Doctor of Education: Aviation & Space
“Student Information and Checklist”

Degree Requirements

✓ The Doctor of Education (EDD) degree program in Aviation & Space requires a minimum of 61 semester credit hours. OSU courses numbered 5000 and above are for graduate students and only these courses (excluding transfer credits) will be accepted on an AVED doctoral student’s Plan of Study.

Time Limit to Earn EDD Degree

✓ AVED doctoral students are expected to complete the requirements for the EDD degree within nine years from first enrollment after admission to the graduate program. After that time a student must submit a written petition to the Graduate College requesting an extension of time-to-degree limits. Credit for all courses (transfer credits) on the Plan of Study must have been awarded within ten years of completion of all degree requirements.

Semester Enrollment

✓ First semester AVED doctoral students must first obtain their AVED Chair/dissertation advisor's clearance prior to attempting to enroll. The student’s AVED faculty Chair/dissertation advisor was appointed at the time of admittance to the AVED EDD degree program.

✓ To be considered a “full-time” graduate student, the AVED doctoral student must be enrolled in at least nine hours in either fall or spring semester and at least four hours during the summer sessions. A student may not enroll in more than 12 credit hours in the fall or spring semester without approval of the Graduate College.

✓ AVED doctoral students must be enrolled in at least two hours of courses eligible for graduate credit during their graduating semester (defined as the semester in which they satisfactorily complete all degree requirements). Also, students must enroll in research and/or dissertation hours, as appropriate, during each semester in which they are involved in research leading to a thesis or dissertation.
**Responsible Conduct of Research Training**

- OSU implemented a policy in 2009 requiring degree-seeking graduate students to receive appropriate, institutionally-endorsed education and training in responsible conduct of research. *Graduate students are required to complete Responsible Conduct of Research (RCR) training during their first semester at OSU.*

- All AVED doctoral students must complete Responsible Conduct of Research (RCR) requirements (*Plagiarism* and the *Social and Behavioral modules*) *prior to the submission of a Plan of Study.* A Plan of Study will not be approved by the Graduate College until the student has completed the RCR training component.

**Plan of Study (POS)**

- A *Plan of Study (POS)* serves as a contract between a student and the university. Graduate education at OSU is highly personalized, and the POS is the blueprint for successful completion of all degree requirements.

- The original POS must be submitted to the Graduate College *prior to the end of the third semester* (excluding summer sessions) of enrollment for the AVED EDD degree. If the POS is not submitted by the end of the student’s third semester - a registration hold will be placed on all future enrollment until a POS is submitted by the student.

- Once the Plan of Study has been completed, the AVED doctoral student should verify that all planned courses are listed on the Plan of Study. Students should consult with their Chair/dissertation advisor any time they deviate from courses listed on the Plan of Study. *The ultimate responsibility for completing degree requirements rests with the AVED doctoral student.*

- A “revised” POS must be submitted to the Graduate College at the beginning of the semester of graduation. The exact deadline for submitting the revised POS for a given semester can be found on the Graduate College Academic Calendar.

- “Pass-No Pass” courses cannot be used on the Plan of Study to meet graduate degree requirements.
Transfer of Graduate Credits

- Transfer credit must be recommended by the AVED doctoral student’s Chair/dissertation advisor through the submission of the Plan of Study.
- Up to nine credit hours of transfer credit may be used toward any OSU graduate degree. A doctoral student may transfer more than nine hours if the courses were housed in a department or program that offers an EDD or PhD degree. AVED doctoral students must include a minimum of 30 hours of OSU credit on their Plan of Study.

Dissertation

- Every AVED doctoral student will complete a dissertation. An AVED student’s doctoral dissertation is a substantial piece of scholarly work that contains a significant contribution of new knowledge to the aviation/aerospace industry. It presents the results and an analysis of the student’s original research, and should be significant enough to be publishable in peer-reviewed literature.
- A mutual agreement and understanding between the AVED doctoral student and the student’s Chair/dissertation advisor will determine when the student begins the dissertation process. However, the student is urged to begin thinking about a dissertation topic early in their EDD degree program.
- The AVED doctoral student should follow the “Thesis/Dissertation Template” (dissertation guidelines) available from the Graduate College website. These guidelines provide uniform standards for material included in doctoral dissertations that are submitted by all AVED doctoral students.
- The AVED doctoral student is required to attend a Thesis/Dissertation Workshop presentation (or watch the online video) prior to graduation. Topics include policies and procedures leading to graduation as well as thesis/dissertation formatting requirements.

Dissertation Proposal (Doctoral Candidacy)

- Every AVED doctoral student will prepare a dissertation proposal. The dissertation proposal is a comprehensive statement on the extent and nature of the student’s dissertation research interests. Writing a dissertation proposal is
an important and valuable precursor to preparing, researching and writing your doctoral dissertation.

