should use this handbook in conjunction with the Bulletin in planning your graduate program. While the most pertinent information is repeated here for convenience, many details found in the Bulletin are not repeated in this handbook. Your Major Professor and the Graduate Program Officer (GPO) are available to assist you with the program, however, it is ultimately the student’s responsibility to meet all requirements and deadlines specified by these documents or any other departmental or Graduate School policy statements.
I. Graduate Degrees

A. Master of Science - Non Thesis (M.S. - N.T.)

The M.S. - N.T. degree is a non-thesis master’s degree for which the student must complete an approved program of at least 30 hours of course work at the 6000 level or above. The M.S. - NT. degree is primarily intended as a professional master’s degree and designed to provide additional and more in-depth knowledge of aerospace engineering beyond that acquired as part of a bachelor’s degree program. The M.S. - N.T. degree is recommended for working professionals and students looking to expand their academic background prior to entering the workforce. Students with an interest in research-oriented activities and careers are advised to pursue the M.S. - Thesis degree. M.S. - N.T. degrees typically require 1 – 2 years of full-time course work beyond the bachelor’s degree.

Distance Learning Option: Students may enroll in the Auburn Engineering Online Graduate Program and take courses delivered via the internet. Enrollment in this program does NOT change the requirements for a degree, but, rather, facilitates the modern delivery method for the course. Students enrolling in this program should be aware that not all aerospace engineering graduate courses are offered online, but it is generally possible to complete the course work required for the M.S. - N.T. degree through online courses. Courses are offered through the distance learning program at the discretion of the instructor for each course. If sufficient interests of off-campus students exist in a particular course, the instructor may agree to offer the course online even though the course has not been previously advertised as an online course. Additional information on the program and the schedule of courses is available online at: https://eng.auburn.edu/online/

The M.S. – Non-Thesis degree program is highly recommended for students who wish to complete their education almost entirely online. Completion of the M.S. - Thesis and Ph.D. degrees is also possible through this program, but students must fulfill the academic engagement policy in order to complete the research requirements associated with these degrees. Academic engagement requirements for each degree are situation dependent and handled on a case by case basis. Students interested in this option should contact the Graduate Program Officer prior to applying to the program.

B. Master of Science – Thesis (M.S.)

The M.S. degree is a traditional thesis-based master’s degree that combines coursework with independent research. A minimum of 30 credit hours is required for the M.S. degree. Normally, six credit hours for AERO 7990 - Research and Thesis, are included in the requirements for the degree. Students with an interest in research oriented activities and careers are advised to pursue the M.S. degree. M.S. degrees typically require 2 years of full-time study beyond the bachelor’s degree.

C. Accelerated Bachelor's/Master's (A.B.M.)

The accelerated degree program provides an opportunity for highly motivated undergraduate students to gain a depth of understanding and experience of aerospace engineering beyond that of typical bachelor’s level graduates. This program allows Aerospace Engineering Undergraduate Students to include 6 hours of elective credits towards the requirements for both the Bachelor’s degree and Master’s degree. General course requirements for a Master's degree in Aerospace engineering are flexible such that any 6xx0/7xx0 level AERO course offered by the department would be eligible to count. The student has a choice of either pursuing the M.S. or the M.S.N.T degree through this program. More information can be found at http://graduate.auburn.edu/prospective-students/accelerated-bachelorsmasters-programs/
To be considered for admission to the ABM program, students must have at least 45 hours of credit, with at least 24 hours completed at Auburn University, and must have a cumulative GPA of 3.4 or higher on all coursework completed at Auburn. Students must earn the bachelor’s degree and meet departmental admission criteria to be fully admitted into the graduate program.

**Performance Expectations:** Students earning a B or higher in a graduate course can apply the course credit toward the undergraduate and graduate degree (if admitted to the graduate program). A passing grade less than a B cannot count towards the graduate degree but may count toward the undergraduate degree if allowed by the degree program. The student must maintain a GPA of 3.0 or higher.

**D. Doctor of Philosophy (Ph. D.)**

The Ph.D. is the terminal graduate degree offered in aerospace engineering and is conferred in recognition of the mastery of a specialized field within the discipline of aerospace engineering. A Ph.D. is awarded after the satisfactory completion of a prescribed course of study and investigation, the successful passing of general examinations, the preparation of an acceptable dissertation reflecting high achievement in scholarship and independent original investigation, and the passing of a final examination on the dissertation and related subjects. The degree is a research degree and is not conferred merely upon fulfillment of technical requirements, but awarded in recognition of the ability to think and work independently, originally, and creatively. Students may enter the Ph.D. program directly from an undergraduate program or following the completion of a Master’s degree. Ph.D.’s typically take 5-6 years of full-time study beyond the bachelor’s degree.

Completion of the Ph.D. degrees is also possible through an entirely online program, but the student must fulfill the academic engagement policy in order to complete the research requirements associated with the degree. Academic engagement requirements for each degree are situation dependent and handled on a case by case basis. Students interested in this option should contact the Graduate Program Officer prior to applying to the program.
II. Program Requirements – All Degrees

A. Graduate School Policies

Graduate students are referred to the following link for detailed graduate school policy information - http://bulletin.auburn.edu/thegraduateschool/other/

B. Major Professor/Advisor

Upon admission to the Graduate School, the Graduate Program Officer (GPO) will serve as the student’s temporary advisor during the first semester of graduate study, if the student has not already made arrangements for a Major Professor. Prior to the end of the first semester, the student should make arrangements for a permanent Major Professor. The Major Professor must be a member of the Graduate Faculty, Level 2 for Ph.D. students, and must be mutually agreed upon by the student, the professor, and the Graduate Program Officer. Ordinarily, the Major Professor will act as Chair of the Advisory Committee and will direct the student’s thesis or dissertation research, if applicable. The levels for graduate faculty are discussed in the graduate handbook at the following link – http://wp.auburn.edu/graduate_school/wp-content/uploads/files/faculty/gradfac_criteria_PDF_files/special_education_rehabilitation_and_counseling.pdf

C. Academic Integrity Policy

Graduate students at Auburn University are expected to adhere to established standards of academic integrity, personal conduct, and professional conduct. The primary code of conduct is detailed in the Auburn University Code of Student Discipline - https://www.auburn.edu/academic/provost/academic-honesty/. Students found in violation of policies defining academic integrity, personal conduct, and professional conduct may be subject to dismissal from the Graduate School.

