

Program Pages

Description

- Degree name use full name except when referring to the Ph.D.
- Add “degree” after degree name
- When listing concentrations use the following standardized language
 - “The <insert major name> major comprises the following concentrations:”
 - <insert concentration listing> - only bold concentration name if part of a paragraph

Description

The Bachelor of Science degree in Aeronautics provides an education in aviation that produces professional pilots and aircraft maintenance technicians.

The Aeronautics major comprises the following concentrations:

- The **Aeronautical Studies** concentration prepares students for entry-level technological positions in aviation. This concentration provides a significant number of electives that allow students to explore other areas of interest or earn transfer credits from an accredited university.
- The **Air Traffic Control** concentration prepares students for professional work in air traffic control and aircraft maintenance. This concentration provides practical simulation-based training in air traffic control that enables the CTI graduate to become a professional air traffic controller.
- The **Aviation Management** concentration prepares students for entry-level management supervisory positions in aviation. This concentration includes technical and aeronautical courses with courses in management and information systems. Students earn a degree in aviation management with communicative capabilities.
- The **Flight Technology** concentration is designed for students who aspire to become professional pilots. Students entering this program should have a strong desire for excellence in aviation as well as the flying skills to succeed in this program.

Fully offered at

- The location where the program is approved to be fully offered should be listed below the description with the following header
 - “Fully Offered At: (H3 heading)”
 - In Alpha order but online goes first

FULLY OFFERED AT:

- Ashtabula Campus
- East Liverpool Campus
- Geauga Campus
- Salem Campus
- Trumbull Campus
- Tuscarawas Campus

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Admission Requirements

- The general admission requirements for an **Associate or a Baccalaureate degree** is set up as shared content. If you are interested in using shared content, please contact the Office of Curriculum Services.
- If a program has selective admission, add the admission requirements exclusive to that program and then add the selective admission shared content. Start the admission requirements as follows:
 - Admission Requirements (H2 heading)
 - “Admission to this major is selective...”
- For **graduate programs**, list admission requirements in a bulleted list in sentence case.

Admission Requirements

- Official transcript(s)
- Minimum 3.0 undergraduate GPA
- GRE scores (general test)
- Goal statement
- Three letters of recommendation
- Minimum five potential faculty advisors
- Completion of undergraduate coursework roughly equivalent to a Biology minor

Before admission can be completed, a prospective student must be accepted by a faculty member in the program.
For more information about graduate admissions, please visit the [Graduate Studies](#) website.

Program Requirements

All requirement pages should have the following header information:

Headers for Undergraduate Degree Programs

- Program Requirements (H2 heading)
- Major Requirements (H3 heading)
- Course listing
 - For Baccalaureate degree programs, course requirements are separated by:
 - “Major Requirements (courses count in major GPA)”
 - “Additional Requirements (courses do not count in major GPA)”
 - “Concentrations” – if needed
 - For Associate degree programs, course requirements are separated by:
 - “Major Requirements (courses count in major GPA)”
 - “Additional Requirements (courses do not count in major GPA)”
 - “Concentrations” – if needed

Program Requirements

MAJOR REQUIREMENTS

Major Requirements (courses count in major GPA)

AERN 15000	INTRODUCTION TO AERONAUTICS
AERN 20000	PROFESSIONAL DEVELOPMENT IN

Additional Requirements (courses do not count in major GPA)

COMM 15000	INTRODUCTION TO HUMAN COMMUNICATIONS
Kent Core Social Sciences (must be from two disciplines)	

Concentrations

Choose from the following:

- [Aeronautical Studies](#)
- [Air Traffic Control](#)

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Program Requirements continued

Headers for Graduate degree programs

- “Program Requirements” (H2 heading)
- “Major Requirements” (H3 heading)
- “Concentrations” (H3 heading) – if needed

Biological Sciences - Cell Biology - M.S. Program Requirements	
MAJOR REQUIREMENTS	
Major Requirements	
Courses selected in consultation with academic faculty advisor ¹	
BSCI 60184	RESPONSIBLE CONDUCT IN RESEARCH AND TEACHING-BIOLOGICAL SCIENCES
BSCI 60199	THESIS I ³

Headers for Concentration Requirements

- “<Insert Concentration Name> Concentration Requirements” (H3 heading) – if needed

AERONAUTICAL STUDIES CONCENTRATION REQUIREMENTS		
Concentration Requirements (courses count in major GPA)		
AERN 15745	NON-PILOT ELEMENTS OF FLIGHT THEORY	3

Headers for Minor Program Requirement

- “Minor Requirements” (H2 heading)
 - Course listing
 - “Minor Requirements”
- “Progression Requirement” (H3 heading)
- “Graduation Requirements” (H3 heading)
 - GPA table
 - Any program notes listed in bullets

