Welcome, new and returning graduate students!

The faculty and staff of the Department of Industrial and Systems Engineering at the University of Wisconsin-Madison are delighted that you have joined us for your graduate studies! Our department is internationally known for its expertise in human factors engineering, health systems engineering, manufacturing and production systems, decision sciences and operations research, and quality engineering.

Graduate school is a remarkable time in an engineer’s life. Graduate school provides an opportunity for you to deepen your skills and expand your knowledge about industrial engineering, and how it can be applied to improve both industry and the broader society. You’re joining a great department at a great university, and I am confident that you will find lots of opportunities for personal and professional growth here. The faculty, staff, and other students are all happy to help you learn what you want to learn!

Graduate school is a time of increasingly self-directed learning – both inside and outside the classroom. So, take advantage of your time here to meet our faculty members in person, attend our research seminars (on Friday afternoons at 12:00pm), explore work being done in other departments, and generally create a vibrant learning experience that will help you launch the next phase of your life.

Your first stop on the way should be the Graduate Student Services Office (Room 3182 of the Mechanical Engineering Building). If you occasionally manage to come up with a question for which they don’t know the answer, they will at least always know how to GET the answer for you! In addition, Associate Prof. James Luedtke (Room 3236) is the associate chair of the department for graduate studies; he can assist you with any academic issues. Each graduate student also has an adviser – please make sure to introduce yourself to your advisor by the third week of the semester. Finally, as department chair, I hold regular office hours for students in my office (Room 3270). You can stop by without an appointment during office hours, or feel free to make an appointment to meet with me at some other time.

Good luck,

Jeff Linderoth
Professor and Chair
Table of Contents

Introduction to the Department of Industrial and Systems Engineering
  Faculty Directory ................................................................. 5
  Staff Directory ........................................................................ 10

Student Life .............................................................................. 13
  Housing .................................................................................. 13
  Student ID/Wiscard ................................................................. 13
  Obtaining a Student ID .............................................................. 13
  Bus Pass .................................................................................. 13
  City of Madison ....................................................................... 13

Academics ............................................................................... 14
  Important Websites ................................................................ 14
  Important Dates ...................................................................... 14
  Advising .................................................................................. 14
  Faculty Advisor Selection ......................................................... 14
  Changing Focus Areas .............................................................. 14
  Changing Faculty Advisors ....................................................... 15
  Changing Degree Levels .......................................................... 15
  Withdrawing from UW System ................................................... 15
  Registering for Independent Study, Research or Thesis Credits ......................................................... 16
  Registering for a Closed Course ............................................... 16
  Grading .................................................................................. 17
  Satisfactory Progress ............................................................... 17
  Probation ............................................................................... 17
  Minimum Credit Requirements .................................................. 18
  Credit Overload ..................................................................... 18
  Transferring Graduate Credits from other Institutions ................................................................. 19
  Teaching Evaluations .............................................................. 19
  Graduate Student Resources ..................................................... 20

Degree Requirements ................................................................ 23
  Master’s Degree Options & Requirements ................................... 23
  Completing Your Master’s Degree .............................................. 23
  Ph.D. Degree Requirements ...................................................... 25
  Qualifying Examination ............................................................ 25
  List of Approved Breadth Requirement Courses from UW-Madison ..................................................... 27
  Seminar Requirement .............................................................. 27
  Ph.D. Minor ............................................................................ 28
  Thesis Research & Committee .................................................. 28
  Preliminary Examination & Dissertator Status ........................................... 29
  Ph.D. Warrant and Oral Defense ............................................... 29
  Commencement ...................................................................... 31
  Stay Connected ..................................................................... 31
  Additional Alumni Opportunities .............................................. 31

Financial Support/Insurance Benefits ........................................ 32
  TA/RA/PA ............................................................................. 32
  Health Insurance ..................................................................... 34
Jeff Linderoth  
Harvey D. Spangler Professor and Department Chair

- **Research Interests**: High performance and grid computing, numerical optimization: integer programming and Stochastic programming
- **Contact**: linderoth@wisc.edu, (608) 890-19310

---

Oguzhan Alagoz  
Professor

- **Research Interests**: Operations research, Stochastic optimization, medical decision making, completely and partially observable Markov decision processes, simulation, scheduling, health-care applications and health-technology assessment
- **Contact**: alagoz@engr.wisc.edu; (608) 890-0399

---

Laura Albert  
Associate Professor and Assistant Dean for Graduate Affairs

- **Research Interests**: Modeling and solving real-world discrete optimization problems with application to homeland security, disasters, emergency response, public services and healthcare, sports analytics and bracketology
- **Contact**: laura@engr.wisc.edu; (608) 262-3002

---

Vicki M. Bier  
Professor

- **Research Interests**: Security in the supply chains for food and agricultural products, critical infrastructure protection, security, technology hazards, risk analysis, decision analysis and operations research
- **Contact**: bier@engr.wisc.edu; (608) 262-2064

*Center for Human Performance and Risk Analysis (CHPRA)*
Pascale Carayon  
Proctor & Gamble Bascom Professor in Total Quality  
- **Research Interests:** Human factors and ergonomics, job and organizational design, quality and productivity improvement; quality of working life, technological and organizational change, human factors and systems engineering in healthcare and patient safety  
- **Contact:** pcarayon@wisc.edu; (608) 265-0503  
  
  Center for Quality and Productivity Improvement (CQPI) and Wisconsin Institute for Healthcare Systems Engineering (WIHSE)

Alberto Del Pia  
Assistant Professor  
- **Research Interests:** Theoretical and algorithmic aspects of mixed-integer optimization, with a special emphasis in linear and polynomial functions; polyhedral combinatorics and combinatorial optimization  
- **Contact:** delpia@wisc.edu

Ananth Krishnamurthy  
Professor  
- **Research Interests:** Development and application of performance modeling techniques in the design and analysis of manufacturing systems and supply chains; production inventory systems, assembly operations, product variety and customization, warehouse systems, and quick response manufacturing  
- **Contact:** ananth.krishnamurthy@wisc.edu; (608) 890-2236  
  
  Center for Quick Response Manufacturing (QRM)

John D. Lee  
Emerson Electric Quality & Productivity Professor  
- **Research Interests:** Cognitive engineering, interface design, trust in automation, human adaptation to technology, modeling human behavior  
- **Contact:** jdlee@engr.wisc.edu; (608) 890-3168
Jingshan Li  
Professor  

- **Research Interests:** Modeling, analysis, design, control and continuous improvement of production and health care systems  
- **Contact:** jingshan@engr.wisc.edu; (608) 890-3780

Kaibo Liu  
Assistant Professor  

- **Research Interests:** System informatics and data analytics for quality improvement, data fusion for process modeling, monitoring, diagnosis and prognostics, statistical learning and data mining, statistical process control  
- **Contact:** kliu8@wisc.edu; (608) 890-3546

James Luedtke  
Associate Professor and Associate Chair of Graduate Affairs  

- **Research Interests:** Stochastic optimization, especially optimization with risk constraints, mixed integer optimization (linear and nonlinear), applications of optimization  
- **Contact:** jrluedt1@wisc.edu; (608) 890-2560

Carla Michini  
Assistant Professor  

- **Research Interests:** Polyhedral methods and algorithms for combinatorial problems  
- **Contact:** carla.michini@wisc.edu
Robert G. Radwin  
*Duane H. and Dorothy M. Bluemke Professor*

- **Research Interests:** Occupational ergonomics and biomechanics, biomechanics of muscle and tendon disorders, primary and secondary prevention of repetitive motion injuries, ergonomic design of manually operated products, hand tools, and equipment; evaluation of risk for work-related musculoskeletal disorders in manual work, medical surveillance for carpal tunnel syndrome and upper limb disorders, rehabilitation engineering, quantification of psychomotor and manual skills, ergonomics of medical instruments, procedures and simulations
- **Contact:** radwin@bme.wisc.edu; (608) 263-6596

Leyuan Shi  
*Professor*

- **Research Interests:** Simulation modeling, large-scale optimization, supply chain optimization, production planning and scheduling
- **Contact:** leyuan@engr.wisc.edu; (608) 265-5969

Dharmaraj ("Raj") Veeramani  
*Robert Ratner Chair Professor; Executive Director of UW E-Business Consortium and UW E-Business Institute*

- **Research Interests:** Internet of Things (IoT), smart manufacturing and connected enterprise, supply chain management and optimization, RFID/AIDC (automatic identification and data capture) systems and applications, E-business technologies and strategies
- **Contact:** raj.veeramani@wisc.edu; (608) 262-0861

Xin Wang  
*Assistant Professor*

- **Research Interests:** Developing mathematical models and solution methods for sustainable and resilient logistics systems, interconnected system of systems, vehicle sharing, supply chain management, and traffic flow modeling and analysis; enhancing resilience of electric-vehicle-power-grid nexus, reliable biofuel supply chain design, and information sharing/management of systems
- **Contact:** xin.wang@wisc.edu; (608) 890-3913
Douglas A. Wiegmann  
Associate Professor  
• **Research Interests:** Cognitive systems engineering, system safety, accident investigation, human error analysis, aviation, healthcare  
• **Contact:** dawiegmann@wisc.edu; (608) 890-1932

Nicole Werner  
Assistant Professor  
• **Research Interests:** Human Factors and Ergonomics (HFE) for health care systems and patient safety, care transitions across health care systems, consumer health informatics, health information technology, health care delivery at home, HFE applications in Gerontology, and health care collaborative work and multiple task management  
• **Contact:** nwerner3@wisc.edu; (608) 890-2578

Gabriel Zayas-Cabán  
Assistant Professor  
• **Research Interests:** Healthcare delivery, applied probability, and operations research  
• **Contact:** zayascaban@wisc.edu; (608) 265-6761

Shiyu Zhou  
Professor and Executive Director of UW Internet of Things Research Center  
• **Research Interests:** Modeling and analysis of the variation propagation and other in-process sensing data in complex manufacturing processes, in-process quality and productivity improvement: diagnosis of complicated manufacturing processes using sensor fusion, feature extraction, and pattern recognition based on engineering field knowledge; fast calibration and active compensation for manufacturing systems: active real-time control of manufacturing processes, integration of statistical process control with automatic process control  
• **Contact:** szhou@engr.wisc.edu; (608) 262-9534
Who’s Who in ISyE?

Whether you want to know more about your courses, need help booking a fleet vehicle or if you have an exciting achievement to share, this document will tell you everything you need to know about who’s who in ISyE and where to find them!

