

Supersedes 05/04/2018	Date Issued 12/13/2019	Page 1 of 2	Procedure No. ISyE P 16.2
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## DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING, UW-MADISON

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<b>Procedure Number:</b>	<b>ISyE P 16.2</b>
<b>Subject:</b>	<b>Department Policies Governing Course Option M.S. Degree programs in Industrial &amp; Systems Engineering</b>
<b>Date Issued:</b>	<b>12/13/2019</b>
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<b>Written by:</b>	<b>Academic Affairs Cluster</b>
<b>Approved by:</b>	<b>Department committee</b>
<b>Review/Approved Date:</b>	<b>12/13/2019</b>

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### 1. Purpose:

The purpose of the following document is to define the requirements for the award of the accelerated course option MS degrees in Industrial and Systems Engineering, including the Named Option in Systems Engineering and Analytics and the Named Option in Human Factors and Health Systems Engineering

### 2. Scope:

This procedure applies to both full-time and part-time ISyE graduate students and faculty, and addresses the departmental policies, which apply in addition to the regulations of the Graduate School, with which all graduates students should be thoroughly familiar. The applicable Graduate School regulations may be found in the Graduate School Academic Guidelines, which is available from the Graduate School, or at <https://grad.wisc.edu/acadpolicy/>

### 3. Related Procedures and Other Documentation:

<u>Procedure No.</u>	<u>Description of Procedure</u>
IEP 11.1	Criteria for Satisfactory Academic Progress as a Graduate Student in Industrial Engineering
IEP 12.1	Administration of Probation for Graduate Students in Industrial Engineering
IEP 16.1	Departmental Policies Governing the M.S. Degree in Industrial and Systems Engineering

#### Other Documents

- Graduate School Academic Guidelines: <https://grad.wisc.edu/acadpolicy/>

### 4. Credit Requirements:

- 4.1 The award of the course option MSIE degree at UW-Madison requires a minimum of 30 credits. The curriculum can be found online at the [ISyE Website](#) and in the [UW Madison Course Guide](#). Courses must be approved by their academic advisor, and meet the requirements outlined below (in addition to any requirements of the graduate school not explicitly stated here).
- 4.2 Of the required credits, all must be at the 300 level or higher, at most 6 credits may be at the 300 level, at least 15 must be at the [graduate level](#), at least 18 credits must be in the Industrial and Systems

Supersedes 05/04/2018	Date Issued 12/13/2019	Page 2 of 2	Procedure No. ISyE P 16.2
--------------------------	---------------------------	----------------	------------------------------

Engineering Department, and at least 16 credits must be taken as a graduate student in residence at UW-Madison. (Graduate-level courses are those identified with the [Graduate Level Coursework](#) attribute in the University course guide.)

- 4.3 A total of at most 6 credits from independent study (e.g., ISyE 799), research (e.g., ISyE 790), and internship/co-op (ISyE 702) courses may be applied toward the course option MSIE degree. Credit for courses graded S/U is only permitted for courses in this category (independent study, research, or internship/co-op course options).
- 4.4 Students should refer to **Procedure IEP 11.1** (see above) for the criteria for satisfactory academic progress, as well as for minimum grades required in courses for credit toward the MSIE degree.
- 4.5 Students obtaining their degree at UW-Madison are allowed to apply 6 credits taken in their undergraduate program at UW-Madison to their course based MSIE program. The applied credits must have been taken less than five years prior to admission to the MSIE program, and must be approved the student's academic advisor. Courses taken as an undergraduate are not eligible to be applied for the Graduate Level Coursework requirement.
- 4.6 Students transferred from another graduate program can transfer up to 9 graduate credits to this program upon the approval of his/her academic advisor and the associate chair for graduate studies. The transferred credits must have been taken less than five years prior to admission to the MSIE program.
- 4.7 Students who have applied 18 or more ISyE credits to another UW-Madison graduate degree are not eligible to receive an MS in ISyE.

## **5. Requirements on Graduation Timeline:**

- 5.1 The course option MSIE program is designed to be completed in 12 months. Internship and co-operative (co-op) work experiences are an optional component to this degree. The program must be completed within 24 months for students who plan to include internship or co-op work experiences during their program. The ISyE department does not guarantee availability of internship or co-op positions. It is up to students to find such positions independently.
- 5.2 To ensure timely progress, the students in this program will be provided a list of courses they can select from at the beginning of each regular semester. The student is required to meet their academic advisor during their first semester to discuss and obtain approval of the course plan for the remainder of their program.
- 5.3 In situations that the student cannot finish the program in 24 months due to exceptional circumstances, the exception must be requested by the student and approved by the student's academic advisor and the academic affairs committee.

## **6. Policy on Program Transfer:**

- 6.1 The degree conferred by the course option MSIE program and the research option MSIE program is identical; therefore, it is not allowed to transfer between these two programs (the course-option and research-option MSIE programs).
6. Students in the course option MSIE program can apply to the PhD program in ISyE. Students should follow the general application requirements of the ISyE PhD along with submitting an [Add/Change of Program, Plan or Named Option Request](#) online through the Graduate School.
- 6.3 If a student currently in another graduate program wants to transfer to the course option MSIE they should follow the general application procedure for the course option MSIE program along with submitting an [Add/Change of Program, Plan or Named Option Request](#) online through the Graduate School.

Supersedes 05/04/2018	Date Issued 12/13/2019	Page 3 of 2	Procedure No. ISyE P 16.2
--------------------------	---------------------------	----------------	------------------------------

## **7. Policy on Concurrent Enrollment in Multiple Programs**

7.1 The course option MSIE program is accelerated in structure and therefore students can only be enrolled in one major/degree program at a time; enrollment in a second major or courses beyond the prescribed program curriculum is not permitted. Certificates may be obtained during the course option MSIE program provided it can be done without extending the length of the program. However, the department does not guarantee availability of courses to finish any certificate program.

## **8. Exit Requirements:**

8.1 In order to be awarded the MSIE degree, students must have a Department Cumulative Grade Point Average (DCGPA) of 3.0 or above in the courses taken at UW-Madison. (See **Procedure IEP 11.1** for definition and computation of DCGPA.)

8.2 A student will not be recommended for the MSIE degree while on probation. Refer to **Procedure IEP 12.1** (see above) for details on probation policies.

**End of Procedure**