February 25, 2011

Graduate Council
Mississippi State University

Number: 7
Date: February 25, 2011


Guests: P. Cinnella

1. Dr. Juan Silva asked for a motion to accept the minutes of January 28, 2011.

   Motion to accept the minutes was made by Dr. Dwayne Wise and seconded by Dr. Meghan Millea.

   The January 2011 Graduate Council Minutes were approved by acclamation.

2. University Committee on Courses and Curricula (UCCC)

   Dr. Angi Bourgeois stated that the only items for discussion from the UCCC were the two proposals from Aerospace Engineering that were tabled at the last meeting. She stated that all the corrections mentioned during the previous meeting have been made.

   • Modification to MS in Aerospace Engineering (AOCE Approval)
   • Modification to Ph.D. in Aerospace Engineering (AOCE Approval)

   Dr. Wise made a motion to untable both proposals. Dr. David Monts seconded the motion.

   Dr. Wise made a motion to approve the modification of both proposals. Dr. Burnette Hamil seconded the motion.

   Discussion followed. Graduate Council members still had an issue with both proposals. As Dr. Millea had pointed out during the previous meeting, the wording on the proposals is incorrect; they are distance degrees but they are not awarded through AOCE, merely the delivery is via AOCE.

   Dr. Wise made a motion to amend the previous motion to replace “awarded through AOCE” with “delivered through AOCE” and approve the modification of both proposals with the noted amendment. Dr. Burnette Hamil seconded the motion.

   Graduate Council voted to approve both proposals with the noted corrections by acclamation.

3. Report from the Office of the Graduate School (OGS)
Dr. Louis D’Abramo was not present. In his absence, the following report was distributed:

- **Application for Graduation**
  Deadline to apply for $50 is March 4.

- **Spring 2011 Commencements**
  **Friday, April 29, 7 p.m. at Humphrey Coliseum.**
  Bagley College of Engineering, Swalm School of Chemical Engineering, College of Veterinary Medicine, College of Agriculture & Life Sciences, School of Human Sciences, College of Forest Resources, and College of Education

  **Saturday, April 30, 10 a.m. at Humphrey Coliseum.**
  College of Arts and Sciences, College of Architecture, Art & Design, School of Architecture, College of Business, and the Adkerson School of Accountancy

- **Applications and Admissions to Graduate School**
  Stable - spring 2011, 73 more applied, and 6 more admitted when compared to spring 2010. For fall 2011 semester, the applications are down by 15 and admissions are at a 12.1 % decrease relative to last year at this time.

- **Fulbright Applicants**
  Twelve international Fulbright applicants have submitted their applications for admission for the fall 2011 semester

- **Graduate Coordinator Workshop**
  Two sessions are scheduled for March 7 and March 21, from 2:00 pm to 4:00 pm in the Atrium auditorium of Thompson Hall. Topics will include English equivalency tests, the new scale for GRE scores, CAPPS, ethics training for graduate research assistants, and graduation audits.

- **Graduate Research Symposium**
  The Graduate Research Symposium is scheduled for Saturday, April 16 in McCool Hall. The oral competition will begin at 9:00 am and the poster competition at 10:00 am. For both the oral and poster sessions, there will be groupings of up to four per subject area. New awards for Outstanding Research, Most Innovative Research and Best Presentation across all subject areas and the best presentation and poster in each category will be announced at the GSA Annual Awards Banquet. Recipients of the awards will receive a monetary award.

- **Travel Assistance Grants for Graduate Students**
  The OGS will begin accepting requests for Travel Assistance Grants for Graduate Students (TAGGS) awards on March 15 for the second travel period, May 1 through October 31, 2011. We will award up to $15,000 total for this travel period. Justifiable grant requests will be awarded until funds are exhausted. Details for submissions are available on the OGS website at [http://www.grad.msstate.edu/faculty/recruitment/awards.php](http://www.grad.msstate.edu/faculty/recruitment/awards.php)

- **Graduate Research, Service and Teaching Assistant of the Year Awards**
Nomination forms and corresponding instructions for Graduate Research, Service and Teaching Assistant of the Year Awards will be posted on the OGS and GSA web sites and sent to department heads and graduate coordinators by March 4. The deadline for submitting nominations is Wednesday, April 6.

- **Graduate Student Association Annual Awards Banquet**
  The GSA Annual Awards Banquet is Wednesday, April 20, at 6:00 pm in Coskrey Auditorium at Memorial Hall. All nominees for Graduate Research, Service and Teaching Assistant of the Year awards will be recognized. The award recipients and winners from the Graduate Research Symposium will be announced during the banquet. All members of the Graduate Council should receive an invitation via email by March 15th and are encouraged to attend.

- **Outstanding Graduate Student Mentor Award**
  This annual award, inaugurated this year, is offered by the MSU Alumni Association and the Office of the Graduate School. Nominations were solicited from all graduate students and the deadline is today. Selection will be based on well documented examples of the highest dedication to students while serving as an outstanding mentor.

- **Assistantship Funding**
  Six bridge funds ($16,000 to $18,000 for one year) and one stipend supplement (up to $4,000 for 2 years) will be available for the fall 2011 semester. Requests for these funds will open on April 1, 2011 and close on April 8 at 5:00 pm. See the OGS website for details

- **Conditional admission policy for international graduate students**
  Provost Gilbert has approved the conditional admission policy for international graduate students lacking English language test score requirements. This policy would allow a prospective international student applicant to be admitted into Graduate School, if after one year of ESL study at MSU, the student meets the condition of passing the required language test.

- **Alliance of Graduate Education in Mississippi (AGEM)**
  To provide pertinent information regarding the AGEM program, a Focus Group Meeting is planned for our AGEM scholars. The initial meeting will be held on Tuesday, March 1, 2011 from 3:00-4:00 p.m. in 112 Allen Hall Conference Room.

  The Alliance of Graduate Education in Mississippi and the Office of the Graduate School will host the third “First Friday Networking Luncheon” on Friday, March 4, 2011, from 11:45-1:00 in the South Auditorium of the Bost Extension Building. President Mark Keenum will be the guest speaker. A special RSVP invitation was extended to all members of the Graduate Council.

  The AGEM 6th Annual Increasing Momentum to Provide Empowerment to Talented Undergraduate Students to Pursue Graduate Education (IMPETUS-PGE) Super Recruitment Weekend is scheduled for April 1-2, 2011. Approximately 30 juniors and seniors in the STEM areas from Mississippi institutions and selected institutions from its contiguous states are expected to attend.

- **Information Workshops for Fulbright and NSF Fellowships**
The Office of the Graduate School and the Bagley College of Engineering will host a NSF-GRFP Information Workshop (Webinar) to inform all first-year graduate students and graduating seniors for 2011-2012 about financial funding opportunities available to support graduate education. The webinar will be held on Monday, April 4, 2011 from 2:00-4:00 PM in 255 Allen Hall.

The Office of the Graduate School, in conjunction with the Institute of International Education (IIE), will host a Spring Fulbright Information Workshop on Wednesday, April 6, 2011 from, 2:00 – 4:00 PM in the Colvard Student Union-Fowlkes Auditorium to inform undergraduate, graduating seniors, and graduate students about fellowship and scholarship opportunities.

5. Report from Graduate Student Association (GSA)

GSA Vice President Aaron Rollins presented the following report:

The next GSA meeting will be held on April 6 and representatives from the Office of Thesis and Dissertation Format Review will give a presentation of the submission of theses and dissertations.

The GSA Research Symposium is scheduled for Saturday, April 16. Two new awards will be introduced – the Outstanding Research Award and the Most Innovative Research Award. Information will be sent out to Graduate Coordinators soon.

The GSA Awards Banquet is scheduled for April 20 at Coskrey Auditorium in Memorial Hall. Information regarding the GA of the Year award will be sent out via the website in early March, nominations are due by April 6, 2011.

6. Old Business

a) Graduation Qualifications (3’C’s) and changes to Graduate Committee (Hamil)

Dr. Silva stated that the subcommittee report will be delayed until the next meeting.

b) Graduate Committee Make-up (Millea - Handout)

Dr. Millea (Subcommittee Chair) stated that the subcommittee consisting of Drs. Dan Reynolds, Edward Allen and Russell Carr was charged to look at the composition of graduate committees after the graduate faculty appointment policy was revised. The subcommittee was tasked to edit the Graduate Bulletin to reflect wording consistent with the responsibilities of Level 1 and Level 2 Graduate Faculty appointments.