Dave Kantor
Department Administrator
Contact me for:
• General questions regarding the department
• ME building spaces maintenance and issues
• Hiring staff or inviting visiting scholars
• Questions about the airspeed velocity of an unladen swallow

ME 3246 | (608) 263-3214 | dkantor@wisc.edu

Felicia Homan
Admin/University Services Program Specialist
Contact me for:
• Conference room reservations and conference call set ups
• Keys and building access
• E-reimbursement and travel reservations
• Fleet rentals
• Mail
• Parking permits/validations

ME 3270 | (608) 262-2686 | fhoman2@wisc.edu

Katie Leung
Communications Specialist
Contact me for:
• Research accomplishments and awards
• Public relations and social media
• Website administration
• Event management
• Newsletter coordination
• Alumni letters and communications
• Scholarship management

ME 3270 | (608) 890-1617 | kmvitek@wisc.edu
Who’s Who in ISyE?

Ann Pahnke
Research Administrator
Contact me for:
- Research fund administration
- Pre- and post-award management of research grants
- WISPER records
- Research proposal editing
ME 3180 | (608) 265-5474 | apahnke@wisc.edu

Aaron Webster
Payroll & Benefits Specialist
Contact me for:
- RA/TA/PA salary and benefits
- I-9 employment verification
- Speak Test information
- Benefit advisement
- Visa processing and tracking
- Summer support hiring
ME 3180 | (608) 890-3851 | aaron.webster@wisc.edu

Limin Tang
Accountant
Contact me for:
- Department financial policies and procedures
- E-reimbursement
- P-Card use
- Budget management
ME 3180 | (608) 265-4664 | limin.tang@wisc.edu

Pam Peterson
Graduate Student Services Coordinator
Contact me for:
- Graduate student services
- Graduate school resource and policy information
- Warrant processing
- Campus resources
- Research enrollment assistance
ME 3182 | (608) 263-4025 | prpeters@engr.wisc.edu
Who’s Who in ISyE?

Francisca Jofre
Associate Student Services Coordinator
Contact me for:
• Undergraduate student services and advising
• Campus resources
• ISyE course guide
• Enrollment assistance
1410 Engineering Drive Suite 170 | (608) 890-0625 | jofre@wisc.edu

Stacy Harnett
Undergrad Student Services Coordinator
Contact me for:
• Undergraduate student services and advising
• Campus resources
• ISyE course guide
• Enrollment assistance
1410 Engineering Drive Suite 170 | (608) 890-4594 | sharnett@wisc.edu

Maria Zarzalejo Camejo
Undergrad Student Services Coordinator
Contact me for:
• Undergraduate student services and advising
• Campus resources
• ISyE course guide
• Enrollment assistance
1410 Engineering Drive Suite 170 | (608) 263-7038 | zarzalejocam@wisc.edu
**Student Life**

**Housing**
There are many different housing options in Madison. The key to finding a good fit is to start looking for housing early. You can start your search on the [Campus Area Housing](#). They have updated housing listings as well as information about tenants’ rights, university apartments, and finding housing in Madison.

You may also want to try [University Housing-Apartments](#) and [http://www.cdliving.com](http://www.cdliving.com), as they both list many campus area apartments. Almost all leases are 12 months long and start on August 15th. If you have any questions or concerns with your housing, please call the [Tenant Resource Center](#) at (608) 257-0006.

**Student ID/Wiscard**
All students need a Student ID card. With this card, students can check out books from any of the Campus Libraries and it can also be used as a multipurpose debit card called “Wiscard.” Students’ Wiscard can be used to purchase food, textbooks, and school supplies around campus.

**Obtaining a Student ID**
Newly admitted students may obtain their initial card at no cost upon verification of enrollment by the card office staff. Continuing or returning students may obtain a card to replace a lost, stolen, or worn ID as needed. Replacement cards may be subject to a fee. In order to obtain your student ID you must present some form of personal photo identification such as a valid driver’s license, passport, or state ID. The Photo ID Office is located in Union South in room 149 and the hours are Monday-Friday 8:30am- 5:00pm. You can find more information at [http://www.wiscard.wisc.edu/](http://www.wiscard.wisc.edu/).

**Bus Pass**
The ASM bus pass is free (already included in your tuition and fees) and includes unlimited rides on the Madison Metro, the local bus and paratransit agency. Bus passes are available at the beginning of each semester at Student Print on the 3rd floor of the Student Activity Center, 333 East Campus Mall. If you have any questions you can call them at (608) 262-6216. There are five campus bus routes that run frequently throughout the week and anyone can ride these buses without a bus pass. Routes 80, 84 and 85 run during the daytime hours and routes 80, 81, and 82 run during nighttime hours. Routes 85 and 82 run close to the Engineering Campus. You can find a complete map of all bus routes, as well as schedules at [http://www.asm.wisc.edu/bus-pass-program-faq/](http://www.asm.wisc.edu/bus-pass-program-faq/).

**City of Madison**
The city of Madison has a lot to offer its residents and visitors with hundreds of restaurants, musical events and cultural activities. The websites below will help you learn more about the city and things to do year round.

- [Visit Madison](#)
- [Madison throughout the seasons](#)
- [Isthmus Daily Page](#)
- [UW-Madison Events Calendar](#)
- [Madison.com](#)
Academics

Important Websites

<table>
<thead>
<tr>
<th>Website</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Calendar</td>
<td><a href="http://www.secfac.wisc.edu/academic-calendar.htm">http://www.secfac.wisc.edu/academic-calendar.htm</a></td>
</tr>
<tr>
<td>CAE (Computer Aided Eng)</td>
<td><a href="http://www.cae.wisc.edu/">http://www.cae.wisc.edu/</a></td>
</tr>
<tr>
<td>COE Diversity Affairs Office</td>
<td><a href="http://www.engr.wisc.edu/academics/student-services/diversity-programs/">http://www.engr.wisc.edu/academics/student-services/diversity-programs/</a></td>
</tr>
<tr>
<td>Deadlines At a Glance</td>
<td><a href="https://registrar.wisc.edu/fall_deadlines_at_a_glance.htm">https://registrar.wisc.edu/fall_deadlines_at_a_glance.htm</a></td>
</tr>
<tr>
<td>DoIT (Division of Info Tech)</td>
<td><a href="http://it.wisc.edu/">http://it.wisc.edu/</a></td>
</tr>
<tr>
<td>Engineering Career Services</td>
<td><a href="https://www.engr.wisc.edu/academics/student-services/career-services/">https://www.engr.wisc.edu/academics/student-services/career-services/</a></td>
</tr>
<tr>
<td>Grad School Academic Guidelines</td>
<td><a href="http://grad.wisc.edu/acadpolicy/">http://grad.wisc.edu/acadpolicy/</a></td>
</tr>
<tr>
<td>Graduate School Forms</td>
<td><a href="https://grad.wisc.edu/documents/forms/">https://grad.wisc.edu/documents/forms/</a></td>
</tr>
<tr>
<td>International Student Services</td>
<td><a href="http://iss.wisc.edu/">http://iss.wisc.edu/</a></td>
</tr>
<tr>
<td>ISyE Department Website</td>
<td><a href="https://www.engr.wisc.edu/department/industrial-systems-engineering/">https://www.engr.wisc.edu/department/industrial-systems-engineering/</a></td>
</tr>
<tr>
<td>McBurney Disability Center</td>
<td><a href="http://mcburney.wisc.edu/">http://mcburney.wisc.edu/</a></td>
</tr>
<tr>
<td>University Health Services</td>
<td><a href="http://www.uhs.wisc.edu/">http://www.uhs.wisc.edu/</a></td>
</tr>
<tr>
<td>Wait List Demo</td>
<td><a href="https://kb.wisc.edu/page.php?id=15644">https://kb.wisc.edu/page.php?id=15644</a></td>
</tr>
<tr>
<td>Wendt Commons Library</td>
<td><a href="http://wendt.engr.wisc.edu/library/">http://wendt.engr.wisc.edu/library/</a></td>
</tr>
<tr>
<td>Writing Center</td>
<td><a href="http://writing.wisc.edu/">http://writing.wisc.edu/</a></td>
</tr>
</tbody>
</table>

Important Dates

Each semester, you can find a copy of the Academic Calendar, as well as important deadlines (Deadlines At A Glance) through the wisc.edu homepage. The Student Services Office will email students at the beginning of each semester to remind students of the deadlines. **However, as a student, it is YOUR responsibility to be aware of and meet all deadlines.** Please see the [Academic Calendar](http://www.secfac.wisc.edu/academic-calendar.htm) for more information and you can find each semester’s deadlines at the Registrar’s [Deadlines At A Glance](https://registrar.wisc.edu/fall_deadlines_at_a_glance.htm).

Advising

**Per Graduate School policy, every graduate student MUST have a faculty advisor.** A faculty advisor provides the graduate student with academic guidance regarding their course selection and research oversight in their thesis or project. Graduate students should always seek advice from their advisor and other faculty in their interest area prior to enrolling for courses. In addition, if you have any questions, please email the Graduate Student Coordinator [Pam Peterson](mailto:prpeterson@wisc.edu) at [prpeterson@wisc.edu](mailto:prpeterson@wisc.edu). Students please always include your Campus ID information with all communications with ISyE faculty and staff (including the Graduate Coordinator).

Faculty Advisor Selection

When graduate students are admitted to the ISyE department, their advisor is either **a)** the faculty person providing financial support, **b)** the faculty who recommended their admission or **c)** a faculty is assigned to them by the Student Services Coordinator. Advisors are assigned according to a student’s chosen Focus Area. All ISyE students will be given an online folder through the [University of Wisconsin-Madison Box system](https://kb.wisc.edu/page.php?id=15644). Students will login using their netID and password. Each student will have a folder in their Box where s/he can upload required documents as well as receive faculty approval and signatures. Students will be emailed with instructions on how to access Box within the first week of the semester.

Changing Focus Areas

Changing focus areas during the graduate program may be necessary due to changes in a student’s interests. First, students should understand that switching focus areas may result in the student having to take more courses to meet the requirements of their new focus area.
Second, in order to change focus areas, students need to secure a new faculty advisor within the new focus area. It is the student’s responsibility to find a new advisor before they can change focus areas. Once a student has secured a faculty advisor in their new focus area, the student should request that the advisor email the Graduate Student Coordinator (Pam Peterson as prpeterson@wisc.edu) to confirm their willingness to advise the student. The Graduate Student Coordinator will then update the student’s focus area and advisor. In addition, students should start working with a new planning grid that fits their new focus area and with their faculty advisor toward completion of the planning grid. All planning grids can be found on the Forms and Policies page of the ISyE website.