D. Academic Engagement Policy

Any graduate student enrolled in a degree program culminating in a thesis or dissertation will directly engage in research and/or creative scholarship with the major professor, will have access to the tools needed for the research/scholarly activity, will be immersed in the culture of graduate education, will engage in the professional activities of the discipline, and will complete the research/scholarly activity in a reasonable period.

E. Seminar Requirement

All on-campus graduate students are required to register for AERO 7950 - Seminar each Fall and Spring semester that they are enrolled. This course is a zero-credit hour course and taken under the S/U grading option. In this course, students are required to attend departmental seminars given during the semester. Roll will be taken during each seminar and each student’s grade will be determined by seminar attendance. Students must follow the attendance policy set by the faculty instructor conducting the seminar. Reasons for nonattendance at any seminar must be provided to the instructor prior to the scheduled seminar. Students in violation of this policy will receive a grade of “IN” for the course. In order to have this “IN” grade removed, the student must present a seminar in a subsequent semester. The topic of this seminar could be different from the student’s thesis or dissertation topic.
III. M.S. – Non-Thesis Degree Program Requirements

A. Advisory Committee

For Master’s Non-Thesis students with plans of study that consists of at least 21 credit hours of graduate-level AERO course work and up to 9 credit hours of pre-approved technical electives (see Sec. III.B), only a major professor is required to serve on the Advisory Committee. Any member of the graduate faculty in the Department of Aerospace Engineering may serve in this capacity and this selection should be made prior to the completion of 9 credit hours of graduate course work. Students should discuss their plan of study with their major professor on a regular basis. In the case of non-standard plan of study, such as the inclusion of non-pre-approved technical elective courses or the substitution of technical electives for AERO courses (beyond the standard 9 credit hours allowed), an Advisory Committee of at least three faculty members from the Department of Aerospace Engineering should be established and must approve the plan of study.

B. Course Work

The Master of Science Degree may be earned under either thesis or non-thesis options. For both options, a total of 30 semester graduate credits of 6000-7000 level courses are necessary and at least 21 credits must be in aerospace engineering or the AERO category. Substitution of up to six (of the 21) credit hours from other engineering and science disciplines is permitted with prior approval by Advisory Committee consisting of at least three faculty members when appropriate courses are unavailable in aerospace engineering. The remaining nine graduate credits can be earned through technical courses in engineering, science or mathematics.

http://bulletin.auburn.edu/thegraduateschool/graduatedegreesoffered/aerospaceengineeringmaemsphd/

To facilitate selection of graduate level technical electives, the department’s faculty has established the following list of pre-approved courses. Student may also count courses not found on this list by seeking approval from their Advisory Committee consisting of at least three faculty members.

Pre-Approved Graduate Technical Electives

Note: All courses must be 6000 level or higher.

Any courses in the following disciplines: CHEM, CHEN, CIVL, COMP, ELEC, INSY, MECH, MATH, MATL, PHYS
IV. M.S. – Thesis Degree Program Requirements

A. Advisory Committee
Prior to the end of the second semester of study, the student should establish an Advisory Committee. For M.S. students, the Advisory Committee must be made up of at least three faculty members, two of which must be from the Department Aerospace Engineering. The Advisory Committee is appointed by the Department Chair after consultation with the student, the Major Professor, and the individual faculty members involved. Members of the Advisory Committee accept this responsibility by approving the proposed Plan of Study.

B. Course Work
The Master of Science degree may be earned under either thesis or non-thesis options. For both options, a total of 30 semester graduate credits of 6000-7000 level courses are necessary and at least 21 credits must be in aerospace engineering or the AERO category. Substitution of up to six (of the 21) credit hours from other engineering and science disciplines is permitted with prior approval by the graduate programs committee when appropriate courses are unavailable in aerospace engineering. The remaining nine graduate credits can be earned through technical courses in engineering, science or mathematics. Students pursuing a Master of Science degree under the thesis option should include six hours of AERO 7990: Research and Thesis as part of their 30 hours.

C. Research Thesis
After the completion of thesis research supervised by a major professor, the student must submit a written thesis to their Advisory Committee and pass a final oral examination that includes defending the thesis. The format and content of the thesis will be specified by the student’s Major Professor. Information about additional thesis requirements is available in The Guide to the Preparation and Submission of Thesis and Dissertations, which is available online at the Graduate School website at http://graduate.auburn.edu/current-students/electronic-thesis-dissertation-guide/

D. Oral Examination
All candidates for the M.S. degree are required to present the results of their thesis research in a graduate seminar which is open to the public. At the conclusion of the seminar, the student must pass an oral examination, which covers the student’s research and thesis. This examination, which is closed to the public, is administered by the student’s Advisory Committee. The student should work with their major professor to schedule their examination in time to meet the Graduate School’s deadline. In addition, the student should work with the department’s administrative assistant to schedule a room for the defense and to send a defense announcement to all faculty and graduate students in the department. Successful completion of the thesis defense requires the unanimous support of all members of the advisory committee. If a student fails the thesis defense, one re-examination may be given on the recommendation of the advisory committee and approval by the Dean of the Graduate School. Further examinations will be allowed only under exceptional circumstances and with approval of the Graduate Council.

