Department of Industrial and Enterprise Systems Engineering

Graduate Student Handbook

2015-2016

University of Illinois at Urbana-Champaign
117 Transportation Building
104 South Mathews Avenue
Urbana, Illinois 61801
Preface

This Graduate Handbook presents the requirements for the graduate degrees offered by the Department of Industrial and Enterprise Systems Engineering (ISE) and a description of the procedures to be followed towards completion of each degree. It also includes detailed information about the Department, its faculty, rules and regulations that apply to ISE graduate students, as well as some of the commonly encountered regulations of the Graduate College. ISE graduate students should consult the Graduate College Handbook and this manual when planning or revising their program of study. If there are any questions regarding the interpretation of any regulation or requirement in this manual, or about the graduate program involving matters not covered in this manual, please consult the ISE Graduate Programs Office. These policies are subject to change.

ISE Graduate Programs Office
111 Transportation Building

Academic Integrity

Academic integrity is essential for maintaining the quality of scholarship in the Department and for protecting those who depend on the results of research work performed by faculty and students in the Department. The faculty of the Department of Industrial and Enterprise Systems Engineering expects all students to maintain academic integrity in the classroom and research laboratory and to conduct their academic work in accordance with the highest ethical standards of the engineering profession. Students are expected to maintain academic integrity by refraining from academic dishonesty and conduct which supports others in academic dishonesty or which leads to suspicion of academic dishonesty. Violations of academic integrity will result in disciplinary actions ranging from failing grades on assignments and courses, to probation, suspension, or dismissal from the University.
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Introduction

Welcome to the Department of Industrial and Enterprise Systems Engineering. All new ISE graduate students should go to the Graduate Programs Office (111 Transportation Building) upon arrival. Introduce yourself as a new student and follow the advice and instructions given. If at any time you are unsure of what you need to do or have questions, seek assistance in 111 TB.

All new graduate students in the MS and PhD programs must choose an academic advisor by the end of their first semester. The Advisor Agreement form can be found on the ISE website at ise.illinois.edu/graduate/ise-graduate-forms. The advisor agreement is due on Reading Day of your first semester. MS students will choose the thesis of non-thesis option on the Advisor Agreement Form. Some ISE graduate students will enter the program with an advisor (as stated on their admission letter). These students are usually supported by a research assistantship by the faculty member. These students are still required to submit the advisor agreement by the above mentioned due date.

Office space is limited in ISE. All incoming graduate students are assigned to 414 Transportation Building. Upon approval of the advisor agreement, a student MAY be assigned office space based on seniority (see ISE-G-OS-1.0). Non-thesis students will remain in 414 Transportation Building.

As a graduate student in ISE, you will be responsible for checking your mailbox regularly. Mailboxes are located in 7 Transportation Building. The mailboxes are NOT secure. If you are a teaching assistant, please do not ask students to submit homework in your department mailbox. All homework from your students should be submitted in class. These mailboxes are not for personal mail. Personal mail should be sent to your home address. Packages too large for your mailbox will be in 117 Transportation Building. Students will receive a notice in their mailbox if a package arrives for them.

All graduate students are responsible for checking their email and responding in a timely manner. The University uses your @Illinois email as the preferred method of contact. Official job offers and communications from the ISE Graduate Programs Office (GPO) and from Human Resources will arrive via email.

All graduate students must complete a self-evaluation and directory information annually. Watch for email notices from the GPO.

Some of the information provided here is also available on the Graduate College website. Please consult www.grad.illinois.edu/current-students for more information.

The Department of Industrial and Enterprise Systems Engineering (ISE)

The Department of Industrial and Enterprise Systems Engineering was originally established in 1921, as the Department of General Engineering Drawing. In 1953, the name of the department was changed to the Department of General Engineering. In 2006, The Department acquired the Industrial Engineering Program from Mechanical and Industrial Engineering and formed the Department of Industrial and Enterprise Systems Engineering, offering undergraduate degrees in General Engineering and Industrial Engineering, and graduate degrees in Systems and Entrepreneurial Engineering and Industrial Engineering. Industrial and Enterprise Systems Engineering offers degrees that provide a comprehensive technical education coupled with tools that a student needs to develop an understanding of the business environment faced by the practicing engineer. In addition, the requirement to study engineering design methods involving problems in several major fields provides students with relevant coursework for their entry into the work force. The graduate degrees in ISE are structured to emphasize technical and management skills. These skills are necessary to guide projects, people, and other resources of a modern technical-industrial enterprise in today’s increasingly competitive professional positions in industry and government.
Opportunities exist for graduate study in a variety of fields including communication networks, control, decision analysis, genetic algorithms, operations research, optimization, nondestructive testing and evaluation, product development, robotics, scheduling, and structures. The faculty also participates in cross-disciplinary research in systems theory and design, environmentally conscious design, manufacturing, product/quality management, biomechanics, and manufacturing systems.

Graduate research in the Department is structured to emphasize a design-oriented, cross-disciplinary approach to problem solving. This emphasis fosters a unique learning environment, where students from different engineering disciplines (i.e. civil, computer science, electrical, industrial, mechanical, systems, and others) work to solve practical, systems-oriented engineering problems. In addition, research opportunities exist for collaboration across the College of Engineering, as well as the entire University, in cooperation with various departments and research laboratories.

The College of Engineering

The College of Engineering was one of the original units when the University of Illinois was founded and is recognized as a major international center for research and instructional excellence. The College has more than 400 faculty members in 12 specialized departments. The College of Engineering has the most-cited engineering faculty in the world, according to Thomson Reuters. In addition, about 260 distinguished faculty visitors from all over the world are in residence on campus at any one time, participating fully in the academic life of the College. The College’s enrollment is over 8,000 undergraduate students and over 3,000 graduate students. In 2012-2013, the College awarded 1,601 B.S. degrees and 865 graduate degrees. The College of Engineering has over 80,000 alumni, which includes the founders of You Tube, Yelp, Bloom Energy, Flex-n-Gate, Grainger Industrial Supply, Tesla Motors, and PayPal; six astronauts, the CEO of BP, and the owner of the Jacksonville Jaguars (IE grad).

The University of Illinois at Urbana-Champaign

Since its founding in 1867, the University of Illinois has earned a reputation as an institution of international stature. The University of Illinois at Urbana-Champaign is a comprehensive research institution offering undergraduate, graduate, and professional degrees in more than 150 fields of study in nine undergraduate-serving colleges and schools. The University has over 3,000 faculty members, nearly 4,000 administrative and professional employees, and over 4,000 support staff members in 12 academic communities with nearly 33,000 undergraduate students and over 12,000 graduate and professional students. The original campus at Urbana-Champaign has been joined in recent decades by campuses at Chicago and Springfield; UIUC remains a land-grant institution for the State of Illinois, and as such takes very seriously its three-part mission of teaching, research, and public service. The campus is recognized for the high quality of its academic programs and for the outstanding facilities and resources it makes available to students. The University of Illinois Library, with over 13 million volumes, is the second largest academic library in the country, next to Harvard. The Grainger Engineering Library Information Center, opened in 1994 with state-of-the-art information retrieval facilities—it assists students, scholars, and business professionals worldwide through electronic access to information and traditional library services. Grainger Library is the largest library in the U.S. dedicated to the study of engineering.

The University offers a wide variety of cultural and recreational activities. The Krannert Center for the Performing Arts has six halls and offers over three hundred performances annually of music, theater, opera, and dance. The State Farm Center and Memorial Stadium (with seating capacity of 17,200 and 60,670 respectively) are used for Big Ten basketball and football respectively, popular concerts, and other productions. Campus Recreation includes the Activities and Recreation Center (ARC), one of the country’s largest on-campus recreation centers, Campus Recreation Center East (CRCE), Ice Arena, Freer Hall, Complex Fields, Outdoor Center Fields, and Illini Grove.
The Community

The twin cities of Urbana and Champaign offer the cultural advantages associated with the University community. Champaign-Urbana is about 140 miles south of Chicago, 120 miles west of Indianapolis, and 170 miles northeast of St. Louis. The twin cities have extensive bike routes serving various parts of the campus and city and an excellent mass-transit system. Three interstate highways, 57, 72, and 74, intersect the Champaign-Urbana area, and air service from the University of Illinois Willard Airport connects the twin cities with Chicago and Dallas/Ft. Worth. Railroad and bus service also connect the Champaign-Urbana community with other areas of the country. Parkland College in Champaign offers hundreds of courses to approximately 20,000 students on its campus. The Champaign-Urbana area offers sailing, fishing, camping, and hiking within short traveling distances. There are five museums in the Urbana-Champaign area: Krannert Art Museum, the Spurlock Museum, the John Philip Sousa Museum, the Orpheum Children’s Science Museum, and the Champaign County Historical Museum.

