

Air Force Institute of Technology

DISTANCE LEARNING STUDENT HANDBOOK

2011 Edition
OPR: Student Services

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Welcome!

FROM THE DEAN

On behalf of the Graduate School of Engineering and Management faculty and staff, welcome to AFIT's distance learning program! Congratulations on a enriching opportunity that is sure to enhance your professional development. I'm proud of our students, our alumni, and the challenging programs that we have at AFIT. Our institute strives to provide opportunities and networking experiences with persistent benefits, and our distance learning programs have given us a chance to expand our influence and learn from practitioners and experts who remain in their field. Get focused, and stay motivated – you're about to begin one of the highlights of your educational career!

M. U. Thomas
Dean, Graduate School of Engineering and Management
Air Force Institute of Technology

FROM THE OFFICE OF EXTENSION SERVICES

Welcome to AFIT's world of distance learning. DL is a relatively new undertaking for the graduate school, and we are still working out some of the kinks that accompany an endeavor this ambitious and complex. My office is committed to making your experience a positive one, and helping you in any way we can. You need to help us meet this goal, by staying flexible, proactive, and communicating your needs precisely. That said, rest assured that we will do all we can to treat you as our valued customer. Our goal is to provide outstanding service while you wear two hats – one at your current job, the other in your new role as "Student, Air Force Institute of Technology."

John Reisner
Director, Office of Extension Services
Graduate School of Engineering and Management
Air Force Institute of Technology

Historical Overview

AFIT has a long and storied that reaches back to the early days of powered flight. In 1919, the Air School of Application was established at McCook Field in Dayton, Ohio, the home of Orville and Wilbur Wright. When Congress authorized creation of the Air Corps in 1926, the school was renamed the Air Corps Engineering School and moved to Wright Field in 1927. Shortly after Pearl Harbor, the school suspended classes, but it reopened as the Army Air Forces Engineering School in 1944 to conduct a series of accelerated courses to meet emergency requirements.

After World War II, in 1946, the Army Air Force Institute of Technology was established as part of the Air Materiel Command. In 1950, command jurisdiction of AFIT shifted from Air Materiel Command to Air University (AU) with headquarters at Maxwell AFB, Alabama. The institute, however, remained at what was now known as Wright-Patterson AFB.

In 1954, the 83rd Congress authorized the Commander, Air University, to confer degrees upon persons in the AFIT Resident College. The college was later divided into the School of Engineering, the School of Logistics, and the School of Business. In 1963, the School of Logistics was redesignated the School of Systems and Logistics. The Civil Engineering Center was also redesignated as the Civil Engineering School.

In 2002, the Secretaries of the Air Force and Navy signed a Memorandum of Agreement forming an Educational Alliance between the two services. In 2003, the Commandant's position was upgraded to a general officer slot.

At the direction of the Secretary of the Air Force, AFIT became the home of the Air Force Center for Systems Engineering in February 2003. Moreover, AFIT is home to many other centers of excellence—the Center for Directed Energy, the Center for Information Security Education and Research, the Center for Measurement and Signature Intelligence Studies and Research, the Center for Operational Analysis, the Advanced Navigation Technology Center, and the Center for Space Studies and Research.

In March 2004, more than 200 scientists and engineers received graduate and doctoral degrees from AFIT, bringing the total number of graduates to more than 15,000. Under the initiative of the Secretary of the Air Force, Dr. James G. Roche, the school's first enlisted students received master's degrees as part of that class—eight Air Force and six Marine Corps senior noncommissioned officers.

In 2008, AFIT reached another milestone, conferring four master's degrees to students who had completed their degree requirements entirely on-line.

