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## DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING, UW-MADISON

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<b>Procedure Number:</b>	<b>ISyE P 08.1</b>
<b>Subject:</b>	<b>Department Policy for Qualifying Examination Requirements in Industrial &amp; Systems Engineering</b>
<b>Date Issued:</b>	<b>11/20/2009</b>
<b>Supersedes:</b>	<b>04/18/2008</b>
<b>Written by:</b>	<b>Academic Affairs Cluster</b>
<b>Approved by:</b>	<b>ISyE Department</b>
<b>Review/Approved Date:</b>	<b>11/20/2009</b>

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### **1. Purpose:**

The purpose of the following document is to define the general policies and steps followed in the Industrial and Systems Engineering (ISyE) Department to administer the Qualifying Examination (QE) for graduate students wishing to be PhD candidates in the ISyE Department.

### **2. Scope:**

This procedure applies to ISyE graduate students, faculty and area groups, and addresses such issues as when the QE requirements need to be satisfied, announcement, sign-up and offering of the QE, area groups for writing the exam, criteria for satisfactorily completing the QE, the appeal process, and area group reading lists.

### **3. Related Procedures and Other Documentation:**

<u>Procedure No.</u>	<u>Description of Procedure</u>
ISyE P 09.1	<b>Establishing and Eliminating Qualifying Examination Areas</b>

#### Other Documents

None

### **4. Policy and Guidelines:**

- 4.1 Each student wishing to be a PhD candidate in the ISyE Department must select an area group and satisfy the Qualifying Examination Requirement in that area. The detailed reading list and exam format of each area group can be found at the department office. Students can change area groups without re-taking the QE with the permission of their PhD advisors.
- 4.2 The Qualifying Examination Requirement must be satisfied by the end of the seventh semester of enrollment after entering the graduate program.

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**NOTE 1:** For the purposes of this policy document, any semester for which a student is registered in the graduate school at UW-Madison for 1 or more credits will be considered a “semester of enrollment”. Enrollment in a Summer Session is not considered a “semester of enrollment”.

**NOTE 2:** Upon recommendation of the student’s advisor, extensions to this deadline may be given by the Academic Affairs cluster.

- 4.3 The Qualifying Exams (QEs) are administered by the Academic Affairs cluster. All decisions made by this committee can be appealed to the department committee which has final authority in all issues related to the QEs.
- 4.4 QEs are offered in area groups and are written and graded by area groups.
- 4.5 The Academic Affairs cluster will set and announce the date for each offering of the QEs. The QEs are offered during the earlier part of each fall semester, typically the third Saturday after the commencement of classes. The actual date of the exam may change depending on special circumstances. The announcement of the exam will include a form for students to sign up for an area group. This form must be signed by the student’s advisor. The form will include a deadline for signing up. After this deadline, students may not sign up for any exam, nor change the area they have selected. Students must be enrolled during the semester when they take any QE.
- 4.6 The QEs will be graded using the grades of (from best to worst) Pass+, Pass, Pass-, and Fail.
- 4.7 To satisfy the Qualifying Examination Requirement, the student must obtain a grade of Pass or better.
- 4.8 Any student who signs up to take a QE but does not take it will be assigned a grade of Fail. In case of extenuating circumstances, the student may petition the Academic Affairs cluster to remove the grade from the student’s record.
- 4.9 A student may take the exam in a given area at most twice. If an exam is taken twice and different grades are obtained, the better of the two grades may be used toward satisfying the Qualifying Examination Requirement.
- 4.10 A student may take the exam in at most two areas. Upon recommendation of the student’s advisor, the Academic Affairs cluster may permit a student to take an exam in additional areas.
- 4.11 Upon recommendation of the student’s advisor, the Academic Affairs cluster may permit grades earned on QEs (or their equivalent) taken elsewhere to be used in lieu of the grade earned on the department’s QE.
- 4.12 The reading list for a given area will not be changed less than six months prior to the start of a semester.

**NOTE 3:** Reading lists for each area are maintained by the area group and are available in the department office.

**End of Procedure**