Departmental Resources and Key People

<table>
<thead>
<tr>
<th>Service</th>
<th>Personnel</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Office Administrator to</td>
<td>Amy Summers</td>
<td>116 TB</td>
<td>265-4409</td>
<td><a href="mailto:arsummer@illinois.edu">arsummer@illinois.edu</a></td>
</tr>
<tr>
<td>Rakesh Nagi, Department Head</td>
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<tr>
<td>Associate Head, Graduate</td>
<td>Ramavarapu</td>
<td>201E TB</td>
<td>333-7735</td>
<td><a href="mailto:rsree@illinois.edu">rsree@illinois.edu</a></td>
</tr>
<tr>
<td>Programs</td>
<td>Sreenivas</td>
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<tr>
<td>Business Office Liaison</td>
<td>Shawna Graddy</td>
<td>110 TB</td>
<td>244-8788</td>
<td><a href="mailto:sgraddy@illinois.edu">sgraddy@illinois.edu</a></td>
</tr>
<tr>
<td>Copier</td>
<td>Tricia Egan</td>
<td>117 TB</td>
<td>333-2731</td>
<td><a href="mailto:pgree3@illinois.edu">pgree3@illinois.edu</a></td>
</tr>
<tr>
<td>Employment</td>
<td>Beth Rutledge</td>
<td>203C4</td>
<td>333-2812</td>
<td><a href="mailto:brutledg@illinois.edu">brutledg@illinois.edu</a></td>
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<td>Hall</td>
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<td>Facilities Liaison</td>
<td>Shawna Graddy</td>
<td>110 TB</td>
<td>244-8788</td>
<td><a href="mailto:sgraddy@illinois.edu">sgraddy@illinois.edu</a></td>
</tr>
<tr>
<td>Graduate Office Space</td>
<td>Holly Kizer</td>
<td>111 TB</td>
<td>333-2346</td>
<td><a href="mailto:tippy6@illinois.edu">tippy6@illinois.edu</a></td>
</tr>
<tr>
<td>Graduate Programs</td>
<td>Holly Kizer</td>
<td>111 TB</td>
<td>333-2346</td>
<td><a href="mailto:tippy6@illinois.edu">tippy6@illinois.edu</a></td>
</tr>
<tr>
<td>Human Resources Liaison</td>
<td>Shawna Graddy</td>
<td>110 TB</td>
<td>244-8788</td>
<td><a href="mailto:sgraddy@illinois.edu">sgraddy@illinois.edu</a></td>
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<td>Keys</td>
<td>Tricia Egan</td>
<td>117 TB</td>
<td>333-2731</td>
<td><a href="mailto:pgree3@illinois.edu">pgree3@illinois.edu</a></td>
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<td>Operations</td>
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<td>110 TB</td>
<td>244-8788</td>
<td><a href="mailto:sgraddy@illinois.edu">sgraddy@illinois.edu</a></td>
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<tr>
<td>Thesis Format Check</td>
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<td><a href="mailto:tippy6@illinois.edu">tippy6@illinois.edu</a></td>
</tr>
<tr>
<td>Undergraduate Programs</td>
<td>Peggy Regan</td>
<td>104 TB</td>
<td>333-0068</td>
<td><a href="mailto:plregan@illinois.edu">plregan@illinois.edu</a></td>
</tr>
</tbody>
</table>
University Resources

Nearly all information is available on the University of Illinois website. Below are the office addresses, phone numbers, and emails of the main office and graduate personnel who you may come in contact with frequently.

Frequently Used Campus Websites

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<tr>
<th>Category</th>
<th>Website</th>
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<tr>
<td>Academic Deadlines</td>
<td><a href="http://illinois.edu/calendar/list/4175">http://illinois.edu/calendar/list/4175</a></td>
</tr>
<tr>
<td>Academic Human Resources (for Graduate Assistantships)</td>
<td><a href="http://www.ahr.illinois.edu/grads/index.html">http://www.ahr.illinois.edu/grads/index.html</a></td>
</tr>
<tr>
<td>Assistantship Clearinghouse</td>
<td><a href="http://www.grad.illinois.edu/clearinghouse">http://www.grad.illinois.edu/clearinghouse</a></td>
</tr>
<tr>
<td>Bookstore</td>
<td><a href="http://bookstore.illinois.edu">http://bookstore.illinois.edu</a></td>
</tr>
<tr>
<td>Campus Recreation</td>
<td><a href="http://www.campusrec.illinois.edu/">http://www.campusrec.illinois.edu/</a></td>
</tr>
<tr>
<td>Center for Innovation in Teaching &amp; Learning-Oral English Proficiency</td>
<td><a href="http://www.cte.illinois.edu/testing/oral_eng/main.html">http://www.cte.illinois.edu/testing/oral_eng/main.html</a></td>
</tr>
<tr>
<td>Class Schedule</td>
<td><a href="https://courses.illinois.edu/">https://courses.illinois.edu/</a></td>
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<td>Computing Support</td>
<td><a href="http://www.cites.illinois.edu/">http://www.cites.illinois.edu/</a></td>
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<td>Counseling Center</td>
<td><a href="http://www.counselingcenter.illinois.edu/">http://www.counselingcenter.illinois.edu/</a></td>
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<td>Dean of Students</td>
<td><a href="http://www.odos.illinois.edu/">http://www.odos.illinois.edu/</a></td>
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<td>E-Bill</td>
<td><a href="http://paymybill.uillinois.edu">http://paymybill.uillinois.edu</a></td>
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<td>E-Mail</td>
<td><a href="http://www.cites.illinois.edu/email/index.html">http://www.cites.illinois.edu/email/index.html</a></td>
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<td>Emergency Dean</td>
<td><a href="http://www.odos.illinois.edu/deanonduty/">http://www.odos.illinois.edu/deanonduty/</a></td>
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<td>Enrollment/Degree Verification</td>
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<td>Financial Assistance</td>
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<td>International Student and Scholar Services (ISSS)</td>
<td><a href="http://www.issss.illinois.edu/">http://www.issss.illinois.edu/</a></td>
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<td>ISE Graduate Forms</td>
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ISE Graduate Programs

The Department of Industrial and Enterprise Systems Engineering offers degree programs leading to the degrees of Master of Science in Systems and Entrepreneurial Engineering (MSSEE), Master of Science in Industrial Engineering (MSIE), Doctor of Philosophy in Systems and Entrepreneurial Engineering (PHDSEE), and Doctor of Philosophy in Industrial Engineering (PHDIE). The program code for these programs are:

- 10KS0127MS Master of Science in Industrial Engineering (MSIE)
- 10KS3846MS Master of Science in Systems and Entrepreneurial Engineering (MSSEE)
- 10KS0127PHD Doctor of Philosophy in Industrial Engineering (PHDIE)
- 10KS3846PHD Doctor of Philosophy in Systems and Entrepreneurial Engineering (PHDSEE)

Goal

The goal of the ISE graduate program is to train students to conduct independent research containing a strong component of interdisciplinary, systems-oriented research in both the technical and business aspect of engineering endeavors. The program offers an approach to industrial engineering and systems engineering, engineering design, and entrepreneurial engineering that crosses disciplinary lines. The IE program is based in advanced studies that focus on operations research, optimization, supply chain management, financial engineering, quality and reliability engineering, and production management, with the aim to advance modeling, simulation, analysis and decision making for complex engineering systems. The SEE program is founded on the premise of dual competency in both traditional engineering and the business side of engineering. The SEE program offers flexibility by permitting the student to select from a menu of advanced courses and take a wide range of electives to meet individual career goals. Graduates of these programs are prepared to enter professional engineering positions in industry, government, and private practice.

Learning how to write technical documents (including research papers, theses, and technical reports) is an important part of graduate school training, and the student may be asked to write one or more papers to report the research work. Since one measure of success in a research program is the publication of the results in an archival journal with rigorous review procedures, the faculty of ISE expects that the results of a PhD dissertation will be published in one or more journal articles. ISE faculty hope that most MS theses research work leads to research results that can be published in a journal article, but recognizes that MS theses are less extensive in scope than PhD dissertations. Nevertheless, MS theses are expected to be of the same quality as a publication.

Limited Status Admission

Some students admitted to an ISE degree program may have been admitted on Limited Status Admission. The most common reasons for limited status admission are course deficiencies, low GPA, or lack of demonstrated English language proficiency. Students admitted with limited status must address deficiencies prior to being granted a degree.

