

IE DEPARTMENT

UW-MADISON

		Procedure Number IEP 11.1
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Subject: Criteria for Satisfactory Academic Progress as a Graduate Student in Industrial Engineering		Date Issued February 24, 2004
		Supersedes January 1998
Written by: Graduate Policies and Exams Committee	Approved by: IE Department Committee	Review/Approved Date February 20, 2004

1. Purpose:

The purpose of the following document is to define the general policies and criteria followed in the IE Department to determine satisfactory academic progress for an IE graduate student.

2. Scope:

This procedure applies to both full-time and part-time IE graduate students and faculty, and addresses such issues as the determination of grade point average, course load, time limits, and grades of C or D.

3. Related Procedures and Other Documentation:

<u>Procedure No.</u>	<u>Description of Procedure</u>
IEP 08.1	Industrial Engineering Department Policy for Qualifying Examination Requirement
IEP 12.1	Administration of Probation for Graduate Students in Industrial Engineering
<u>Other Documents</u> None	

4. Policy and Criteria:

4.1 Grade Point Average

- a. Courses taken while enrolled as a graduate student in the Department and all other courses presented towards the degree are included in the computation of the Departmental Semester Grade Point Average (DSGPA) except for the following:
- English for international students
 - Courses lower than the 300 level in any department
 - 300 level courses in IE not specified as deficiencies in writing at the time of admission to IE Department

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- b. The computation of the Department Cumulative Grade Point average (DCGPA) will follow the same conditions as defined in item (a) above.
- c. A DSGPA and a DCGPA of at least 3.0 are required. Students taking only independent study or thesis research and receiving grades of P or S will be judged to be making satisfactory academic progress.

NOTE 1: Students admitted on probation may be required to obtain a DSGPA higher than 3.0 in the first semester as specified in writing at the time of admission. (See IEP 12.1 **Administration of Probation for Graduate Students in Industrial Engineering.**)

4.2 Course Load

- a. Full-Time Students: All students are admitted as full-time students unless otherwise noted in writing prior to the start of their program. Full-time students are expected to satisfy the Graduate School requirements for full-time status during all regular semesters in residence unless they have already passed the Ph.D. preliminary examination.
- b. Part-Time Students: Students must have PRIOR WRITTEN approval from the Industrial Engineering Graduate Policy and Exams Committee to become part-time students. No special credit load requirements are imposed on approved part-time students.

4.3 Time Limits

- a. Each student wishing to be a PhD candidate in the Industrial Engineering department must satisfy the department's Qualifying Examination Requirement as specified in **Document IEP 08.1 "Industrial Engineering Department Policy for Qualifying Exam Requirement"** within the time limits as specified in that document.
- b. Preliminary and final exams for Ph.D. students are scheduled at the discretion of the student's committee.

4.4 Grades of C or D

- a. A graduate course in which a grade of C or below is received WILL NOT BE COUNTED as credit toward the graduate degree. These courses will be included in the calculation of the DSGPA and DCGPA however.

End of Procedure