The subcommittee made revisions to the Graduate Bulletin that clearly state for each degree which graduate faculty appointment level the committee chair must hold and which levels are acceptable for the remaining committee members. The revisions also include a statement for each degree that any committee member may serve as thesis/dissertation director.
Dr. Carr made a motion to accept the subcommittee report and approve the revisions to the Graduate Bulletin for the graduate committee make-up. Dr. David Monts seconded the motion.

After a brief discussion, it was determined that individual departments can have more strict guidelines for the make-up of committees.

Graduate Council members voted and the revisions to the Graduate Bulletin in regard to the composition of graduate committees were approved.

7. No new business was discussed.

Meeting adjourned at 2:30 p.m.

The date for the next Graduate Council meeting has been set for Friday, March 25, 2011, at 1:30 p.m. in 611 Allen Hall.
NOTE: This form is a cover sheet that must accompany the degree program change proposal. The actual proposal should be prepared in accordance with format requirements provided in the Guide and Format for Curriculum Proposals published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Butler-Williams Building, Suite B, 100 Walker Road, Mail Stop 9699 (325-0831).

College or School: Engineering
Contact Person: Pasquale Cinnella
Nature of Change: AOCE Approval
Current Degree Program Name: Master of Science in Aerospace Engineering
Major: Aerospace Engineering
Concentration: n/a

Summary of Proposed Changes:
Award the degree through AOCE.

Approved: [Signature]
Department Head
Chair, College or School Curriculum Committee
Dean of College or School
Chair, University Committee on Courses and Curricula
Chair, Graduate Council (if applicable)
Chair, Deans Council

Date: 8/25/10
10/28/2010
10/28/2010
11/30/10
APPENDIX 8: DECLARATION OF INTENT TO OFFER A DEGREE PROGRAM BY DISTANCE LEARNING

<table>
<thead>
<tr>
<th>Institution:</th>
<th>Mississippi State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Initial Program Approval:</td>
<td>Before 1950/51 (first MS awarded in Jan. 1951)</td>
</tr>
<tr>
<td>Date of Implementation:</td>
<td>Aug. 16, 2011</td>
</tr>
<tr>
<td>Cost of Implementation:</td>
<td>$0</td>
</tr>
<tr>
<td>Program Title as Appears on Academic Program Inventory, Diploma, and Transcript:</td>
<td>Six Digit CIP Code:</td>
</tr>
<tr>
<td>Master of Science in Aerospace Engineering</td>
<td>14.0201</td>
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<tr>
<td>Degree(s) to be Awarded:</td>
<td>Credit Hour Requirements:</td>
</tr>
<tr>
<td>Master of Science in Aerospace Engineering</td>
<td>33 hours (non-thesis); 30 (thesis)</td>
</tr>
<tr>
<td>Percentage of Program Completed by Distance Learning:</td>
<td>Percentage of Program Requiring Campus Visit:</td>
</tr>
<tr>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>Will students be allowed to mix on-campus and distance learning courses within this program?</td>
<td>yes</td>
</tr>
<tr>
<td>Will this program require separate admission from those offered on-campus?</td>
<td>no</td>
</tr>
<tr>
<td>Will this program have different fees or tuition rates from those offered on-campus?</td>
<td>no*</td>
</tr>
<tr>
<td>Responsible Academic Unit(s):</td>
<td>Institutional Contact:</td>
</tr>
<tr>
<td>Department of Aerospace Engineering</td>
<td>Dr. Pasquale Cinnella, Interim Head</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Students Expected to Enroll in First Six Years:</th>
<th>Number of Graduates Expected in First Six Years:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year One</td>
<td>Year One</td>
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<td>Year Four</td>
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<td>Year Five</td>
<td>Year Five</td>
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<tr>
<td>Year Six</td>
<td>Year Six</td>
</tr>
<tr>
<td>Total</td>
<td>Total</td>
</tr>
</tbody>
</table>

Program Summary:
* No difference in tuition rates, but distance fees may be assessed.
The Master of Science in Aerospace Engineering via distance is a primarily web-based program geared toward working professionals generally having undergraduate degrees in aerospace or mechanical engineering, or related disciplines. Often these students reside in areas where the opportunity to pursue a graduate engineering degree is not available, or where a web-based course delivery system is highly desirable. It is expected that most will be full-time employees and only part-time students.

Institutional Executive Officer Signature ___________________________ Date _____________

63
AOCE Degree Approval (Existing Program)
Master of Science in Aerospace Engineering

CATALOG DESCRIPTION

The thesis-option Master of Science in Aerospace Engineering (MS-ASE) requires at least 24 credit hours of course work above the baccalaureate degree (with at least one-half of the course work at the 8000 level or above) and six or more credit hours of thesis/research. A thesis and an oral comprehensive examination in defense of the thesis are required. The non-thesis Master of Science requires at least 33 credit hours of course work above the baccalaureate degree as well as a written and oral comprehensive final exam. At least fifteen hours for the M.S. non-thesis degree must be from 8000-level courses or above.

CURRICULUM OUTLINE

No specific courses are required of students in the MS-ASE program. Each student’s Program of Study is customized to his/her needs, subject to approval of the student’s graduate committee and the Graduate Coordinator. Note that all requirements for the AOCE program are the same as those for its on-campus counterpart.

JUSTIFICATION FOR AOCE OFFERING

Distance education provides students who are not able to come to the main MSU campus the opportunity to take courses for either professional development or as credit toward one of the graduate programs offered by MSU. It also provides individuals the flexibility to take courses and conduct research at a time that best meets their personal schedule. This distance-learning offering reaches working professionals in Mississippi, and elsewhere, who do not have access to traditional graduate degree-granting programs in Aerospace Engineering. Mississippi State University has the only Department of Aerospace Engineering in the State.

TARGET AUDIENCE

- Alumni working in the Aerospace industry. For example, the large contingent of alumni that work in the Huntsville, AL area as either NASA civil servants or contractors;
- Professionals working in local Aerospace-based industries. Examples include engineers working at Stark Aerospace, American Eurocopter, and Aurora Flight Sciences, all located near the Golden Triangle Regional Airport;
- Professionals working at the Boeing Company. MSU just signed a Corporate Agreement with Boeing (C.A. 10083) which allows Boeing employees to take distance-education courses and enroll in distance-education programs offered by MSU.
LEARNING OUTCOMES

All graduate students in Aerospace Engineering are expected to demonstrate a high level of professional competence, including research skills. Although the majority of distance students in the MS-ASE program are expected to choose the non-thesis option, graduate courses in the department generally include some research elements such as research project work, literature reviews, etc. The assessment strategy for the MS-ASE program reflects this two-fold emphasis on general professional competence and research competence. Assessment methods include the following:

1) Monitoring enrollment and numbers of degrees awarded;
2) Monitoring retention, including (a) average time spent in the program and (b) program graduation rates;
3) Monitoring of placement of graduates in industrial, government, and academic institutions;
4) Measurements of student participation in research activities, including (a) numbers of students participating in funded research projects, (b) numbers of students co-authoring journal articles, (c) numbers of students co-authoring conference presentations, and (d) numbers of students attending professional conferences;
5) Obtaining feedback directly from graduate students, both in informal interactions between faculty and students, and via formal assessment tools such as course evaluations, etc.

The Department's Graduate Committee meets regularly to develop strategies for improving the graduate programs based on input from students, alumni, faculty members, the departmental advisory council, and other stakeholder groups.

DETERRING ACADEMIC MISCONDUCT

All distance student must have proctors (approved by the home department of the Instructor of Record), who will administer exams for each distance-learning course. All exams will be new or substantially revised each time a course is offered. All research will be conducted at facilities that have been certified by MSU. A Distance Student Certification of Off-Campus/Non-MSU Research Facility form will be processed for each student enrolled, as necessary.