**Changing Faculty Advisors**

Changing advisors during the graduate program may be necessary due to changes in a student’s interests or changes in the funding sources for their support. Students should discuss an advisor change with the faculty in their interest area and request a change of advisor with the Graduate Student Coordinator (Pam Peterson at prpeterson@wisc.edu). When you email the Graduate Coordinator, please be sure to include your previous advisor, new advisor as well as your student ID.

**Changing Degree Levels**

It may become necessary for some students to change their degree level. Some students who begin working toward a PhD may decide to only pursue a MS degree. Conversely, some students who plan to complete only a MS degree may be interested in continuing on for a PhD.

1) The student must first secure a faculty advisor who agrees to advise them throughout their PhD program.
2) Once a student has secured a faculty advisor, the faculty should send an email to the Graduate Student Coordinator (Pam Peterson at prpeterson@wisc.edu) to notify them of their intent to advise the student.
3) The student file is then reviewed by the graduate admissions committee to ensure the student is prepared for the PhD program and has been making satisfactory progress. The decision to continue on for a PhD must be made with the support of the faculty advisor, and approval by the graduate admissions committee. Once the student’s change of degree level is approved, the Graduate Student Coordinator will notify the Graduate School and will email confirmation to the student.
4) For ISyE students interested in adding/changing/discontinuing a degree program in a different department program (not ISyE) on campus, please visit the Graduate School website and complete the Add/Change/Discontinue Program Request form.
5) **International students** must also inform the International Student Services Office as soon as they decide to change their degree level by filling out the Change of Education Level Request form.

**Withdrawing from UW-Madison**

For students needing to withdraw from their graduate program in ISyE:

1) Please visit the Office of the Registrar’s website for instructions for withdrawing from UW-Madison. In particular, please read the Impacts of Withdrawing section.
2) Please inform your ISyE faculty advisor and Graduate Coordinator of your plans (either by email or in person).

A student is considered enrolled at UW-Madison if, starting on the first day of that term, they are enrolled in at least one course, even if tuition has not been paid or the student has yet to attend class.

If you decide not to attend UW-Madison for a term, and you have already enrolled in at least one course, you will either CANCEL your enrollment or WITHDRAW from the University depending on timing.
Registering for Independent Study (ISyE 699/999) or Research/Thesis Credits (ISyE 790/890/990)

To register for independent study or research and thesis credits students should consult with their research/faculty advisor prior to enrollment.

To enroll in graduate IE 699 Advanced Ind study, ISyE students should complete the ISyE Graduate Students Only – ISyE 699 Authorization Request form. Please make requests DURING the general enrollment periods (November – Spring Enrollment; March – Summer Enrollment; April – Fall Enrollment).

To enroll in graduate IE Research/Thesis credits (ISyE 790, 890, 990), ISyE students should place themselves on the WAITLIST for the appropriate course number and faculty member DURING the general enrollment periods (November – Spring Enrollment; March – Summer Enrollment; April – Fall Enrollment).

Non-ISyE Graduate students should complete the Non-ISyE Graduate Students – Ind Study/Research/Thesis Course Authorization (IE 699, IE 790, IE 890, and IE 990).

Research and Independent Study Courses: Independent study credits (699 or 999) are graded with a letter grade (A-F) and are weighted with the student’s GPA. Research credits (790, 890, 990) can only be graded as P (Progress), S (Satisfactory), U (Unsatisfactory). Research credits are not weighted into a student’s GPA.

As a general guideline,
- MS students should register for Independent Study 699 or Master’s Research 790
- PhD pre-dissertators should register for Independent Study 699 or Pre-dissertator Research 890
- PhD dissertators should register for Advanced Independent Study 999 or Dissertator Research 990

However, the student needs to discuss with his/her advisor to decide which course to register for among 699, 790, 890, or 990.

*Please review the Important Enrollment Dates and Deadlines on the Office of the Registrar’s website.*

Change of credits: If a student decides they need to change the number of credits for their research or independent study course and the Add Deadline has not passed, they can still change the number of credits themselves. The student should log into their Student Center, select the Course Enrollment tab and then the correct semester.

The student should then select the course they would like to change. At the top of the screen will be an Edit tab. When the student clicks on the Edit tab, they can then change the number of credits. If a student decides they need to change the number of credits for their research or independent study course and the Add Deadline has passed, an appeal needs to be made. The student should see the Graduate Student Coordinator (Pam Peterson at prpeterson@wisc.edu). The student will have to complete a Course Change Form and attach a letter from their faculty advisor explaining why the change was not made prior to the Add Deadline. Both of these documents should then be hand delivered or emailed to Alissa Ewer at the Graduate School (209 Bascom Hall). For more information, please use the demo of the how to submit a course change request.

Registering for a Closed Course

If you try to enroll for a course but receive an error message, please read the error message carefully. If the error message indicates that the course has reached capacity, check to see if a wait list is being kept. You can find a demo of the how to use the Wait List System at http://kb.wisc.edu/page.php?id=15644. If the error message indicates the course pre-requisites have not been met, please email the instructor for permission to enroll or the error message indicates that instructor consent is required, please email the instructor. For other course enrollment assistance, please email ieenrollment@engr.wisc.edu.
Grading

Per ISyE Policy IEP 11.1, graduate students who receive a grade of C or lower will not be allowed to use that course for their graduate program. Students must receive a BC or higher in any course they plan to use toward their graduate program.

Satisfactory Progress

Please be sure to check the Department policy for Satisfactory Academic Progress as well as the Graduate School’s policies on satisfactory progress. Continuation in the Graduate School is at the discretion of a student's program, the Graduate School, and a student's faculty advisor. The Graduate School sets minimum standards that all graduate students in the university must meet. Many departments and programs have additional requirements that exceed these Graduate School minimum requirements. The definition of satisfactory progress varies by program. The Graduate Guide includes the Graduate School's minimum degree requirements and each program’s minimum criteria for satisfactory progress.

The Graduate School requires that students maintain a minimum graduate GPA of 3.00 in all graduate-level work (300 or above, excluding research, audit, credit/no credit, and pass/fail courses) taken as a graduate student unless probationary admission conditions require higher grades. The Graduate School also considers Incomplete (I) grades to be unsatisfactory if they are not removed during the next fall or spring semester in which a student is enrolled; however, the instructor may impose an earlier deadline.

A student may be placed on probation or suspended from the Graduate School for low grades or for failing to resolve incompletes in a timely fashion. In special cases, the Graduate School permits students who do not meet these minimum standards to continue on probation upon recommendation and support of their advisor. Most programs require satisfactory progress to continue funding support.

Probation

If a student was admitted on probation and s/he satisfies the conditions outlined at the time of admission, probationary status will be removed automatically. Once their studies have begun, students are expected to make satisfactory progress toward their degree.

Students must be in good academic standing with the Graduate School, their program, and their advisor. The Graduate School regularly reviews the record of any student who received grades of BC, C, D, F, or I in graduate-level courses (300 or above), or grades of U in research and thesis. This review could result in academic probation with a hold on future enrollment, and the student may be suspended from graduate studies.

The Graduate School may also put students on probation for incompletes not cleared within one term. Dissertators will not be placed on probation for incomplete grades in research courses. All incomplete grades must be resolved before a degree is granted.

Please note that any student who is on probation will not be able to enroll for the following semester until their final grades are submitted and the Graduate School has verified they are making satisfactory progress. For any questions relating to probation, please contact Katie Block, Director of Academic Services at (608) 262-9209.

Minimum Credit Requirements

Fall and Spring: The minimum credit load to be considered a graduate student at UW-Madison is 2 graduate-level credits (300 or above). A student taking 2-6 credits during the Fall or Spring semester is considered a part-time graduate student. A student taking 8-15 credits during the Fall or Spring semester is considered a full-time graduate student.
The maximum credit load for fall and spring semester is 15 graduate-level credits. Both F-1 and J-1 student visa regulations require students to be enrolled full-time each fall and spring semester. For more information the Graduate School policies regarding enrollment, please visit the Enrollment Requirements page.

**Summer:** Enrollment for summer is not required for Graduate Students. However, it is required for any student who is being paid and serving as a PA, RA or TA during the summer session. During the summer, students who are required to enroll must take at least 2 credits.

**PhD Dissertators:** PhD Dissertator status, which is granted once a PhD student has passed their Preliminary Exam, allows a student to enroll for only 3 credits and be considered a full-time student. Dissertators also pay a lower tuition than other graduate students. In order to maintain dissertator status, students must enroll for no more than and no less than 3 credits each semester. For more information on dissertator status, please see the Graduate School’s Academic Policies.

**The Department does not require full-time status for all graduate appointments**

<table>
<thead>
<tr>
<th>Minimum Credit Requirements for Full-Time Enrollment</th>
<th>Fall/Spring Minimum Credit Load</th>
<th>Summer Minimum Credit Load</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Categories</strong></td>
<td><strong>3 credits</strong></td>
<td><strong>3 credits</strong></td>
</tr>
<tr>
<td>Dissertators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RA, Non-dissertator</td>
<td>8 credits</td>
<td>2 credits*</td>
</tr>
<tr>
<td>TA/Lecturer (SA) 33 %, non-dissertator</td>
<td>6 credits</td>
<td>2 credits*</td>
</tr>
<tr>
<td>TA/Lecturer (SA) 50%, non-dissertator</td>
<td>4 credits</td>
<td>2 credits*</td>
</tr>
<tr>
<td>PA 33%, non-dissertator</td>
<td>6 credits</td>
<td>2 credits*</td>
</tr>
<tr>
<td>PA 50%, non-dissertator</td>
<td>4 credits</td>
<td>2 credits*</td>
</tr>
<tr>
<td>Fellow, non-dissertator</td>
<td>8 credits</td>
<td>2 credits*</td>
</tr>
<tr>
<td>Trainee, non-dissertator</td>
<td>8 credits</td>
<td>2 credits</td>
</tr>
<tr>
<td>International student (F-1/J-1 visa), non-dissertator</td>
<td>8 credits</td>
<td>4 credits*</td>
</tr>
<tr>
<td>If none of the above, full time enrollment is:*</td>
<td>8 credits</td>
<td>4 credits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note that pass/fail courses, audited courses, or courses below the 300 level do not count towards minimum or maximum requirements. They are in essence counted as zero credits.