Please see the bulletin for more information: http://bulletin.auburn.edu/theschool/themastersdegreeprogram/
V. Ph.D. Degree Program Requirements

A. Advisory Committee

After the student has enrolled in the doctoral program, an advisory committee should be selected by the student, major professor, and department chair. The advisory committee is responsible for developing the student’s plan of study worksheet and conducting the doctoral general and final examinations. It should consist of at least four members of the Auburn University graduate faculty. Additional voting members may be appointed to the committee (including no more than one non-Auburn University faculty member, who must hold the terminal degree in the field). Three of the Auburn University-affiliated committee members, including the major professor, must be members of the graduate faculty at Level 2. The major professor must also be a graduate faculty member in the department. The formal appointment of the advisory committee occurs when the Committee Selection Form is approved by the Graduate School.

B. Course Work

The Doctor of Philosophy (Ph.D.) degree requires a minimum 60 credit hours of graduate course work, which includes any hours earned in a Master’s program at Auburn. All coursework for the Ph.D. degree must be in courses numbered 6000 and above. Credit hours may be made up of courses within the Aerospace Engineering Department and related courses in other departments. Transfer credits from other universities are dealt on a case-by-case basis and accepted with approval from the committee.

- 30 of the 60 credit hours in graded courses (6000 level or higher)
  - 15 of 30 credit hours must be taken at Auburn University (if transferring)
  - 6 of the 30 credit hours must be taken in MATH
- 10 of the 60 credit hours in AERO 8990 Research and Dissertation
- Remaining 20 credit hours in graded courses or AERO 8990 based on approval from advisory committee

C. Qualifying Examination

1. Timing

Students are generally expected to complete all elements of the examination no later than the third year of full-time study in the doctoral program. For students entering the program with a master’s degree, the exam will typically take place after one additional year of study. Transfer students who could have already completed several courses or passed their Qualifying Examinations at other institutions will be treated on a case-by-case basis.

2. Structure

The examination committee(s) will be made up of at least four Aerospace Engineering Faculty members chosen by the student and the student’s advisor with the defacto approval of the chair and the graduate school. The committee has broad authority to decide matters relating to grading, exam makeup, and the need for an oral section. The Qualifying Examination will consist of two, three-hour written exams. One exam will be in the students’ academic focus area. The other exam will be in the area of applied mathematics.

Each committee member will be responsible for (1) contributing problems for the exam and (2) grading of and assigning a numerical score for a portion of the exam. The committee is charged with deciding how to allocate the assignment and grading. The committee may also require an oral exam before declaring the result of the written exam to the student (even if it is known that the student will pass).
Alternatively, the committee may choose to administer an oral exam to further explore the knowledge of the student in areas of apparent weakness. The committee is also at liberty to omit any oral exam.

The examination in the area of Mathematics is expected to cover the basic areas of Applied Mathematics directly applicable to mainstream problems in the field of Aerospace Engineering. Specifically, the exam might include problems or questions from Linear Algebra, Calculus with Analytic Geometry, Ordinary and Partial Differential Equations, Analytic Geometry, Perturbation Theory and any other topic deemed by the committee to be related to the student’s area of study.

3. Passing the Exam
A student is guaranteed to pass the written portion of the Qualifying Examination by scoring at least 70% correct responses on each written exam. In the event a student fails one or both written exams, the committee is free to assign a failing grade for the examination without administering an oral examination. Alternatively, an optional oral examination may be administered in the failed exam area(s) at the discretion of each examination committee. The combined performance on the written and oral exams will be used by the committee to determine the outcome of the examination process. Each examination committee will determine pass or fail on each exam based on the student’s performance on the written exam and optional oral exam.

Additional information on the Qualifying Exam policy and procedures is provided in the Appendix D.

D. General Doctoral Exam (Candidacy Exam or Proposal)
The General Doctoral Examination is the examination required by the Graduate School for admission to candidacy. The requirements for this examination are described in the Bulletin (http://bulletin.auburn.edu/). It is administered by the student’s Advisory Committee, usually within one or two years of passing the Qualifying Examination. The General Doctoral Examination should be taken after the student has completed most of the required course work but before the student’s dissertation research reaches an advanced stage. The General Doctoral Examination will consist of both written and oral portions in the student’s chosen area of research. The oral portion of the examination will follow the written portion and must be formally scheduled through the Graduate School. The General Doctoral Examination shall be a rigorous test of the student’s competence and comprehensive mastery of the chosen field and shall demonstrate the student’s potential for undertaking independent research. If the General Doctoral Examination reveals any deficiencies, the Advisory Committee may recommend remedial work, re-examination, or the discontinuation of doctoral study. Results of this examination are reported to the Graduate School. Successful completion of this examination requires unanimous approval of the Advisory Committee and allows the student to become a candidate for the Ph.D. degree.

1. Timing
It is recommended that students schedule the General Doctoral examination in consultation with their major professor around one or two years after the qualifying examination. Please note that at least one complete semester must intervene between the oral portion of the General Examination and the Final Oral Examination.

2. Written Portion
The student is expected to prepare a written dissertation proposal and distribute it to the Advisory Committee members at least two week prior to the scheduled examination and should include the description of the problem to be investigated, a literature search, the description of intended approach, and the anticipated contributions. The format of the written exam is at the discretion of the major professor and advisory committee. In general, the written exam will be focused on the dissertation
research topic of the student. One possible format for the written exam is the completion of a 15 page NSF style research proposal describing the proposed dissertation research topic and research plan.

3. Oral Portion
This examination consists of a presentation and defense of the student’s dissertation proposal before the Advisory Committee. A 30 minute presentation is required, followed by questions and discussion.

E. Dissertation (Final Exam or Defense)
After the dissertation has been accepted, the student must pass the Final Examination which consists of the Defense of the Dissertation.

1. Timing
At least one complete semester must intervene between the oral portion of the General Examination and the Final Oral Examination. Therefore, these two examinations cannot be taken in the same or in consecutive semesters.

2. University Reader
The assistance of university readers is required in evaluating all doctoral dissertations since the Graduate School staff cannot possibly possess in-depth knowledge of all dissertation subjects. If a university reader has not already been appointed, the major professor nominates several names as the potential university reader on the Doctoral Dissertation First Submission Approval Form. The university reader must be on the Graduate Faculty and from outside the student’s department. The major professor may request appointment of the university reader at any time during the student’s doctoral work.

