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OPR: EN Faculty Council
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Certified by: AFIT/EN (Dr. Adedeji B. Badiru)

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SUMMARY OF REVISIONS

This document has been revised by more clearly stating the requirements for a master’s degree and describing the procedure to be followed by former students not completing degree requirements within the specified timeframe incorporating guidance from ENOI 36-133. Additionally, ENOI 36-167 was added as a reference title.

1. References. ENOI 36-104, Policy for the Removal of Academic Deficiencies for Students in Master’s Degree Programs
ENOI 36-167, Transfer Credit Policy
ENOI 36-105, Enrollment Policy

2. Authority for Granting Degrees. In accordance with Public Law 733 of the 83rd Congress, with the regulations prescribed by the Secretary of the Air Force, and with accreditation by a nationally recognized accreditation association or authority, the Commander, Air University, is authorized to confer appropriate degrees. The recipients of such degrees must be recommended by the Faculty of the Graduate School of Engineering and Management in accordance with appropriate academic standards.

3. Degree Requirements. The master’s degree is awarded for the successful completion of an established AFIT program comprising at least 48 graduate credit hours that has the approval of the faculty as meriting the degree. To satisfy the specific requirements for this degree the student must have:
3.1. Attained the bachelor's degree with major study in an appropriate field.

3.2. Applied to and been accepted into an approved master’s degree program.

3.3. Completed at least 36 credit hours of coursework as part of the 48-hour degree requirement. In accordance with ENOI 36-167, up to 12 hours of transfer credit may be applied to meet the coursework requirement. This coursework must have been completed within 5 years of the matriculation request. The remaining hours must come from courses offered by AFIT or approved consortium institutions with established transfer credit agreements with AFIT. The number of credit hours earned for coursework from the Graduate School of Engineering and Management must represent at least 50% of the total coursework credit hours submitted for the degree.

3.4. Completed an independent investigation on a topic approved by the major department, the results of which have been presented to the department to fulfill the program requirements. The nature of the investigative component is determined by each program’s curriculum committee based on the broader academic discipline and stakeholder needs.

3.4.1. The expectation for in-residence students is that the investigative component is represented by an independent thesis earning 12 graded credit hours. In certain programs, approved in advance by the Faculty Council, advanced graduate coursework may replace the independent study.

3.4.2. Non-thesis programs may be more appropriate for some distance learning students and specific student population groups (e.g., Intermediate Developmental Education and Advanced Study in Air Mobility). Faculty Council approval is required for programs (or changes to programs) proposing another form of investigation in lieu of the traditional independent thesis. The credit hours associated with such an effort will be commensurate with the level of research involved. Additional coursework beyond the minimum 36-hour requirement may be necessary to meet the overall degree requirement of 48 graduate credit hours.

3.5. Attained a cumulative graduate grade point average of at least 3.00.

3.6. Achieved grades of at least “C-” or “S” in all courses required for the degree. Grades of “D,” “F,” or “U” are considered academic deficiencies and must be resolved under the provisions of ENOI 36-104.

3.7. Completed all degree requirements no later than 6 years after matriculation in an approved program. Matriculation is defined as the start of the approved program. Extensions to these timelines are addressed in paragraph 5.

3.8. Been recommended for the degree by the Faculty Council of the Graduate School of Engineering and Management.
4. Special Requirements for Award of a Second Master’s Degree. A student may pursue a second master’s degree provided the student satisfies all requirements for each degree as stated in paragraph 3 with the following special provisions.

4.1 Students may pursue degrees concurrently or sequentially. When degrees are pursued concurrently, and one of those degrees is sponsored for an advanced academic degree code requirement, the sponsored degree must be considered the first degree. When pursued sequentially, the first degree must satisfy the investigative component of that degree.

4.2. When pursuing concurrent degrees, the student must apply by letter to the appropriate department for admission as a candidate for the second degree no later than six months prior to graduation. The application letter must include an education plan for each degree program indicating any planned course substitutions. The application must be endorsed by the department offering each degree and approved by the Dean, Graduate School of Engineering and Management.

4.3. DoD-sponsored members selected to attend AFIT as full-time students must obtain written approval from his or her career field manager, or comparable authority, before deciding to pursue the second degree concurrently with the first degree.

4.4. Students pursuing multiple degrees may have to satisfy separate investigative components for the first and second degrees, depending on their residency status and whether the degrees are pursued concurrently. The first degree earned requires an investigative component. For full-time DoD-sponsored students pursuing a degree that satisfies an advanced education code requirement, the student must satisfy an investigative component for each degree, (unless the degrees are earned concurrently). Non-sponsored students may substitute at least 12-credit hours of graduate coursework for the investigative component of a non-sponsored, second degree, if approved by the department offering the degree. Possible degree orderings and resulting requirements are shown in table 1

<table>
<thead>
<tr>
<th>First Degree Residency</th>
<th>Second Degree Residency</th>
<th>Investigative Component Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part Time or Distance Learning</td>
<td>Part Time or Distance Learning</td>
<td>One: Associated with First Degree; coursework can be substituted for second investigation.</td>
</tr>
<tr>
<td>Part Time or Distance Learning</td>
<td>Full Time Sponsored</td>
<td>Two Investigations (one per degree)</td>
</tr>
<tr>
<td>Full Time Sponsored</td>
<td>Part Time or Distance Learning</td>
<td>One: Associated with First Degree; coursework can be substituted for second investigation.</td>
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<td>Two Investigations (one per degree)</td>
</tr>
<tr>
<td>Concurrent First and Second Degrees</td>
<td></td>
<td>One: Associated with First Degree; coursework can be substituted for second investigation.</td>
</tr>
</tbody>
</table>
4.4. The student must satisfy the minimum 48-credit hour requirement for any Masters degree program with courses unique to each program. The cognizant departments will provide assurance that the courses differ.

5. **Timeline Extensions.** Students who fail to complete degree requirements within the time periods specified in paragraph 3.7 must petition the Faculty Council requesting permission to continue to work on a degree. Upon receipt of an application from a former student, the dean will appoint a faculty advisor to aid the student in drawing up a petition and, if approved, to monitor the student's program until it is completed. The petition will include:

5.1. Justification for an extension including:

   5.1.1. Brief career history since leaving the Graduate School of Engineering and Management.

   5.1.2. The reason(s) education was not continued.

5.2. A statement, developed through consultation with the major department, as to how the student will demonstrate current knowledge and competence in the field at the time of application for the degree. The major department will specify how the student will demonstrate current knowledge and the competence in his /her field by appropriate selection from one or more of the following:

   5.2.1. Requiring the student to complete satisfactorily a series (minimum of two) of courses at a graduate level in the student's major field.

   5.2.2. Requiring the student to complete satisfactorily a comprehensive examination at the Graduate School of Engineering and Management, written or oral, covering the major field.

   5.2.3. Certification from the department, based upon overall grade point average and subsequent accomplishments at other institutions or duty assignments since leaving the Graduate School of Engineering and Management.

   5.2.4. Passing of a State Professional Engineer's Examination (Fundamentals) in the major field within five years preceding award of the degree.

   5.2.5. Requiring the student to spend one quarter in residence at the Graduate School of Engineering and Management as a full-time student (Ref ENOI 36-105).

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