Course Deficiencies

Student’s admitted on limited status with course deficiencies must remedy the deficiencies as outlined by the department in the admission letter.

Low GPA

Student’s admitted on limited status with a low GPA are put on academic probation for their first semester of the program. The student must obtain the minimum GPA required by the program to enter into good standing. The
minimum GPA requirement for the MS and PhD in Industrial Engineering is 3.0. The minimum GPA requirement for the MS and PhD in Systems and Entrepreneurial Engineering is 3.25.

**English Language Proficiency**

Student’s admitted on limited status due to low English proficiency must take the English Placement Test upon arrival. Based on the results of the test, the student may be required to enroll in non-credit “English as a Second Language” courses and take a reduced academic load beginning the first semester at the University. Additional information regarding English Placement Testing is available at http://www.linguistics.illinois.edu/students/placement/. This placement testing is completely different and separate from the English proficiency required for international teaching assistants.

**Advising**

All admitted students will meet with an initial advisor. If you have accepted a research assistantship, the faculty member offering you the assistantship is your advisor. A electronic advisor agreement is due on Reading Day of your semester of entry.

The thesis or project advisor usually requires the student to take specific courses in order to obtain the necessary background for conducting research. It is imperative that students seek out faculty members with research interests similar to their own and explore possible thesis or project topics as early as possible in the course of their studies. The ISE Faculty and their research interests are available in the Faculty Research Areas of this handbook.

**Academic Progress**

Industrial Engineering graduate students must maintain a cumulative grade point average (GPA) of at least 3.00/4.00 and Systems and Entrepreneurial Engineering graduate students must maintain a cumulative GPA of at least 3.25/4.00 to continue in the ISE Graduate Program. The cumulative GPA is computed on all courses taken for credit except thesis, courses taken for credit/no credit, S/U graded courses, and ESL courses.

A student who fails to maintain a cumulative GPA as stated is placed on probation. If the student’s cumulative GPA is still deficient after one additional semester, he/she will be dismissed from the Graduate College. If a student is dismissed from the Graduate College because of a low overall graduate GPA, the graduate student petition process may be used to appeal this dismissal. The Graduate College will consider petitions containing strong program support and strong justification based on other factors pertinent to the program's determination of satisfactory academic progress.

Students are required to notify the ISE Graduate Programs Office regarding the following:

- Their selection or change of advisor via a new Advisor Agreement Form
- Their selection or change of Thesis/Non-thesis option via a new Advisor Agreement Form
- One semester in advance of expected semester of graduation

All international students must be registered for 12 credit hours each semester (Fall and Spring), or 8 credit hours if they are on a 25% or more assistantship, to maintain compliance with visa requirements.

If at any time an international student drops below the required minimum number of hours the student has five business days to correct their status or they will be terminated for non-compliance with federal visa regulations.

In order to best serve the students, the Graduate College recommends that:

1) International graduate students on a student visa performing adding/dropping activities after tenth day should do so by way of a Late Registration/Late Course change form sent to the Graduate College. This way the add/drop may be done at the same time and avoid placing the student out of status for
any period of time.

2) If a student does drop a course through Self-Service and has a Late Registration/Late Course change form in process to add hours to their registration, please route these forms as quickly as possible. The form with the correction must be delivered to the Graduate College no later than 5pm on the third business day from when the student dropped below the required number of hours.

3) If the student drops a course online and receives the message from ISSS, it is imperative that they respond to ISSS immediately to take corrective action as appropriate.

If you have any questions about this policy, please see the Graduate Programs Office or International Student and Scholar Services. Take the time to make sure you are dropping/adding courses correctly.

Graduate students are not required to register for the summer term unless the student is on a fellowship or plans to take their preliminary or final exam.

Degree Programs

Required Coursework

All on-campus ISE graduate students are required to enroll in the IE or GE 590 seminar course every fall and spring semester. Systems and Entrepreneurial Engineering students must enroll in GE 590 and Industrial Engineering students must enroll in IE 590. Seminars will be offered throughout the semester during the regularly scheduled course time, and possibly at additional times throughout the semester. A graduate student must attend six seminars to receive a satisfactory grade in the course. If this course conflicts with another course you would like to take, see the Graduate Programs Office for assistance.

Time Limits

Students in the MS degree program are expected to complete all degree requirements within five years of first registering in the Graduate College. ISE expects master’s degree students to complete the requirements in two years. Students in the PhD degree program with no MS degree are expected to complete the degree program in seven years and may earn their master’s at any point in the program, or not at all. Students entering with a master’s degree from another institution are expected to complete all degree requirements within six years.

To request a time extension and acceptance of old course work, the graduate student must petition the Graduate College. This justification is needed for degree certification and the petition should be filed three months prior to the student’s listed “Expected Graduation Term”.

Annual Review

The Graduate College requires departments to perform annual reviews on all students. Students are required to submit a self-evaluation in late December/early January. These self-evaluations will be submitted to the students advisor. The advisor will then be required to submit an evaluation of the student. The student will be given a copy of the advisor’s evaluation. Any students needing special attention will be handled on a case-by-case basis.

Special Programs

Students may pursue the joint MBA degree with and MS degree. The joint degree program allows students to pair their MS program with an MBA. The modified curriculum allows a student to complete both degrees in less time than if they were pursued independently. Students who are interested can apply to either program then apply for the joint degree program after they have been admitted to one of the programs. A student must meet the admission requirements for both programs. Additional information is available at http://www.mba.illinois.edu/academics/joint-degrees.aspx.
A Computation Science and Engineering (CSE) certificate is available with either MS degree program. Students electing the CSE option are expected to satisfy all regular degree requirements in graduate study in ISE. A student will normally be able to satisfy the requirements for the CSE option by taking elective courses within the ISE graduate program. More information is available at http://cse.illinois.edu/admissions/iese.

The Medical Scholars Program is an MD/PhD program available to US citizens and permanent residents. All training is done on the Urbana-Champaign Campus. More information is available at https://www.med.illinois.edu/mdphd/.

**PHD General Requirements**

**Stage I**

Stage I of the PhD program consists of 32 hours, generally represented by an MS degree or equivalent. To advance to Stage II, a student must pass the Qualifying Examination.

**Stage II**

Stage II of the PhD program consists of 32 hours of coursework beyond the M.S. degree. To advance to Stage III, a student must pass the Preliminary Examination.

**Stage III**

Stage III of the PhD program consists of a minimum of 32 hours of 599 thesis research credit, a written dissertation, and a final oral defense.

**Qualifying Examination**

*(subject to change)*

In general, students entering the program with a B.S. degree should take the Qualifying Examination (the qual) before obtaining the M.S. degree. Students entering the Ph.D. program with a B.S. degree are encouraged to take their qualifying examinations no later than the fifth semester after beginning their graduate study. Students entering the Ph.D. program with a M.S. degree should take their qualifying examinations no later than their third semester of enrollment.

The Ph.D. degree requirements in Industrial Engineering and Systems and Entrepreneurial Engineering are structured to assure depth in the student’s area of research, and at the same time, to assure breadth in engineering. Admission to Ph.D. candidacy is based on the faculty’s evaluation of the student’s research potential, scholastic competence as evidenced by grades, and satisfactory performance on the qual.

To be permitted to take the qual the student must meet the following requirements:

1. An approved Advisor Agreement must be on file in the ISE Graduate Programs Office.
2. 8 credit hours of 500-level coursework must be completed in IE and/or GE courses, other than the thesis credit courses (IE or GE 599). Note: Petitioned coursework does not count unless a petition is specifically received to count the course toward the qualifying exam coursework requirement.
3. A grade point average of at least 3.25 must have been attained on all graduate coursework.

The qual has two parts. The written examination will serve to examine the student in three 400-level courses selected from the list on the next page. The purpose of the written exam is to determine sufficient knowledge in core areas of the IE and SEE programs and to evaluate the candidate’s ability to think conceptually in the selected area at and beyond the standard undergraduate level. (Students must attain a minimum score of 70% in each area of the written examination to pass.) The qualifying exam is given in a single 3-hour time block. Students are allowed one hour for each course exam.
For the second part of the qual, the students will undergo an oral examination, given by an Oral Examination Committee (OEC) in the focus area of the student’s research. The oral examination is intended to show sufficient depth of understanding in an area related to the student’s research.

The OEC will assign the student one journal paper to critically appraise during the oral exam in terms of:

- overall significance
- influence on the development of the field
- possible future research directions in the area of the paper, and
- connections to the student’s research interests.