**Credit Overload**

In order to enroll for more than the maximum credit load (15 credits) in any given semester, students must submit a Credit Overload Request form. This form must be signed by your faculty advisor and turned into the Graduate School at 217 Bascom Hall. The Graduate School will look closely at the rationale for the request, and if the request is approved, the student will be notified that they can add the course. **This form MUST be submitted at least one week before the Add deadline.**
For International students: F-1 and J-1 international students are required to maintain full-time enrollment (8 credits) each fall and spring semester. Summer enrollment is general not required, unless it is you initial summer as indicated on your I-20/DS-2019. To reduce courseload as an international student, please fill out the Reduced Course Load (RCL) form on the ISS website.

Transferring Graduate Credits from other Institutions

The Graduate School’s minimum credit requirement for graduation can ONLY be satisfied with graduate-level courses taken as a graduate student at UW-Madison. The Graduate School does NOT transfer credits. A student’s program may decide to accept coursework completed outside of the student’s graduate career at UW-Madison when those courses are rigorous and meet the expectations of a graduate work for the degree. Coursework earned five or more years prior to admission to a master’s degree or coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy Graduate School minimum credit requirements.

The Graduate School’s minimum credit requirement to take residence at UW Madison for a Master’s degree is 16 credits and 32 credits for a PhD. Although the ISyE Department will allow students to transfer courses, they will not appear on their UW-Madison transcript. Graduate students who have been absent for five or more years will lose all degree credits earned before their absence.

The ISyE Department will allow Graduate Students to use up to 9 credits from a previous graduate institution toward their ISyE Graduate Program – MS Course Option upon the approval of his/her academic advisor and the associate chair for graduate students. (MS Research and PhD students can transfer more than 9 credits of course if approved by their advisor and the associate chair for graduate students).

Note: Graduate students in the MS Course program with a UW Madison’s Bachelor’s degree may count up to 6 credits of undergraduate course work toward the MS Course program also upon approval and if graduate program is started within 5 years of receiving their bachelor’s degree.

However, there are a few exceptions:

- Courses taken as an undergraduate student cannot be used toward the ISyE Graduate Program, except to fulfill the Breadth Requirement for PhD students. **Exception: UW-Madison undergraduate students doing the MS Course Option are able to count their courses toward the Breadth Requirement for a PhD.**

- For University Special Students, please view the University Special Student Credit Conversion policy on the Graduate School website.

If a student would like to use credits from a previous institution, they should first discuss this with their advisor for approval. If the advisor approves, students should complete a Course Substitution Form/Course Transfer Request for each course along with a brief course description and syllabus for each course for review and approval by the department.

Teaching Evaluations (AEFIS)

At the end of each semester, instructors are required to evaluate their teaching abilities through a teaching evaluation done through the University of Wisconsin-Madison’s Assessment, Evaluation, & Intervention System (AEFIS). Some departments use a paper form that is distributed in class, but the ISyE Department uses Online Teaching Evaluations. These evaluations are extremely useful to the department in evaluating faculty, determining tenure, and improving the department’s curriculum. We strongly encourage students to complete the evaluations online. This is one of the most useful tools the department has to evaluate the teaching capabilities of their instructors and we rely heavily on students’ feedback.
**Graduate Student Resources**

**Graduate School Office**

**Location:** 217 Bascom Hall, 500 Lincoln Drive  
**Tel:** (608) 262-2433  
**Email:** gsacserv@grad.wisc.edu

The **Graduate School** office and website have dozens of resources for current and prospective students. Please visit the Graduate School page for [Current Students](#) to get information on topics including:

- Academics
- Diversity
- **Professional Development**

**International Student Services (ISS)**

**Location:** 716 Langdon Street; 217 Red Gym  
**Tel:** (608) 262-2044

**International Student Services (ISS)** offers a wide variety of services and programs to international students at the University of Wisconsin-Madison. The ISS staff provides information and programs to international students about the campus and community and provides support and assistance concerning visas and related immigration issues. ISS serves the more than 4,000 international students on the campus at any given time. ISS provides valuable resources and services such as assistance with:

1. Extending I-20 visas
2. Change in program plan
3. CPE/OPT

**University Health Services**

**Location:** 333 East Campus Mall, 7th floor  
**Tel:** (608) 265-5600

**Counseling for Engineering Graduate Students:** The [UW-Madison’s Counseling Service](#) is available because it is easier to concentrate on your studies if you can deal effectively with personal, academic and career concerns. Talking with someone who is objective and empathetic can help you sort through these concerns. To make an appointment, call (608) 265-5600. For more information please see the Wellness tab under graduate advising. **Also, UHS offers counselor consultation for College of Engineering students through the Engineering Let’s Talk series.**

**Library System**

**Tel:** (608) 262-3193  
**Email:** libraries@library.wisc.edu  
**Online Chat:** Ask a Librarian

There are libraries located throughout campus that offer a variety of resources for students on any subject. Please visit the library main page for more information.

**Writing Center**

**Location:** 6171 Helen C. White Hall  
**Tel:** (608) 263-1992

The **UW Writing Center** provides free of charge face-to-face and online consultations that focus on a number of different writing scenarios (i.e. drafts of course papers, resumes, reports, application essays, cover letters, theses, etc). Writing Center instructors will not edit or proofread papers. Instead, their goal is to teach students to edit and proofread on their own in order to become a better, more confident writer.
International Academic Programs (IAP) (Study Abroad Program)
Location: 106 Red Gym
Tel: (608) 265-6329
Email: peeradvisor@studyabroad.wisc.edu

The International Academic Programs (IAP) collaborates with academic units to develop and deliver high-quality study abroad programs that foster students’ academic, personal, and professional growth. There are more than 200 programs in more than 60 countries available as program options for students wishing to study abroad.

Engineering Career Services (ECS), Office of Student Development
Contact Person: Julie Rae
Location: 1150 Engineering Drive; 1415 Engineering Drive
Tel: (608) 262-3472
Email: Julie Rae, ECS Associate Director: jrae@wisc.edu

Engineering Career Services provides lifetime tools for successful career development in a rapidly changing world. ECS helps students prepare for internship/co-op as well as job searches (resume and cover letter writing, listing of potential employers, etc), practice interviewing skills (mock interviews, sample interview questions), and learn other important career information such as negotiating job offers and salaries.

Useful Resources:
- ECS Workshop / Career Fair / Events Calendar and Policy Information: https://ecs.wisc.edu/resources/
- UW Madison HANDSHAKE Program (Online Career Management System for all UW Students): https://ecs.wisc.edu/handshake/

Cooperative Education
Obtaining work experience prior to completing your degree requirements typically increases employment opportunities and starting salaries at graduation. Most UW engineering co-ops work full time in an engineering position from Jan.-Aug. or May-Dec. The co-op provides a solid 8 to 12 months of paid engineering work experience. Alternating assignments are also an option. International Students wanting to engage in a co-op or summer internship and CPT should review the steps required to apply for a position.

Cooperative education is an academic option as part of your engineering education. Students who participate complete assignments and receive academic credit toward graduation. Students are allowed to count up to 3 credits of enrollment in ISyE 702 – Graduate Cooperative Education Program toward graduation. Students should consult with faculty advisor for approval. For permission to enroll, please contact the ECS office.

While on co-ops, students are considered full-time students and are eligible to maintain family or UW health insurance. Compensation is competitive averaging $15/hr. The advantage of a co-op over an internship is the increased level of responsibility received due to the longer duration of the work term. Co-ops are able to work on larger and complex projects that require more time to complete. Please go to https://ecs.wisc.edu/students/co-op-and-internship/ for more information. The co-op credit applies toward graduation requirements differently in each department. See how your credit(s) can apply.

Summer Internships
The Summer Internship is for students seeking engineering employment during the summer months. These 12-14 week assignments provide students exposure to engineering while enabling the employer to fill short-term project needs. For detailed information on the Cooperative Education or Summer Internship programs, please contact Julie Rae in the Engineering Career Services Office (M1002 Engineering Centers).
International students can work with the International Student Services (ISS) office regarding Curricular Practical Training (CPT) (internship and co-op opportunities) during their program.

Students should sign up for the Handshake Program and then review CPT instructions here. Additional CPT and Optional Practical Training (OPT for after graduation) program information can be found here.

Off Campus Employment requirements for International Students:
1. Must be in lawful F-1 status
2. Must have been enrolled full-time for at least one academic year (Fall and Spring)
3. Must have a declared major (reflected in I-20)
4. Employment directly related to field of study

For detailed information on the Cooperative Education or Summer Internship programs, please contact Julie Rae in the Engineering Career Services Office in 1150 Engineering Hall.

Office for Equity and Diversity (OED)
Location: 179A Bascom Hall; 500 Lincoln Drive
Tel: (608) 263-2378

The Office for Equity and Diversity (OED), promotes, integrates, and transfers equity and diversity principles to nurture human resources and advance the mission of the University of Wisconsin-Madison (University). The OED employs multiple approaches to attain its strategic objectives. These include:

• providing leadership and consultation to develop and implement equity and diversity strategies throughout the campus;
• promoting the use of standardized and proactive human resources processes;
• maximizing human resources through the effective use of continuous improvement principles;
• establishing collaborative partnerships with Schools/Colleges and Divisions; and
• coordinating campus compliance with affirmative action and equal opportunity requirements, referred to as AA/EEO compliance.

The UW-Madison is committed to providing equal opportunity and equal access and to complying with all applicable federal and state laws and regulations and University of Wisconsin System and university non-discrimination policies and procedures. The OED has prepared an informative website containing a series of questions and answers to describe how the discrimination/harassment complaint process works at the University. These questions and answers are meant to help employees, applicants for employment, students, applicants for admission, and anyone using the University’s programs or activities, including visitors to campus, understand how they can file a complaint of discrimination/harassment and how the investigative process works.

McBurney Disability Resource Center
Location: 1305 Linden Drive (1st floor)
Tel: (608) 263-2741
TTY: (608) 263-6393

Students who have a documented disability, or suspect that they may have an undiagnosed disability are encouraged to contact the McBurney Disability Resource Center to inquire about obtaining academic accommodations. The McBurney Center provides academic accommodations such as adaptive/assistive technology access, assistive listening devices, document conversion, elevator keys, ASL interpreting, note taking support, testing accommodations, and reduced credit load recommendations to name a few.