PROPOSAL SUBMISSION

This proposal is accompanied by a course approval proposal for ASE 8000, Research/Thesis. Several ASE and EM courses have already received approval for distance-education offering. Because there are no specific course requirements for the MS-ASE program, we believe that we already offer a sufficient number of courses to allow students to complete their Programs of Study and graduate. More AOCE-offering course proposals are possible in the future, depending on availability of instructors and student needs.
EFFECTIVE DATE

August 16, 2011

CONTACT PERSON

Pasquale Cinnella, Interim Head and Professor of Aerospace Engineering
Walker 330A;
Phone: 325-1148
Email: cinnella@ae.msstate.edu
October 14, 2010

To Whom It May Concern

Dear Sir/Madam,

The purpose of this letter is to certify that the Graduate Committee of the Aerospace Engineering department at Mississippi State University has reviewed and does support the offering of the MS graduate program as a distance-education program. Should you have any questions concerning this matter, please do not hesitate to contact me.

Sincerely,

J. Mark Janus
Graduate Committee Chair

Tom Lacy
Graduate Committee Members

Pasquale Cinnella
Professor & Interim Head
NOTE: This form is a cover sheet that must accompany the degree program change proposal. The actual proposal should be prepared in accordance with format requirements provided in the Guide and Format for Curriculum Proposals published by the UCCC. Both cover sheet and proposal should be submitted, along with all required copies, to UCCC, Butler-Williams Building, Suite B, 100 Walker Road, Mail Stop 9699 (325-0831).

College or School: Engineering
Contact Person: Pasquale Cinnella
Nature of Change: AOCE Approval
Current Degree Program Name: Doctor of Philosophy
Major: Engineering

Department: Aerospace Engineering
Phone: 5-1148   E-mail: cinnella@ae.msstate.edu
Date Initiated: 9/10/10   Effective Date: 8/16/11

Concentration: Aerospace Engineering

Summary of Proposed Changes:
Award the degree through AOCE.

Approved: __________________________   Date: 9/22/10
Department Head

Chair, College or School Curriculum Committee

Dean of College or School

Chair, University Committee on Courses and Curricula

Chair, Graduate Council (if applicable)

Chair, Deans Council
**APPENDIX 8: DECLARATION OF INTENT TO OFFER A DEGREE PROGRAM BY DISTANCE LEARNING**

<table>
<thead>
<tr>
<th>Date of Initial Program Approval: Before 1980 (first Ph.D awarded in 1960)</th>
<th>Date of Implementation: Aug. 16, 2011</th>
<th>Cost of Implementation: $0</th>
</tr>
</thead>
</table>

**Program Title as Appears on Academic Program Inventory, Diploma, and Transcript:**
Doctor of Philosophy in Engineering, concentration in Aerospace Engineering

**Six Digit CIP Code:** 14.0201

**Institution:** Mississippi State University

**Degree(s) to be Awarded:** Doctor of Philosophy

**Credit Hour Requirements:** Varies. Subject to approval of Graduate Committee

**Percentage of Program Completed by Distance Learning:** 100%

**Percentage of Program Requiring Campus Visit:** 0%

**Will students be allowed to mix on-campus and distance learning courses within this program?** yes

**Will this program require separate admission from those offered on-campus?** no

**Will this program have different fees or tuition rates from those offered on-campus?** no*

**Responsible Academic Unit(s):** Department of Aerospace Engineering

**Institutional Contact:** Dr. Pasquale Cinnella, Interim Head

**Number of Students Expected to Enroll in First Six Years:**

<table>
<thead>
<tr>
<th>Year One</th>
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<th>Year Three</th>
<th>Year Four</th>
<th>Year Five</th>
<th>Year Six</th>
<th>Total</th>
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<tr>
<td>2</td>
<td>2 (4 cumulative)</td>
<td>2 (6 cumulative)</td>
<td>3 (9 cumulative)</td>
<td>3 (12 cumulative)</td>
<td>3 (15 cumulative)</td>
<td>15</td>
</tr>
</tbody>
</table>

**Number of Graduates Expected in First Six Years:**

<table>
<thead>
<tr>
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<th>Year Five</th>
<th>Year Six</th>
<th>Total</th>
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<td>0</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>8</td>
</tr>
</tbody>
</table>

**Program Summary:**

* No difference in tuition rates, but distance fees may be assessed.

The Aerospace Engineering concentration of the Engineering PhD program via distance is a primarily web-based program geared toward working professionals generally having undergraduate and MS degrees in aerospace or mechanical engineering, or related disciplines. Often these students reside in areas where the opportunity to pursue a doctoral degree in engineering is not available, or where a web-based course delivery system is highly desirable. It is expected that most will be full-time employees and only part-time students.

**Institutional Executive Officer Signature**

**Date**

63
AOCE Degree Approval (Existing Program)
Ph.D. in Engineering, Aerospace Engineering Concentration

CATALOG DESCRIPTION

The Bagley College of Engineering offers the Doctor of Philosophy degree in Engineering, including the Aerospace Engineering (ASE) concentration. Requirements for the degree are established and monitored by the individual departments offering each concentration, subject to University requirements for all Ph.D. programs.

CURRICULUM OUTLINE

No specific courses are required of students in the ASE concentration. Each student's Program of Study is customized to his/her needs, subject to approval of the student's graduate committee and the Graduate Coordinator. At least twenty hours of dissertation research, a candidacy examination, a written dissertation, and an oral examination in defense of the dissertation are required. Note that all requirements for the AOCE program are the same as those for its on-campus counterpart. The student's physical presence on the main campus may be encouraged for specific activities (e.g., candidacy examination or dissertation defense), however it is not required. Oral exams via teleconference have been used successfully for Campus 1 students in the past, and videoconferencing might also be considered.

JUSTIFICATION FOR AOCE OFFERING

Distance education provides students who are not able to come to the main MSU campus the opportunity to take courses for either professional development or as credit toward one of the graduate programs offered by MSU. It also provides individuals the flexibility to take courses and conduct research at a time that best meets their personal schedule. This distance-learning offering reaches working professionals in Mississippi, and elsewhere, who do not have access to traditional graduate degree-granting programs in Aerospace Engineering. Mississippi State University has the only Department of Aerospace Engineering in the State.

TARGET AUDIENCE

- Alumni working in the Aerospace industry. For example, the large contingent of alumni that work in the Huntsville, AL area as either NASA civil servants or contractors;
- Professionals working in local Aerospace-based industries. Examples include engineers working at Stark Aerospace, American Eurocopter, and Aurora Flight Sciences, all located near the Golden Triangle Regional Airport;
- Professionals working at the Boeing Company. MSU just signed a Corporate Agreement with Boeing (C.A. 10083) which allows Boeing employees to take
distance-education courses and enroll in distance-education programs offered by MSU.

LEARNING OUTCOMES

All graduate students in Aerospace Engineering are expected to demonstrate a high level of professional competence, including research skills. The assessment strategy for the MS-ASE program reflects this emphasis on research competence. Assessment methods include the following:

1) Monitoring enrollment and numbers of degrees awarded;
2) Monitoring retention, including (a) average time spent in the program and (b) program graduation rates;
3) Monitoring of placement of graduates in industrial, government, and academic institutions;
4) Measurements of student participation in research activities, including (a) numbers of students participating in funded research projects, (b) numbers of students co-authoring journal articles, (c) numbers of students co-authoring conference presentations, and (d) numbers of students attending professional conferences;
5) Obtaining feedback directly from graduate students, both in informal interactions between faculty and students, and via formal assessment tools such as course evaluations, etc.

The Department’s Graduate Committee meets regularly to develop strategies for improving the graduate programs based on input from students, alumni, faculty members, the departmental advisory council, and other stakeholder groups.

DETERRING ACADEMIC MISCONDUCT

All distance student must have proctors (approved by the home department of the Instructor of Record), who will administer exams for each distance-learning course. All exams will be new or substantially revised each time a course is offered. All research will be conducted at facilities that have been certified by MSU. A Distance Student Certification of Off-Campus/Non-MSU Research Facility form will be processed for each student enrolled, as necessary.

PROPOSAL SUBMISSION

This proposal is accompanied by a course approval proposal for ASE 9000, Research/Dissertation. Several ASE and EM courses have already received approval for distance-education offering. Because there are no specific course requirements for the ASE concentration, we believe that we already offer a sufficient number of courses to allow students to complete their Programs of Study and graduate. More AOCE-offering course proposals are possible in the future, depending on availability of instructors and student needs.
EFFECTIVE DATE

August 16, 2011

CONTACT PERSON

Pasquale Cinnella, Interim Head and Professor of Aerospace Engineering
Walker 330A;
Phone: 325-1148
Email: cinnella@ae.msstate.edu
October 14, 2010

To Whom It May Concern

Dear Sir/Madam,

The purpose of this letter is to certify that the Graduate Committee of the Aerospace Engineering department at Mississippi State University has reviewed and does support the offering of the Aerospace Engineering concentration for the PhD in Engineering as a distance-education graduate program. Should you have any questions concerning this matter, please do not hesitate to contact me.

