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

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<b>Procedure Number:</b>	<b>ISyE P 11.1</b>
<b>Subject:</b>	<b>Criteria for Satisfactory Academic Progress as a Graduate Student in Industrial and Systems Engineering</b>
<b>Date Issued:</b>	<b>October 18, 2019</b>
<b>Supersedes:</b>	<b>December 13, 2013</b>
<b>Written by:</b>	<b>Academic Affairs Cluster</b>
<b>Approved by:</b>	<b>ISyE faculty members at December 13, 2013 department meeting</b>
<b>Review/Approved Date:</b>	<b>October 18, 2019</b>

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### 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 defines satisfactory progress for ISyE graduate students and explains the procedures that will be followed if a student fails to meet satisfactory progress.

### 3. Related Procedures and Other Documentation:

<u>Procedure No.</u>	<u>Description of Procedure</u>
<b>ISyE P 08.1</b>	<b>Department Policy for Qualifying Examination Requirements in Industrial and Systems Engineering</b>
<b>ISyE P 12.1</b>	<b>Administration of Probation for Graduate Students in Industrial and Systems Engineering</b>
<b>ISyE P 14.1</b>	<b>Departmental Policies Governing the PhD Degree in Industrial and Systems Engineering and PhD Minor Requirements for Non-IE Majors</b>

#### Other Documents

None

### 4. Requirements for Satisfactory Progress

#### 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

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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 follow the same conditions as defined in item (a) above.
- c. DSGPA and a DCGPA of at least 3.0 are required. Thesis research grades must be P or S to be making satisfactory academic progress. A graduate course in which a grade of D 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.

**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. PhD students 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. PhD students must complete their preliminary exam as described in Document ISyE P 14.1 within the time limits specified in that document.
- c. PhD students must complete their final oral exam as described in Document ISyE P 14.1 within the time limits specified in that document.
- d. MS students in the course-option MS programs must complete their degree requirements within the timeline specified in document ISyE P 16.2.

#### 4.4 Research Progress and Faculty Advisor

- a. All PhD students must have a faculty advisor willing to supervise their research.
- b. PhD students are expected to make consistent progress toward their dissertation,

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appropriate for their year of study. Satisfactory research progress is determined by the PhD student's faculty advisor. Unsatisfactory progress will be communicated to the student by their faculty advisor and can be done via the annual assessment of student progress, by giving the student a grade of "U" in a research course, or by a written letter.

#### 4.5 Academic and professional conduct

Graduate students are expected to meet academic and professional conduct standards, as described in the ISyE Graduate Handbook. This includes, but is not limited to, behaving in a professionally ethical manner, contributing to a positive work culture, and conducting research ethically.

#### 4.6 Assistantship positions

Graduate students with assistantship positions (RA, TA, or PA) must adequately perform the responsibilities associated with their position, as determined by the supervisor of the position.

### **5. Procedures in the case a student is not making satisfactory progress**

#### 5.1 Review committee

- a. If a graduate student fails to meet satisfactory progress as defined by any of the criteria outlined in the section 4, a review committee will be formed to review the circumstances and the student's record, taking input from the student. The review committee will consist of the student's faculty advisor and two other ISyE faculty members appointed by the Associate Chair for Graduate Affairs.
- b. The review committee will review the student's record and determine if the student is making satisfactory progress. If the student is determined to not be making satisfactory progress, the committee will also decide whether the student should be placed on probation, or in exceptional cases (such as severe professional misconduct or academic misconduct as determined in accordance with UWS 14.04) be immediately removed from the ISyE graduate program and have their funding guarantee removed. In case that a student is put on probation, the committee will provide the student with a written explanation of what is required in order for the probation to be lifted, and in what timeframe the requirements must be met.
- c. Failure to qualify for removal from probation after being on probation for a semester will lead to the removal of a PhD student's funding guarantee (see policy 12.1).

#### 5.2 Appeals

A request to appeal the review committee decision must be made by the student to the department chair within 10 days of receiving the decision. The appeal will be reviewed by the academic affairs cluster.

**End of Procedure**