To avoid conflict of interest, no papers authored or co-authored by departmental faculty will be assigned for the oral examination. The student will be given the journal paper at least one month prior to the oral examination. The presentation should be 25 minutes in length, leaving 35 minutes for questions. Questioning may range beyond the material in the assigned paper, and may include questions relating to the student’s written examination problems.

**Students should not expect to defend their research in the Oral Examination.**

The ISE faculty will oversee preparation of the written portion of the qual and evaluate the results prior to the oral portion of the qual. The Graduate Committee will recommend to the Department Head two members who have expertise in each area to serve on the Oral Examination Committee. Additionally, at least one member who has expertise in another area will be appointed to each of the oral examination area committees by the Department Head. The student’s faculty advisor cannot be a member of the oral examination committee, but may attend the examination if desired.

The decision to pass or fail a student will be made on the basis of the student attaining a minimum requirement of 70% in each area of the written examination, performance on the oral exam, grades in formal courses, and recommendation by the advisor. The written portion of the qual will be administered in the second week (or later) of the fall semester, with a makeup examination held in the second week (or later) of the spring semester, as necessary. The oral portion of the qual will be held at least one month after the written qual exam.

A student who fails any portion of the qual may repeat that portion of the exam in the subsequent semester. A student is allowed one hour per written course retake. For example, if a student passes 2 of the 3 written exams taken, the student is allowed one hour for the second attempt of the failed exam. If desired, the student may choose to take the written exam in a different area to make up a failed portion of the written exam; however, this option will be considered the second exam attempt. A student who fails the exam on the second attempt will not be allowed to continue in the Ph.D. program.

**ISE Written Qualifying Examination Course List**

The ISE qualifying exam will consist of three one-hour written examinations. The exam is given in a single three-hour time block. Each one-hour portion will cover material from 1 of 3 selected courses, from the list below. The 3 courses must be chosen from 3 distinct areas. The student will select the 3 areas, with input from his/her advisor, and in the case where more than one course is listed, will also select the specific course. The courses correspond directly to core 400-level courses in the associated area. Note: The major research areas in ISE have changed. This section of the manual will be changed soon to bring these research areas in line with our current areas.
**Controls:**
GE 424 - State Space Design for Control

**Mechanics and Structures:**
GE 410 - Component Design
GE 413 - Engrg Design Optimization

**Optimization:**
IE 411 - Optimization of Large Systems

**Stochastic Systems:**
IE 410 - Stochastic Processes & Applic

**Systems Design and Production:**
GE 411 - Reliability Engineering
IE 431 - Quality Engineering
GE 450 - Decision Analysis I

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**Preliminary and Final Examinations**

**The Preliminary Exam**
The Preliminary Examination is essentially an oral examination on a proposed dissertation topic and the student's academic preparation. The examination is taken upon completion of all required coursework for the PhD degree, or the semester in which the final unit of coursework is taken, but no sooner, and is administered by a committee which is appointed by the Graduate College in accordance with department requests. A student must be registered for the entire academic term in which they take the Preliminary Examination. If enough thesis credits have been accumulated, registration for zero hours is acceptable.

**The Dissertation Proposal**
The written dissertation proposal shall be no more than 20 double spaced pages in length including introductory pages, figures, etc. It should include: statement of proposed research, its objectives and significance; a brief review of previous work on related research; and a short discussion of tentative methods of analysis and/or experimentation. There are no specific format requirements for the proposal. Individual advisor requirements override.

**The Final Exam**
The Final Examination consists of an oral defense of the dissertation and is administered by the doctoral examination committee. This examination is open to the public and must be scheduled in a room of adequate size (ISE recommends 303 Transportation Building). The Graduate College does require that all doctoral candidates be registered for the entire academic term during which they take the final examination, regardless of when the thesis will be deposited or when the degree will be conferred. If enough thesis credits have been accumulated, registration for zero hours is acceptable.
The Dissertation

Detailed instructions for the preparation and completion of the dissertation are found online at the Graduate College Thesis Office website: http://www.grad.illinois.edu/thesis-dissertation. The dissertation must be reviewed by the Graduate Programs Coordinator prior to submission to the Graduate College. The dissertation submitted for formatting review to the Graduate Programs Coordinator must be the final copy approved by your committee. Please submit your dissertation with the Thesis Dissertation Approval form to the Graduate Programs Coordinator at least one week prior to the Graduate College deadline. The dissertation will not be reviewed until the signed TDA is received. Check with the Graduate Programs Coordinator, 111 TB, for other forms that must accompany the thesis and exit procedures.

The Thesis/Dissertation Approval Form (TDA), ProQuest/UMI publishing agreement, Survey of Earned Doctorates, and (if applicable) one copy of each permission letter to reprint copyrighted materials is due to the Graduate College the same day of the dissertation and is considered part of the deposit. The TDA form is available online in PDF format at http://www.grad.illinois.edu/forms/tda. The ProQuest UMI publishing agreement is available at http://www.grad.illinois.edu/sites/default/files/PDFs/ProQuestAgreement.pdf (pages 4 and 5 required). The Survey of Earned Doctorates is available at https://sed.norc.org/survey (send verification to thesis@illinois.edu).

The Examination Committee

This committee shall have a minimum of four faculty members from the University of Illinois at Urbana-Champaign with at least one member not from the home department of the candidate. Committee members from outside the University of Illinois at Urbana-Champaign are welcome, but would serve in addition to the four University of Illinois at Urbana-Champaign committee members.

Three of the committee members must be listed as Graduate Faculty members and two must be tenured. The committee should include faculty members from more than one area of specialization and at least two from the ISE Department (not affiliates). The Chair must be a member of the Graduate Faculty and may also be the Director of Dissertation Research. The Chair is responsible for convening the committee, conducting the examination, and submitting the Preliminary/Final Exam Result form to the department in which the student is enrolled.

A Contingent Chair, if designated, must be a member of the Graduate Faculty. The Contingent Chair serves if the original chair is unable to serve for any reason.

The Chair and one other member must be physically present at the exam. If a Contingent Chair is listed, this person must also be physically present at the exam and will count as the additional member present.

A Departmental Affiliate cannot serve as a chair or as contingent chair of a preliminary or final examination. Only faculty members of the Industrial and Enterprise Systems Engineering Department may serve in that capacity.

The Director of Dissertation Research is responsible for guiding/advising the student in their thesis research as part of an ongoing research project. He/she may also discuss a tentative course of study or recommend a sequence of courses the student can take reflecting the interest of the student.

If a proposed voting member is not on the Graduate Faculty, justification from the Committee Chair and a CV from the proposed member must accompany the Request for Appointment of Doctoral Examination Committee. This justification should include information about the proposed member’s expertise in the area of research and association to the candidate. Non-voting members, such as an external reader, a member of the faculty who is off campus, or others who can make a significant contribution to the research, may be appointed. Justification is not needed for a non-voting member.

Both voting and non-voting committee members may sign the Thesis/Dissertation Approval Form that becomes a part of the dissertation document. Only the voting members of the dissertation committee sign the Preliminary/Final Exam Result form.

If, for some reason, your examination committee has to be changed (committee member dropped or added, etc.), please inform the Graduate Programs Office immediately. A new Doctoral Examination Committee Request form must be submitted to the Graduate Programs Office (111 TB) prior to the exam.
Scheduling and Timing of the Preliminary and Final Examinations

1. At least three (3) weeks prior to the proposed PRELIMINARY EXAMINATION date, the candidate must provide the Graduate Programs Coordinator with the Request for Appointment of Doctoral Examination Committee, available on the ISE website.

2. At least one (1) week prior to the proposed PRELIMINARY EXAMINATION date, the candidate must provide the Graduate Programs Coordinator with the dissertation proposal.

3. At least three (3) weeks prior to the proposed FINAL EXAMINATION date, the candidate must provide the Graduate Programs Coordinator with the Request for Appointment of Doctoral Examination Committee (available on the ISE website), abstract, vita, and dissertation title.

4. At least two (2) weeks prior to the FINAL EXAMINATION date, the candidate must submit his/her dissertation to the committee.

To request the Conference Room or another class room in the Transportation Building, see the staff in 117 Transportation Bldg.

THE DEPARTMENT OF INDUSTRIAL AND ENTERPRISE SYSTEMS ENGINEERING REQUIRES A MINIMUM OF SIX MONTHS BETWEEN THE PRELIMINARY AND FINAL EXAMINATIONS.

Following the Examination

After completion of the examination, The Preliminary/Final Exam Result form must be signed by each committee member and returned to the Graduate Programs Office for processing. The chair will obtain the signatures required for this form and submit to the Graduate Programs Office for processing.

