

INDUSTRIAL ENGINEERING, PH.D.

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.

MAJOR-SPECIFIC POLICIES

PRIOR COURSEWORK

Graduate Work from Other Institutions

This program follows the Graduate School's policy for Satisfying Requirements with Prior Graduate Coursework from Other Institutions. (<https://policy.wisc.edu/library/UW-1216/>)

UW–Madison Undergraduate

Not allowed for graduate residence credit requirement for master's thesis option or the Ph.D. track but allowed up to 6 credits numbered 300 or above toward the graduate degree credit requirement for master's course option tracks but not toward the 50% graduate coursework except for 700 level or above courses. Coursework earned five or more years prior to admission to a master's degree is not allowed to satisfy requirements.

UW–Madison University Special

This program follows the Graduate School's policy for Transfer from UW–Madison University Special Student Career at UW–Madison. (<https://policy.wisc.edu/library/UW-1216/>)

PROBATION

Criteria for Satisfactory Progress

- Cumulative and semester GPA of at least 3.0 are required. Thesis research grades must be P or S to be making satisfactory academic progress. The following courses are excluded from GPA calculations for this purpose: English for international students, courses lower than the 300 level in any department, 300 level courses in the ISyE department.
- 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. Students must have prior written approval from the academic affairs cluster to become part-time students. No special credit load requirements are imposed on approved part-time students.
- PhD students must complete qualifying exam, preliminary exam and final defense within the time constraints specified in the section above.
- PhD students are expected to make consistent progress toward their dissertation, 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.

- 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.
- 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.

Procedures in the case a student is not making satisfactory progress

- If a graduate student fails to meet satisfactory progress as defined by any of the criteria outlined above, 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.
- 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 time frame the requirements must be met.
- 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.
- 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.

Probation

- The probationary status of each student will be reviewed at the end of each regular semester. A student placed on Probation who fails to qualify for removal of probation at the next review of his or her probationary status will not be permitted to continue graduate studies in the IE Department, and any funding guarantee made to the student by the department is removed.
- At the end of a semester when a student is on probation a committee will determine if the student is qualified for removal of probationary status. The committee will include the Associate Chair for Graduate affairs and two other faculty members appointed by the Associate Chair.

ADVISOR / COMMITTEE

This program follows the Graduate School's Advisor policy (<https://policy.wisc.edu/library/UW-1232/>) and the Graduate School's Committees policy (<https://policy.wisc.edu/library/UW-1201/>).

Graduate students should always seek advice from their advisor prior to enrolling for courses.

Many PhD students are assigned a faculty advisor when they are admitted to the program, based on a match between their research interests and those of the assigned advisor. Some PhD students are not initially

matched to a faculty advisor for their research when admitted. Such students are advised by the associate chair for graduate studies in their first year. During their first year, these students explore research possibilities with different faculty in the department and choose a faculty advisor by the end of the first year.

Changing advisors during the graduate program may be necessary due to changes in a student's interests or changes in the funding sources for their support. Students should discuss an advisor change with the faculty in their interest area and request a change of advisor with the ISyE Student Services in Room 3182 in Mechanical Engineering Building.

Ph.D. Committee

Attainment of a Ph.D. degree requires the preparation of a thesis on a research topic selected by the student and their advisor. Once a research project is selected, the student must choose his or her thesis committee. The ISyE Graduate Program requires the thesis committee shall **consist of at least four members for the Preliminary Exam Committee and at least four members for the Final Ph.D. Defense Committee** including:

- The Committee Chair (the student's primary advisor). The Committee Chair must be an ISyE faculty. Emeritus faculty cannot serve as the Committee Chair.
- Three other graduate faculty members or former UW-Madison graduate faculty up to one year after resignation or retirement with two faculty members having their tenure home in ISyE.
- All Committee members are required to be readers.
- The dissertation committee must consist of at least 4 members and meet the requirements set forth by the Graduate School, including for example, at least one of the members of the committee must be from a UW-Madison program outside the Industrial and Systems Engineering Department.
- Committee members may be from any of the following categories: graduate faculty, faculty from a department without a graduate program, academic staff (including emeritus faculty), visiting faculty, faculty from other institutions, scientists, research associates, and other individuals deemed qualified by the executive committee (or its equivalent).

CREDITS PER TERM ALLOWED

Enrollment of 12 credits or less recommended. (Full time status considered 8-12 credits).

TIME LIMITS

The qualifying examination requirement must be satisfied by the end of the fifth semester of enrollment after entering any UW-ISyE graduate program (including UW-ISyE masters' programs).

The preliminary exam must be completed within 4 years of entering any ISyE graduate program (including UW-ISyE masters' programs), and within 3 years of passing the qualifying exam.

The dissertation defense must be completed either within two years after passing the preliminary exam or by the end of the 6th year in the graduate program, whichever is later.

Exceptions to these time limits may be granted by the Academic Affairs Cluster through a petition process.

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/>)
- Dean of Students Office (<https://doso.students.wisc.edu/>) (for all students to seek grievance assistance and support)
- 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 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) 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 (enr-dean-graduateaffairs@enr.wisc.edu). Either party has 10 working days to file a written appeal to the School/College.
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

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