Sincerely,

[Signature]

J. Mark Janus
Graduate Committee Chair

[Signature]  [Signature]  [Signature]
Tom Lacy  James Newman III  David Thompson
Graduate Committee Members

[Signature]
Pasquale Cinnella
Professor & Interim Head
GENERAL MASTER’S DEGREE REQUIREMENTS

TIME LIMIT
The time limit for fulfilling the requirements for a master’s degree is eight years (per Graduate Council, March 2010). An extension of time form, available on the Graduate School Web site, can be used to request a one-time, one-year extension. The request must be signed by the major professor and the dean of the college and submitted to the Office of the Graduate School (per Graduate Council, May 2005).

GRADUATE COMMITTEE
Each student’s program of study is directed by a graduate committee. The committee is composed of a major professor and at least one other committee member, who may be a minor professor. (A graduate committee at the master’s level must consist of at least three members, all of whom must be appointed members of the Graduate Faculty.) The committee is composed of the major professor and two committee members, one of whom may be a minor professor. The major professor must be Level 1 or Level 2 Graduate Faculty, the other members may have Level 1, Level 2, Associate Level or Committee Participant statuses. No more than one individual who has been granted a Committee Participant appointment can serve on a master’s non-thesis or thesis committee. The major professor and at least one-half of the graduate committee, including the major professor, must be Graduate Faculty (Level 1, Level 2, or Associate Level). Must hold academic appointment and must be MSU employees; exceptions to this rule can be approved by the appropriate dean. When the major professor is not an MSU employee, the majority of the graduate committee must hold academic appointment and must be MSU employees (per Graduate Council, February 2005). Any member of the committee may be the thesis director or co-director. Non-thesis programs with no variation in program of study and/or with standardized examinations are not required to have committees (per Graduate Council, May 2004). The program of study form and committee request form will be submitted to the Office of the Graduate School the semester in which a student applies for graduation.

PROGRAM OF STUDY

Course Requirements
A minimum of 30 semester hours of graduate study is required in all master’s degree programs. For thesis-option programs, the program of study must contain at least 24 hours of coursework and at least 6 hours of research/thesis; one-half of the coursework must be at the 8000 level or higher. In non-thesis options, the program of study consists of a minimum of 30 hours of coursework with at least 15 hours at the 8000 level or higher (per Graduate Council, April 2004). Directed Individual Study courses, numbered at the 7000 level, may be approved to meet the 8000-level course requirement.

Minor
A student is required to complete the minimum number of hours required on the program (Summary Graduate Council 2001-02) and may be permitted to enroll in a minor area to satisfy the remaining credit hours. If a minor is taken, at least 9 hours of current graduate coursework in a program or approved concentration other than the major department are required on the student’s program of study with approval of the student’s major professor, the minor professor, and the graduate coordinator from the minor area (per Graduate Council, March 2005). Any additional requirements specified by the major and minor areas must also be shown on the program of study. A minor may be obtained only in an established area of graduate study. Up to one-third of the required hours for a minor (9 hours required for a minor at the master’s level) may be transferred to Mississippi State University. The hours must be current (no more than eight years old) at the time the degree is awarded (per Graduate Council, September 2005). See Transfer Credit.

Off-Campus Credits
Graduate credit hours toward advanced degrees may be earned at the Meridian Campus to the extent that courses for developing systematic programs of study are available. In addition, credits toward advanced degrees may be earned in other external programs (e.g., Division of Continuing Education) provided they contribute to a systematic program of study, are approved by the student’s graduate committee, and do not exceed one-half of the credits, excluding thesis credits, required for the degree. Graduate credit is not awarded in the correspondence study program.

Directed Individual Study
Not more than 6 hours of graduate credit may be earned in Directed Individual Study courses.

Transfer Credit
Transfer credit hours from other domestic universities, international universities or military educational programs may be used to fulfill requirements for master’s degrees at MSU provided they meet the criteria established in the General Requirements of the Graduate School. At the master’s level, transfer credit may constitute up to 9 semester hours of coursework except for programs requiring more than 40 hours, in which case transfer credits may constitute up to 30 percent of the total credit hours. For the master’s thesis option, all thesis
research credit hours must be taken at MSU. Up to one-third of the required hours for a minor (9 hours at the master’s level) may be transferred to MSU. Only courses in which grades of B or higher were earned may be accepted for transfer. Transfer credit can be accepted for those courses that are relevant in content at completion of the degree and fall within the eight-year time limit for the current program (per Graduate Council September 2005 and March 2010).

**COMPREHENSIVE EXAMINATION**

A final comprehensive examination is required of all degree candidates except those in programs that allow no variation from a required program of study (per Graduate Council, May 2004). M.A. and M.S. candidates may be required to take an oral examination, a written examination, or both. (See the THESIS section for information concerning the thesis defense). Non-thesis degree candidates must take a written or oral comprehensive examination, or both, and must register for this examination with the graduate coordinator of the major program. This examination should show: 1) the candidate’s thorough familiarity with the literature in the field of major interest; 2) the relation of the special subject to allied subjects; and 3) the level of general knowledge and training, including use of oral and written English. A student must be enrolled at MSU during the semester the exam is administered, must have a 3.00 GPA on all coursework after being admitted to the program (i.e., program and non-program courses), and must be within the last six hours or in the terminal semester (per Graduate Council, May 2006) of coursework excluding internship/practicum courses (per Graduate Council, September 2004). A student who fails the exam cannot apply to retake it until four months from the date of the original test. Two failures result in the student’s removal as a master’s degree candidate. One negative vote will not constitute failure for a student on a preliminary/comprehensive examination and/or thesis/dissertation defense. Two negative votes will constitute failure for a student on a preliminary/comprehensive examination and/or thesis/dissertation defense (per Graduate Council, October 2005). Following the examination, the graduate coordinator or major professor should submit the completed examination results form (accessed on the Graduate School Web site) to the Office of the Graduate School.

**THESIS DEFENSE AND SUBMISSION**

A student pursuing a thesis-option (Option One) Master of Arts or Master of Science degree is required to present a thesis. A grade of S for satisfactory or a grade of U for unsatisfactory is given for thesis credit. Using other letter grades for such credit is not permitted.

Thesis research is subject to review and approval by the University’s Institutional Review Board (IRB).

Although a student may register for more hours of research/thesis research, 6 hours is awarded upon the successful completion and submission to the Library of the thesis. The manual, *Standards for Preparing Theses and Dissertations* (5th edition, revised 2007), describes the regulations governing thesis and dissertation preparation and must be followed. It is available on the Graduate School Web site at [http://library.msstate.edu/thesis/index.asp](http://library.msstate.edu/thesis/index.asp). The student should also review the Office of Thesis and Dissertation Format Review information on the Library’s Web site.

A thesis committee composed of the major professor as chairman and at least two other members appointed by the major professor will judge content and style of the completed thesis. Following acceptance, the student will conduct an oral defense of the thesis before the committee. The student or a committee member may request that the Office of the Graduate School appoint an outside observer to attend the thesis defense. To allow careful and thoughtful evaluation and time for clarification and discussion, the examination for the thesis defense should be scheduled no sooner than seven days after the final manuscript has been distributed to all committee members. **To be eligible to defend the thesis, the student must be registered for at least one credit hour at MSU.**

One negative vote will not constitute failure for a student on a preliminary/comprehensive examination and/or thesis defense. Two negative votes will constitute failure for a student on a preliminary/comprehensive examination and/or thesis defense (per Graduate Council, October 2005). A student who fails to defend his/her thesis cannot apply to defend again until four months from the date of the original defense. Two failures result in the student’s removal as a master’s degree candidate. Following the defense, the student’s committee must complete the examination results report (the original and one copy) and submit the form to the Office of the Graduate School.

