

Procedure for Using AE499 as a Technical Elective

Department of Aerospace Engineering
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Students who intend to take AE499 without replacing an elective do not need to follow this procedure.

The procedure is designated only for the students who actually replace 3 units of elective course with the AE499 course. Only 1 elective course can be replaced with the AE499 enrollment. The following rules apply.

- 1) The student needs to find a tenured/tenure-track faculty willing to serve as adviser for the project.
- 2) No later than 7 calendar days after the semester starts, the student wishing to replace an elective with AE499 must **present to the chair of the Aerospace Engineering Department, or designated professor** (which must not be the same professor performing the AE499 research with the student), an application.
- 3) The application mentioned in point 2) must have:
 - a) title of project
 - b) name of adviser (tenured/tenure-track faculty only)
 - c) signature of the adviser listed in b)
 - d) indication whether the proposed work is a group project or a single-student effort. **Note: in the case of group project, every single student involved must have an independent AE499 application with unique research tasks; duplicated AE499 applications will not be accepted**
 - e) abstract
 - f) work plan
 - g) deliverables and expectations (e.g., experimental results, code development etc.)
 - h) references

The application must be 2 pages. References do not count in the two-page limit.

- 4) By the last official day of classes for the semester when the AE499 is actually taken, the student needs to a typed, complete report. The report must be given to the faculty serving as adviser for the AE499 course. That faculty must keep at least an electronic copy of the student's report in case needed for ABET or other administrative reasons. Handwritten documents or parts of reports are not permitted. Handwritten drawings and figures are also not allowed.
- 5) The student cannot subdivide the work related to the AE499 course into more semesters. That is, the 3 units must be taken in a single semester. Of course, the student can continue working on the research with the faculty but with no additional formal credit towards graduation
- 6) Assessment of the student's work will be responsibility of the faculty who signed the AE499 application