Some of the most accomplished engineers and scientists in Air Force history are alumni of the Air Force Institute of Technology. Air Force pioneers General George Kenney, General Jimmy Doolittle, and General Bernard Schriever attended Air Force Institute of Technology programs prior to the time degrees were conferred. General Lawrence Skantze, who culminated his career as the commander of Air Force Systems Command, was one of the early degree graduates. Major General William Anders and fellow astronaut Colonel Guion Bluford also attained graduate degrees at AFIT. On 4 July 2006, AFIT graduates Commander Steve Lindsey and Astronaut Mike Fossum were on the "Return to Flight" Discovery space shuttle.

The future promises to be even more challenging than the past, but AFIT will continue to provide the environment and the opportunity for Air Force personnel to develop the professional and technological skills needed to master this dynamic challenge.

Distance Learning Challenges

Students who don't have the benefit of walking through the hallways of AFIT must be ready to accept and confront many challenges and potential obstacles associated with distance learning. The Office of Extension Services is committed to supporting the DL student body, providing timely assistance and customer support as needed. However, students are ultimately responsible to complete their programs. In order to be successful, students must proactively address inherent challenges of distance learning, through advanced planning, and by finding creative workarounds to technical challenges when necessary.

Whether you are enrolled in a 12-to-18 month certificate program, or a degree program with a three-year edplan, it is important to realize that AFIT is a top-notch graduate school. Some, if not all, of the program components are likely to be rigorous and demanding. These are not "toy courses," and they can be even more challenging when you are viewing course content in a recorded format rather than in a live lecture session.

Here are some suggested practices to help you get the most out of your program and ultimately succeed:

Get acquainted with the technologies early: Our faculty have a variety of recording formats available, in order to meet different pedagogical needs and address varying teaching preferences. Because of this, the format of your recordings may vary from

quarter to quarter. Moreover, tools evolve; our vendors sometimes push new versions of their software to us. Do not wait until the last minute to start watching lectures. Even if you can't watch a lecture until the weekend, at least try to load it and start it earlier in the week, just to make sure there won't be any technical difficulties. (It may be difficult to get support on the weekend; before you know it, you can end up a week behind). Be proactive and sensible, particularly early in the quarter.

Be prepared and adaptable: You are enrolled in a part-time, graduate program. You will need to view videos with rather large file sizes. You should have access to a high-speed internet connection – ideally, both at work and at home. Moreover, if you do encounter problems, try to resolve them locally first. There may be several reasons you can't watch a video – corporate network firewalls, browser settings, missing plug-ins, incompatible operating systems, broken links, etc. With so many possibilities, it is very difficult for AFIT to troubleshoot a problem, particularly when you haven't done any creative problem-solving on your own. As such, if you do encounter a problem, try to do some local troubleshooting first. Can't stream a video? Try it both from home and from work. Try it using Firefox and Explorer. Can't watch it on your Mac? See if your fellow students are having problems with their PCs. Before you contact AFIT, try some of the more obvious workarounds on your own. Furthermore, if you do need to ask AFIT for help, clearly communicate what is happening, in as much detail as you can, and also how you've already attempted to solve the problem. Telling us, "I can't watch Lecture 3" is not nearly as helpful as saying, "When I tried to watch Lecture 3, the video viewer hung for several minutes. I tried this both at work and at home, and had the same problem both times." Help us help you by providing adequately detailed background information.

Don't bite off more than you can chew: Some students gain a sense of false confidence after one or two courses, convinced they can take more than one course per quarter. However, many programs often get more difficult and demanding as they progress. Don't assume that one or two relatively easy courses are necessarily representative of the program as a whole. Two courses is considered a half-time load, potentially meaning 20 hours or more per week. We recommend that part-time students do not take on this large a workload, unless their employer is ready to authorize one day per week devoted to studies, or else they have very few obligations at home and in the community. Do not try to plow through these courses.