To obtain the department head’s signature on the Thesis/Dissertation Approval (TDA) form, please submit the form to the Graduate Programs Office. The Graduate Programs Coordinator will obtain the department head’s signature and process the form.
MS IE Degree Program

Requirements for the Master of Science in Industrial Engineering can be found at catalog.illinois.edu/degree-programs/. For students in the non-thesis option, 4 hours of IE 597 are required (4 hours maximum allowed towards the M.S. degree), because each student must show evidence of the ability to do independent research. Students declare the thesis/non-thesis option during their first semester at the same time the advisor agreement is submitted.

**Thesis Option**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IE 599</td>
<td>Thesis Research (min-max applied toward the degree)</td>
<td>8</td>
</tr>
<tr>
<td>IE 590</td>
<td>Seminar (registration for 0 hours every term while in residence)</td>
<td>0</td>
</tr>
<tr>
<td>Elective Courses—chosen in consultation with advisor (subject to Other Requirements and Conditions below)</td>
<td>24</td>
<td></td>
</tr>
</tbody>
</table>

**Total Hours** 32

**Other Requirements and Conditions (may overlap):**

A minimum of 12 500-level credit hours applied toward the degree, 8 of which must be IE.

A maximum of 4 hours of IE 597 (or other approved independent study) may be applied toward the elective coursework requirement.

Minimum GPA: 3.0

**Non-Thesis Option**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IE 590</td>
<td>Seminar (registration for 0 hours every term while in residence)</td>
<td>0</td>
</tr>
<tr>
<td>IE 597</td>
<td>Independent Study</td>
<td>4</td>
</tr>
<tr>
<td>Elective courses—chosen in consultation with advisor (subject to Other Requirements and Conditions below)</td>
<td>32</td>
<td></td>
</tr>
</tbody>
</table>

**Total Hours** 36

**Other Requirements and Conditions (may overlap):**

A minimum of 12 500-level credit hours applied toward the degree, 8 of which must be IE.

The non-thesis option is for students terminating their studies with the M.S. degree.

For students in the non-thesis option, 4 hours of IE 597 are required (4 hours maximum allowed toward the M.S. degree), because each student must show evidence of the ability to do independent research.

Minimum GPA: 3.0
MS SEE Degree Program

Requirements for the Master of Science in Systems and Entrepreneurial Engineering can be found at catalog.illinois.edu/degree-programs/. The non-thesis option in SEE requires enrollment in GE 594 project course. Students are expected to submit a written report to their advisor. Students declare the thesis/non-thesis option during their first semester at the same time the advisor agreement is submitted.

Thesis Option

GE 599    Thesis Research (min-max applied toward the degree)  4
GE 590    Seminar (registration for 0 hours every term while in residence)  0
GE courses at the 500-level  12
    Technical side of engineering (8 hours)
    Business side of engineering (4 hours)
Elective Courses—chosen in consultation with advisor (subject to Other Requirements and Conditions below)  16

Total Hours  32

Other Requirements and Conditions (may overlap):

For the thesis option, a maximum of 4 hours of GE 597 (or other approved independent study) may be applied toward the elective coursework requirement.

4 hours of the elective courses must be from a College of Engineering department, including ABE and CHBE.

A maximum of 4 CR-graded credit hours in non-GE courses may be applied toward the degree.

Minimum GPA:  3.25

Non-Thesis Option

GE 590    Seminar (registration for 0 hours every term while in residence)  0
GE 594    Project Design  8
GE courses at the 500-level  12
    Technical side of engineering (8 hours)
    Business side of engineering (4 hours)
Elective Courses—chosen in consultation with advisor (subject to Other Requirements and Conditions below)  16

Total Hours  36

Other Requirements and Conditions (may overlap):

4 hours of the elective courses must be from a College of Engineering department, including ABE and CHBE.

A maximum of 4 CR-graded credit hours in non-GE courses may be applied toward the degree.

Minimum GPA:  3.25
PhD IE Degree Program

Requirements for the Doctor of Philosophy in Industrial Engineering can be found at catalog.illinois.edu/degree-programs/.

*A Masters degree is not required for admission to the Ph.D. program.*

**Entering with approved M.S./M.A. degree**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IE 599</td>
<td>Thesis Research (min-max applied toward the degree)</td>
<td>32</td>
</tr>
<tr>
<td>IE 590</td>
<td>Seminar (registration for 0 hours every term while in residence)</td>
<td>0</td>
</tr>
<tr>
<td>Elective Courses</td>
<td>chosen in consultation with advisor (subject to Other Requirements and Conditions below)</td>
<td>32</td>
</tr>
</tbody>
</table>

**Total Hours** 64

**Other Requirements and Conditions (may overlap):**

**Minimum 500-level credit hours required overall:** 16

A maximum of 4 hours of IE 597 (or other approved independent study) may be applied toward the elective coursework requirement.

4 hours of the elective courses must be from a College of Engineering department, including ABE and CHBE

A maximum of 4 CR-graded credit hours in non-IE courses may be applied toward the degree

**Ph.D. exam and dissertation requirements:**

- Qualifying Exam
- Preliminary Exam
- Final exam or dissertation defense
- Dissertation deposit

**Minimum GPA:** 3.0

**Entering with approved B.S./B.A. degree**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IE 599</td>
<td>Thesis Research (min-max applied toward the degree)</td>
<td>40</td>
</tr>
<tr>
<td>IE 590</td>
<td>Seminar (registration for 0 hours every term while in residence)</td>
<td>0</td>
</tr>
<tr>
<td>Elective Courses</td>
<td>chosen in consultation with advisor (subject to Other Requirements and Conditions below)</td>
<td>56</td>
</tr>
</tbody>
</table>

**Total Hours** 96

**Other Requirements and Conditions (may overlap):**

**Minimum 500-level credit hours required overall:** 24

A maximum of 4 hours of IE 597 (or other approved independent study) may be applied toward the elective coursework requirement.

4 hours of the elective courses must be from a College of Engineering department, including ABE and CHBE

A maximum of 4 CR-graded credit hours in non-IE courses may be applied toward the degree

**Ph.D. exam and dissertation requirements:**

- Qualifying Exam
- Preliminary Exam
- Final exam or dissertation defense
- Dissertation deposit

**Minimum GPA:** 3.0
PhD SEE Degree Program

Requirements for the Doctor of Philosophy in Systems and Entrepreneurial Engineering can be found at catalog.illinois.edu/degree-programs/.

A Masters degree is not required for admission to the Ph.D. program.

**Entering with approved M.S./M.A. degree**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE 599</td>
<td>Thesis Research (min-max applied toward the degree)</td>
<td>32</td>
</tr>
<tr>
<td>GE 590</td>
<td>Seminar (registration for 0 hours every term while in residence)</td>
<td>0</td>
</tr>
<tr>
<td>Approved GE and IE courses</td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>Elective Courses—chosen in consultation with advisor (subject to Other Requirements and Conditions below). Must be 500-level College of Engineering, including ABE and CHBE.</td>
<td>16</td>
<td></td>
</tr>
</tbody>
</table>

**Total Hours** 64

**Other Requirements and Conditions (may overlap):**

A maximum of 8 hours of GE 597 (or other approved independent study) may be applied toward the elective coursework requirement.

At least 64 hours of credit, which may include GE 599, must be earned in residence.

Ph.D. exam and dissertation requirements:

- Qualifying Exam
- Preliminary Exam
- Final exam or dissertation defense
- Dissertation deposit

Minimum GPA: 3.25

**Entering with approved B.S./B.A. degree**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s degree equivalent</td>
<td></td>
<td>32</td>
</tr>
<tr>
<td>GE 599</td>
<td>Thesis Research (min-max applied toward the degree)</td>
<td>32</td>
</tr>
<tr>
<td>GE 590</td>
<td>Seminar (registration for 0 hours every term while in residence)</td>
<td>0</td>
</tr>
<tr>
<td>Approved GE and IE courses</td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>Elective Courses—chosen in consultation with advisor (subject to Other Requirements and Conditions below). Must be 500-level College of Engineering, including ABE and CHBE.</td>
<td>16</td>
<td></td>
</tr>
</tbody>
</table>

**Total Hours** 96

**Other Requirements and Conditions (may overlap):**

A maximum of 8 hours of GE 597 (or other approved independent study) may be applied toward the elective coursework requirement.

At least 64 hours of credit, which may include GE 599, must be earned in residence.

Ph.D. exam and dissertation requirements:

- Qualifying Exam
- Preliminary Exam
- Final exam or dissertation defense
- Dissertation deposit

Minimum GPA: 3.25
Registration

Graduate students may register for a maximum of 20 credit hours in each fall and spring semester and 12 hours in the summer term. To request an overload, a student must complete a graduate student petition, available on the Graduate College website.