The primary role of the university reader is to represent the entire Graduate Faculty of Auburn University and advise the Graduate School on the quality of the dissertation from the standpoint of originality, significance, research, analysis, accuracy, and overall scholarship. The reader will recommend to the Graduate School that the committee proceed with the final oral examination or that the document be returned to the student for further work. The judgment of the university reader is viewed as advice to the Graduate School and is not binding. The Graduate School evaluates each report and may recommend appropriate changes in the manuscript. However, the university reader should be aware of the importance the Graduate School places upon the reader’s opinion in making the final decision on the acceptability of a dissertation. When the Graduate School has reviewed the reader’s evaluation, both the student and the major professor will be informed of the reader’s comments and recommendations and of the Graduate School’s decision. The university reader will be notified of the disposition of the dissertation by the Graduate School.

The student is encouraged to peruse the University Reader requirement at the following link - http://graduate.auburn.edu/current-students/thesis-dissertation-university-reader/

3. Final Oral Examination
The Final Oral examination is scheduled through the Graduate School and is administered by the student’s Advisory Committee. In addition, an outside reader will be appointed to review the dissertation and attend and participate in the Final Examination. Each Ph.D. candidate must present the results of his/her dissertation research in a graduate seminar, which is open to the public. The student should work with the department’s administrative assistant to schedule a room for the seminar and to send a seminar announcement to all faculty and graduate students. The Final Oral Examination normally
occurs at the conclusion of the graduate seminar. Results of the Final Oral Examination are also reported to the Graduate School.

At the final examination, the university reader will serve both as advisor and observer for the Graduate School to assure the quality and validity of the examination. The reader also may raise questions and issues regarding the dissertation. The reader will judge the examination and sign the form providing an official report to the Graduate School. The student may pass only with unanimous approval of the examining committee except that a negative vote by the university reader alone is insufficient to fail a candidate. In such cases, the university reader reports concerns to the Graduate School for the dean’s consideration.
VI. Student Resources and Other Information

A. The Graduate School

Students are reminded that they are admitted to The Graduate School with a program of study in aerospace engineering. Thus, many of the formal requirements for a degree (i.e. most of the paper work and online forms) are handled by the Graduate School (Hargis Hall) as opposed to the department. Graduate students should be keenly aware of the regulations and policies of The Graduate School. General regulations for graduate students are covered in the Auburn University Bulletin, which is available online at: bulletin.auburn.edu. All necessary Graduate School forms are available online at: graduate.auburn.edu. Aerospace Engineering Department information is also available online at: https://www.eng.auburn.edu/aero/.

B. Graduate Student Council

The Graduate Student Council serves the unique needs of Auburn’s graduate and professional students through a network of support and encouragement. We operate as a collective voice for our members, acting as the official graduate student representation in university affairs and the Student Government Association (SGA). We encourage all graduate and professional students to become active in our organization. GSC is made up of an Executive Board (elected: President, VP, VPSA, Treasurer, and Secretary; hired: AVP and VPCI) and Senate (consisting of 2 Senators from each department with a graduate program at AU). Meetings are held on the last Wednesday of every month of the fall and spring academic semesters.

- You must be able to attend monthly GSC Senate meetings, held 7pm- 8pm on the last Wednesday of each month classes are in session.
- You must be able to serve on the GSC for a full academic year (fall and spring semesters)
- Serve on one GSC committee OR University/Senate committee (http://www.auburn.edu/administration/president/univcomm/ and http://www.auburn.edu/administration/governance/senate/pages/senate_committees.html), which requires you to attend meetings (typically once a month).
- Communicate with the graduate students in your department regarding topics of discussion at Senate and committee meetings, graduate student needs and issues, and GSC events.

For more information with getting involved with GSC please see the following link - https://auburn.campuslabs.com/engage/organization/GSC/

C. Council of Engineering Graduate Students

The Council of Engineering Graduate Students (CEGS) was formed in 2012 as a volunteer student organization with the mission to promote the development and enrichment of the graduate student experience within the college. We are in need of engineering graduate leaders (EGL) who are willing to give a small portion of their time to help in our efforts. Graduate students are encouraged to participate and engage in leading CEGS. For more information and to get involved please see the following link - https://www.eng.auburn.edu/organizations/cegs/index.html

D. Office of International Programs

The Office of International Programs (OIP - http://www.auburn.edu/academic/international/) is responsible for assisting international students with visa matters and other international student requirements. The International Student Advisor is located at the OIP in Foy Hall. Some policies of
particular relevance to students in the department are listed below. Please note that the information below may not always reflect the current status of the U.S. immigration regulations but is based on the current AU policy. Since the regulations are subject to change, it is the student’s responsibility to consult with OIP for details for any legal issues related to the immigration regulation.

1. All international students whose native language is not English must score a minimum of 79 on the internet based TOEFL, including a minimum score of 16 on each section of the exam (Reading, Listening, Writing, and Speaking) to be admitted to the Graduate School. Please note that requirements for international students to be eligible to receive GTA positions are more stringent (see II.B).
   http://graduate.auburn.edu/prospective-students/general-admission-requirements/

2. All international students are required to have comprehensive medical insurance for themselves and their dependents while attending Auburn University. Auburn University automatically enrolls all international students in the Auburn University Health Insurance Program and charges a modest fee.
   http://graduate.auburn.edu/graduate-student-health-insurance-program/

3. Procedures for hiring foreign national students for GRA/GTA/GA
   http://www.auburn.edu/academic/international/isss/nonimmigrant_employment/docs/GRA_GTAGA_HP Sep12.pdf

4. Procedures for hiring foreign national students through student employment (not GRA/GTA/GA)
   http://www.auburn.edu/academic/international/isss/nonimmigrant_employment/docs/NonGA_HP Sep12.pdf

5. International Student Orientation
   http://www.auburn.edu/academic/international/isss/orientation.php

6. In case foreign national students need legal counselling, please consult resources available through the following link –
   http://www.auburn.edu/academic/international/isss/nonimmigrant_employment/immigration-attorney-information.php

E. Engineering Network Services

Network Services provides computing services to the College’s faculty, staff and students via the campus network. They manage the help desk in 270 Ross Hall, which answers technical questions about computer access, e-mail, and other network and technology-related issues. They also offer online disk storage, manage multiple computer labs, and software to those in the College. Everyone is strongly encouraged to check out the online help desk. Many of your questions may be answered there - https://www.eng.auburn.edu/admin/ens/helpdesk/index.html. All the Engineering Computer Labs are open 24 hours, 7 days a week while classes are in session (with the exception of Home Football games, and University Holidays).