Be flexible: Going TDY? We are sometimes puzzled when a student says, "I can't complete this assignment on time, I'm going TDY." While some TDYs are very demanding, or are in remote locations where high-speed internet access is not available, many TDYs involve long nights at hotels with high-speed internet connections. One

advantage of a DL program is that you can work on it wherever you are. Our DL instructors keep working when they are traveling, and we expect our students to also strive to keep their coursework a high priority, even while on the road, unless extenuating circumstances dictate otherwise. If your particular TDY is indeed a legitimate reason for suspending your studies, then please elaborate and explain when you contact the instructor. Some instructors will be pretty flexible; others will be strict on adhering to deadlines. If possible, it is better to work ahead, rather than catch up after your return home. Lastly, don't merely state your problems – suggest your own solutions as well. For example, don't merely bemoan the fact that you will be out of town during the week of a proctored exam. Instead, add suggested solutions that will fit within your schedule, so that we can make alternate arrangements in a timely manner.

If an AFIT DL course uses proctored exams, students have the option of taking tests or completing projects by a variety of methods:

1. Education centers located on base (this is normally the first and most convenient option; the education centers already have trained proctors, and no student cost is incurred).
2. Through an approved supervisor (must be arranged with the Office of Extension Services ahead of time).
3. At a third-party testing center (e.g., commercial or institutional, such as a Sylvan Test Center; some public libraries also proctor exams).

Standards of Conduct & Honor Policy

All students must adhere to the highest standards of academic ethics. This is particularly important in a distance learning environment, where students may not have face-to-face involvement with AFIT professors. Students are prohibited from engaging in plagiarism, cheating, misrepresentation, or any other action which breaches academic integrity; failure to abide by this policy is not condoned. All AFIT students who violate the school's honor policy are subject to punitive and disciplinary actions, including course failure, and disenrollment from school. Individuals subject to the Uniform Code of Military Justice may be prosecuted under the UCMJ. Violations by government civilian employees may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

Breaches of academic integrity are described below:

Plagiarism: The act of appropriating the literary composition of another, parts or passages of their writings, or the ideas or language of the same, and intending to pass them off as the product of one's own mind (for example, copying verbatim without quotation marks with the intent to claim that material as one's own work is plagiarism, as is the intentional use, without credit, of a source's sentence structure and style with only minor word changes). Intent is established based on consideration of all circumstances and evidence presented. The correct method for giving credit to a source in written work is to use quotation marks and an accompanying footnote when quoting directly and a footnote when paraphrasing. In the case of oral presentations, credit must be given for direct or paraphrasing of direct quotes.

Cheating: The act of giving or receiving improper assistance such as, but not limited to, gaining unauthorized access to materials that have not been released for student use; copying answers from another's examination; using texts, notes, issue materials, or other references not authorized for examinations or other assigned work; using previously written research papers, briefings, or other types of student work normally assigned by the school, provided by former students of the course; knowingly permitting another student to copy one's writing assignments, speech or briefing materials, or answers from an examination paper; and collaborating with other persons on individual assignments except as specifically authorized by the school.

Misrepresentation: The act of making an assertion to intentionally deceive or mislead. Misrepresentation may be an oral or written statement that is misleading or deceiving and meant to be so, as in false reporting. For example, if a student is enrolled in a course, and previously took the same course (or a variant of it), and then attempted to resubmit research papers or other work in fulfillment of a current school assignment while disguising the fact that it is a resubmission, that would be a misrepresentation.

Illegal Textbooks: Students will NOT purchase and/or sell pirated or illegal books. This is an offense punishable under Article 134 of the UCMJ. Anyone violating this order may be subject to non-judicial punishment or a courts-martial.

Understanding of AFIT Academic Policies: Students are required to certify they have read and understood AFIT's honor policy as defined in Air University Instruction 36-2309 (Academic Integrity), EN Operating Instruction 36-107 (Standards of Conduct and Honor Policy), and Department of Defense Instruction 3210.7 (Research Integrity and Misconduct).

