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

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<b>Procedure Number:</b>	<b>ISyE P 18.1</b>
<b>Subject:</b>	<b>ISyE Graduation Requirements Verification</b>
<b>Date Issued:</b>	<b>09/15/2006</b>
<b>Supersedes:</b>	<b>NonE</b>
<b>Written by:</b>	<b>ISyE Chair</b>
<b>Approved by:</b>	<b>ISyE Faculty</b>
<b>Review/Approved Date:</b>	<b>09/15/2006</b>

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### 1. Purpose:

The purpose of this procedure is to define the general policies, goals, outcomes, and steps followed in the ISyE Department for determining when a student has met their degree requirements, and warranting this to the College of Engineering or to the Graduate School.

### 2. Scope:

This procedure applies to the ISyE Undergraduate and Graduate students, ISyE Chair and Faculty, and the ISyE Student Services Coordinator involved in verifying that all graduation requirements have been satisfied.

### 3. Related Procedures and Other Documentation:

<u>Procedure No.</u>	<u>Description of Procedure</u>
None	

#### Other Documents

College of Engineering Official Regulations Regarding Enrollment, Scholarship, and Graduation for Undergraduates in the College of Engineering, University of Wisconsin-Madison, 34. Graduation, <http://studentservices.engr.wisc.edu/regulations/34.html>  
Graduate School Academic Guidelines, Graduation, <http://www.wisc.edu/grad/guidelines/gloss.html#graduation>

### 4. Policy and Guidelines:

- 4.1 The ISyE Department Chair is the agent of the ISyE Departmental Committee for the purposes discussed in this document. References in the remainder of this document are to the Chair in that capacity.

### 5. Procedure:

#### Undergraduate Students

- 5.1 Within the first 2 days of each semester, the Student Services Coordinator (SSC) emails all senior students requesting that they designate on the My UW-Madison System if they plan to graduate at the end of the semester.
- 5.2 At the end of the first week of each semester, the SSC runs a query for undergraduate students who indicated to the My UW-Madison System that they intend to graduate at the end of that semester.

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5.3 Once the list of undergraduate students who intend to graduate has been compiled, the SSC runs DARS reports for all these undergrads and checks to see that all categories read "OK" and that all subcategories are noted with a "+" sign, indicators that graduation requirements will be satisfied.

5.3.1 If either of these conditions is not true, go to step 5.4; otherwise proceed to step 5.5.

5.4 The SSC determines the reason why all the graduation requirements will not be met, notifies the student of the situation (See Note 1), and suggests options for resolving the problem. The SSC can also make substitution requests, if appropriate, at this time.

**NOTE 1:** Student notification of any problems must occur on or before the end of the second week of each semester so that the student has time to change their course plan to resolve any problems that would prevent graduation.

5.5 Once grades are in at the end of each semester, the SSC runs the DARS for people who plan to graduate, and reviews the DARS to make sure the heading reads "All Requirements Complete Pending Final Review," all categories read "OK" and all subcategories are noted with a "+" sign, indicators that graduation requirements have been satisfied.

5.5.1 If any of these conditions is not true, go to step 5.6; otherwise proceed to step 5.7.

5.6 The SSC resolves the problem(s) or notifies the student of what needs to be done to complete the requirements for graduation, and maintains contact with the students to help ensure a successful completion of the graduation requirements.

5.7 The SSC makes a list of all students whose DARS read "All Requirements Complete," attaches a final DARS for each student, and sends a request to the College of Engineering that these students be granted with a BSIE degree.

5.8 Once all the graduation requirements have been satisfied, the SSC creates a final DARS and final transcript for each student, and maintains all the students' records in the BSIE "Graduated Students" files for at least ten years.

### **MSIE Graduate Students**

5.9 Within the first 2 days of each semester, the Student Services Coordinator (SSC) emails any Master students who will have completed at least 2 semesters of graduate work by the end of that term asking that they tell the SSC if they plan to graduate at the end of the semester.

5.10 At the end of the first week of each semester, the SSC makes a list of all MSIE graduate students who have responded that they intend to graduate at the end of the semester.

5.11 Once the list of graduate students who intend to graduate has been compiled, the SSC runs transcripts for all MS students, compares the student's courses with the curriculum requirements for their focus area on a curriculum review sheet, and determines if any requirements will not be met by the end of the semester

5.11.1 If any requirements will not be met, go to step 5.12; otherwise proceed to step 5.13.

5.12 The SSC notifies the student of the situation (See Note 1), and suggests options for resolving any problems. The student also consults with his/her advisor regarding options for completing the requirements.

5.13 The SSC requests an MS warrant for the student from the Graduate School at this time.

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- 5.14 Once grades are in at the end of the semester, the SSC runs final transcripts and reviews the MS curriculum review sheets prepared earlier in the semester and ensures that students have completed requirements with classes in their final semester.
- 5.14.1 If any of the requirements have not been met, then go to step 5.15; otherwise proceed to step 5.16.
- 5.15 The SSC notifies the student and his/her advisor of what needs to be done to complete the requirements for the graduate degree, and maintains contact with the students to help ensure a successful completion of the graduation requirements.
- 5.16 The SSC obtains the signature of the student's advisor and of the department Chair on their warrant, makes a copy of the signed warrant for the student's file, and forwards the original to the Grad School for the granting of the graduate level degree.
- 5.17 The SSC maintains all the students' records in the MSIE "Graduated Students" files for at least ten years.

#### **Ph.D. Graduate Students**

- 5.18 Within the first 2 days of each semester, the Student Services Coordinator (SSC) emails any PhD students that have dissertator status, asking that they tell the SSC if they plan to graduate at the end of the semester.
- 5.19 At the end of the first week of each semester, the SSC makes a list of all Ph.D. graduate students who have responded that they intend to graduate at the end of the semester.
- 5.20 Once the list of Ph.D. graduate students who intend to graduate has been compiled, the SSC notifies each PhD student by email that they need to contact the SSC at least 3 weeks before their scheduled presentation date and provide the names of their committee members and the tentative title and date of their final oral presentation.
- 5.21 The SSC completes the "PhD Final Oral Committee Approval Form" for each student, the student obtains the signature of their advisor and the department Chair, and the SSC sends the form to the Degree Coordinator at the Graduate School for approval.

**NOTE 2:** The SSC can assist the student in reserving a room in which to present their final defense.

- 5.22 The SSC compiles a list of the PhD students, their advisors, and contact information for both, and submits this information upon request to the Office of the Secretary of the Faculty, for purpose of notifying and informing the student regarding commencement exercises.

- 5.23 The SSC receives a package from the Graduate School for each "PhD Final Oral Committee Approval Form" that is approved. The SSC removes the copy of the approved "PhD Final Oral Committee Approval Form" and forwards the rest of the package to the student.

**NOTE 3:** This package contains the student's final oral defense warrant, the Committee's page, and "The 3-D's: Deadlines, Defending, and Depositing Your Ph.D. Dissertation."

**NOTE 4:** The SSC can assist the student in completing the final oral defense warrant and the Committee's page.

- 5.24 After the final presentation, the SSC obtains copies of the signed final oral defense warrant and the Committee's page, and maintains all the students' records in the Ph.D. "Graduated Students" files for at least ten years (as required by UW-Madison's Archives and Record Management).

**END OF PROCEDURE**