

ISyE DEPARTMENT

UW-MADISON

Procedure Number
IEP 11.1

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Subject:

Criteria for Satisfactory Academic Progress as a Graduate Student in Industrial and Systems Engineering

Date Issued
December 13, 2013

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February, 2004

Written by:
Academic Affairs cluster

Approved by:
ISyE Department

Review/Approved Date
December 13, 2013

1. Purpose:

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

2. Scope:

This procedure applies to both full-time and part-time ISyE 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:

Procedure No.
IEP 08.1

Description of Procedure
Industrial Engineering Department Policy for Qualifying Examination Requirement

IEP 12.1

Administration of Probation for Graduate Students in Industrial Engineering

Other Documents

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 or otherwise not approved by the Academic Affairs Cluster.

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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 and Systems Engineering Academic Affairs Cluster to become part-time students. No special credit load requirements are imposed on approved part-time students.

4.3 Research Seminar Requirement

- a. ISyE students must complete two semesters of research seminar.

4.4 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.

4.5 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.

4.6 Progression review

All graduate students must have a progression review commencing in the fifth semester of enrollment and every two years following. Progression review consists of a review of the Plan of Study document relevant to the student's intended degree (MS or PhD) planning document with the academic advisor, who in turn submits it to the Academic Affairs Cluster for review. AA cluster approval must be obtained by the end of the semester, and the signed Plan of Study placed on file in the student's record. Should the AA cluster not accept the plan, the faculty member will be notified and requested to submit a new plan by the end of the next semester. If the AA cluster does not approve the revised plan, the Associate Dean of the Graduate School for Education will be notified that the student is not in good standing in the program and to coordinate the next steps of action.

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4.7 PhD Course & Experience Expectations

PhD training results from a series of academic experiences, included but not limited to classroom course, independent study, guided research, teaching training, and independent research. All students must complete the minimum number of credits required by the Graduate School (<http://www.grad.wisc.edu/education/acadpolicy/guidelines.html#123>); at least 50% of these must be at the graduate level. **ISyE students must complete two semesters of research seminar.** Expectations for publication, teaching experience, proposal development and industry practicums should be negotiated with the advisor.

End of Procedure