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DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING, UW-MADISON

Procedure Number:	ISyE P 12.1
Subject:	Administration of Probation for Graduate Students in Industrial & Systems Engineering
Date Issued:	October 18, 2019
Supersedes:	02/24/2004
Written by:	Academic Affairs Cluster
Approved by:	IE Department Committee
Review/Approved Date:	October 18, 2019

1. Purpose:

The purpose of the following document is to define the general policies and criteria followed in the administration of probation for graduate students in the Industrial Engineering Department.

2. Scope:

This procedure applies to both new and continuing IE graduate students and faculty, and addresses such issues as placement on probation, terms of probation, removal of probation, graduation, and appeals.

3. Related Procedures and Other Documentation:

<u>Procedure No.</u>	<u>Description of Procedure</u>
IEP 11.1	Criteria for Satisfactory Academic Progress as a Graduate Student in Industrial Engineering

Other Documents
None

4. Policy and Criteria:

Note 1: The probationary status of graduate students in Industrial Engineering is administered by the Academic Affairs cluster.

4.1 **Placement on Probation**

- a. **New Students:** An applicant for graduate study in Industrial Engineering who does not meet the normal requirements for admission may be recommended for *admission on probation* by the Department.
- b. **Continuing Students:** Students previously admitted for graduate study in Industrial Engineering will be placed on probation if they fail to make *satisfactory academic progress* as defined by current Department policy. (See IEP 11.1 - **Criteria for Satisfactory Academic Progress as a Graduate Student in Industrial Engineering**)

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4.2 Term of Probation

- a. The probationary status of each student will be reviewed at the end of each regular semester. A student placed on Probation who fails to qualify for removal of probation at the next review of his or her probationary status will not be permitted to continue graduate studies in the IE Department, and any funding guarantee made to the student by the department is removed

4.3 Removal of Probation

4.3.1 At the end of a semester when a student is on probation a committee will determine if the student is qualified for removal of probationary status. The committee will include the Associate Chair for Graduate affairs and two other faculty members appointed by the Associate Chair.

4.3.2 A student will be removed from probationary status under the following conditions:

- a. A student admitted on probation will be removed from probation if that student:
 - i. Has met all special conditions specified in the letter from the Graduate School notifying the student of admission AND
 - ii. Is making satisfactory academic progress according to the Department's current policy. (See IEP 11.1 - **Criteria for Satisfactory Academic Progress as a Graduate Student in Industrial Engineering**)
- b. Continuing students on probation will be removed from probation if they are deemed to be making satisfactory academic progress by current Department policy.
- c. A student may be removed from probation by special action of the Academic Affairs cluster.

4.4 Graduation

- a. A student will not be recommended for a graduate degree in Industrial Engineering while on probation.

4.5 Appeals

- a. Decisions made by the Academic Affairs cluster can be appealed to the Department Committee.

End of Procedure