Academic Policies & Procedures

Grades and Grade Point Averages: Academic achievement is indicated by the following letter grades and points used in calculating the grade point averages. Student academic performance is evaluated in terms of quality points assigned to the letter grade achieved in a course. Based on the level of achievement associated with each letter grade, the corresponding quality point values range from a maximum of 4.0 to a minimum of 0.0 as follows:

| | | | |
|----|-----|----|-----|
| A | 4.0 | C+ | 2.3 |
| A- | 3.7 | C | 2.0 |
| B+ | 3.3 | C- | 1.7 |
| B | 3.0 | D | 1.0 |
| B- | 2.7 | F | 0.0 |

Academic Deficiency: Academic deficiency means a course grade or combination of course grades which prevents a student from graduating. A student cannot graduate if he/she has an unresolved grade of “F”, “U”, or “I” in any course. Too many “C’s” and “D’s” will likely require action to improve the student’s overall grade performance. Possible remedial actions available to the student to resolve academic deficiencies are listed in Table 36-104-1 of EN OI 36-104.

Academic Review Boards (ARBs): ARBs can be convened for a variety of reasons but are usually triggered by a student’s poor academic performance. The ARB makes recommendations to the Dean whether a student should be allowed to continue with his/her academic program. The GPA thresholds that can trigger an ARB are outlined in EN OI 36-137; the thresholds vary depending how long the student has been in the program.

Academic Year: The academic year is divided into four 11-week quarters (fall, winter, spring, and summer). The school academic calendar is shown in the AFIT Catalog, or online at <http://www.afit.edu/en/ener/PickCalendar.cfm>. Even though many distance learning courses have asynchronous components, students are expected to register for courses in conjunction with the AFIT calendar, and complete course their work on time, so that grades can be submitted using the same dates as resident students.

Library

The primary mission of the AFIT Academic Library is to provide comprehensive standard library services in support of the core instructional, research, and consultation requirements of the Institute’s faculty, students, and academic staff. As such, the Library offers a host of services for those enrolled in distance courses. Please visit the Air Force Institute of Technology Library Distance Learning Homepage at

www.afit.edu/library/ for additional information, or call commercial at (937) 255-3005 or DSN 785-3005 and ask for the AFIT Reference Desk. An on-line "Ask-a-Librarian" form is also available to DL students who would like to inquire about available services. Be sure to identify yourself as a distance learning student from AFIT, and be prepared to provide the name of the program in which you are enrolled.

Registrar

The Registrar maintains the school's official academic records. Students are responsible for meeting all deadlines for adds, withdrawals, incompletes, thesis submissions, etc. A student's academic record is his/her own responsibility; students must not assume that professors, program officers, extension services personnel or others are taking care of these matters. The Registrar's staff welcomes conscientious attention to these important details and offers free transcript service.

Registration: Registration begins the day after the AFIT master schedule is posted, normally by the third week of each quarter. During the registration period, students may drop or add courses until registration closes at COB on Friday of the first week of the quarter. It is recommended that DL student register for classes in the upcoming quarter no later than two weeks before the end of the current quarter, so that there is sufficient time to enroll them in DL sections.

DL Registration: DL students register via email through the Extension Services Office. A link which auto-composes a registration email can be found on the Extension Services website, at <http://www.afit.edu/en/dl>. Be sure that the courses for which you register are for your program, and will be offered in the quarter for which you are registering. For assistance with course registration, contact AFIT's Extension Services office at (937) 255-3636 x4556, or email en.dl@afit.edu.

Class Auditing: Students who wish to audit a course must still register for that course using accepted AFIT registration procedures. The course instructor must also give consent; for students in degree programs, the academic advisor must provide consent as well. Audited courses have no bearing on grade point average (GPA), but will appear on the student transcripts. Students cannot change from audit status to credit status after the first week of class. Auditing a course does not preclude a student from taking the course for credit in a subsequent term.

