

Supersedes 05/2003	Date Issued 04/18/2008	Page 1 of 2	Procedure No. ISyE P 09.1
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DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING, UW-MADISON

Procedure Number:	ISyE P 09.1
Subject:	Industrial & Systems Engineering Department Policy for Establishing and Eliminating Qualifying Examination Areas
Date Issued:	04/18/2008
Supersedes:	May 2003
Written by:	Graduate Policies and Exams Committee
Approved by:	ISyE Department Committee
Review/Approved Date:	04/18/2008

1. Purpose:

The purpose of the following procedure is to define the general policies and steps followed in the ISyE Department to establish examination areas for the Industrial and Systems Engineering Department's Qualifying Examination.

2. Scope:

This procedure applies to ISyE faculty, the Department Committee, and the Graduate Policy and Exams Committee, and addresses the policies and steps of establishment and dissolution of examination areas to be included in the ISyE Department Qualifying Examination.

3. Related Procedures and Other Documentation:

<u>Procedure No.</u>	<u>Description of Procedure</u>
IEP 08.1	IE Department Policy for Qualifying Examination Requirement

Other Documents

None

4. Policy and Guidelines:

- 4.1 Each area group is responsible for its exam.
- 4.2 There will be one exam per area group. However an area group may establish multiple subject areas on an exam and require students to select one or more of the areas and complete them. In order to coordinate with other departments some exams may have sections presented on different days or locations.
- 4.3 For coordination and information purposes each area group must submit a description of their exam at least 6 months in advance to setup the exam including:
 - a. Reading List for the exam
 - b. The format of the exam
 - c. The coordinator for the exam (ordinarily, the convener of the area group).

NOTE 1: See also Document IEP 08.1 - "Industrial Engineering Department Policy for Qualifying Examination Requirement."

- 4.4 The exam description must be reviewed and approved by the Graduate Policy and Exams

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Supersedes 05/2003	Date Issued 04/18/2008	Page 2 of 2	Procedure No. ISyE P 09.1
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Committee.

- 4.5 In case where an area group decides to significantly change an established area, procedures 4.3 and 4.4 should be repeated.
- 4.6 In cases where the area group decides to not offer qualifying exam, a Qualifying Exam in that area group will be offered at least once following the semester in which the Department Committee makes this decision.

End of Procedure