

Supersedes None	Date Issued 11/16/2007	Page 1 of 2	Procedure No. ISyE P 11.2
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DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING, UW-MADISON

Procedure Number:	ISyE P 11.2
Subject:	Graduate Student Prerequisites and Deficiencies
Date Issued:	11/16/2007
Supersedes:	None
Written by:	Graduate Recruiting and Admissions Committee
Approved by:	ISyE Department Committee
Review/Approved Date:	11/16/2007

1. Purpose:

The purpose of this document is to define ISyE departmental policies and administrative procedures regarding prerequisites and deficiencies for incoming graduate students.

2. Scope:

This procedure applies to both full-time and part-time ISyE graduate students.

3. Related Procedures and Other Documentation:

<u>Procedure No.</u>	<u>Description of Procedure</u>
ISyE P 12.1	Administration of Probation for Graduate Students in Industrial Engineering

Other Documents
None

4. Policy

4.1 Prerequisites and deficiencies

- a. Area groups may specify course prerequisites to be satisfied by all students admitted for MSIE and PhD study in that area. If an admitted student does not meet all of the area's prerequisites, those not met constitute deficiencies.
- b. The prerequisite requirement is only that the student has passed the course in question.

4.2 Clearing deficiencies

- a. Students entering the ISyE department with deficiencies must normally complete courses to clear those deficiencies within the first semester of enrollment. In exceptional cases, with the written permission of the student's adviser, the completion may be done within the first two semesters of enrollment.
- b. A student who has not cleared all deficiencies in accordance with 4.2 (a) will be placed on probation after the first (without adviser's extension) or second (with adviser's extension) semester of enrollment.

Supersedes None	Date Issued 11/16/2007	Page 2 of 2	Procedure No. ISyE P 11.2
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- c. Students who believe that because of special circumstances the requirements of 4.2 (a) and (b) impose an unreasonable hardship upon them may petition the Graduate Policy and Examinations Committee for a variance of those requirements in that particular case.

4.3 Substitutions for deficiencies

- a. A student with a deficiency may, with the written permission of the student's adviser, clear a deficiency by completing a course that the area group in question has determined to be a suitable substitute for the deficiency. The time limits prescribed in 4.2 apply.
- b. Area groups are responsible for determining suitable substitutions and communicating them to advisers and the student services coordinator.

End of Procedure