Students must provide documentation and be registered with the McBurney Center to receive at Verified Individualized Services and Accommodations (VISA) before they can obtain accommodations.
Degree Requirements

Master’s Degree Options and Requirements
The ISyE MS graduate program offers two MS degree program options – 1) MS Course Option (30-credit) with focus in either Systems Engineering and Analytics or Human Factors and Health Systems Engineering and 2) MS Research Option (30-credit)

1) Master of Science in Industrial Engineering Course Options – 30 credit program:

1. **Systems Engineering and Analytics** – The program in Systems Engineering and Analytics will train students to recognize, identify, analyze, and solve decision problems arising in the efficient operations of engineering systems. The program focuses on methods and models for data analytics and data-driven decision-making. For SEA’s planning grid, please visit SEA’s homepage.

2. **Human Factors and Health Systems Engineering** – By examining, designing, testing and evaluating products, environments and how people interact in it, Human Factors and Health Systems Engineering professionals can create productive, safe and satisfying environments for humans, and apply industrial and systems engineering tools and approaches to specific health care problems. For Human Factors and Health Systems Engineering’s planning grid, please visit Human Factors and Health Systems’ homepage.

Program Details:
- 30 credit degree programs; may transfer up to 9 credits of prior graduate coursework if applicant has previous MS degree from institution other than UW-Madison with approval by department advisor
- UW-Madison students completing their bachelor’s degree at UW-Madison may count up to 6 credits of approved coursework numbered 300 or above towards the degree with prior program approval
- Completion of program to be done within a minimum of 12 months with a maximum timeline of 16 months, including courses during the summer session
- For more information, please review the [Course Options Policy Requirement](#).

2) Master of Science in Industrial Engineering Research Option – 30 credit:

The MS Research Option Requirements vary according to Focus Area. For the specific requirements for each Focus Area please see the respective planning grids on the [Forms and Policies](#) page on our website.

Completing Your Master’s Degree:
In order to be eligible for graduation, a MS student must:

- Indicate plans to graduate in MyUW center
- Meet all MS degree course requirements
- Have a GPA of 3.0 or higher
- Have all grades entered, except for the current semester (all I or NR grades must be changed to an actual letter grade)
- Be enrolled in at least 2cr the semester in which they graduate or pay a Degree Completion Fee (which is equivalent to 2cr of tuition)
- Have your MS degree warrant signed and dated by the degree deadline
- If you earn a C or below in any course, that course cannot be counted toward your 30-credits
- Apply for graduation

Each semester, the Graduate Student Coordinator will send out an email asking for information from MS students who plan to complete their degree that semester.
If you plan to graduate, please upload your planning grid and email the Graduate Student Coordinator (Pam Peterson at prpeterson@wisc.edu) to confirm you are finishing your degree. Items to complete prior to graduation:

1. A completed final planning grid signed by their advisor (planning grids can be found under MS Research Option Forms and Policies) must be uploaded to Box and student must email Graduate Student Coordinator to confirm graduation plans.
2. Please check your UW Student Transcript information to confirm that all final grades have been entered for previous semesters (all P [Progress], I [Incomplete], or NR [No Report] grades must be changed to actual letter grades in order for a final warrant to be processed). Final semester grades are not required to be posted at time of submitting the warrant request.

The Department will then check the student’s GPA, grades and courses to ensure they have met all the MS degree requirements. They will then send the MS Warrant Request Form to the Graduate School. Once the Graduate School approves the MS Warrant Request Form, the Graduate School will send an actual warrant back to the Graduate Student Coordinator. An email will be sent to the student from the Graduate Student Coordinator when the warrant has arrived and is ready to be picked up toward the end of the semester. Students must have their MS warrant signed, dated and returned to the Student Services Coordinator by the degree deadline.

Double Majors: Students receiving a second master’s degree from UW-Madison, and students receiving two master’s degrees during the same semester, must submit official lists of courses used for each degree before requesting a final warrant. Students can overlap up to 25% of credits from the program approximately 8 credits of overlap. Example: One MS degree requires 30 credits and the other requires 24 credits. The student can overlap 25% of 24 credits which is 6 credits. All UW-Madison MS degrees are 30 credit programs.

Things to remember when finishing your MS degree:

- Once a student submits their degree warrant, they will no longer be able to enroll in courses.
- Contact the ISyE Payroll and Benefits specialist (Aaron Webster) to confirm you are graduating.
- Once a student graduates, they can no longer be paid because they can no longer enroll for future semesters. Students will maintain student status only until the graduation date for the semester they graduate.
- International students are required to add a diploma address in their Student Center or their diploma will NOT be mailed. For domestic students, the diploma will be mailed to their mailing address. The degree diploma will be mailed 12-14 weeks after the degree deadline. Students should log into their Student Center and verify their mailing/diploma address to be sure it is correct.
- International students who want to invite their families to commencement need to fill out and submit an invitation letter.
- International students should also review the ISS Program Completion Checklist.
- An online survey will be emailed to all graduate students completing their degree. This survey is extremely helpful to the department in tracking where students go after graduation. We greatly appreciate your cooperation in completing this survey.
- Your email account will be left active a few months after graduation. You will receive an email notifying you when your account will be deactivated. Once a student has graduated, they can also apply for a UW alumni email.
- Make sure to review the Steps to Take Before Leaving UW-Madison
- Remember to keep in touch and feel free to contact the Student Services Office if you have any questions or concerns in the future.

For information on Commencement and Alumni Opportunities, see page 27.
Ph.D. Degree Requirements

The Doctor of Philosophy degree is the highest degree conferred by the University. It is a research degree and is never conferred solely as a result of any prescribed period of study. The degree is only granted on evidence of general proficiency, distinctive attainment in a special field, and the ability for independent investigation (as demonstrated in a thesis presenting original research or creative scholarship with a high degree of literary skill).

The basic steps and requirements for a PhD degree in the ISyE Department include:

1) Completion of at least 32 graduate level credits, including research credits
2) Qualifying Examination
3) Seminar Requirement
4) Completion of Minor
5) Thesis Research and Committee
6) Preliminary Examination
7) Final Oral Examination

Additional Requirements for Human Factors PhD Students

HFE Depth Requirement: The depth requirement for human factors and ergonomics includes both a coursework and exam component.

Course Requirement: To take the qualifying exam, a student will have to have received a grade of AB or better in at least one course in each of the three areas below. Courses taken during undergraduate studies can be used to satisfy this requirement:

a. Cognitive Ergonomics:
   UW courses that would qualify: ISyE 555, ISyE 556, ISyE 559, ISyE 601 (depending on topic), ISyE 699 (depending on topic), ISyE 859 (depending on topic)

b. Sociotechnical Systems / Macroergonomics:
   UW courses that would qualify: ISyE 555, ISyE 556, ISyE 559, ISyE 610, ISyE 652, ISyE 653, ISyE 601 (depending on topic), ISyE 699 (depending on topic), ISyE 854 (depending on topic)

c. Physical Ergonomics:
   UW courses that would qualify: ISyE 555, ISyE 564, ISyE 565, ISyE 662, ISyE 601 (depending on topic), ISyE 699 (depending on topic)

Prior to defending their dissertation, Human Factors PhD students must complete at least six seminar/special topics courses at the 700 level or above totaling a minimum of 12 credits; at least three totaling at least 6 credits of these must be in the Human Factors and Ergonomics area. Other courses may qualify. Students may submit courses to the HFE Area group for consideration. Transfer students should submit a course syllabus or description and transcript for any courses from other institutions that they would like to have considered for satisfaction of this requirement. The HFE Area group will make this decision.

Qualifying Examination

Based on a student’s background and previous coursework, the PhD advisor should determine the coursework needed for a student to prepare for the Qualifying Examination. The qualifying exam is usually given after one year of graduate study beyond the MS degree. However, the student must consult with their advisor before signing up for the Qualifying Exam via the Qualifying Exam Registration Form. This form must be returned to ME 3270. In addition, the student must contact the individual listed per area on the form in order to finalize registration. The ISyE PhD qualifying examination is only offered once a year, in September.
Decision Science, Health Systems and Manufacturing & Production Systems Exam: For students in Decision Science, Health Systems, or Manufacturing & Production Systems, a written examination is given. For specific requirements, please see the ISyE Qualifying Exam information under ISyE PhD Program Requirements and the ISyE Qualifying Exam Policy.

HFE Exam: The Human Factors and Ergonomics PhD qualifying exam is not administered as a conventional written exam taken on a specific day, but is given as a seminar oral presentation requirement that must be taken within two semesters (i.e. Fall and Spring) after registering to take the qualifying exam. Students must satisfy the breadth requirement, and must apply for the qualifying exam prior to scheduling the pro-seminar. The committee assesses the aptitude and interest of students by asking them to integrate ideas by researching the literature related to their intended research area. The oral exam provides an opportunity to present the links between papers and concepts from their review of the literature, and answer questions posed by each of three committee faculty members (including the major advisor). For specific requirements, please see the Human Factors Qualifying Exam Policy and to register please use the HFE Qualifying Exam Registration Form.

Breadth Requirement: The breadth requirement is to make sure the PhD student achieves minimum competence in multiple areas of industrial and systems engineering. It consists of taking at least two courses (6 credits) outside of the student’s focus area. Students can choose these courses from the list below and must obtain a grade of B or above in both courses. The courses selected by the student must be approved by the student’s advisor and must be in at least two areas that are different from the area group in which the student’s qualifying exam is taken. These courses must be completed before a PhD student can request their Preliminary Warrant. Courses the student has taken before entering the PhD program can be counted toward this breadth requirement, including courses taken as an undergraduate. Students should submit the course title and syllabus to the Student Services Coordinator who will then seek approval from the Chair of Graduate Affairs.
List of Approved Breadth Requirement Courses from UW-Madison

From Decision Science and Operation Research area:
- ISyE 425: Introduction to Combinatorial Optimization
- ISyE 516: Introduction to Decision Analysis
- ISyE 525: Linear Programming Methods
- ISyE 620: Simulation Modeling and Analysis
- ISyE 624: Stochastic Modeling Techniques
- ISyE 632: Introduction to Stochastic Modeling
- ISyE 633: Queuing Theory and Stochastic Modeling
- ISyE 719: Stochastic Programming
- ISyE 723: Dynamic Programming and Associated Topics
- ISyE 726: Nonlinear Optimization I
- ISyE 727: Convex Analysis
- ISyE 730: Nonlinear Optimization II

From Health System Engineering area:
- ISyE 417: Health Systems Engineering
- ISyE 517: Decision Making in Health Care
- ISyE 601-006: Stoch Mod Health Care Del System
- ISyE 610: Design of Program Evaluation Systems
- ISyE 617: Health Information Systems
- ISyE 875: Cost Effectiveness Analysis in Health and Healthcare