F. Department Main Office

You can seek assistance regarding administrative and logistical aspects of your graduate program at the department main office – Davis 211. Your two contacts for assistance will be

- Ms. Caitlin Eiland – Davis 211B - gufficm@auburn.edu
- Mr. Greg Konietzky – Davis 214 - gck0009@auburn.edu
G. Online Registration

The Graduate Program Officer will serve as your advisor and assist you in registering for classes until the time a permanent Major Professor is chosen. Your permanent Major Professor will assist you in registration in all subsequent semesters. Four people are involved in the registration of a graduate student: the student, the Major Professor, the Graduate Program Officer, and the dean of the Graduate School (or his representative). The student and Major Professor are responsible for selecting courses which support the student’s program of study. It is important that the student, the Major Professor, and the Graduate Program Officer ensure that the requested academic load is compatible with any appointment held and within the rules and regulations established by the Graduate School. Specific registration instructions may be obtained from the Graduate School prior to each registration period. These instructions give detailed information regarding necessary registration procedures. Every student expecting credit toward a graduate degree must be registered with the Graduate School, and no student is considered a candidate for a degree unless properly registered. The student must also be registered in any semester during which the staff or facilities of the university are utilized for work on a thesis or dissertation, the taking of examinations, or the removal of an “incomplete” grade. Registration for GRAD 7000, Clearing Registration is sufficient for removal of incomplete grades and for graduation, but not for other purposes, such as work on a thesis or dissertation, or obtaining final approval of a thesis or dissertation.

For any issues with Registration for courses, please contact Mr. Rob Kulick – Davis 220 – kulicro@auburn.edu

H. Office Assignments

Space permitting, all graduate students will be assigned an office in the Aerospace Engineering Building by the Graduate Program Officer. In general, offices are allocated on the following priority basis: Graduate Teaching Assistants (GTA’s), assigned to classroom instruction, GTA’s assigned to laboratory instruction, Graduate Research Assistants (GRA’s), GTA’s assigned to grading, scholarship/fellowship students, and non-supported students. Within each category priority may be given according to graduate standing, seniority, and /or salary level. However, the Graduate Program Officer makes the final determination on the assignment of all offices. Students must obtain office keys in AE 211B and students may not change offices without approval of the Graduate Program Officer. All students’ assigned offices are required to keep their offices neat and clean at all times. Upon completion of studies, students who have been assigned offices must return keys before departing campus.

I. Mailboxes, ID Cards, Employment Papers, Parking Permits

Mailboxes - All graduate students will be provided with a mail box located in Davis 211. Students should check their box for mail and other communications.

ID Cards - After initial registration, all new graduate students must obtain a student ID card. ID’s are available at the ID Card Center in the Foy Union Building. Your student ID card will permit you access to the Aerospace Engineering Building after hours and on weekends.

Employment papers - Those students who will be employed as a GTA or GRA must complete employment forms in AE 211B in order to be placed on the University payroll. Tuition waiver forms can also be completed at this time.
Parking permits - All graduate students are eligible to purchase a parking permit, which, along with bicycle permits, are available from Parking Services - http://auburn.edu/administration/parking/index.php
Appendix A – Admission Requirements and Funding

I. Admission Requirements

A. How to Apply

Graduate students in aerospace engineering typically possess a four year undergraduate degree in aerospace or mechanical engineering. Applicants with degrees in other science, technology, engineering and mathematics disciplines, are also encouraged to apply and will be considered on a case-by-case basis. In these instances, completion of undergraduate aerospace engineering coursework may be required before the student can register for certain graduate level aerospace courses.

Applications are considered on a rolling basis without a formal application deadline. In general, it takes approximately 45 days to process domestic applications and approximately 90 days to process international applications once all application materials are received by the university. Funding through graduate teaching assistantships and graduate research assistantships are available for the most outstanding applicants. International students may be required to submit TOEFL scores. Applicants should apply before Jan. 31 for full consideration.

NOTE: The M.S. – Non-Thesis degree program is highly recommended for students who wish to complete their education almost entirely online. Completion of the M.S. - Thesis and Ph.D. degrees is also possible through this program, but the student must fulfill the academic engagement policy in order to complete the research requirements associated with these degrees. Academic engagement requirements for each degree are situation dependent and handled on a case by case basis. Students interested in this option should contact the Graduate Program Officer prior to applying to the program.

<table>
<thead>
<tr>
<th>Deadlines</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Funding</td>
<td>Jan 31</td>
<td>Jun 30</td>
</tr>
<tr>
<td>Final Deadline</td>
<td>April 15</td>
<td>Sept 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Decisions</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Decisions</td>
<td>Feb 3rd Week</td>
<td>July 3rd Week</td>
</tr>
<tr>
<td>Last Decisions Sent By</td>
<td>May 3rd Week</td>
<td>Oct 1st Week</td>
</tr>
</tbody>
</table>

For more information on the application process and materials that are required to be submitted please visit the following webpage - [https://eng.auburn.edu/aero/apply/graduate/index.html](https://eng.auburn.edu/aero/apply/graduate/index.html)

B. Minimum Requirements

- The applicant must hold a bachelor’s degree in aerospace engineering, mechanical engineering or other closely related fields from an accredited U.S. institution or provide proof of equivalent training from a recognized academic institution outside the United States. Equivalency is determined by international evaluators in the Graduate School.
- The applicant must be in good standing at the institution last attended.
- The applicant must submit standardized examination scores (GRE, TOEFL, and/or IELTS) as required for application to the degree program. All applicants must also submit a satisfactory
score for the general test of the Graduate Record Examination (GRE). The department does not have a minimum GRE score requirement; however, scores of 160-plus for quantitative reasoning and 150-plus for verbal reasoning are considered competitive.