Course Changes (Drop/Add): Students may add course registrations anytime before the registration period ends (on Friday of the first week of the quarter). The last day to drop a course without academic record or a grade is on Friday of the second week of the quarter. Any student who drops a course between the third week and eighth week

will receive the grade of “W”. The Extension Service Office will facilitate registration changes of DL students; the easiest way for DL students to change their courses is to do so manually via an email to en.dl@afit.edu. Depending upon how early or late in the quarter a course is officially dropped, 0%, 30%, or 100% of the tuition may be due; this information is available from the AFIT Bursar’s Office.

Transcripts: Upon receipt of a written request, the Registrar’s Office will issue a transcript of work completed at the institution, provided all obligations to the school have been satisfied, including all financial obligations as applicable. A transcript is official only when it bears the signature of the Registrar and the seal of the institution. Transcripts mailed directly to the student will be stamped “Issued to Student” and are normally not accepted as official copies. Members can request a copy of their transcript using the form located at the Registrar’s page of the AFIT website. Transcripts are issued free of charge. Please allow five business days for verification and processing.

Transcripts, or copies of transcripts, received from other colleges or institutions and used for admissions will not be released by this institution. If you have a need for these documents, you must obtain them from the institution holding the original record.

Bursar

All distance learning students should check with the Bursar prior to the beginning of each term. If tuition bills are not being paid on time, a “bursar hold” may be placed on your account, meaning that you will not be able to register for courses. Even if a student is being sponsored by their organization, it is their responsibility to ensure invoices are being taken care of in a timely manner.

The bursar’s office should be furnished each quarter with the following information:

- Course Registration Form
- Approved Standard Form 182 (replaces DD Form 1556); approved AF Form 1227 or other funding source
- Point of Contact (POC) information for billing purposes

Due to constraints in fiscal law, students may not use duplicate federal benefits. This means students can use Unit Funding, or Tuition Assistance, but they cannot use both.

Reference: <http://www.dtic.mil/whs/directives/corres/pdf/132225p.pdf>

Tuition Rates: DL students pay a DL tuition rate. Tuition rates are subject to change, and typically change annually, around the Fall Quarter. Please contact the bursar’s office for current rates, or check the AFIT website.

Invoices: Students or designated POCs will be invoiced around mid-term (see “Dropped Course” section below). Payment is due upon receipt. Students may not register for the following term until all tuition is paid, or at least until evidence of payment arrangement has been provided.

Payment Methods: *AFIT is unable to process credit card or cash payments.* AFIT can only accept payment via the following methods:

- Check/money order (please note: AFIT cannot accept multiple GPC convenience checks for a single invoice)
- DD Form 448 “Military Interdepartmental Purchase Request” (MIPR)
- AF Form 406 “Miscellaneous Obligation/Reimbursement Document” (MORD)

Students are responsible for any tuition not paid by sponsor, unit or tuition assistance.

Tuition Due for Dropped Courses: AFIT is unable to refund tuition payments; therefore students/sponsors will not be invoiced until mid-term. The effective date of cancellation is the date the student submits the completed drop form to the Extension Services Office, not the last day the student attends class.

In special circumstances, when withdrawal is certified by the individual’s command to be mission essential, AFIT will consider an extended period for calculating the tuition owed. The student’s command will submit, in writing, specific details to the AFIT Bursar’s Office. A decision will be made by the AFIT Chief Financial Officer on a case-by-case basis.

Federal Student Loans/Student Loans: AFIT is unable to accept direct payments from Federal Student Loans. Students using Student Loans will need to make payments with a personal check or money order. AFIT has been assigned a Federal ID number to be used only for deferment of student loan repayments.

Computer Support

The Air Force Institute of Technology’s Directorate of Communications and Information (AFIT/SC) provides a broad range of information resources and services to the students, faculty and staff of the Institute. Services provided by the directorate include network and voice communications, central and end-user computing support, information systems planning and support, AFIT Help Desk, web programming, visual information support and information management.