From Manufacturing and Production Systems area:
- ISyE 415: Introduction to Manufacturing Systems, Design and Analysis
- ISyE 510: Facilities Planning
- ISyE 605: Computer Integrated Manufacturing
- ISyE 641: Design and Analysis of Manufacturing Systems
- ISyE 643: Performance Analysis of Manufacturing Systems

From Human Factors Engineering area:
- ISyE 349: Introduction to Human Factors
- ISyE 555: Human Performance and Accident Causation
- ISyE 556: Occupational Safety and Health Engineering
- ISyE 564: Occupational Ergonomics and Biomechanics
- ISyE 652: Sociotechnical Systems
- ISyE 653: Organization and Job Design

From Quality Engineering area:
- ISyE 512: Inspection, Quality Control and Reliability
- ISyE 515: Engineering Management of Continuous Process Improvement
- ISyE 520: Quality Assurance Systems
- ISyE 575: Introduction to Quality Engineering
- ISyE 612: Information Sensing and Analysis for Manufacturing Processes

Research Seminar/Colloquium Requirement
For at least two semesters, students must regularly attend a research seminar/colloquium/lecture series according to ISyE P 11.1 section 4.6. The appropriate seminar series must be approved by the student’s faculty advisor, and attendance at the approved seminar series must be confirmed by the student’s faculty advisor when the student submits their PhD Plan of Study prior to their preliminary examination. Examples include the ISyE Colloquia and the Systems, Information, Learning and Optimization (SILO) seminars.
**Ph.D. Minor**

Students must complete a cohesive group of courses outside the ISyE major in order to add breadth to their PhD (please see the Graduate School website for more information). The courses should help students in their PhD research preparation.

The student must consult the requirements for his or her PhD minor with their advisor before deciding which option to pursue. Please note that all Minor courses must be taken at UW-Madison. Transfer courses are not permitted.

The Minor consists of two options:

**Option A:** Some departments require more than 9 credits for a Minor and others have specific course requirements. The Department of Industrial and Systems Engineering requires a minimum of 9 credits of coursework in a single department and approval by that department. Please check with each department for their specific Minor requirements.

**Option B:** Requires a minimum of 9 credits of courses from one or more than one department. An ISyE course may not be used for the Option B minor, except that a course cross-listed with ISyE may be used if the home department for such course is not ISyE. In addition, the student’s advisor must approve the set of courses being used to satisfy the Option B minor. The student must choose a Minor Topic and also submit an attached paragraph to explain how their minor courses relate to their Minor Topic and provide a cohesive minor that will enhance their Doctoral Program. For Option B, the minor proposal must be approved before or by the time six of the total credits required for the minor are completed.

Students must submit their approved Minor Form before they can request their Preliminary Warrant. Minor approval forms for either option can be obtained on the ISyE website forms page. For more information, please see the PhD Policy ISyE P 14.1.

**Thesis Research and Committee**

Attainment of a PhD degree requires the preparation of a thesis on a research topic selected by the student and their advisor. Once a research project is selected, the student must choose his or her thesis committee*. The ISyE Graduate Program requires the thesis committee shall consist of at least five members, including:

- The Committee Chair (the student’s primary advisor). The Committee Chair must be an ISyE faculty. Emeritus faculty cannot serve as the Committee Chair.
- Three other graduate faculty members or former UW-Madison graduate faculty up to one year after resignation or retirement with two faculty members having their tenure home in ISyE.
- All Committee members are required to be readers.
- At least one of the members of the committee must be from outside the Industrial and Systems Engineering Department.
- The fifth member of the committee, as well as any additional members, may be from any of the following categories: graduate faculty, faculty from a department without a graduate program, academic staff (including emeritus faculty), visiting faculty, faculty from other institutions, scientists, research associates, and other individuals deemed qualified by the executive committee (or its equivalent).

Please visit the Graduate School website for additional committee information.
Preliminary Examination and Dissertator Status

This oral examination is based on a written proposal and a detailed plan to carry out the PhD thesis. The Preliminary Exam signifies that point at which a PhD student has completed all the necessary course work and is ready to strictly carry out research for the rest of their program. Students must consult with their advisor for specific details of the requirements for the preliminary examination.

Upon passage of the Preliminary Exam, PhD students become dissertators. A dissertator is a unique reduced tuition fee status for students who have completed all requirements for a PhD degree except for the dissertation.

To be eligible for the Preliminary Examination, a PhD student must:

- Have a GPA of 3.0 or higher
- Complete at least 32 credits of graduate-level courses in residence at UW-Madison (including research credits)
- Pass the Qualifying Exam and complete Breadth Requirement
- Upload completed Minor form and PhD plan of study form to Box and email Graduate Student Coordinator for confirmation
- Have all grades entered, except for the current semester. No Is or NRs can show on the student’s transcript
- Human Factors PhD students must meet the course requirements described on page 23

Students must request the Preliminary Exam Warrant at least three weeks before the proposed exam date. Preliminary Exam Warrant request forms can be obtained from the Student Services Office (3182 ME).

The ISyE Student Services will then check the student’s GPA, grades and PhD requirements to ensure they have met all the Preliminary requirements. They will then send the Preliminary Warrant Request Form to the Graduate School. Once the Graduate School approves the Preliminary Warrant Request Form, they will send a final Preliminary Warrant back to the Student Services. Students will be contacted via email when the final Preliminary Warrant has arrived from the Graduate School and is ready to be picked up.

Students should pick up their final Preliminary Warrant from the Graduate Center (ME 3182) and take it to their Prelim to have their committee sign. The final Preliminary Warrant must be dated before the first day of the semester they intend to become a dissertator.

The final Preliminary Warrant requires the signature of the Chair and minor department signature is required if Option A is chosen. The Student Services can get the Chair’s signature for the student, but please allow at least a week for this. To be a dissertator for the following semester, the prelim must be done by the final day of the summer window period. Please see the bottom of the Graduate School Master’s Guide for these deadlines.

Ph.D. Warrant and Oral Defense

This examination requires a demonstration of the unique contributions of the research and a defense of the methods used and conclusions drawn. The Final Oral Defense must be completed within 5 years of passing the Preliminary Exam. Please see the Graduate School Doctoral Guide for more information on finishing your degree.

In order to be eligible for graduation, a PhD student must:

- Have a GPA of 3.0 or higher
- Meet all PhD degree requirements
- Have all grades entered, except for the current semester (all I or NR grades must be changed to an actual letter grade)
- Be enrolled in at least 3 credits the semester in which they graduate or pay a Degree Completion Fee (which is equivalent to 12 times the per-credit dissertator rate of tuition)
- Have their PhD Final Oral Exam warrant signed and dated by the degree deadline.
The Final Oral Defense warrant request must be submitted at least four weeks before the proposed exam date. This form requires the signature of both the student’s advisor and the Chair of the Department. Students can turn in the Final Oral Exam Warrant Request into the Student Services Office with only their advisor’s signature, and the Student Services will obtain the Chair’s signature. However, obtaining the Chair’s signature can take some time, so please submit the form at least four weeks prior to the defense date. At this time, the Student Services can assist the student in reserving a room for their defense.

The ISyE Student Services will then check the student’s GPA and grades to ensure they meet the requirements. They will then send the Final Oral Exam Request Form to the Graduate School. Once the Graduate School approves the Final Oral Warrant Request Form, they will send an actual warrant and packet of relevant information back to Student Services. An email will be sent to the student from the Student Services Coordinator when the Final Oral Exam Packet has arrived and is ready to be picked up.

Students should pick up their Final Oral Exam Packet from the Student Services Office and take it to their Final Oral Defense to have their committee sign. This packet also includes information on publishing your dissertation, and formatting requirements. The Final Oral Defense Warrant must be dated on or before the degree deadline for the semester.

After the final defense, the student must follow all of the procedures described in the Guide to Preparing Your Doctoral Dissertation. The student is responsible for setting up an exit interview with the Graduate School and depositing their thesis. Students are responsible for following the Graduate School procedures.

Things to remember when finishing your PhD degree:

- Make sure to notify the Graduate Student Coordinator (Pam Peterson at prpeterson@wisc.edu) that you are planning to graduate as well as the Department. If you are being funded by the department as a RA/TA/PA, please also notify the Payroll and Benefits Specialist Aaron Webster.
- Once a student submits their final dissertation to the Graduate School, they will no longer be able to enroll for future semesters.
- Once a student graduates, they can no longer be paid because they can no longer enroll for future semesters. Students will maintain student status only until the graduation date for the semester they graduate.
- International students are required to add a diploma address in their Student Center or their diploma will NOT be mailed. For domestic students, the diploma will be mailed to their mailing address. The degree diploma will be mailed 12-14 weeks after the degree deadline. Students should log into their Student Center and verify their mailing/diploma address to be sure it is correct.
- International students that would like to invite their families to UW-Madison for commencement, may request an invitation letter through the International Student Services office.
- International students should also review the ISS Program Completion Checklist.
- An online survey ISyE Graduate program Exit survey will be emailed to all graduate students completing their degree. This survey is extremely helpful to the department in providing program feedback for graduating students. We greatly appreciate your cooperation in completing this survey.
- Your email account will be left active a few months after graduation. You will receive an email notifying you when your account will be deactivated. Once a student has graduated, they can also apply for an UW alumni email.
- Please stay in touch with the ISyE Department after graduation and should you have any questions or need assistance in the future, please feel free to contact the ISyE Graduate Coordinator (prpeterson@wisc.edu) or the ISyE main office staff.
**Commencement**

Graduate students are encouraged to participate in the commencement ceremony. Commencement ceremonies are held in December and May. Because there is no ceremony offered during the summer, students have the option to participate in the Fall or Spring ceremony. Students should think of their degree completion and participation in the commencement ceremony as two separate events.

To participate in the commencement ceremony for any given semester, the student must simply notify the Student Services **at least 8 weeks before the ceremony.** A student can decide to participate in the ceremony up until the day of the ceremony, but if they have not notified the Student Services 8 weeks before the ceremony, their name will not be printed in the commencement program. Traditionally, PhD students are escorted by their faculty advisor. PhD students should discuss their commencement plans with their advisor. For more information on ordering the proper attire, dates and times, please see the Secretary of the Faculty website. **Don’t forget to order your cap and gown and to check out the College of Engineering Graduation Recognition Event page.**

**Stay Connected as a Student and Alumni**

Please make sure to stay in touch via the following social media outlets but also feel free to contact our Communications Specialist with stories you want to share about how ISyE has impacted your life and career.

