



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 (or Adrienne Durham for ASDL students)
 - b. Dissertation Advisor – Faculty advisor
3. **Admission to Ph.D. Candidacy**
 - a. School Chair – Dr. John Christian
 - 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. John Christian
 - c. Thesis Advisor – Faculty member
5. **Thesis Approval for Doctoral Students**
 - a. Chair, Thesis Reading Committee – Faculty member
 - b. School Chair/Graduate Coordinator – Dr. John Christian
 - 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. John Christian
 - i. Ajeé Houston should be cc'd on this form.
7. **Doctoral Minor**
 - a. Major Advisor – Dr. John Christian
 - 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)