Following the successful defense, the student will electronically submit the thesis to the Library to be checked for adherence to preparation standards. The student must meet the deadlines found on the Graduate School calendar in this publication for initial and final submissions to the Library. **The student**
must be enrolled at MSU in the semester(s) of both the initial and the final submissions to the Library.

Thesis submission must be in PDF (Portable Document Format) and uploaded to the Library’s electronic theses and dissertations (ETD) database. The committee signature page, complete with required signatures, must be submitted in print to the Library before the thesis will be reviewed. For security reasons, signatures should not be scanned for the PDF document; this page will remain absent of signatures for the electronic version. The Library will retain a copy of the signature page with the original signatures for archival purposes.

The University has an agreement with ProQuest Information and Learning Company (ProQuest) for the microfilming of all theses and dissertations. Under this agreement, two microfilm copies of the complete thesis will be made and, if desired, the document will be copyrighted with the copyright in the name of the author. The microfilm will be made available for purchase through ProQuest. The citation and abstract will be published in the ProQuest Dissertations and Theses (PQDT) electronic database and the full document made available to subscribing institutions. Publishing/microfilming fees are no longer required by ProQuest. However, some options are available for interested students, including having ProQuest file for copyright on behalf of a student for $65.00, which covers the $35.00 copyright fee and sending the appropriate copy and the appropriate format of the material to the U.S. Copyright Office. Otherwise, a student could submit online to http://www.copyright.gov/ for a $35.00 fee. In this case, the student is responsible for the fee and getting the appropriate material sent to the U.S. Copyright Office. ProQuest also offers an open access publishing option via its Theses and Dissertations Database for $95.00, providing users access to the material without paying fees to ProQuest in the future.

**OTHER Candidacy**

A master’s student applies for admission to candidacy when he/she applies for the degree. The student must apply for graduation by the deadline shown in the Graduate Academic Calendar in this publication and must have completed all conditions attached to his/her admission and fulfilled all requirements of the degree program and the Graduate School.

**Distance Student Certification of Off-Campus/Non-MSU Research Facility**

Students enrolled in graduate programs (master’s, educational specialist, or doctoral) offered via distance learning and requiring a thesis or dissertation must meet established research requirements as stated in the Mississippi State University Graduate School Bulletin. Distance students engaged in research will be provided the same student support services given to on-campus students, including access to Library resources, thesis and dissertation workshops, etc. Mississippi State University believes that special attention must be directed toward the mentoring of the students and the development of a creative and supportive environment for research hours offered via distance. Each academic unit which administers a distance graduate degree program with a thesis or dissertation will determine and define the appropriate use of communication and technology. A student’s thesis/dissertation committee must approve the procedures which the student will follow to ensure quality and integrity of the research process at the proposal, data collection/analysis, and final defense stages. Should the student request, or be required, to conduct research at an off-site research facility, appropriate certification will be completed prior to beginning the research process (see attached). Any department offering such a distance program must include specific language regarding delivery of research/thesis or research/dissertation hours via distance learning for provision to students in a published format (policy handbooks for approved distance programs, Web site, etc.) (per Graduate Council, April 2007).

**Foreign Language Requirement**

A reading knowledge of one foreign language is required for all candidates for a Master of Arts degree in English and for a Master of Arts degree in history (thesis-option only). Likewise, it may be required of candidates in other departments where deemed necessary. Special reading courses for graduate students are offered in French, German, and Spanish. Contact the Department of Foreign Languages for course offerings and availability.

**Residency Requirement**

There is no general residency requirement for the master’s degree. However, departments, schools, and colleges may set degree-specific residency requirements.

**SPECIFIC MASTER’S DEGREE REQUIREMENTS**

**Master of Arts**

The Master of Arts degree is offered in anthropology, economics, English, foreign languages, history, and political science. Two options are offered for the Master of Arts degree.

1. Option One, the thesis option, requires a minimum of 30 credit hours with 24 hours earned
as graduate coursework and 6 hours earned as research/thesis. A reading knowledge of one foreign language is required of students majoring in English literature and history (Option One only).

2. Option Two, the non-thesis option, requires a minimum of 30 credit hours of graduate coursework.

Master of Science

The Master of Science degree is offered in agriculture, architecture, biological sciences, education, engineering, forestry, forest products, information systems, mathematics, physical sciences, psychology, sociology, statistics, wildlife and fisheries science, and veterinary medical science. Two options are offered for the Master of Science degree.

1. Option One, the thesis option, requires a minimum of 30 credit hours with 24 hours earned as graduate coursework and 6 hours earned as research/thesis.

2. Option Two, the non-thesis option, requires a minimum of 30 semester hours of graduate coursework. Departments opting to offer Option Two must submit a statement of requirements to the University Committee on Courses and Curricula for approval. This statement should define total semester hours, specialized courses, if any, and examinations.

The Master of Science degree program in veterinary medical science has additional admission and graduation requirements. Check the appropriate section under the departmental course listing for details.

The Master of Science degree program in education has specific requirements. Check the appropriate section under the departmental course listing for specific details.

For other specific degrees, see program information elsewhere in the Graduate Bulletin: Master of Agribusiness Management (M.A.B.M.); Master of Arts in Teaching (M.A.T.); Master of Arts in Teaching-Secondary (M.A.T.S.); Master of Business Administration (M.B.A.); Master of Engineering (M.Eng); Master of Landscape Architecture (M.L.A.); Master of Professional Accountancy (M.P.A.); Master of Public Policy and Administration (M.P.P.A.); Master of Science in Business Administration (M.S.B.A.); Master of Science in Information Systems (M.S.I.S.); Master of Science in Instructional Technology (M.S.I.T.); Master of Taxation (M.TX.).

EDUCATIONAL SPECIALIST

DEGREE REQUIREMENTS

The educational specialist degree, offered in the College of Education, is comprised of a planned program of at least 30 semester hours above the master’s degree under the direction of a major advisor. If a thesis option is chosen, the program of study must contain at least 24 hours of coursework with at least one-half of the coursework at the 8000-level or higher and at least 6 hours of research/thesis. For a non-thesis option, the program of study consists of a minimum of 30 hours of coursework with at least 15 hours of 8000-level courses (per Graduate Council, April 2004). The non-thesis option requires completion of a Directed Individual Study. The program is designed to provide advanced coursework in education and in other fields and disciplines supplementary to the basic core in the major field. Students enrolled in the educational specialist degree programs in the College of Education should refer to the program section of this publication and the College of Education Graduate Handbook for specific rules and regulations. Students should also refer to departmental Web pages.

TIME LIMIT

A student must complete the educational specialist program within eight years (per Graduate Council, April 2010). All courses included on the program of study must be current at the time of completion of the degree. An extension of time form, available on the Graduate School Web site, can be used to request a one-time, one-year extension if needed in extreme circumstances. The request must be signed by the major professor and the dean of the college and submitted to the Office of the Graduate School (per Graduate Council, May 2005).

PROGRAM OF STUDY

Major

The educational specialist degree is available with a major in Education. Concentrations are available in:

- Counselor Education
- Elementary Education
- Secondary Education
- School Administration
- School Psychology
- Special Education
- Technology

Minor

A student is required to complete the minimum number of hours required on the program (Summary Graduate Council 2001-02) and may be permitted to enroll in another area, a minor, to satisfy the remaining credit hours. If a minor is taken, at least 9 hours of current graduate coursework in a program or approved concentration other than the major department are required on the student’s program of
study with approval of the student’s major professor, the minor professor, and the graduate coordinator from the minor area (per Graduate Council, March 2005). Any additional requirements specified by the major and minor areas must also be shown on the program of study. A minor may be obtained only in an established area of graduate study. Up to one-third of the required hours for a minor (9 hours required for a minor at the educational specialist level) may be transferred to Mississippi State University. The hours must be current (no more than eight years old) at the time the degree is awarded (per Graduate Council, September 2005). See Transfer Credit.

Prerequisites
The educational specialist degree may be completed only after the student has received the master’s degree from MSU or another recognized institution. Course prerequisites are determined by the area of emphasis involved. A master’s degree candidate lacking 6 or fewer hours may enroll in additional courses to complete a normal load and have these courses counted toward the educational specialist degree provided he/she obtains prior approval.