International students must register for a minimum of 12 credit hours in each fall and spring semester unless they are on an assistantship of 25% or greater, in which case, the student must register for 8 credit hours minimum. English as a Second Language (ESL) courses which are required via the ESL placement test will count as four hours toward total registered hours even if the registration is listed in the registration system as zero hours.

Students are allowed to audit courses by completing an Auditor’s Permit. This form must be signed by the instructor and submitted to the Graduate College no later than the 10th day of instruction. A student is charged a $15 fee to audit a course if not enrolled for 12 hours or more or if they do not have a tuition waiver.

Deadlines for graduate students are different than undergraduate student deadlines. Graduate students have until the 10th day of instruction to add courses online. Your class schedule should be finalized at this time. Students wishing to drop below 12 hours in the fall or spring semester may do so by completing a Late Registration/Late Course Change form (international students must remain registered for 12 hours unless on an assistantship). Permission is not required to drop a course as long as it is done prior to the deadline (See the Graduate College Academic Calendar for exact dates). If a student wishes to drop after the posted deadline, approval is required by the advisor and the Graduate Programs Office. A “W” is recorded. Students who wish to add courses after the 10th day of instruction must complete a Late Registration/Late Course Change form and obtain approval from the course instructor and the Graduate Programs Office.

Courses

Graduate students should meet with their advisor to determine courses the student should take to achieve their goals. Graduate students may choose from courses offered throughout the University and are not restricted to only IE and GE courses. Some courses may be closed to certain groups of students (for example, ISE restricts some of their 500-level courses to students in the Master of Science in Financial Engineering program). If a student has difficulty getting into an IE or GE course, the student should seek the assistance of the Undergraduate Programs Office in 104 Transportation Building. If a student had difficulty getting into courses from other departments, the student should seek the assistance of the staff in the department which offers the course.

Thesis Credit

Graduate students should enroll in thesis credit as required for their degree program. Industrial Engineering students should enroll in IE 599 and Systems and Entrepreneurial students should enroll in GE 599. Please note that the 599 courses which show up in the online class schedule are placeholder sections. Students may not register in these placeholder sections. Each professor has their own GE 599 and IE 599 section. Graduate students should enroll in the section of their advisor. Students may email the Graduate Programs Coordinator to obtain the CRN for their advisor’s section. Upon registering, the student may change the number of credit hours enrolled by clicking on the hyperlinked credit hour. All thesis credit automatically rolls to DFR (deferred) at the end of the semester. Upon successful deposit of the thesis or dissertation, the 599 grade will be changed to S (satisfactory) via paperwork submitted by the Graduate Programs Office.

Courses with S/U Grading (Satisfactory/Unsatisfactory)

Graduate students who enroll in courses with S/U grading cannot use the credit hours from the course toward their graduation requirements.
Incomplete/Deferred Grades (I/DFR)

An incomplete grade is an approved extension of time to complete the final examination or other requirements of a course. A deferred grade is used in courses extending over more than one semester. Occasionally students will earn one of these grades if the student did not complete the requirements of the course during the semester of enrollment. If a student earns this grade, the student has until Reading Day of the following semester (summer not included) to complete the requirements of the course. If the student does not complete the requirements of the course, the grade automatically rolls to an F. Thesis research courses (599) are not included in this rule.

Transfer Credit

There are two types of credit that a graduate student may wish to transfer. Graduate students may wish to transfer credit completed outside the Graduate College, or credit from one graduate degree to another, within the Graduate College at the University of Illinois.

Students may transfer credit from one graduate program to another at the University of Illinois as long as it was not applied toward another degree, and it would not be more than the time allowed to complete the degree at the time of degree conferral. The student must complete a Graduate Student Request form and approval must be granted from both departments involved in the transfer. For these types of requests, there is no limit on the number of hours a student may transfer.

Students may transfer credit from outside the Graduate College at the University of Illinois, but it is generally limited to a maximum of 12 semester hours. The types of coursework that may be transferred include:

- Graduate level work taken as an undergraduate at the University of Illinois, but not used toward a degree or transcripted certificate
- Graduate level work taken through Guided Individual Study at the University of Illinois
- Graduate level work taken at another accredited institution, but not used toward a degree or transcripted certificate
- Graduate level work completed while enrolled as a non-degree student at the University of Illinois.

For credit types allowed to transfer, only credit from outside the Graduate College that meets the conditions below will be considered for transfer:

- Has not previously been applied toward a degree or transcripted certificate
- Is graded graduate level course work from an accredited institution
- The student has achieved a grade of B or better
- The course work would not be more than the time allowed to complete the degree at the time of degree conferral

See the Graduate College Handbook for additional information and regulations at http://www.grad.illinois.edu/gradhandbook/chapteriii/section03.

Depositing your Thesis or Dissertation

All students who are required to complete a thesis or dissertation must deposit their document electronically. The Graduate College website has instructional videos on how to complete the process on their website.

All theses must undergo a departmental formatting review. One week prior to the Graduate College deposit deadline, the student must submit their completed, final copy of the thesis/dissertation to the ISE Graduate Programs Office in pdf format along with the TDA form. The document will not be reviewed until the signed TDA form is received. The student will be notified of any changes via email. The student must resubmit the thesis/
dissertation until all required changes are satisfactorily completed. When the student receives permission from
the ISE Graduate Programs Office, the student may then upload/deposit their thesis/dissertation to the Graduate
College website. It is possible that the Graduate College may have additional changes for the student to com-
plete. No changes should be made to the document after approval has been granted to deposit by the Graduate
Programs Coordinator. If changes are made, the student must re-submit the document for formatting approval.

Graduation

All ISE graduate students must add themselves to the pending degree list in UI Integrate by clicking the Gradu-
tation tab. If a student is unable to add themselves due to dual degree, or changing degree programs, the student
must notify the ISE Graduate Programs Office immediately.

Below are guides to graduation for the type of degree you are earning. A checklist is emailed to each student at
the beginning of the semester of intended graduation. A personalized meeting is available upon request.

Step-by Step Guide to Graduation (MS with thesis)
1. Add yourself to the pending degree list in UI Self-Service as soon as possible.
2. Update your diploma address in UI Self-Service.
3. One week before the thesis is due to the Graduate College, submit the TDA to the Graduate Programs Coor-
dinator. You should have all required signatures (your advisor) except the Department Head. The Graduate
Programs Coordinator will submit this document electronically.
4. One week before the thesis is due to the Graduate College (check the deadline at the Graduate College
Website), email the thesis to the Graduate Programs Coordinator for formatting review.
5. When approval is given to deposit by the Graduate Programs Coordinator, you may deposit electronically.
DO NOT DEPOSIT UNTIL GIVEN PERMISSION TO DO SO.
6. Submit the online Exit Interview https://illinois.edu/sb/sec/356924 by Reading Day of your term of gradua-
tion.
7. Submit the Clearance Form to the Graduate Programs Coordinator by the due date indicated on the check-
list. If continuing for a PhD in the ISE department this form is waived.
8. Empty mailbox, locker, terminate parking space, return equipment, library books, etc. Turn in departmental
keys (room and bldg. keys to 117 TB; filing cabinet keys to GPO), check out with personnel staff (vacation/
sick leave, final pay, etc.); check student account and reconcile outstanding balances.
9. Student loan recipients are required to complete an exit interview (this is different than the department exit
interview). http://paymybill.uillinois.edu/UIUCInterviews
10. You are already a member of the University of Illinois’ Alumni Association. Explore your benefits at http://
www.uiaa.org/illinois/

Step-by Step Guide to Graduation (MS non-thesis)
1. Add yourself to the pending degree list in UI Self-Service as soon as possible.
2. Update your diploma address in UI Self-Service.
3. Submit the online Exit Interview https://illinois.edu/sb/sec/356924 by Reading Day of your term of gradua-
tion.
4. Submit the Clearance Form to the Graduate Programs Coordinator by the due date indicated on the check-
list.
5. Empty mailbox, locker, terminate parking space, return equipment, library books, etc. Turn in departmental keys (room and bldg. keys to 117 TB; filing cabinet keys to GPO), check out with personnel staff (vacation/ sick leave, final pay, etc.); check student account and reconcile outstanding balances.

6. Student loan recipients are required to complete an exit interview (this is different than the department exit interview). [http://paymybill.uillinois.edu/UIUCInterviews](http://paymybill.uillinois.edu/UIUCInterviews)

7. You are already a member of the University of Illinois’ Alumni Association. Explore your benefits at [http://www.uiaa.org/illinois/](http://www.uiaa.org/illinois/)

### Step-by Step Guide to Graduation (PhD)

1. Add yourself to the pending degree list in UI Self-Service as soon as possible.

2. Update your diploma address in UI Self-Service.

3. Check the Graduate College Calendar for the last day to take your final exam. Scheduled your final exam with your committee on or before the last day to take your final exam.

