1. Purpose:

The purpose of the following document is to define the five steps to becoming a PhD: Completing a Minor, satisfying breadth requirements, passing the Qualifying Examination Requirement, passing the Preliminary Examination, and passing the Final Oral Examination.

2. Scope:

This procedure applies to both full-time and part-time Industrial and Systems Engineering (ISyE) graduate students and faculty, and addresses the departmental policies, which apply in addition to the regulations of the Graduate School, with which all graduate students should be thoroughly familiar. The applicable Graduate School regulations may be found in the Graduate School Academic Guidelines, which are available from the Graduate School, or at http://grad.wisc.edu/acadpolicy/. The departmental area committees may also have particular rules for their students.

3. Related Procedures and Other Documentation:

<table>
<thead>
<tr>
<th>Procedure No.</th>
<th>Description of Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISyE P 08.1</td>
<td>Department Policy for Qualifying Examination Requirements in Industrial and Systems Engineering</td>
</tr>
<tr>
<td>ISyE P 11.1</td>
<td>Criteria for Satisfactory Academic Progress as a Graduate Student in Industrial and Systems Engineering</td>
</tr>
</tbody>
</table>

Other Documents
Graduate School Academic Guidelines: http://grad.wisc.edu/acadpolicy/

4. Procedure:

4.1 To get admitted and stay in the PhD program, the student must secure a PhD advisor (or co-advisors). The advisor(s) play a critical role in the student’s academic progress. The student needs to work with the advisor(s) closely during the whole period of his/her PhD
program.

MINOR

4.2 Every student seeking a PhD degree must choose between an Option A minor and an Option B minor.

NOTE 1: Refer to http://www.wisc.edu/grad/catalog/degrees.html#minor for additional details on minor degrees.

4.2.1 A student choosing the Option A minor must select a department other than ISyE for this minor, and must satisfy the requirements of the department offering the minor.

4.2.2 A student choosing the Option B minor must complete a minimum of nine 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.

4.3 PhD Minor Requirements for Non-ISyE PhD Students

A PhD candidate from another department taking an Option A minor in ISyE must complete a minimum of nine credits of ISyE courses numbered 300 or above. A minimum GPA of 3.20 is required for this set of courses. A course with a grade of C or lower cannot be used to satisfy the minor requirement. Students may transfer up to three credits from another university to satisfy the minor requirement, subject to the approval of the Industrial and Systems Engineering Academic Affairs (AA) Cluster.

BREADTH REQUIREMENT

4.4 The breadth requirement is to make the PhD student achieve minimum competence in multiple areas of industrial and systems engineering. It consists of taking at least two courses (six credits) from a list of ISyE courses and attaining a grade of B or above in both courses.

- The list of courses that can satisfy the breadth requirement are provided by area groups from among those numbered 300 or above.
- The list of courses must be approved by the ISyE AA Cluster and can be found at the Student Services Office.
- 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.
- Courses the student has taken before entering the PhD program will be counted toward this breadth requirement.
• Any transfer credits could also be counted toward this breadth requirement upon
the approval by the area group(s) corresponding to the transferred course(s) and
the ISyE AA Cluster.

EXAMINATIONS

NOTE 2: There are three major examinations in a PhD program: qualifying, preliminary,
and final. In addition, there may be one or more examinations to be passed as
part of the minor program.

NOTE 3: A student is considered to be a PhD candidate (a dissertator) only after finishing
their regular course work minor, passing their Qualifying Exam Requirement,
completing the breadth requirement, and passing their preliminary exam. At least
50% of the course work must be graduate-level courses.

Qualifying Examination Requirement

4.5 Each student wishing to be a PhD student in the ISyE Department must satisfy the
Department’s Qualifying Examination Requirement as defined in ISyE P 08.1
(Department Policy for Qualifying Examination Requirement in Industrial and
Systems Engineering)

Preliminary Examination

4.6 The preliminary examination is designed to test whether the student has attained the
appropriate depth and breadth of knowledge in the student’s field of study. Before taking
the preliminary examination, the student must satisfy the qualifying exam requirement
and the breadth requirement. The scope and content of this examination are determined
by the student’s preliminary examination committee. The student should work with
his/her advisor(s) to form the examination committee. Including the advisor(s), the
committee should have at least four faculty members among whom at least two should
have tenure home in ISyE. Exceptions to this requirement must be requested to the
Academic Affairs Cluster at least two months before the exam. In most cases, the
preliminary exam committee will also be a subset of the dissertation committee that will
supervise the student’s PhD program until finishing. The examination may be combined
with the presentation of the student’s preliminary proposal for the dissertation. The
preliminary exam must be taken within five years after the time of passing the qualifying
exam. Exceptions could be granted by the Academic Affairs Cluster through a petition
process.

Final Oral Examination

4.7 The final oral examination consists of the presentation and defense of the PhD
dissertation to the dissertation committee. Typically, the dissertation committee is the
same as the preliminary exam committee. If it is different, then the new formation of the
dissertation committee must include at least two faculty members with tenure home in
ISyE as well. Exceptions to this requirement must be requested to the Academic Affairs
Cluster at least two months before the defense. The defense is conducted under the
Graduate School rules. *This must be completed within FIVE YEARS after passing the Preliminary Examination.*

**NOTE 4:** See ISyE P 11.1 regarding the Criteria for Satisfactory Academic Progress as a Graduate Student in ISyE.

**FOREIGN LANGUAGE**

4.8 The ISyE Department has no foreign language requirement for the PhD degree.

**AREA OF SPECIALIZATION REQUIREMENTS**

4.9 A student pursuing a PhD should contact the chairperson for their intended area groups for any additional PhD requirements.

*End of Procedure*