

# INDUSTRIAL ENGINEERING: HUMAN FACTORS AND HEALTH SYSTEMS ENGINEERING, MS

## POLICIES

### GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (<https://grad.wisc.edu/acadpolicy/>) provide essential information regarding general university policies. Program authority to set degree policies beyond the minimum required by the Graduate School lies with the degree program faculty. Policies set by the academic degree program can be found below.

### NAMED OPTION-SPECIFIC POLICIES

#### PRIOR COURSEWORK

##### Graduate Credits Earned at Other Institutions

With program approval, students may transfer no more than 9 credits of graduate course work from other institutions. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

##### Undergraduate Credits Earned at Other Institutions or UW-Madison

UW-Madison students completing their bachelor's degree in the Industrial and Systems Engineering department may transfer up to 6 credits of coursework numbered 300 or above toward the degree with prior program approval. Undergraduate credits earned at other institutions may transfer. Coursework earned ten or more years prior to admission to a master's degree is not allowed to satisfy requirements.

##### Credits Earned as a Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

Refer to the Graduate School: Transfer Credits for Prior Coursework (<https://policy.wisc.edu/library/UW-1216/>) policy.

##### Credits Earned as a University Special Student at UW-Madison

Refer to the Graduate School: Transfer Credits for Prior Coursework (<https://policy.wisc.edu/library/UW-1216/>) policy.

#### PROBATION

Refer to the Graduate School: Probation (<https://policy.wisc.edu/library/UW-1217/>) policy.

#### ADVISOR / COMMITTEE

Per Graduate School: Advisor (<https://policy.wisc.edu/library/UW-1232/>) policy, every graduate student MUST have a faculty advisor. Students in this program will be advised by the department's Director of Professional

Masters Programs. The advisor provides the graduate student with academic guidance regarding their course selection and research oversight in their thesis or project. Graduate students should always seek advice from their advisor and other faculty in their interest area prior to enrolling for courses.

#### CREDITS PER TERM ALLOWED

Enrollment of 12 credits is highly recommended.

#### TIME LIMITS

This program is designed to be completed in 16 months. Students who have an undergraduate degree from UW-Madison can typically complete the program in 12 months. Internship and co-operative (co-op) work experiences are an optional component to this degree. The program must be completed within 24 months for students who plan to include internship or co-op work experiences during their program. The ISyE department does not guarantee availability of internship or co-op positions.

The student is required to meet their academic advisor during their first semester to discuss and obtain approval of the course plan for the remainder of their program. In situations where the student cannot finish the program in 24 months due to exceptional circumstances, the exception must be requested by the student and approved by the student's academic advisor and the academic affairs committee.

#### GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (<https://doso.students.wisc.edu/bias-or-hate-reporting/>)
- Graduate Assistantship Policies and Procedures (<https://hr.wisc.edu/policies/gapp/#grievance-procedure>)
- Hostile and Intimidating Behavior Policies and Procedures (<https://hr.wisc.edu/hib/>)
  - Office of the Provost for Faculty and Staff Affairs (<https://facstaff.provost.wisc.edu/>)
- Employee Assistance (<http://www.eao.wisc.edu/>) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (<https://employee disabilities.wisc.edu/>) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (<https://grad.wisc.edu/>) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance (<https://compliance.wisc.edu/>) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office Student Assistance and Support (OSAS) (<https://osas.wisc.edu/>) (for all students to seek grievance assistance and support)
- Office of Student Conduct and Community Standards (<https://conduct.students.wisc.edu/>) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (<http://www.ombuds.wisc.edu/>) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (<https://compliance.wisc.edu/titleix/>) (for concerns about discrimination)

## Grievance Procedures: Industrial and Systems Engineering

If a graduate student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Student's concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (program or department chair, section chair, lab manager, etc). Many departments and schools/colleges have established specific procedures for handling such situations; check their web pages and published handbooks for information. If such procedures exist at the local level, these should be investigated first. For more information, see the College of Engineering Policies and Procedures (<https://engineering.wisc.edu/report-an-incident/academic-grievances-and-complaints/>). The Assistant Dean for Graduate Affairs ([enr-dean-graduateaffairs@engr.wisc.edu](mailto:enr-dean-graduateaffairs@engr.wisc.edu)) provides overall leadership for graduate education in the College of Engineering (CoE), and is a point of contact for graduate students who have concerns about education, mentoring, research, or other difficulties.

Procedures for handling graduate student grievances against ISyE faculty, staff, or students:

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
2. Should a satisfactory resolution not be achieved, the student should contact the Associate Chair for Graduate Affairs, to discuss the grievance. The Associate Chair will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties, if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Compliance website (<https://compliance.wisc.edu/>).
3. If the issue is not resolved to the student's satisfaction, the student can submit the grievance to the Grievance Advisor, which may be either the Associate Chair for Graduate Affairs or the Department Chair, as chosen by the student. The grievance should be submitted in writing, within 60 calendar days of the alleged unfair treatment.
4. On receipt of a written complaint, the Grievance Advisor will form a faculty committee that will review the complaint and gather further information as necessary from the filer of the complaint and other parties involved (including the party toward whom the complaint is directed).
5. The faculty committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
6. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal to the College of Engineering Assistant Dean for Graduate Affairs ([\[graduateaffairs@engr.wisc.edu\]\(mailto:graduateaffairs@engr.wisc.edu\)\). Either party has 10 working days to file a written appeal to the School/College.](mailto:enr-dean-</a></li>
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7. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.
8. The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School Academic Policies and Procedures - Grievances & Appeals (<https://grad.wisc.edu/documents/grievances-and-appeals/>).

## OTHER

### Policies on Program Transfer

- It is not allowed to transfer between the Human Factors and Health Systems Engineering and MSIE research-option programs.
- If a student currently in another graduate program wants to transfer to the course option MSIE they should follow the general application procedure for the course option MSIE program along with submitting an Add/Change of Program, Plan or Named Option Request online through the Graduate School.

### Graduate Assistant Positions

Students are strongly discouraged to pursue positions as Project Assistants, Teaching Assistants or Research Assistants during their time in this program, as the rigor and accelerated nature of this program may not accommodate those work time commitments. Students in this program will not receive the tuition remission that is typically part of the compensation package for a graduate assistantship.

### Continuing to the PhD Program

- Admission and successful completion of the MS program does not imply admittance to the PhD program. Students wishing to take the PhD qualifying exam must first be admitted to the PhD program.
- MS students wishing to continue to the PhD program must have their admission to the PhD program recommended by an Industrial and Systems Engineering faculty member with tenure home in Industrial and Systems Engineering who is willing to serve as the student's PhD advisor. The admission of such students will then be evaluated by the associate chair for graduate affairs or admissions committee using the same evaluation process as for all PhD program applicants.
- To apply to the PhD program, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the program for which you are applying.

For additional information, please contact [iegradadmission@engr.wisc.edu](mailto:iegradadmission@engr.wisc.edu).