4. Submit the Request for Doctoral Exam Committee at least three weeks prior to the date of your final exam.

5. One week before the dissertation is due to the Graduate College, submit the TDA to the Graduate Programs Coordinator. You should have all required signatures (your committee) except the Department Head. The Graduate Programs Coordinator will electronically submit this document.

6. One week before the dissertation is due to the Graduate College (check the deadline at the Graduate College Website), email the dissertation to the Graduate Programs Coordinator for formatting review.

7. When approval is given to deposit by the Graduate Programs Coordinator, you may deposit electronically. **DO NOT DEPOSIT UNTIL GIVEN PERMISSION TO DO SO.**

8. Submit Proquest/UMI Publishing agreement ([http://www.grad.illinois.edu/submit-etd](http://www.grad.illinois.edu/submit-etd)), Survey of Earned Doctorates ([https://sed.norc.org/survey](https://sed.norc.org/survey)), AIDE Exit Survey ([http://www.grad.illinois.edu/aide/exit survey](http://www.grad.illinois.edu/aide/exit survey), and one copy of each permission letter to reprint previously copyrighted material (if applicable) to the Graduate College by the due date. This date is the same date the dissertation is due.

9. Submit the online Exit Interview [https://illinois.edu/sb/sec/356924](https://illinois.edu/sb/sec/356924) by Reading Day of your term of graduation.

10. Submit the Clearance Form to the Graduate Programs Coordinator by the deadline indicated on the checklist

11. Empty mailbox, locker, terminate parking space, return equipment, library books, etc. Turn in departmental keys (room and bldg. keys to 117 TB; filing cabinet keys to GPO), check out with personnel staff (vacation/ sick leave, final pay, etc.); check student account and reconcile outstanding balances.

12. Student loan recipients are required to complete an exit interview (this is different than the department exit interview). [http://paymybill.uillinois.edu/UIUCInterviews](http://paymybill.uillinois.edu/UIUCInterviews)


### Finances/Funding

Research and teaching assistantships provide students with funding in exchange for work done at the University. All students who receive an assistantship of 25% or greater will also receive a tuition waiver, health service fee waiver, 80% health insurance fee waiver, AFMFA fee waiver, Library/Technology fee waiver, and Service fee waiver. Research assistantships are given by faculty members. Students with an assistantship of 25% or greater must register for a minimum of 8 credit hours for the fall or spring term. Students are not required to register in the summer term if they hold an assistantship.
Many fellowships are available at https://www.grad.illinois.edu/fellowship/.

Students with waiver-generating fellowships must register for a minimum of 12 hours during the fall or spring semester in which the fellowship is granted. Students with a twelve-month fellowship appointment are required to register for at least four hours in an eight-week course during the summer.

If a student receives an assistantship of 25% or greater in the spring semester, the summer tuition, service fee, AFMFA fee, and the Library/Technology fee are waived. The health service fee and health insurance fee are not covered.

Teaching Assistants

Teaching assistantships (see policy ISE-G-TA-1.0) are competitively awarded based on student performance. The number of teaching assistantships offered by the Department is dependent upon the available financial resources and need of the Department. Renewal of a teaching assistantship is based on academic progress and performance of the student, the prior TA performance of the student, the Department’s obligation to the student as determined by the original admission letter, and research accomplishments of the student.

Teaching Assistantship Requirements:

- Must be admitted to the graduate program
- Must be in good academic standing (not on probation, not on Limited Status admission)
- Must have a passing spoken English proficiency score or English must be the native language
  - 24+ TOEFL Speaking
  - 8+ IELTS Speaking
  - 50+ TSE
  - 4CP+ EPI**
- Must attend Graduate Academy (only once)
- Must apply for a teaching assistantship position (Notification is sent out in November for Spring semester; April for Fall semester)
- Must be present and available to their supervisor during the appointment period (except official university holidays)
  - August 16-December 31 for fall term
  - January 1-May 15 for spring term

Teaching assistantship preference is given to:

- Students enrolled in doctoral program
- Students actively involved in research
- Students pursuing the thesis option
- Students with high academic performance

MS students may hold a teaching assistantships for a maximum of 3 semesters. PhD students may hold a teaching assistantship for a maximum of 8 semesters. Advisor justification is required for a student to be appointed as a teaching assistantship in each additional semester beyond the above mentioned time length.
**Students who do not meet the English proficiency requirement may take the English Proficiency Interview offered by the Center for Innovation in Teaching and Learning. If a student passes with a 4CP (conditional pass), the student is eligible to be a teaching assistant, but requires the student to take an English as a Second Language course the semester of or the semester prior to holding the teaching assistantship. A score of 5 or higher is considered passing. Students interested in taking the EPI will sign up with the Graduate Programs Coordinator. Watch for the email notice. The EPI is offered during the semester; therefore, a student who passes is not eligible to be a TA until the following semester.

Conference Funding

Two types of conference funding is available to ISE graduate students. Students may apply for and receive both types of funding for a single conference. The Graduate College awards Conference Travel Awards twice per year, not to exceed $350, for students to professional conferences. The amount awarded is based on the distance between the University of Illinois Urbana campus and the student’s conference destination. Students will receive an email from the Graduate Programs Coordinator soliciting application for this award in September and February.

ISE provides conference funding to enable ISE graduate students to make presentations at key conferences/exhibitions in their fields. This funding is available to graduate students on an individual basis. ISE graduate students will receive an email from the Graduate Programs Coordinator to announce the application (see ISE-G-CF-2.0) due dates in late August, November, February, and May. The student’s advisor is required to submit a support form for the student. Students may receive up to $500 for actual travel expenses to conferences.

All students receiving conference funding are required to submit a travel reimbursement form in order to be reimbursed for actual expenses.

Graduate Forms

Graduate students may use a Graduate Student Request Form to petition for an exception to a Graduate College policy or deadlines, add/drop a minor or concentration, a curriculum change, re-entry, or transfer credit. This form is available on the Graduate College website. The Graduate College petitions require very specific information to be included in the petition/record request depending on the petition or record request type, below is a list of guidelines for submitting a student record request or petition.

All record requests/petitions require two signatures from the department, and in some cases, signatures of staff outside the department. Please inform your advisor and outside signatories (if applicable) of your intention to submit a record request or petition.

Future or Current Term Curriculum Change

- Effective Term
- Program Name and Code
  - MS SEE 10KS3846MS
  - PhD SEE 10KS3846PHD
  - MS IE 10KS0127MS
  - PhD IE 10KS0127PHD
- Courses to transfer (course number, title, CRN, credit hours, and term)

Minor or Concentration

- Effective Term
- Program Name and Code or Minor and Code
- Courses used toward minor/concentration (course number, title, CRN, credit hours, and term)
Re-entry

✓ Required for international students if not registered for one spring or fall term. Required for domestic students if not registered for 3 terms.

- Term of re-entry
- Program of re-entry
- Program Code if new program
- Time extension, if needed
- International students must include: International Verification Form, Declaration & Certification of Finances, letter from department of financial support (if applicable.)

Time Extension-Expected Graduation Date (EGD)

- Specify length of time extension (max 1 year)
- Timeline for degree completion (Include dates/terms for milestones: Quals, prelim, final, and deposit dates)

Overloads (>20 hrs spring/fall OR > 12 hrs summer)

- Specify total number of hour requested
- Why needed
- Why capable of course load/history of heavy course loads?
- If after 10th day, attach Late Registration/Late Course Change Form

Transfer Credit-One graduate degree program to another

- No limit on number of hours
- Courses to transfer (must include course number, title, CRN, credit hours, and term)

✓ Request will be made to original department for statement that course(s) were not used toward any degree or transcripted certificate

Transfer Credit-General Information From Outside the Grad College

✓ Limited to 12 hours
✓ Not previously used toward a degree or transcripted certificate
✓ From an accredited institution
✓ “B” or better grade
✓ Graduate level courses
✓ Not applicable toward Stage II or II of doctoral degrees
✓ Department determines “age” of coursework

Transfer Credit-Non-degree UIUC

- List Courses for Transfer (course number, title, CRN, credit hours, and term)

✓ 12 hours max
✓ “B” or better
Transfer Credit-From other accredited institution

- Indicate the course transfer is 400 or 500-level for each course
- Courses to transfer (all possible information)
- Specify total hours accepting (12 hrs max)
- Original, official transcript, less than 6 months old (sent directly to department or Graduate College)
- Letter from institution affirming courses not applied towards any awarded degree or certificate