Transfer Credit
Transfer credit hours from other domestic universities, international universities, or military educational programs may be used to fulfill requirements for the educational specialist degree at MSU provided they meet the criteria established in the General Requirements of the Graduate School. At the educational specialist level, transfer credit may constitute up to 9 semester hours of coursework except for programs requiring more than 40 hours, in which case transfer credits may constitute up to 30 percent of the total credit hours. For the educational specialist thesis option, all thesis credit hours must be taken at MSU. Up to one-third of the required hours for a minor (9 hours at the educational specialist level) may be transferred to MSU. Only courses in which grades of B or higher were earned may be accepted for transfer. Transfer credit must fall within the eight-year time limit and must be academically relevant at the time the degree is awarded (per Graduate Council, September 2005 and March 2010).

Directed Individual Study or Thesis
A 3-hour directed individual study or 6-hour thesis is required. No more than 6 semester hours of graduate credit may be earned in Directed Individual Study courses.

Graduate Committee
Each student’s program of study is directed by a graduate committee consisting of Graduate Faculty.
The defenses of theses/dissertations (per Graduate Council, October 2005). A student who fails the exam cannot apply to retake it until four months from the date of the original test. Two failures result in the student’s removal as an educational specialist degree candidate. Following the defense, the student’s committee must complete the examination results report (the original and one copy) and submit the form to the Office of the Graduate School. The form is accessed on the Graduate School Web site.

**THESIS DEFENSE AND SUBMISSION**

A student in a graduate program leading to the educational specialist degree may write a thesis as part of the program of study. A grade of S for satisfactory or a grade of U for unsatisfactory is given for thesis credit. Using other letter grades for such credit is not permitted.

Thesis research is subject to review and approval by the University’s Institutional Review Board (IRB).

Although a student may register for more hours of thesis research, a total of 6 hours is awarded upon the successful completion and submission to the Library. A manual, *Standards for Preparing Theses and Dissertations* (5th edition, 2007), describes the regulations governing thesis and dissertation preparation and must be followed. It is available at [http://library.msstate.edu/thesis/index.asp](http://library.msstate.edu/thesis/index.asp). The student must review the Office of Thesis and Dissertation Format Review information on the Library’s Web site.

A thesis committee composed of the major professor as chairman and at least two other members appointed by the major professor will judge content and style of the completed thesis. Following acceptance, the student will conduct an oral defense of the thesis before the committee. The student must be enrolled at MSU in the semester the thesis is defended. The student or a committee member may request that the Graduate School appoint an outside observer to attend the thesis defense. To allow careful and thoughtful evaluation and time for clarification and discussion, the examination for the thesis defense should be scheduled no sooner than seven days after the final manuscript has been distributed to all committee members. The student must be registered for at least one hour of coursework to be eligible to defend the thesis.

One negative vote will not constitute failure for a student on a preliminary/comprehensive examination and/or thesis/dissertation defense. Two negative votes will constitute failure for a student on a preliminary/comprehensive examination and/or thesis/dissertation defense (per Graduate Council, October 2005). A student who fails the defense cannot apply to retake it until four months from the date of the original test. Two failures result in the student’s removal as an educational specialist degree candidate. Following the defense, the student’s committee must complete the examination results report (the original and one copy) and submit the form to the Office of the Graduate School.

Following the successful defense, the student will electronically submit the thesis to the Library to be checked for adherence to preparation standards. The student must meet the deadlines found on the Graduate School calendar in this publication for initial and final submission to the Library. The student must be enrolled at MSU in the semester the thesis is submitted to the Library, for both the initial and the final submissions.

Thesis submission must be in PDF (Portable Document Format) and uploaded to the Library’s electronic theses and dissertations (ETD) database. The committee signature page, complete with required signatures, must be submitted in print to the Library before the thesis will be reviewed. For security reasons, signatures should not be scanned for the PDF document; this page will remain absent of signatures for the electronic version. The Library will retain a copy of the signature page with the original signatures for archival purposes.

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material without paying fees to ProQuest in the future.

**OTHER**

**Distance Student Certification of Off-Campus/Non-MSU Research Facility**

Students enrolled in graduate programs (master’s, educational specialist, or doctoral) offered via distance learning and requiring a thesis or dissertation must meet established research requirements as stated in the Mississippi State University Graduate School Bulletin. Distance students engaged in research will be provided the same student support services given to on-campus students, including access to Library resources, thesis and dissertation workshops, etc.

Mississippi State University believes that special attention must be directed toward the mentoring of the students and the development of a creative and supportive environment for research hours offered via distance. Each academic unit which administers a distance graduate degree program with a thesis or dissertation will determine and define the appropriate use of communication and technology. A student’s thesis/dissertation committee must approve the procedures which the student will follow to ensure quality and integrity of the research process at the proposal, data collection/analysis, and final defense stages. Should the student request, or be required, to conduct research at an off-site research facility, appropriate certification will be completed prior to beginning the research process (see attached). Any department offering such a distance program must include specific language regarding delivery of research/thesis or research/dissertation hours via distance learning for provision to students in a published format (policy handbooks for approved distance programs, Web site, etc.) (per Graduate Council, April 2007).

**DOCTOR OF PHILOSOPHY DEGREE REQUIREMENTS**

In order to earn the Doctor of Philosophy degree, a candidate must demonstrate mastery of a particular field of knowledge, of the techniques of research, and of the correlation of his/her specialty with the larger areas of knowledge, especially those directly related to his/her own field of interest.

**NOTE**—A student enrolled in a doctoral degree program in the College of Education should refer to the program section of this publication and the College of Education Doctoral Student Guide for specific rules and regulations. Additionally, the student should refer to departmental Web pages.

**ADMISSION**

The candidate for admission must hold a bachelor’s degree from an appropriately accredited institution of higher learning and possess qualifications indicating ability to do graduate work on the doctoral level, as determined by the Graduate Faculty of the program concerned. Counselor Education requires a master’s degree from a CACREP or CORE accredited program.

**TIME LIMIT**

A student in a Ph.D. program must complete the program within a period of five years after passing the Preliminary/Comprehensive Examination (per Graduate Council, March 2010). An extension of time form, available on the Graduate School Web site, may be used to request a one-time, one-year extension. The request must be signed by the major professor and the dean of the college and submitted to the Office of the Graduate School (per Graduate Council, May 2005).

**GRADUATE COMMITTEE**

Each student’s program of study is directed by a graduate committee. The graduate committee is chaired by the major professor, who must be a Level 1 member of the graduate faculty. Faculty status and must be from the student’s major field department or disciplinary program. The minor professor (if applicable), and at least three other members, two of whom are from the student’s major field of interest. The committee is either composed of at least five members, including the chair, if the student has a minor or, at least four members, including the chair, if there is no minor. All committee members must be members of the graduate faculty. No more than two individuals who have been granted Committee Participant...
At least one-half of the graduate committee, including the major professor, must be Graduate Faculty (Level 1, Level 2, or Associate Level). Any member of the committee may be the dissertation director or co-director. They must hold academic appointment and must be MSU employees; exceptions to this rule can be approved by the appropriate dean. When the major professor is not an MSU employee, the majority of the graduate committee must hold academic appointment and must be employees (per Graduate Council, February 2005). A program of study form and a committee request form must be submitted to the Office of the Graduate School when the comprehensive/preliminary examination is scheduled. If applicable, change(s) to the program and/or committee should be submitted as they occur.

**PROGRAM OF STUDY**

**Course Requirements**

At least three academic years beyond the bachelor’s degree are necessary to meet course requirements. The number of course hours will vary according to the specific requirements of the program concerned and the student’s needs.

**Program of Study**

A program of study form and a committee request form must be submitted to the Office of the Graduate School when the comprehensive/preliminary examination is scheduled. Coursework on the program of study must be approved by the student’s committee as current in the discipline at the time the degree is awarded.

**Minor**

In establishing the candidate’s program of study in his/her major, the student and graduate committee may specify a minor area of study. A minor in a doctoral program must consist of at least 12 hours of current graduate coursework in a program or approved concentration other than the major program; must have approval of the student’s major professor; approval of the graduate coordinator from the minor area; have a member from the minor area on the student’s graduate committee; and satisfy additional requirements as specified by the major and minor areas (per Graduate Council, March 2005). Up to one-third of the required hours for a minor (12 hours required for a minor at the doctoral level) may be transferred to Mississippi State University. The hours must be academically relevant at the time the degree is awarded and fall within the time-limit requirements for coursework (per Graduate Council, September 2005 and March 2010). See Transfer Credit.

