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DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING, UW-MADISON

Procedure Number:	ISyE P 11.1
Subject:	Criteria for Satisfactory Academic Progress as a Graduate Student in Industrial and Systems Engineering
Date Issued:	December 13, 2013
Supersedes:	February 24, 2004
Written by:	Academic Affairs Cluster
Approved by:	ISyE faculty members at December 13, 2013 department meeting
Review/Approved Date:	December 13, 2013

1. Purpose:

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

2. Scope:

This procedure applies to both full-time and part-time ISyE graduate students and faculty, and addresses such issues as the determination of grade point average, course load, time limits, and grades of C or D.

3. Related Procedures and Other Documentation:

<u>Procedure No.</u>	<u>Description of Procedure</u>
ISyE P 08.1	Department Policy for Qualifying Examination Requirements in Industrial and Systems Engineering
ISyE P 12.1	Administration of Probation for Graduate Students in Industrial and Systems Engineering

Other Documents

None

4. Policy and Criteria

4.1 **Grade Point Average**

- a. Courses taken while enrolled as a graduate student in the Department and all other courses presented towards the degree are included in the computation of the Departmental Semester Grade Point Average (DSGPA) except for the following:
 - English for international students
 - Courses lower than the 300 level in any department
 - 300 level courses in the ISyE Department not specified as deficiencies in writing at the time of admission to the Department or otherwise not approved by the Industrial and Systems Engineering Academic Affairs (AA) Cluster.
- b. The computation of the Department Cumulative Grade Point average (DCGPA) will

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follow the same conditions as defined in item (a) above.

- c. A DSGPA and a DCGPA of at least 3.0 are required. Students taking only independent study or thesis research and receiving grades of P or S will be judged to be making satisfactory academic progress.

NOTE 1: Students admitted on probation may be required to obtain a DSGPA higher than 3.0 in the first semester as specified in writing at the time of admission. (See ISyE P 12.1, **Administration of Probation for Graduate Students in Industrial and Systems Engineering.**)

4.2 Course Load

- a. Full-Time Students: All students are admitted as full-time students unless otherwise noted in writing prior to the start of their program. Full-time students are expected to satisfy the Graduate School requirements for full-time status during all regular semesters in residence unless they have already passed the PhD preliminary examination.
- b. Part-Time Students: Students must have PRIOR WRITTEN approval from the AA Cluster to become part-time students. No special credit load requirements are imposed on approved part-time students.

4.3 Time Limits

- a. Each student wishing to be a PhD candidate in the ISyE Department must satisfy the Department's Qualifying Examination Requirement as specified in **Document ISyE P 08.1, Department Policy for Qualifying Exam Requirements in Industrial and Systems Engineering**, within the time limits as specified in that document.
- b. Preliminary and final exams for PhD students are scheduled at the discretion of the student's committee.

4.4 Grades of C or D

- a. A graduate course in which a grade of C or below is received WILL NOT BE COUNTED as credit toward the graduate degree. These courses will be included in the calculation of the DSGPA and DCGPA, however.

4.5 Progression review

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

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4.6 PhD Course and Experience Expectations

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

End of Procedure