



Daniel Guggenheim School of Aerospace Engineering

Graduate Forms in AE – Signatures

To Ensure we have uniformity in the School of AE, forms should be signed as follows:

1. **Waiver of Enrollment**
 - a. **Major Advisor – Faculty member**
 - b. **School Chair or Graduate Coordinator – Ajeé Houston**
2. **Graduate Internship Program Application**
 - a. **Academic Advisor or Graduate Coordinator – Ryan Sanders**
 - b. **Dissertation Advisor – Faculty advisor**
3. **Admission to Ph.D. Candidacy**
 - a. **School Chair – Dr. Steinberg**
 - b. **Thesis advisor – Faculty member**
 - c. **Graduate Coordinator – Ajeé Houston**
4. **Approval of Master’s Thesis Topic**
 - a. **Graduate Coordinator – Ajeé Houston**
 - b. **School Chair – Dr. Steinberg**
 - c. **Thesis Advisor – Faculty member**
5. **Thesis Approval for Doctoral Students**
 - a. **Chair, Thesis Reading Committee – Faculty member**
 - b. **School Chair/Graduate Coordinator – Dr. Steinberg**
 - i. **Ajeé Houston should be cc’d on this form.**
6. **Thesis Approval for Master Students**
 - a. **Chair, Thesis reading Committee – Faculty member**
 - b. **School Chair/Graduate Coordinator – Dr. Steinberg**
 - i. **Ajeé Houston should be cc’d on this form.**
7. **Doctoral Minor**
 - a. **Major Advisor – Dr. Steinberg**
 - b. **School/Program Graduate Coordinator – Ajeé Houston**
8. **Request for Grade Mode Change**
 - a. **Major School Advisor – Course instructor***
9. **Graduate Change of Major/Level form**
 - a. **Ryan Sanders (or Adrienne Durham for ASDL students)**