SC establishes computer accounts for students, faculty and staff members, after computer security training has been verified. In general, DL students are not given

AFIT email accounts, however, they are given accounts giving them access to the AFIT network. Note: ***Your AFIT network account is NOT the same as your Blackboard account.***

Why do you need an AFIT network account? Some courses will use computer tools or applications accessible over the AFIT network. Other support functions, such as end-of-course critiques, are also available on the AFIT network. AFIT network users can also access many of AFIT's computing capabilities from off-campus using a Virtual Private Networking (VPN) session and Terminal Services through an Internet service provider. Our remote access capabilities permit access to private data storage areas, and other services. You will need CAC-enabled login to access the AFIT network.

Computer questions or concerns should be raised to the AFIT Help Desk at AFITHelpDesk@afit.edu or call (937) 255-6565 x4357 (xHELP). After-hours phone support is also available using the xHELP number.

Computer Use Policies

Accounts are to be used for Institute-related and official government business only, solely by the person assigned the account. Students are expected to be familiar with the appropriate use of information technology policy by having completed the Information Protection (IP) Training Module prior to be issued an AFIT account (in most cases, students will have already accomplished this training at their home base). Moreover, when you reaccomplish your annual IP training refresher (formally known as SATE or IA training), you must forward your recertification to AFIT; otherwise, your AFIT network account will be locked. ***It is the student's responsibility to be sure these annual recertification certificates are sent to AFIT in a timely manner.***

Certain activities are clearly inconsistent with the AFIT mission and its status as a professional graduate school, and are expressly prohibited on all AFIT systems. These include:

- Use of email to circumvent/bypass the normal chain of command for official actions
- Illegal, fraudulent, or malicious activities; partisan political activity; political or religious lobbying or proselytizing; or activities on behalf of organizations having no affiliation with AFIT
- Activities for the purposes of personal or commercial financial gain. This includes chain letters, solicitation of business or services
- Accessing, storing, processing, or displaying offensive or obscene material, such as pornography, "hate literature," etc.

Degree Programs

Academic Advisors: Every degree-seeking student is assigned a faculty academic advisor who assists with academic planning. While advisors are available for advice and consultation, students are ultimately responsible for understanding the graduate school's academic policies and completing all graduation requirements, as at any other university.

Education Plans: All DL degree-seeking students, in consultation with their academic advisor, must prepare a proposed program of study, called an edplan. This worksheet outlines the courses the student plans to take to complete the degree. Edplans for DL students are typically relatively easy to accomplish, since only a small subset of AFIT courses are available via DL. The initial worksheet must be submitted for approval by the advisor and the department head prior to registration, but it is recommended that the worksheet be completed before studies commence. Without an approved edplan on file you will not be permitted to register. Once approved, the worksheet becomes the education plan which essentially serves as an agreement developed between the faculty and the student to chart the appropriate path to the desired graduate degree. Changes can be made in the degree program after the edplan has been approved, and all changes require approval of the academic advisor.

Degree Requirements: Students must attain at least a 3.00 cumulative grade point average for all graded courses included in the "all courses taken" block of the student's education plan and have achieved grades of at least "C-" or "S" in all courses required for the degree. Students will perform an independent investigation on a research problem and present the results to the major department as a formal thesis.

Transfer Requests and Academic Deficiency Remediation: EN Operating Instruction 36-104 establishes procedures for students in master's degree programs to transfer up to 12-quarter hours of graduate credit from other accredited institutions. Further, the OI establishes the procedures by which students in master's degree programs may resolve academic deficiencies by repeat, substitution, transfer, or conditional waiver. The 12 hours of transfer credit may consist of courses taken before, during, or after residence at the resident school, but may not include any course submitted for any other degree or used in the calculation of grade point average (GPA) for any other degree. Prior courses are usually transferred for the purpose of reducing the time spent in residence, or to reduce the number of DL courses taken to earn a degree. Neither the grades nor the credit hours will be used in computing the GPA. For this reason, only the hours, not the grades of prior courses are transferred. Courses taken during or after residence are usually taken for remedial purposes. Both the grades and hours of courses taken to remove academic deficiencies are transferred and are used in computing the GPA.

