Master of Science in Aviation & Space
“Student Information and Checklist”

Degree Requirements

✓ The Master of Science (MS) degree program in Aviation & Space requires a minimum of 33 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 Master’s student’s Plan of Study. All 33 credit hours of coursework for the MS in Aviation & Space will be offered 100% “online.”

Time Limit to Earn MS Degree

✓ Students are expected to complete the requirements for the Master’s degree within seven years from first enrollment after admission to the graduate program. After that time, the student must submit a written petition to the Graduate College requesting an extension of time-to-degree limits.

Semester Enrollment

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

✓ To be considered a “full-time” graduate student, the AVED Master’s student must be enrolled in at least nine hours in either fall or spring semester and at least three 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. During the summer session, a student may not enroll in more than nine credit hours.

Responsible Conduct of Research Training

✓ OSU policy requires degree-seeking graduate students to receive appropriate, institutionally-endorsed education and training in responsible conduct of research. Master’s students are required to complete Responsible Conduct of Research (RCR) training during their first semester at OSU.
All AVED Master’s 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 the student and OSU. 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 first semester of enrollment for the AVED MS degree. If the POS is not submitted by the end of the student’s first semester - a registration hold will be placed on all future enrollment until a POS is submitted by the student and approved through the OSU system.

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

**Transfer of Graduate Credits**

- Transfer credit must be recommended by the AVED Master’s student’s Chair/advisor through the submission of the Plan of Study.

- Up to nine credit hours of transfer credit may be used toward the MS in Aviation & Space degree.

**Graduate Clearance Form and Graduate Application**

- At the time of enrollment for the last semester or summer session of work toward a degree, AVED Master’s 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

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completed in conjunction with the student’s Chair/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 MS 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.

✓ OSU holds one Graduate Commencement Ceremony at the close of the fall and spring semesters. Students who plan to meet graduation requirements at the close of the summer session are invited and encouraged to participate in the Graduate Commencement Ceremony at the close of the previous spring semester.