- The successful applicant normally will meet one of the following: a) a GPA of at least 3.0 on all undergraduate course work at an accredited United States institution in fulfillment of the requirements for a baccalaureate degree with a 3.4-plus GPA generally considered as competitive; b) a GPA of at least 3.0 on all graduate course work at an accredited United States institution in fulfillment of the requirements for a graduate degree; or c) an acceptable GRE score as determined by the program to which the applicant applies.
- Applicants whose native language is not English must submit: 1) TOEFL scores of at least 550 on the written test (213 on the computer-based test); 2) 79 on the Internet Based Test with at least 16 in each section; 3) IELTS overall band score of at least 6.5; or 4) demonstrate English proficiency during an oral examination (interview) satisfactory to the examining committee and approved by the graduate dean.
- To be considered for admission to the ABM program, students must have at least 45 hours of credit, with at least 24 hours completed at Auburn University, and must have a cumulative GPA of 3.4 or higher on all coursework completed at Auburn. Students must earn the bachelor’s degree and meet departmental admission criteria to be fully admitted into the graduate program.
- The applicant must be recommended for admission by the graduate faculty in the applicant’s area of study. The faculty in the Department of Aerospace Engineering may (and frequently do) establish higher standards than those described here and may require that applicants submit additional materials. Applicants should contact the faculty in the Department of Aerospace Engineering for information about any additional requirements.
- The applicant must disclose all institutions beyond secondary school, including Auburn University, which the applicant has previously attended; similarly, all course work and/or degrees must be disclosed. Withholding information requested on the application for admission, including attendance at any other institution, or giving false information, may make the applicant ineligible for admission to the university or subject to dismissal.

C. Provisional Admission

The graduate admissions committee can provide a provisional admission on a case-by-case basis, please contact the Graduate Program Officer with any questions you might have.

II. Funding

A. Overview

The Department of Aerospace Engineering offers highly qualified graduate students financial support through their graduate studies at Auburn University.

All fellowship awards pay your university tuition, required student fees, and special course fees for on-campus study beyond the baccalaureate degree for up to 33 credit hours of Master of Science degree or 66 credit hours of a Doctor of Philosophy degree. Acceptance of this fellowship does require the payment of a registration fee each semester. For more information please review this webpage - http://graduate.auburn.edu/current-students/graduate-tuition-fellowship-faq/
B. Graduate Teaching Assistantships

A Graduate Teaching Assistant must meet eligibility requirements and be supervised by an appropriate graduate faculty member. The GTA’s primary responsibility is to support the instructional mission of the University. The GTA’s responsibilities may include, for example: classroom or laboratory teaching*; advising or mentoring of students; proctoring exams; grading papers, homework, and/or projects; preparing instructional materials; or providing other general assistance in the instructional process. A GTA may also be assigned primary responsibilities in an extension, outreach, or service role for which those responsibilities support the instructional mission of the university. Whatever their instructional responsibilities, GTAs must be supervised by a faculty member who is responsible for monitoring and evaluating their performance at least on an annual basis. GTAs who have no prior teaching experience must be given some form of training before being allowed to teach. Any GTA with primary responsibility for a course must have a minimum of 18 semester hours of graduate course credit in that field of instruction.

Graduate students who have not yet identified a research advisor in the department of Aerospace Engineering and are pursuing either a M.S. or a Ph.D. degree may be provided GTA based on evaluation criteria and availability.

To be eligible for a GTA position, all international graduate teaching assistants are required to submit evidence of satisfactory speaking skills. This can be demonstrated with a score of 23 or higher on the Speaking Section of the Internet-based TOEFL (iBT), or a score of 7 on the Speaking section of the IELTS, or a score of 4.4 and above in the Speaking section of the iTEP (replaced the SPEAK test), which is administered at Auburn University prior to the start of classes. A student may be asked to enroll in a course designed to improve the oral communication skills of international teaching assistants.

C. Graduate Research Assistantships

A Graduate Research Assistant (GRA) must meet eligibility requirements and be supervised by an appropriate graduate faculty member. The GRA’s primary responsibility is to provide general support to the University’s research mission. Services provided by a GRA may include, for example: assisting faculty members in a research or creative activity; performing degree-related professional or administrative services that support the research, instruction, professional development, or outreach missions of the University; performing research related to the objectives of an extramural grant or contract; developing and evaluating instructional materials or curricula; or assuming responsibility for designated scholarly endeavors. Since many GRA’s assist with projects funded by external grants or contracts, the GRA’s responsibilities may or may not be related directly to the student’s thesis or dissertation. The faculty supervisor determines the students’ specific duties and is responsible for monitoring and evaluating the GRA’s performance at least on an annual basis. GRAs should perform degree-related professional or administrative services that only include jobs that are within the student’s field of study.

Highly qualified graduate student applicants who have identified a research advisor in the department of Aerospace Engineering and are pursuing doctoral degrees maybe provided GRAs. Prospective graduate students are encouraged to contact individual faculty members to pursue research interests.