**Transfer Credit**

Transfer credit hours from other domestic universities, international universities, or military educational programs may be used to fulfill requirements for the doctor of philosophy degree at MSU provided they meet the criteria established in the General requirements of the Graduate School. At the doctoral level, transfer credit may constitute up to one-half of the coursework requirement. All dissertation credit hours must be taken at MSU. Up to one-third of the required hours for a minor (12 hours at the doctoral level) may be transferred to MSU. Only courses in which grades of B or higher were earned may be accepted for transfer. Transfer credit must be academically relevant to the current program at completion of the degree. No transfer credit will be accepted after successful completion of the Preliminary/Comprehensive Examination (per Graduate Council, September 2005 and March 2010).

**EXAMINATIONS**

**Qualifying Examination**

Some departments require doctoral students to take a qualifying examination either at the beginning of or during the first year of study for the Ph.D. degree. A student must be enrolled at MSU during the semester in which the exam is administered and must have a 3.00 GPA after being admitted to the degree program (i.e., program and non-program courses). One negative vote will not constitute failure for a student on a preliminary/comprehensive examination and/or thesis/dissertation defense. Two negative votes will constitute failure for a student on a preliminary/comprehensive examination and/or thesis/dissertation defense (per Graduate Council, October 2005). Candidates for the Ph.D. degree in education or in educational psychology are required to successfully demonstrate competency in the application of research and statistical techniques. Students should refer to the College of Education Doctoral Student Handbook and the departmental graduate handbook for specific programmatic research requirements.

**Preliminary/Comprehensive Examination**

The comprehensive/preliminary examination for admission to candidacy for the degree may be taken only after the student has completed or is within 6 hours of completing the coursework, excluding internship/practicum courses. A student must be enrolled at Mississippi State University during the semester in which the examination is administered and must have a 3.00 GPA on all courses attempted for graduate credit after being admitted to the degree program (i.e., program and non-program courses) (per Graduate Council, September 2004). The student’s program of study and committee request form must be submitted to the Office of the
Graduate School when the comprehensive/preliminary examination is scheduled. If required, a change(s) to the program of study and/or committee should be submitted as they occur. The examination must be taken by June 1, if a student intends to graduate in December; by November 1, to graduate in May; and by February 1, to graduate in August. The oral examining committee shall be composed of the student’s specific graduate committee. The student or a committee member may request that the Graduate School appoint an outside observer to attend the comprehensive/preliminary examination. A student must be enrolled at MSU during the semester in which the examination is administered. One negative vote will not constitute failure for a student on a preliminary/comprehensive examination and/or thesis/dissertation defense. Two negative votes will constitute failure for a student on a preliminary/comprehensive examination and/or thesis/dissertation defense (per Graduate Council, October 2005). A student who fails this examination cannot apply to take another until four months have elapsed from the date of the original examination. Two failures on this examination will result in the student being dropped from further consideration as a doctoral candidate. Following the examination, the student’s committee must complete the examination results report and submit the original and one copy to the Office of the Graduate School. The form is accessed on the Graduate School Web site.

ADMISSION TO CANDIDACY
A student will be admitted to candidacy under the following conditions:
• the dissertation topic selected and approved
• the graduate coursework satisfactorily completed as deemed appropriate by the Graduate Committee
• the research skills requirement(s) completed prior to taking the preliminary examination (if applicable)
• the final program of study officially approved and accepted in the Office of the Graduate School and any changes if needed;
• the comprehensive/preliminary examination passed
Upon completion of the above-noted conditions, the Admission to Candidacy form should be sent to the Office of the Graduate School with the examination results.

DISSERTATION DEFENSE AND SUBMISSION
A graduate student must be enrolled at MSU during the semester of a comprehensive examination, dissertation defense, initial dissertation submission to the Library, and final dissertation submission to the Library. The dissertation is required of all candidates for the doctorate, and a minimum of 20 semester hours of research for the dissertation must be scheduled. The dissertation must show a) mastery of the techniques of research and b) a distinct contribution to the field under investigation and study. A manual, Standards for Preparing Theses and Dissertations (5th edition, 2007), describes the regulations governing thesis and dissertation preparation and must be followed. It is available on the Graduate School Web site at http://library.msstate.edu/thesis/index.asp. The student must review the Office of Thesis and Dissertation Format Review information on the Library’s Web site.

The student’s graduate committee must approve the dissertation topic, the outline, and the final submission of the dissertation. Dissertation research is subject to review and approval by the University’s Institutional Review Board (IRB). Following acceptance, the student will conduct an oral defense of the dissertation before a graduate faculty committee. In order to allow careful and thoughtful evaluation and time for clarification and discussion, it is required that the dissertation be given to the committee no fewer than seven days prior to the final exam.

To qualify for graduation in a given semester, the final defense must take place by the deadline found in the Graduate Calendar in this publication. The student must be enrolled at MSU during the semester of the defense. The announcement of the examination must be sent to the Office of the Graduate School at least two weeks prior to the examination. The oral examining committee will be composed of the student’s graduate committee. The student or a committee member may request that the Graduate School appoint an outside observer to attend the dissertation defense. If a written examination is also required, the student’s graduate committee will prepare the questions and grade the answers.

One negative vote will not constitute failure for a student on a preliminary/comprehensive examination and/or dissertation defense. Two negative votes will constitute failure for a student on a preliminary/comprehensive examination and/or dissertation defense (per Graduate Council, October 2005). A student who fails the to defend his/her dissertation cannot apply for another until four months have elapsed from the date of the original defense. Two failures to defend the dissertation will result in the student’s removal from candidacy. Following the defense, the student’s committee must complete and submit the report of examination results form (the original and one copy) to the Office
of the Graduate School by the deadline found in the Graduate Calendar in this publication.

Following the successful defense, the student will electronically submit the dissertation to the Library to be checked for adherence to preparation standards. **The student must be enrolled at MSU in the semester of both the initial and the final submissions.** Deadlines for the submissions are found in the Graduate Calendar in this publication.

Dissertation submission must be in PDF (Portable Document Format) and uploaded to the Library’s electronic theses and dissertations (ETD) database. The committee signature page, complete with required signatures, must be submitted in print to the Library before the dissertation will be reviewed. For security reasons, signatures should not be scanned for the PDF document; this page will remain absent of signatures for the electronic version. The Library will retain a copy of the signature page with the original signatures for archival purposes.

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**Language and Research Skills**

Any foreign language or research skill requirements for the Ph.D. degree are determined by the major department or program. If a program requires a language, a student whose first language is not English may elect to use English for the language requirement. The student may fulfill the requirement by scoring in the 85th percentile (scaled score = 575 or higher) on the Test of English as a Foreign Language.

**Residency Requirement**

There is no specific on-campus residency requirement. However, Ph.D. students will be required to complete one-half of required coursework and all dissertation credits from Mississippi State University. Departments, schools, and colleges can set degree-specific residency requirements (per Graduate Council, October 2005).

**Study Elsewhere**

Under certain conditions, a student’s graduate committee may require a doctoral student to go elsewhere to take a certain number of advanced courses or perform research.
DOCTOR OF EDUCATION
DEGREE REQUIREMENTS
The Doctor of Education (Ed.D.) Degree is offered with a major in education and a concentration in elementary education, secondary education, school administration, and technology. A student enrolled in a doctoral program in the College of Education should refer to this publication and the College of Education Doctoral Student Handbook for specific rules and regulations. Additionally, the student should refer to departmental Web pages.

ADMISSION
A student who holds a master’s degree or its equivalent from an accredited institution may be admitted to advanced graduate study in education. The applicant’s record, as well as promise of success in the program and as a professional educator, are considered in the admission process.

TIME LIMIT
A student in an Ed.D. doctoral program must complete the program within a period of five years after passing the Preliminary/Comprehensive Examination (per Graduate Council, March 2010). All coursework included on the program of study must be current at the time of degree completion. An extension of time form, available on the Graduate School Web site, can be used to request a one-time, one-year extension. The request must be signed by the major professor and the dean of the college and submitted to the Office of the Graduate School (per Graduate Council, May 2005).