Transfer credits may be submitted after completion of one quarter of residence or later when it becomes necessary to remove academic deficiencies for graduation.

Graduation Application Forms: After you have registered for the term in which you plan to graduate, you must apply to graduate. Graduation applications will be available for submission to Student Services starting week eight of the term prior to the one in which you plan to graduate. The graduation application must be completed by the student, approved by their faculty advisor, and then submitted to the Registrar's Office (ENER) no later than the end of week two of the term in which you plan to graduate. This provides the student with seven weeks to complete the application, during which time any final adjustments to course registration or education plans should be accomplished.

The institution mandates that, prior to awarding a degree or certificate, all courses for which you have received a grade of "F", "U", or "I" must be resolved whether those courses will or will not be used towards certificate or degree requirements. Graduation applications may be completed by accessing the form link in the AFIT student portal. If degree requirements are not completed in the quarter indicated on your application, you will have to reapply.

Thesis Requirements

A student seeking a master's degree is required to pursue an independent study and submit a thesis in partial fulfillment of their degree requirements. The student is required to present the thesis at a formal defense to a faculty committee chaired by the student's research advisor (this is not necessarily the same individual as your academic advisor). Upon successful completion of the defense, the student will submit a final document that contains a thesis approval page signed by the thesis examination committee. The administrative requirements for the thesis document are fully described in the Style Guide for AFIT Theses and Dissertations, which is available via the AFIT website.

The Style Guide for AFIT Theses and Dissertations outlines thesis policy and procedures for submission. The editorial requirements for theses are very precise; therefore, it is imperative that the student become thoroughly familiar with the style guide prior to starting their paper. The thesis due date for graduating students is NLT one week prior to graduation, and may vary by department.

Thesis Topic Selection: Each department of study has its individual requirements as to how a thesis topic is chosen. Once the student and department have agreed upon a topic, the student should provide a thesis title of the thesis, a description of what the

thesis will study, and how the research can benefit the DoD. Students' theses can be sponsored by a specific professor doing research in a pertinent field, or by an outside command. Sources for topics include seminars and lectures (especially those from DoD activities), problem areas observed in previous tours, or other relevant DoD topics. For DL students, thesis topics may be aligned with problems at a student's current assignment; in fact, this practice is encouraged when possible.

Successful thesis management flows from early identification of a topic, definition of scope, and thorough consultation with advisor(s). Program Officers, Department Chairmen, and Faculty Members are available should the student require additional help.

Contact Information

Admissions:

AFIT Admissions Office
2950 Hobson Way, Bldg 641
Wright Patterson AFB, OH 45433
E-mail: afit.admissions@afit.edu
Phone: (800) 211-5097 x3184

Bursar:

AFIT Bursar
2950 Hobson Way, Bldg 643
Wright Patterson AFB, OH 45433
E-mail: carol.astry.ctr@afit.edu
Phone: (937) 255-8400 x3623 (DSN 785-)

Extension Services:

Office of Extension Services
2950 Hobson Way, Bldg 641
Wright Patterson AFB, OH 45433
E-mail: en.dl@afit.edu
Phone: (937) 255-3636 x7422 (DSN 785-)

Library:

AFIT Library
2950 Hobson Way, Bldg 640
Wright Patterson AFB OH 45433
Email: libraryadmin@afit.edu
Phone: (937) 255-3005 (DSN 785-)

Registrar:

Office of the Registrar
2950 Hobson Way, Bldg 641
Wright Patterson AFB OH 45433
Email: dewey.richmond@afit.edu
Phone: DSN 785-6234, then press 4 (DSN 785-)
FAX: (937) 255-2791 or DSN 785-2791