D. Fellowships

1. Auburn University Funded

President Graduate Research Fellowship – The Presidential Fellowship is a highly competitive university level award offered to exceptional doctoral candidates for a period 3 years. Please see the
following link for more details - [http://graduate.auburn.edu/au-presidential-graduate-research-fellowships/](http://graduate.auburn.edu/au-presidential-graduate-research-fellowships/)

**Woltosz and Gavin Graduate Research Fellowship** – The Woltosz and Gavin fellowships are also highly competitive college level fellowship which is provided by the college of engineering to exceptional doctoral candidates for a period of 4 years. Please see the following link for more details - [http://www.eng.auburn.edu/future-students/graduate/fellowship-program/index.html](http://www.eng.auburn.edu/future-students/graduate/fellowship-program/index.html)

2. **External Fellowships**
Qualified students are strongly encouraged to seek scholarships and fellowships as a means of financial assistance. Students are specifically encouraged to consider NSF – GRFP, NASA, NDSEG, SMART, ASGC fellowships. Announcements and eligibility for each fellowship will be made throughout the year. More information about the fellowships can be found at the following link - [http://graduate.auburn.edu/prospective-students/fellowships-and-financial-aid/](http://graduate.auburn.edu/prospective-students/fellowships-and-financial-aid/)
Appendix B – M.S. – Non-Thesis Degree Checklist

Detailed information can be found at the following link: [http://graduate.auburn.edu/current-students/masters-completion-checklist/](http://graduate.auburn.edu/current-students/masters-completion-checklist/)

The colors are only used to cluster deadlines into timelines that are close to each other

<table>
<thead>
<tr>
<th>Step</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact your departmental advisor</td>
<td>Before the beginning of your first semester</td>
</tr>
<tr>
<td>Identify your major professor</td>
<td>End of first semester</td>
</tr>
<tr>
<td>Register and complete required coursework</td>
<td>Every semester</td>
</tr>
<tr>
<td>Select advisory committee</td>
<td>End of second semester</td>
</tr>
<tr>
<td>Discuss plan for transfer courses (if any)</td>
<td>End of second semester</td>
</tr>
<tr>
<td>Meet with major professor for a graduation check</td>
<td>One semester before you graduate</td>
</tr>
<tr>
<td>Check Graduate School Calendar for deadlines</td>
<td>One semester before you graduate</td>
</tr>
<tr>
<td>Submit all graduate school forms</td>
<td>One semester before you graduate</td>
</tr>
<tr>
<td>Submit Graduation Application (AU Access)</td>
<td>One semester before you graduate</td>
</tr>
<tr>
<td>Check Graduate School Calendar for deadlines</td>
<td>Semester you plan to graduate</td>
</tr>
<tr>
<td>Clear all incomplete grades</td>
<td>Semester you plan to graduate</td>
</tr>
<tr>
<td>Clear all holds</td>
<td>Semester you plan to graduate</td>
</tr>
</tbody>
</table>
Appendix C – M.S. – Thesis Degree Checklist
Detailed information can be found at the following link - http://graduate.auburn.edu/current-students/masters-completion-checklist/

The colors are only used to cluster deadlines into timelines that are close to each other

<table>
<thead>
<tr>
<th>Step</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact your departmental advisor</td>
<td>Before the beginning of your first semester</td>
</tr>
<tr>
<td>Identify your major professor</td>
<td>End of first semester (ideally before you start)</td>
</tr>
<tr>
<td>Register and complete required coursework</td>
<td>Every semester</td>
</tr>
<tr>
<td>Select advisory committee</td>
<td>End of second semester</td>
</tr>
<tr>
<td>Discuss plan for transfer courses (if any)</td>
<td>End of second semester</td>
</tr>
<tr>
<td>Identify research topic for Thesis</td>
<td>End of second semester</td>
</tr>
<tr>
<td>Meet with major professor for a graduation check</td>
<td>One semester before you graduate</td>
</tr>
<tr>
<td>Check Graduate School Calendar for deadlines</td>
<td>One semester before you graduate</td>
</tr>
<tr>
<td>Submit all graduate school forms</td>
<td>One semester before you graduate</td>
</tr>
<tr>
<td>Submit Graduation Application (AU Access)</td>
<td>One semester before you graduate</td>
</tr>
<tr>
<td>Prepare typed draft of Thesis and secure advisory</td>
<td>Atleast 8 weeks prior to end of semester you plan</td>
</tr>
<tr>
<td>committees approval</td>
<td>to graduate</td>
</tr>
<tr>
<td>Check Graduate School Calendar for deadlines</td>
<td>Semester you plan to graduate</td>
</tr>
<tr>
<td>Clear all incomplete grades</td>
<td>Semester you plan to graduate</td>
</tr>
<tr>
<td>Clear all holds</td>
<td>Semester you plan to graduate</td>
</tr>
<tr>
<td>Schedule the Oral Examination</td>
<td>Semester you plan to graduate</td>
</tr>
<tr>
<td>Submit Master’s Thesis Final Exam Report Form</td>
<td>Semester you plan to graduate</td>
</tr>
<tr>
<td>Submit PDF of Thesis</td>
<td>Semester you plan to graduate</td>
</tr>
</tbody>
</table>
Appendix D – Ph.D. Degree Checklist

Detailed information can be found at the following link - [http://graduate.auburn.edu/current-students/doctoral-completion-checklist/](http://graduate.auburn.edu/current-students/doctoral-completion-checklist/)

The colors are only used to cluster deadlines into timelines that are close to each other