Headers for Certificates Program Requirements

- “Certificate Requirements” (H2 heading)
 - Course listing
 - “Certificate Requirements”
- “Progression Requirement” (H3 heading)
- Graduation Requirements (H3 heading)
 - Any program notes listed in bullets

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Program Requirements continued

Other requirement headers listed below course requirements

- “Progression Requirement” (H3 heading)
- “Graduation Requirements” (H3 heading)
 - GPA table
 - Any program notes listed in bullets

GRADUATION REQUIREMENTS	
MINIMUM MAJOR GPA	MINIMUM OVERALL GPA
2.500*	2.000*

*Minimum major and overall GPA required for each concentration:

- Minimum 2.250 major GPA and 2.000 overall GPA for Aeronautical Studies concentration
- Minimum 2.500 major GPA and 2.000 overall GPA for Air Traffic Control and Aviation Management concentrations
- Minimum 2.500 major GPA and 2.500 overall GPA for Flight Technology concentration

- “Candidacy” (H3 heading) – if needed
 - Example

CANDIDACY AND PROSPECTUS
After completing their coursework, students will complete the candidacy, by proposing a research project to the faculty and with a written dissertation before a faculty committee.
Students are admitted to doctoral candidacy following success

Course Requirement Style

Course requirement order within the program requirements table:

- Major Requirements:
 1. Courses (alpha, numeric)
 2. Elective options (alpha)
 3. Choose from lists (alpha)
- Additional Requirements:
 1. Courses (alpha, numeric)
 2. Elective options (alpha)
 3. Foreign Language (If any)
 4. College General Requirement (AS only)
 5. Choose from list
 6. Kent Core Requirement
 7. General Electives (if any)

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Course Requirement Style continued

Electives Styles

- Subject Electives
 - [Subject description] ([subject code]) Electives
 - Biology (BSCI) Electives
- Elective Groupings (choose from list)
 - [Group description], choose from the following:
 - Human Anthropology Electives, choose from the following:
 - <insert course>
 - <insert course>
- Upper-division electives
 - [Subject Description (CODE)] Upper-Division Electives (30000 or 40000 level)
 - Theatre (THEA) Upper-Division Electives (30000 or 40000 level)
 - Psychology (PSYC) or Sociology (SOC) Upper-Division Electives (30000 or 40000 level)

'Or' Statements

- When there are 4 or less courses that are "or-ed" use an 'or' statement
 - (Course subject) (Course number) (Course title) or
(Course subject) (Course number) (Course title)
- When "or-ing" a course and a non-course requirement, make the 'or' statement a "choose from list"
 - [Group description], choose from the following:
 - Human Anthropology Electives, choose from the following:
 - <insert course>
 - <insert non course requirement>

Minimum Grade Note

- If all courses in the requirements need a minimum grade add, "(min <insert letter grade> grade required in all courses)" to the area header in the table
- If only a certain courses have a minimum grade add, "min <insert letter grade> grade" in the comment area to that displays next to the course in the table
 - Add following note to the graduation requirements, "A minimum <insert letter grade> may be required in some courses."
- If there is an "or" requirement and either course would need a min grade add the following statement as a comment, "(min <insert letter grade> grade for either course)"

General Elective Note

- Split if possible between major and concentration
- When adding general electives to a program, add the following note in parenthesis:
 - "(total credit hours depends on earning 120 credits hour, including 39 upper-division credit hours)"

WIC courses

- For programs that have a course that may fulfill the WIC requirements, remove "(min C grade)" and add the following note:
 - "A minimum C grade must be earned to fulfill the writing-intensive requirement."

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Course Requirement Style continued

Kent Core Requirement

- When listing the Kent Core Requirements in the program requirements table follow the same order that is in the University Requirements tab.

Kent Core Composition	6
Kent Core Mathematics and Critical Reasoning	3
Kent Core Humanities and Fine Arts (minimum one course each)	9
Kent Core Social Sciences (must be from two disciplines)	6
Kent Core Basic Science (must include one laboratory)	6-7
Kent Core Additional	6

Minimum Total Credit Hours

- Use auto sum to generate the minimum total credit hours
- If a doctoral program requires different credit hours depending on a type of student, do not use auto sum. Instead, add a comment to add total credit hours
 - Minimum Total Credit Hours for Post-Baccalaureate Students
 - Minimum Total Credit Hours for Post-Master's Students

Minimum Total Credit Hours for Post-Baccalaureate Students	90
Minimum Total Credit Hours for Post-Master's Students	60

Roadmap

Course Requirement Order:

1. Courses (alpha, numeric)
2. Electives (alpha)
3. Foreign Language (if needed)
4. College General Requirement (if needed)
5. Kent Core Requirements (separate if more than one in a semester)
6. General Electives