✓ The major components of a dissertation proposal are as follows: (1) detailed statement of the problem that is to be studied and the context within which it is to be seen; (2) thorough review of the literature pertinent to the research problem - this review should provide proof that the relevant literature in the field has been thoroughly researched; and (3) statement on the overall methodological design of the proposed study - including the overall theoretical framework within which this interest is to be pursued, the model or hypotheses to be tested or the research questions to be answered, and an overview of strategies for collecting and analyzing appropriate evidence (data).

✓ After the dissertation proposal has been reviewed and approved by the student’s Chair/dissertation advisor, the student will submit the proposal to the other AVED graduate advisory and outside committee members for their approval.

Doctoral Candidacy

✓ The AVED doctoral student is admitted “candidacy” after: (1) an approved Plan of Study is on file with the Graduate College and (2) the student’s dissertation proposal has been approved by the student’s AVED graduate advisory committee.

✓ The AVED doctoral student cannot submit an IRB application or begin collecting research data for their dissertation until they have been approved for candidacy.

✓ The AVED doctoral student must be admitted to candidacy no less than six months prior to graduation, and must maintain continuous enrollment in every fall and spring semester until graduation.

“Doctoral Candidacy” Enrollment Requirements

✓ AVED doctoral students who have completed the requirements for admission to doctoral candidacy and had their “Admission to Doctoral Candidacy” form approved by their faculty committee and the Graduate College may enroll for a minimum of two credit hours during any term and be considered full-time.

This post-candidacy reduced enrollment option applies to all AVED doctoral
students. The doctoral student is normally expected to enroll primarily in research hours after being admitted to doctoral candidacy.

✓ **Continuous enrollment post-candidacy is required of all AVED doctoral students.** Enrollment of a minimum of at least two credits per semester is required for every semester of a student’s candidacy (summer session excluded) until graduation. *It is ultimately the responsibility of each student to ensure that they meet this enrollment requirement.* Students who are not able to maintain active status are strongly encouraged to consult with their faculty advisor to determine whether requesting a “Leave of Absence” (LOA) is the most appropriate course of action.

✓ Post-candidacy students who do not maintain continuous enrollment will be assessed a reinstatement fee based upon their residency status at the time of last enrollment as follows:
  - **Resident:** $750/semester (summer session excluded) of non-enrollment
  - **Nonresident:** $1,900/semester (summer session excluded) of non-enrollment

In addition to the reinstatement fee, students whose continuous enrollment disruption exceeds one academic year also must apply for readmission to the AVED doctoral program.

**University Research Compliance (IRB)**

✓ The Office of University Research Compliance assists OSU graduate students involved in research using human subjects in meeting the basic requirements and procedures that arise from ethical principles and the resulting regulations that promote responsible conduct in scholastic research.

✓ Appropriate research approval by the Institutional Review Board (IRB) is required for research involving human subjects or animals. However, the AVED doctoral student cannot submit an IRB application until they have been approved “candidacy” by the Graduate College. *The AVED doctoral student and the student’s Chair/dissertation advisor must have an approved IRB application and be current in the human subjects or animal use training (RCR training) before the student can begin data collection for the dissertation study.*
✓ A copy of the IRB approval notification must be included in the dissertation.

**Dissertation Oral Defense**

✓ Once the final draft of the dissertation is approved by the AVED doctoral student’s Chair/dissertation advisor, the *oral dissertation defense* is scheduled with the student’s AVED graduate advisory committee. The defense meeting must be held at a time when all advisory committee members can be present in person or via some means of distance communication.

✓ The oral presentation portion of the meeting is open to all interested parties who would like to attend. This open session will be followed by a closed meeting of the AVED student with the advisory committee. During the closed meeting the committee will ask questions related to the dissertation. At the conclusion of the meeting, the student is provided specific instruction as to the revisions that are required in order for the dissertation to be “complete”.

**Graduate Clearance Form and Graduate Application**

✓ At the time of enrollment for the last semester or summer session of work toward a degree, *AVED doctoral students must complete and submit a Graduation Clearance form to the Graduate College before they can submit a Graduate Application with the Office of the Registrar*. The Graduation Clearance form is completed in conjunction with the student’s Chair/dissertation advisor and confirms that a student has met or will meet by the end of the semester all program and Graduate College requirements to earn the EDD degree. If these requirements are not met, the student must complete a new Graduation Clearance Form and Graduate Application for a future semester.

✓ In order to allow opportunity for any class schedule changes necessitated by the review of the Graduation Clearance Form, this form and the Graduate Application, should be *submitted as early as possible in the graduating semester* but no later than the deadlines listed on the Graduate College website.