<table>
<thead>
<tr>
<th>Step</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact your departmental advisor</td>
<td>Before the beginning of your first semester</td>
</tr>
<tr>
<td>Identify your major professor</td>
<td>End of first semester (ideally before you start)</td>
</tr>
<tr>
<td>Register and complete required coursework</td>
<td>Every semester</td>
</tr>
<tr>
<td>Discuss plan for transfer courses (if any)</td>
<td>End of second semester</td>
</tr>
<tr>
<td>Discuss/identify research topic for Dissertation</td>
<td>Discuss with major professor</td>
</tr>
<tr>
<td>Select advisory committee in consultation with major professor</td>
<td>Discuss with major professor</td>
</tr>
<tr>
<td>Schedule Qualifying Examination</td>
<td>Usually end of 2nd year of enrollment</td>
</tr>
<tr>
<td>Submit Qualifying Exam Completion form to GPO and department business office</td>
<td>Within 2 weeks of completing Qualifying Exam</td>
</tr>
<tr>
<td>Arrange for General Doctoral Exam (Proposal/Candidacy)</td>
<td>Discuss with major professor, recommended timeline is atleast 1 year before you plan to graduate</td>
</tr>
<tr>
<td>Submit Report on General Doctoral Exam</td>
<td>Immediately after the General Doctoral Exam</td>
</tr>
<tr>
<td>Meet with major professor for a graduation check</td>
<td>One semester before you graduate</td>
</tr>
<tr>
<td>Check Graduate School Calendar for deadlines</td>
<td>One semester before you graduate</td>
</tr>
<tr>
<td>Submit all graduate school forms</td>
<td>One semester before you graduate</td>
</tr>
<tr>
<td>Submit Graduation Application (AU Access)</td>
<td>One semester before you graduate</td>
</tr>
<tr>
<td>Prepare typed draft of Dissertation and secure advisory committees approval</td>
<td>Atleast 8-10 weeks prior to end of semester you plan to graduate</td>
</tr>
<tr>
<td>Check Graduate School Calendar for deadlines</td>
<td>Semester you plan to graduate</td>
</tr>
<tr>
<td>Clear all incomplete grades</td>
<td>Semester you plan to graduate</td>
</tr>
<tr>
<td>Clear all holds</td>
<td>Semester you plan to graduate</td>
</tr>
<tr>
<td>Schedule the Final Oral Examination/Defense</td>
<td>Semester you plan to graduate</td>
</tr>
<tr>
<td>Submit Final Oral Exam Report Form</td>
<td>Semester you plan to graduate</td>
</tr>
<tr>
<td>Submit PDF of Dissertation to AU</td>
<td>Semester you plan to graduate</td>
</tr>
</tbody>
</table>
Appendix E – Graduate Forms

All the forms that are referenced in this document, department webpage or the graduate school office webpage can be found at the following link - http://graduate.auburn.edu/current-students/forms-directory/. In addition, forms associated with departmental requirements are provided below.
Ph. D. Qualifying Exam

This document represents the 2018-2019 revision to the Aerospace Engineering PhD Qualifying Exam policy. This new policy represents a substantial departure from the most recent revision completed in 2014. As such this policy is adopted with the expectation that another review of the PhD Exam process will occur in the 2021-2022 Academic Year for implementation in the Fall of 2022.

Purpose: The purpose of the Qualifying Examination is to evaluate a student’s preparation and capability to complete the doctoral graduate program of study in the Department of Aerospace Engineering. The examination is designed to evaluate the competency of the student in the major area of study for the student and in the area of applied mathematics.

Examination Timeline: Students are generally expected to complete all elements of the examination no later than the third year of full-time study in the doctoral program. For students entering the program with a master’s degree, the exam will typically take place after one additional year of study. Transfer students who could have already completed several courses or passed their Qualifying Examinations at other institutions will be treated on a case-by-case basis.

Examination Committee: The examination committee(s) will be made up of at least four Aerospace Engineering Faculty members chosen by the student and the student’s advisor with the defacto approval of the chair and the graduate school.

The committee has broad authority to decide matters relating to grading, exam makeup, and the need for an oral section.

Examination Structure: The Qualifying Examination will consist of two, three-hour written exams. One exam will be in the students’ academic focus area. The other exam will be in the area of applied mathematics.

Each committee member will be responsible for (1) contributing problems for the exam and (2) grading of and assigning a numerical score for a portion of the exam. The committee is charged with deciding how to allocate the assignment and grading. A student is guaranteed to pass the written portion of the Qualifying Examination by scoring at least 70% correct responses on each written exam. The committee may also require an oral exam before declaring the result of the written exam to the student (even if it is known that the student will pass). Alternatively, the committee may choose to administer an oral exam to further explore the knowledge of the student in areas of apparent weakness. The committee is also at liberty to omit any oral exam.

The examination in the area of Mathematics is expected to cover the basic areas of Applied Mathematics directly applicable to mainstream problems in the field of Aerospace Engineering. Specifically, the exam might include problems or questions from Linear Algebra, Calculus with Analytic Geometry, Ordinary and Partial Differential Equations, Analytic Geometry, Perturbation Theory and any other topic deemed by the committee to be related to the student’s area of study.
In the event a student fails one or both written exams, the committee is free to assign a failing grade for the examination without administering an oral examination. Alternatively, an optional oral examination may be administered in the failed exam area(s) at the discretion of each examination committee. The combined performance on the written and oral exams will be used by the committee to determine the outcome of the examination process.

Each examination committee will determine pass or fail on each exam based on the student’s performance on the written exam and optional oral exam.

**Qualifying exam results and retakes:** A student who passes both exams is deemed to have passed the qualifying exam. A student who fails one or more exams will be allowed to retake the failed exam(s) the following semester. The student is expected to retake only the failed section of the examination. No third examination opportunity is included in this policy.

**Reporting:** The attached reporting form must be completed and circulated to the Chair, Graduate Program Officer (GPO), and the administration staff of the department for record keeping. The examination committee is encouraged to use a scaling metric which can be mapped to a 100-point scale for the written portion of the exam, however, student performance on the exam will be reported to the administration as pass or fail only using the attached form. The performance of each student on the examination is regarded as being strictly confidential and no further reporting of performance should occur.

Copies of the written exams which were given will be attached and those exams will be made available to the faculty at large and to future students who are interested in preparing for the qualifying exams.
Student’s Name:________________________________________________________

Banner ID:___________________________________________________________

Date:_______________________________________________________________

Major Professor:_____________________________________________________

The following examinations have been completed:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Semester</th>
<th>Outcome (Pass/Fail)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Area of Study</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral</td>
<td></td>
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</tr>
</tbody>
</table>

We confirm that the student ________________ (has/ has not) successfully passed the qualifying examination for the doctoral program.

<table>
<thead>
<tr>
<th>Role</th>
<th>Printed Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee Member</td>
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<td>Committee Member</td>
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<tr>
<td>Committee Member</td>
<td></td>
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