**ISyE Facebook and Twitter Pages**

Please be sure to like our Facebook page and follow our Twitter feed to stay up-to-date on all that is happening in ISyE. See photos and updates from your favorite faculty members, connect with current and past classmates, share your own ISyE story, and read about how ISyE students, alumni, and faculty are making things better.

- [Facebook](@ISyE.UWMadison)
- [Twitter](@uwisye)

**ISyE Alumni and Student LinkedIn Group**

This is a great opportunity to stay connected to your classmates and build a professional network through ISyE alumni and students. The [UW-Madison ISyE Alumni and Student LinkedIn Group](LinkedIn) will allow you to search, find, and contact other ISyE alumni and students in addition to the hundreds of thousands of users you can reach through your extended LinkedIn network. It is a convenient approach to connect with others and maintain up-to-date contact information. LinkedIn employs an opt-in-approach to selective networking, meaning you control the amount of detail you share and who to share it with. Contacts only occur with and through people you know and trust. And, there is no cost to join LinkedIn!

**Additional Alumni Opportunities**

Please note that these opportunities are only available to students who have graduated and are considered alumni.

**The ISyE Alumni-Student E-mentoring Program:** This is a convenient opportunity for ISyE alumni to make a big difference in the life of a current ISyE undergraduate student in as little as 15 minutes a week. This program utilizes the MentorNet online system to facilitate connections between undergraduate students and interested mentors. Because mentors and students can interact by email, they can communicate wherever and whenever they choose. Mentors will be able to control their availability and acceptance of a student as their protégé. A mentoring relationship lasts 8 months. Please consider this opportunity to make a major positive impact on an ISyE student by sharing “real world” experiences, encouragement, and advice.

**How to sign up as a mentor:**

1) Join the [MentorNet](MentorNet) Community.

2) Follow the one-on-one E-mentoring Program links to create a Mentor profile. In your profile, you can indicate your preferences for protégés (i.e. UW-Madison ISyE students only).
Financial Support/Insurance Benefits

Teaching Assistantship (TA) / Research Assistantship (RA) / Project Assistantship (PA)

The ISyE Department offers several different types of financial support for graduate students. Three common types of financial support are Teaching Assistantships, Research Assistantships, and Project Assistantships (TA/RA/PA respectively). Teaching Assistants, Research Assistants, and Project Assistants with at least a 33% appointment are eligible to receive tuition remission and health insurance coverage. Please note, students who receive tuition remission are still required to pay segregated fees by the tuition due date. The amount charged for segregated fees is based upon the number of credits the student has enrolled in. Tuition and Segregated fees can be viewed and paid through the student center section of a student’s MyUW account. Please contact Aaron Webster for more information.

Applying for Research Assistantships:
Professors decide whom they will appoint as a Research Assistant (RA) on their research grants. Professors review graduate applicants when hiring new RAs.

Applying for Project Assistantships:
There are a few Project Assistant (PA) opportunities on campus. Professors decide whom they will appoint as PAs on their research grants. Announcements of openings are sometimes posted on UW Job Center.

Applying for Teaching Assistantships:
Teaching Assistant (TA) positions are highly competitive, and the number of positions offered is relatively small compared to the number of applicants. Professors generally choose their TAs, or they may ask the Department Administrator to post an announcement recruiting applicants. In that event, an email will be sent to ISyE graduate students, and a recruitment announcement will be posted. Apply for a TA position or Grader position.

SPEAK Test: First time, non-native English-speaking TAs are required to take a SPEAK test to prove they possess the required level of oral English proficiency to qualify for a TA appointment. ISyE requires a score of 50 or greater (UW requirement is 45). ISyE does not accept a passing score on the TSE test. You can register for the SPEAK test through the Department Payroll and Benefits Specialist Aaron Webster.

Criminal Background Check: A criminal background check will be conducted on all new TAs.

Required Training – New teaching assistants: College policies require these workshops for all new TAs. The workshops benefit TAs and the students with whom they interact. Because each university is different, even those who have attended TA or teacher training at another university are required to participate. You will build from a common base and share perspectives with both new and experienced engineering educators.

The mission of the program is to improve the quality of undergraduate and graduate education through a series of workshops that enable teaching assistants to develop professionally and to continuously improve those skills needed to enhance student learning. To accomplish this mission, the program will aim to generate enthusiasm and excitement about teaching, and place an emphasis on the value and importance of their role as a teacher. Furthermore, this program aims to expose participants to education and learning theories and to provide practical suggestions to help teaching assistants with their classroom responsibilities. Finally, the program is designed to foster communication among those who teach in the College of Engineering.
Required Training – Experienced TAs: A TA appointment requires attendance at this program. Please choose workshops that will meet your needs and the needs of your students. Information on the New Educators Orientation (NEO) can be obtained at [http://ceete.engr.wisc.edu/ta-training/](http://ceete.engr.wisc.edu/ta-training/). There are two classifications of Teaching Assistants based on experience training and education.

1) **Standard TA**: A TA who does not meet the qualifications of a Senior TA.

2) **Senior TA**: Has had one and two-thirds (1 ⅔) or more semester-units of experience and has completed all course-work and departmental requirements for candidacy for a PhD, or has already been awarded a PhD and has completed one and two thirds (1 ⅔) or more semester units of experience prior to employment.

**Note**: TAs are included in a labor agreement between the State of Wisconsin and the Teaching Assistants Association. This agreement contains valuable information regarding Teaching Assistantships.

Teaching Assistants will receive student evaluations using the College of Engineering Teaching Evaluation Form.

**Department Rate Structure**

The department uses four of the five default stipend rates established by the College:

- **Level 4**: NSF Fellowship equivalency
- **Level 3**: CoE Senior Rate (1.2 CoE Standard Rate)
- **Level 2**: Wisconsin Distinguished Graduate Fellowship (WDGF)
- **Level 0**: CoE Standard TA Rate

TAs and PAs can be appointed at level 0, 2, or 3. RAs can be appointed at levels 2, 3, and 4. For PhD students, the protocol for selecting the appropriate TA stipend will typically match their most previous research level appointment. Master’s students are typically appointed at level 0.

<table>
<thead>
<tr>
<th>Level</th>
<th>Stipend Description</th>
<th>Monthly</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 4</td>
<td>NSF Fellowship equivalency</td>
<td>$2,833</td>
<td>$34,000</td>
</tr>
<tr>
<td>Level 3</td>
<td>CoE Senior Rate</td>
<td>$2,447</td>
<td>$29,360</td>
</tr>
<tr>
<td>Level 2</td>
<td>WDGF equivalency</td>
<td>$2,125</td>
<td>$25,500</td>
</tr>
<tr>
<td>Level 1</td>
<td>(Not used by department)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 0</td>
<td>CoE Standard TA Rate</td>
<td>$2,039</td>
<td>$24,467</td>
</tr>
</tbody>
</table>

**ISyE Rate Structure:**

<table>
<thead>
<tr>
<th>Level</th>
<th>Stipend Description</th>
<th>Annual Stipend for 50% appointment (FY19)</th>
<th>RA</th>
<th>TA</th>
<th>PA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 4</td>
<td>NSF Fellowship equivalency</td>
<td>$34,000</td>
<td>Highest RA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 3</td>
<td>CoE Senior Rate</td>
<td>$29,360</td>
<td>Middle RA</td>
<td>Highest TA</td>
<td>Highest PA</td>
</tr>
<tr>
<td>Level 2</td>
<td>WDGF equivalency</td>
<td>$25,500</td>
<td>Lowest RA</td>
<td>PhD Students</td>
<td>Middle PA</td>
</tr>
<tr>
<td>Level 0</td>
<td>CoE Standard Rate</td>
<td>$24,467</td>
<td></td>
<td>Masters Students</td>
<td>Lowest PA</td>
</tr>
</tbody>
</table>

*CoE definition of campus minimum = minimum rate for TA standard (academic) converted to 12 mo TA standard (academic): 9 mo = $18,350

**Useful Links:**

- [Graduate School Funding and Financial Aid](#)
- [ISS Funding and Scholarships](#)
Health Insurance
TAs, PAs, RAs, and fellows holding a minimum 33% appointment are eligible for group health insurance through the university. The university will pay for most of the premium. You are encouraged to take care of this as soon as possible, as the strict deadline of a 30-day enrollment period is observed.

All UW-Madison students are eligible to receive health care at the University Health Service (UHS). Hospitalization and emergency room services are not included in UHS benefits. In order to activate your insurance benefits, you must see the Payroll & Benefits Specialist.

Health Insurance for International Students: International students are required to purchase SHIP insurance unless they have other health insurance that meets certain minimum standards. International students with a RA or RA/TA appointment are eligible for UW health insurance; once you sign up for a UW health insurance plan you are automatically waived from the SHIP requirement. For more information see: http://www.uhs.wisc.edu/.

Tax Information
All RA, TA and fellowship income is subject to federal and state income tax. However, only RAs and TAs have taxes withheld from their checks; fellows do not. Only TAs are subject to social security tax (but these can be waived if you submit a Student Enrollment Verification form). You may want to save receipts for school fees, books, and supplies in case you are able to claim tax deductions for them. Check with your tax advisor. Tax withholding (W4) forms can be easily accessed online. For questions regarding specific tax situations, students are encouraged to contact either the Internal Revenue Service or a tax advisor. The UW does not provide tax advice.

Tax Information for International Students: Non-US residents from countries with which the US has a tax treaty may be tax exempt. More information and other tax filing resources can be found at https://uwservice.wisconsin.edu/tax/filing-resources.php.
**Computing in Industrial & Systems Engineering**

**Division of Information Technology (DoIT)**

DoIT (Division of Information Technology) offers students the following services:

- Advice on software or hardware
- A network connection
- Training
- Help 7 days a week
- Warranties
- Repair and installation
- Software training for students
- Sales advice and great prices
- Tech help is free

For more information go to [http://www.doit.wisc.edu/students/](http://www.doit.wisc.edu/students/).

**Computer-Aided Engineering (CAE)**

CAE is a College of Engineering facility available to any student with an engineering major or enrolled in an engineering course, as well as faculty and staff of the College. CAE provides users access to facilities and resources that allow them to effectively compute on the engineering campus. Users have access to a broad range of resources and services which include:

- Windows XP and Linux computer lab access
- Networked file space
- Laser and Color Printers
- Hundreds of software titles
- Email and webpage access
- CAE Consultants in Rm. 172 CAE Building, by phone at 262-5349, or helpdesk@cae.wisc.edu
- Online help
- Access to account management features
- CAE file restoration

For more information go to: [http://www.cae.wisc.edu/newuserhelp](http://www.cae.wisc.edu/newuserhelp).