GRADUATE COMMITTEE
Each student’s program of study is directed by a The graduate committee. The graduate committee is chaired by the major professor who must have Level 1 Graduate Faculty status and must be from the student’s major field. The committee will be composed of at least five graduate faculty members decided upon by the department in which the area of program emphasis. The committee is composed of at least five members, including the chair, at least one member from a supporting or minor area, one member from a program in education other than the major program, and two other members from the area of program emphasis. The program of study is located and the supporting area and/or minor department. The committee will be composed of a major professor who must be a Level 1 member of the graduate faculty and from the major field, a member from a supporting or minor area department, a member from a program in education other than the major program and two additional members from the area of program emphasis. No more than two individuals who have been granted participant appointments can serve on a dissertation or doctoral committee. The major professor and at least one-half of the graduate committee, including the major professor, must be Graduate Faculty (Level 1, Level 2, or Associate Level). Any member of the committee may be the dissertation director or co-director. must hold academic appointment and must be MSU employees; exceptions to this rule can be approved by the appropriate dean. When the major professor is not an MSU employee, the majority of the graduate committee must hold academic appointment and must be MSU employees (per Graduate Council, February 2005). The program of study form and the committee request form must be submitted to the Office of the Graduate School during the second semester of the student’s program.

PROGRAM OF STUDY
Course Requirements
At least three academic years beyond the bachelor’s degree or a minimum of 90 semester hours beyond the bachelor’s degree are necessary to meet the requirements for the Doctor of Education degree. Coursework on the program of study must be approved by the student’s committee as current in the discipline at the time the degree is awarded.

Transfer Credit
Transfer credit hours from other domestic universities, international universities, or military educational programs may be used to fulfill requirements for the doctor of education degree at MSU provided they meet the criteria established in the General Requirements of the Graduate School. At the doctoral level, transfer credit may constitute up to one-half of the coursework requirement. All dissertation credit hours must be taken at MSU. Up to one-third of the required hours for a minor (12 hours at the doctoral level) may be transferred to MSU. Only courses in which grades of B or higher were earned may be accepted for transfer. Transfer credit can be accepted for those courses that are academically relevant to the program at completion of the degree and must fall within the time-limit requirements for coursework (per Graduate Council, September 2005 and March 2010).

EXAMINATIONS
Preliminary/Comprehensive Examination
The preliminary/comprehensive examination will be taken within 6 hours of completion of the coursework on a planned program and must be completed successfully before admission to candidacy. The examination will be composed of both written and oral examinations, comprehensive in nature, designed to test the student’s knowledge and understanding in the field of professional education. To be eligible for the comprehensive/preliminary examination, the student must have demonstrated competency in the application of research and
The comprehensive/preliminary written examination must be completed successfully before the student is eligible to take the oral examination. A student who fails the written examination cannot apply for another until four months have elapsed from the time of the first examination. The oral examination must be completed successfully before the student is admitted to candidacy for the degree. One negative vote will not constitute failure for a student on a preliminary/comprehensive examination and/or thesis/dissertation defense. Two negative votes will constitute failure for a student on a preliminary/comprehensive examination and/or thesis/dissertation defense (per Graduate Council, October 2005). A student who fails the oral examination cannot apply for another until four months have elapsed from the date of the original oral examination. Two failures on either examination will result in the student being dropped from the doctoral candidate. Following the examination, the student’s committee must complete the examination results report and submit the original and one copy to the Office of the Graduate School. The form is accessed on the Graduate School Web site.

Supporting Area(s) Examination
A student studying for the Doctor of Education degree also must demonstrate mastery in the supporting or minor area(s). Mastery usually will be demonstrated on a written examination. The examination may be taken after all coursework in the supporting area(s) is completed, or it may be taken in conjunction with the written preliminary examination.

Dissertation Defense and Submission
A graduate student must be enrolled at MSU during the semester of a comprehensive examination, dissertation defense, initial dissertation submission to the Library, and final dissertation submission to the Library.

The dissertation is required of all candidates for the doctorate, and a minimum of 20 semester hours of research for the dissertation must be scheduled. The dissertation is required of all candidates. The dissertation must demonstrate mastery of the techniques of research and be a contribution to the field under investigation. A manual, Standards for Preparing Theses and Dissertations (5th edition, 2007), describes the regulations governing thesis and dissertation preparation and must be followed. It is available on the Graduate School Web site at http://library.msstate.edu/thesis/index.asp. The student must review the Office of Thesis and Dissertation Format Review information on the Library’s Web site.

A doctoral student may have a prospectus for the dissertation approved after successfully demonstrating competency in the application of research and statistical techniques. Dissertation research is subject to review and approval by the University’s Institutional Review Board (IRB). The student usually will register for no more than 10 hours of dissertation research credit prior to
completing successfully the written and oral preliminary examinations; exceptions must be approved by the student’s major professor and/or dissertation director. The student must be enrolled at MSU during the semester(s) these examinations are taken.

In order to allow careful and thoughtful evaluation and time for clarification and discussion, it is required that the dissertation be given to the committee no fewer than ten working days prior to the defense.

To qualify for graduation in a given semester, the final defense must take place by the deadline found in the Graduate Calendar in this publication. The student must be enrolled at MSU during the semester of the defense. Announcement? One negative vote will not constitute failure for a student on an preliminary/comprehensive examination and/or dissertation defense. Two negative votes will constitute failure for a student on an preliminary/comprehensive examination and/or dissertation defense (per Graduate Council, October 2005). A student who fails to defend the dissertation cannot apply to defend again until four months from the date of the original defense. Two failures will result in the student’s removal as a candidate. Following the defense, the student’s committee must complete the examination results form and submit the original and one copy to the Office of the Graduate School by the deadline found in the Graduate Calendar in this publication.

Following the successful defense, the student will electronically submit the dissertation to the Library to be checked for adherence to preparation standards. The student must meet the deadlines found on the Graduate School calendar in this publication for initial and final submission to the Library. The student must be enrolled at MSU in the semesters of both the initial and the final submissions.

The University has an agreement with ProQuest Information and Learning Company (ProQuest) for the microfilming of all dissertations. Under this agreement, two microfilm copies of the complete dissertation will be made and, if desired, the document will be copyrighted with the copyright in the name of the author. The microfilm will be made available for purchase through ProQuest. The citation and abstract will be published in the ProQuest Dissertations and Theses (PQDT) electronic database and the full document made available to subscribing institutions. Publishing/microfilming fees are no longer required by ProQuest. However, some options are available for interested students, including having ProQuest file for copyright on behalf of a student for $65.00 which covers the $35.00 copyright fee and sending the appropriate copy and the appropriate format of the material to the U.S. Copyright Office. Otherwise, a student could submit online to http://www.copyright.gov/ for a $35.00 fee. In this case, the student is responsible for the fee and getting the appropriate material sent to the U.S. Copyright Office. ProQuest also offers an open access publishing option via its Theses and Dissertations Database for $95.00, providing users access to the material without paying fees to ProQuest in the future.

OTHER

Distance Student Certification of Off-Campus/Non-MSU Research Facility

Students enrolled in graduate programs offered via distance learning and requiring a thesis or dissertation must meet established research requirements as stated in the MSU Bulletin of the Graduate School. Distance students engaged in research will be provided the same student support services given to on-campus students, including access to Library resources, thesis and dissertation workshops, etc.

MSU believes that special attention must be directed toward mentoring students and developing a creative and supportive environment for research/thesis hours offered via distance. Each academic unit administering a distance graduate degree program with a thesis or dissertation must determine and define the appropriate use of communication and technology. A student’s thesis/dissertation committee must approve the procedures the student will follow to ensure quality and integrity of the research process at the proposal, data collection/analysis, and final defense stages. Should the student request, or be required, to conduct research at an off-site research facility, appropriate certification will be completed prior to beginning the research process. Any department offering such a distance program must include specific language regarding delivery of research/thesis or research/dissertation hours via distance learning for provision to students in a published format (policy handbooks for approved distance programs, Website, etc.) (per Graduate Council, April 2007).

Residency Requirement

There is no on-campus residency requirement. However, doctoral students are required to complete one-half of required coursework and all dissertation credits from MSU. Departments, schools, and colleges can set degree-specific residency requirements (per Graduate Council, October 2005).

Teaching Experience
The applicant for the Ed.D. degree must have at least three years of acceptable teaching experience, or equivalent, prior to being admitted to candidacy.