**Support by Department/Center**

In-office computer support for College of Engineering faculty is provided by your Departmental Support Person (DSP).

Services Provided by DSPs:

- Diagnose network problems
- Diagnose computer problems
- Install software and/or upgrades
- Report any problems that cannot be resolved to CAE for further assistance

**Useful Links:**

- [Engineering Media Services (EMS)](http://www.engmedia.wisc.edu)
- [Library Services](http://www.library.wisc.edu)
Office/Building/Supplies

Building Hours
The Mechanical Engineering Building is open Monday through Friday from 7:00 a.m. to midnight. The building is closed on Saturday, Sunday, and holidays.

Keys

_Steps to Obtain a Key for Research Lab_

Keys to ISyE research labs are issued to undergraduate and graduate students who have a paid appointment in the ISyE Department. If you need to request a room key you can do so on KeyLime. After you receive an email confirmation, keys can be picked up in 3270 ME.

_Key Rules_
- Do not share this key with others.
- Do not duplicate.

Please return keys "in person" (do not pass on to others).

_Steps to Obtain an Access Card to the Mechanical Engineering Building_

An access card to the Mechanical Engineering Building can only be issued to a graduate student who has a paid appointment in the ISyE Department and a key to a research lab in the Mechanical Engineering Building. Professors will email the ISyE Administrative Assistant with authorization for a student to be given access to the Mechanical Engineering Building. The student will then be referred to the Department Office to provide their Wiscard for final processing.

Offices and Desk Area

Desk Assignment
Students who are receiving financial support from the ISyE department in the form of a Teaching Assistantship or Research Assistantship will receive office space. For further information, contact the Department Administrator. Please be mindful of your office-mates and keep your office area clean and professional.

If you are a teaching assistant and share an office with other graduate students, let them know your office hours and please have them posted at your desk. Some TAs have found it helpful to leave notes at their desk, so if someone is looking for them they know where they can find them. **When you graduate or no longer use your desk area, you are required to thoroughly clean your desk!**

Office Supplies
Please see one of the office assistants in the ISyE Department Office (3270 ME) or the Department Administrator (3246 ME) to inquire about office supplies.

Telephones
Student access to university telephone services is limited to internal university and local calls. University-related (research, teaching, extension) long distance calls may be made on the telephone of your advisor with his/her permission. When making a local call including calls to other UW-Madison departments or state agencies, first dial “1” and then dial the seven-digit number.
Mailboxes
All graduate students are assigned a mailbox (based on last name) near the loading dock on the first floor. Students should check their boxes daily for university and department information. Personal mail should be sent to home addresses.

Mailing Address
[Your Name]
University of Wisconsin
Department of Industrial & Systems Engineering
3270 Mechanical Engineering Building
1513 University Ave.
Madison, WI 53706

Outgoing Mail
Personal mail can be taken to the department office (3270 ME) or to the loading dock on the first floor of the ME building (between ME and ERB). In both places there is a U.S. mail and Campus Mail slot for outgoing mail. The nearest drop box for UPS is located on the loading dock.

Photocopying
If you are a graduate student who has an assistantship or is doing research in a lab, you are to use your class ID code or your professor’s ID code for the copy machine. The photocopy machine/scanner/fax machine is available in the Copy Room next to the department office in 3262 ME. Photocopying on the department copy machine is NOT permitted for personal purposes, including for courses being taken by the student. When using the copy room, please keep the room clean by throwing out paper scraps, staples, etc. Report user-related problems to the department office. They will call for repair if necessary.

Copiers for personal use are available nearby at Union South and Bob's Copy Shop.

Travel or Purchases for University Business
Before traveling or purchasing supplies for which you expect to be reimbursed or paid directly with university funds, you should meet with Felicia Homan (fhoman2@wisc.edu in ME 3270), the department’s Administrative Assistant. Due to the complexity and number of rules and regulations, not to mention “illegal” vendors, it is highly recommended that you check with her before you make any arrangements or purchases for the first time. There are many options for payment and she’ll be happy to discuss the best choice for you.

Recycling
Recycling is mandatory in Madison. Recyclable containers (aluminum cans, tin/steel, glass, and high-density plastic bottles) should be placed in the blue funnel-topped waste cans you will see in the hallways. Newspapers should be put in the blue waste cans labeled "Newspapers." Offices are equipped with brown wastebaskets for recyclable office paper. See the "UW-Madison Recycling Guide" for more details. Trash cans are emptied once a week. At other times, full containers may be left in the hallway for emptying.
ISyE Department Policies

For ISyE Department Policies, please see https://www.engr.wisc.edu/department/industrial-systems-engineering/academic-department-forms-isye/.

Grievance Procedures

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Student’s concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (program or department chair, section chair, lab manager, etc. Many departments and schools/colleges have established specific procedures for handling such situations; check their web pages and published handbooks for information. If such procedures exist at the local level, these should be investigated first. For more information, see the College of Engineering Policies and Procedures. The Assistant Dean for Graduate Affairs provides overall leadership for graduate education in the College of Engineering (CoE), and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.

Procedures for proper accounting of student grievances against ISyE faculty, staff, or students:

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.

2. Should a satisfactory resolution not be achieved, the student should contact the Associate Chair for Graduate Affairs, to discuss the grievance. The Associate Chair will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties, if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Equity and Diversity.

3. Other campus resources include:
   - The Graduate School
   - McBurney Disability Resource Center
   - Employee Assistance Office
   - Ombuds Office
   - University Health Services

4. If the issue is not resolved to the student’s satisfaction, the student can submit the grievance to the Grievance Advisor in writing, within 60 calendar days of the alleged unfair treatment.

5. On receipt of a written complain, a faculty committee will obtain a written response from the person filing the grievance.

6. The faculty committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.

7. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the School/College.

8. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School Academic Policies and Procedures – Grievances & Appeals.
Policy on Sexual Harassment

Sexual harassment is a community concern. When sexual harassment occurs, it degrades the quality of work and education at the University of Wisconsin-Madison. It erodes the dignity and productivity of the individuals involved and diminishes the quality, effectiveness, and stature of the institution. It can occur in any university setting (an office, a classroom, a university program). Each of us has a collective responsibility not to harass others and to act responsibly when confronted by the issue of sexual harassment, thereby promoting an environment that better supports excellence in teaching, research, and service. (Taken from: https://compliance.wisc.edu/titleix/sexual-harassment/)

What is Sexual Harassment?

Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment when submission to such conduct is a condition of employment, academic progress, or participation in a university program; or submission to or rejection of such conduct influences employment, academic or university program decisions; or the conduct interferes with an employee’s work or a student’s academic career, or creates an intimidating, hostile, or offensive working, learning, or program environment.

Key Points about Sexual Harassment

• Differences in power or status can be a significant component in sexual harassment. A person who seems to acquiesce to sexual conduct may still experience tangible action harassment or hostile environment harassment if the conduct is unwelcome.

• Harassment can occur between men and women or between members of the same gender.

• Sexual harassment may or may not involve a tangible injury (e.g., economic loss, lowered grades). A sexually harassing environment, in and of itself, may constitute a harm.

• Individuals in positions of authority are responsible for ensuring that employees, students or others do not harass. In an academic or program setting, offenders can be faculty, instructors, lecturers, teaching assistants, coaches, tutors, or fellow students or program participants.

• The person filing a sexual harassment charge does not have to be the person harassed but could be anyone significantly harmed by the harassing conduct.

• Some behavior that is not in violation of university policy may, nonetheless, be unprofessional under the circumstances. Consequences of such unprofessional behavior may include poor performance evaluations or possible discipline.

What to do if you feel you’ve been sexually harassed:

• Seek advice. Consult your department chair, another divisional resource person, the Office of Equity and Diversity, or another campus resource to discuss options for resolution.

• You may choose to seek informal resolution or file a sexual harassment complaint. You may find more information on filing a complaint here underneath the Frequently Asked Questions section.

• For additional information, please visit: https://compliance.wisc.edu/titleix/sexual-harassment/

For more information on discrimination against students and other resources:

• Discrimination Complaints Policies & Procedures
• Cases of suspected child abuse and/or neglect
Parental Leave Policy for Graduate Student Assistants

The College of Engineering (CoE) and the Department is fully committed to providing a climate of support for women and their partners who choose to have children during their graduate studies. The goal of this parental leave policy is to reduce academic and financial hardships for a) female graduate students during the late stages of their pregnancy, childbirth, and postpartum periods, and b) any graduate student who is a new parent providing care for his/her infant.

All CoE graduate students with current research, teaching, or project assistantships are eligible to request a parental leave under this policy. Upon request, expectant mothers will be provided with 12 weeks of paid accommodation time for childbirth. Other new parents (father, adoptive mother, adoptive father) will, upon request, be provided with 6 weeks of paid accommodation time. There will be no research or teaching expectations of the student during the leave.

Students should ideally notify their department (through the Department Administrator or Department Chair) six months prior to the expected birth to request the leave. Students should alert their research advisor or TA coordinator at that time as well to ensure that the ongoing research and teaching environment is safe for the expectant mother. It is recognized that each case will be unique in terms of the timing of the pregnancy or adoption relative to the academic calendar, and that creative and supportive solutions will be required on the part of advisors, chairs, TA coordinators, etc.

The leave will ordinarily begin at the time of birth, but other proposals will be considered. Departments – both advisors and chairs – are expected to provide flexibility in working out the details of the leave and to adjust the timeline of the leave as needed to accommodate any unexpected medical issues that arise during pregnancy (e.g. doctor-ordered bed rest).

Mother’s Room in Mechanical Engineering

There is a lactation/mother’s room in Room 2061 in Mechanical Engineering. To get the code for the key, please visit the Department Office (ME 3270).

Gender Neutral Bathrooms

There is a gender neutral bathroom in Engineering Hall on the 3rd floor in Room 3118. For a list of bathrooms across campus please view this list: Gender Neutral Bathrooms.

Reflection Room

There are many reflection rooms across campus that promote mental and physical health and well-being by providing a peaceful and quite place for personal reflection and meditation. The closest reflection room to the Mechanical Engineering Building is in the Wisconsin Union on the third floor.