Transfer Credit-UIUC Undergrad or Professional

- Usually only use Change of Course Level Form
- Petition required if grade below a “B” or > 12 hours
  - Why using < “B” grade
  - Why > 12 hours
  - Completed Change of Course Level Form

Retro Grade Mode Change (Standard; Credit/No Credit; Audit)

- Course Information (course number, title, CRN, credit hours, and term)
- Why deadline missed
- Audit Only:
  - Instructor’s Signature and statement that student never participated or completed assignments or exams (obtained by dept)
  - Completed Audit Form

Extension for Incompletes or Non-thesis DFR’s

- Course Information (course number, title, CRN, credit hours, and term)
- Instructor’s signature and statement of support (obtained by dept)
- Length of extension (limited to one term)

Retroactive Course Add or Increase in Credit Hours

- Course Information (course number, title, CRN, credit hours, and term)
- Why deadline missed?
- Instructor’s signature and statement that student completed academic work appropriate for credit hours (obtained by dept)
- Supplemental Grade Report Form (obtained by dept)

Retroactive Course Drop or Decrease in Credit Hours

- Course Information (course number, title, CRN, credit hours, and term)
- Why deadline missed?
- Why Exception?
- Instructor signature & statement including last date of attendance, participation, assignments completed (obtained by dept)
- Decrease Hours only: Supplemental Grade Report Form (obtained by dept.)
Retroactive Withdrawal/Cancellation

- Last date of attendance or participation
- Why deadline missed?
- Why exception?
- Withdrawal/Cancellation Form (International students must obtain ISSS signature)
- Medical documentation if applicable
- Other documentation

Retroactive Registration Corrections

√ Must be for same number of hours in same term

- Course Information (course number, title, CRN, credit hours, and term)
- Instructor signature(s) and statements (obtained by dept)
- Supplemental Grade Report Form (obtained by dept)

Reinstatement after Dismissal for Low Cumulative GPA

- For what term?
- Cause of academic difficulty
- Plan for raising GPA in one term (If not mathematically possible, must acknowledge, and put a plan and expectations in petition; petition still required each term)
- Medical or other documentation

Thesis, Dissertation, Committee Policy

- What is requested
- Why deadline missed?
- Letter from Dept. Head if requesting to deposit after one year after defense (if applicable)

Other Graduate College forms are available at http://www.grad.illinois.edu/forms. Not all of these forms are necessarily for use by graduate students.

Internal, ISE graduate forms are available at http://ise.illinois.edu/graduate/ise-graduate-forms. These forms include independent study, ISE internal petition, seminar substitution, thesis advisor agreement, and a request for doctoral examination committee. All internal ISE forms are electronic, except the seminar substitution form. ISE graduate students should submit their internal requests online. All approvals will be obtained by the Graduate Programs Coordinator.

Faculty Research Areas

Note: ISE has several new faculty joining for Fall 2015 and Spring 2016. Additional information will be available in September.

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Title</th>
<th>Research Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>J. T. Allison</td>
<td>Ph.D. Mechanical Engineering</td>
<td>Engineering system design, multidisciplinary design optimization, integrated</td>
</tr>
<tr>
<td></td>
<td>University of Michigan at Ann Arbor</td>
<td>physical and control system design, design for energy efficiency.</td>
</tr>
<tr>
<td>C. L. Beck</td>
<td>Ph.D., Electrical Engineering</td>
<td>Control systems, modeling and model reduction for the purpose of control,</td>
</tr>
<tr>
<td></td>
<td>California Institute of Technology</td>
<td>systems theory, combinatorial optimization, clustering and data aggregation.</td>
</tr>
<tr>
<td>K. Chandrasekaran</td>
<td>Ph.D., Algorithms, Combinatorics &amp;</td>
<td>Integer programming, combinatorial optimization, probabilistic methods and</td>
</tr>
<tr>
<td></td>
<td>Optimization</td>
<td>analysis, randomized algorithms.</td>
</tr>
<tr>
<td></td>
<td>Georgia Institute of Technology</td>
<td></td>
</tr>
</tbody>
</table>
X. Chen  Ph.D., Operations Research  
Massachusetts Institute of Technology  
Production, inventory and supply chain management optimization, optimal stochastic control, computational mathematics, operations research, operations management.

A. Chronopoulou  Ph.D., Statistics  
Purdue University  
Financial engineering, stochastic modeling and simulation, stochastic systems with long memory, statistical inference for stochastic processes.

L. Feng  Ph.D., Industrial Engineering & Mgt. Sciences  
Northwestern University  
Stochastic modeling, operations research, financial engineering.

T. Kesavadas  Ph.D., Industrial & Systems Engineering  
The Pennsylvania State University  
Medical robotics and simulation, virtual reality in design, haptics and human computer interaction.

H. Kim  Ph.D., Mechanical Engineering  
University of Michigan at Ann Arbor  
Multidisciplinary design optimization (MDO), large-scale decision making, sustainable systems and green design, energy systems engineering, predictive design analytics for complex systems, life cycle design.

N. Kiyavash  Ph.D., Electrical and Computer Engineering  
University of Illinois at Urbana-Champaign  
Information theory, statistical signal processing, graphical models with applications in computer, communication and multimedia.

G. Krishnan  Ph.D., Mechanical Engineering  
University of Michigan at Ann Arbor  
Design and manufacturing of compliant systems, microsystems, soft adaptable robots, and rehabilitation robotic devices, automated conceptual synthesis, topology optimization and shape-size optimization of mechanical components.

L. Marla  Ph.D., Transportation Systems  
Massachusetts Institute of Technology  
Transportation logistics networks, aviation, emergency medical systems, large-scale optimization, robustness under uncertainty, data-driven modeling.

R. Nagi  Ph.D., Mechanical Engineering  
University of Maryland at College Park  
Facilities design, production systems, applied/military operations research, information fusion.

A. Nedich  Ph.D., Moscow State University  
Ph.D., Electrical Engr. & Computer Science  
Massachusetts Institute of Technology  
Convex analysis and optimization, duality theory with applications in decentralized optimization, networked distributed systems, large scale and nonsmooth optimization, stochastic approximations, and variational inequalities.

S. Oh  Ph.D. Electrical Engineering  
Stanford University  
Statistical inference, graphical models, applications to social computation.

A. Olshevsky  Ph.D., Electrical Engr. & Computer Science  
Massachusetts Institute of Technology  
Control theory, optimization, network science, applied probability.

H. L. M. dos Reis  Ph.D., Mechanical Engineering  
Massachusetts Institute of Technology  
Nondestructive testing and evaluation, structural health monitoring, prognosis of structural components, structural damage detection and assessment, advanced sensors, advanced composites.

JR. Sowers  Ph.D., Applied Mathematics  
University of Maryland at College Park  
Dynamics of financial systems and financial interactions. Dimensional reduction of stochastic systems, scaling and big data.

R. S. Sreenivas  Ph.D., Carnegie Mellon University  
Modeling analysis, control and performance evaluation of discrete-event/discrete-state (DEEDS) systems.

D. Stipanovic  Ph.D., Electrical Engineering  
Santa Clara University  
Controls, differential games, large-scale systems.
There are several new faculty members joining in Fall 2015. A new faculty research list will be available in September in the Graduate Programs Office.

Academic Leave of Absence Policy/Absent Without Leave

Graduate students in degree-seeking programs are entitled to a total of two terms (fall and/or spring semesters) of academic leave. A student is required to document their request for leave and meet eligibility requirements. Students must meet with their advisor and the Graduate Programs Office before the first day of classes of the term of non-enrollment to apply for and receive approval for an Academic Leave of Absence.

There are two categories of Academic Leaves of Absence:

- **Personal Academic Leaves of Absence** may be requested for a variety of reasons, including but not limited to leave for health reasons, personal reasons, active military service, or to take care of dependents or family members. Students who are on an approved Personal Academic Leave of Absence must use the leave for personal reasons and not to make progress on the degree. In addition, students on Personal Academic Leaves of Absence should not expect that faculty will provide feedback on academic work, including proposals or drafts of theses.

- **Academic Progress Leaves of Absence** may be requested for instances of academic activity such as study abroad, when the student registers at another institution, or fieldwork when the student is not using UIUC resources including faculty time, nor receiving financial support paid through the University. Students who are on an approved Academic Progress Leave of Absence do use the leave to make progress toward completion of the degree, but must not use campus resources. Expectations of progress to be made during the leave should be documented in the student’s academic file.

Student status does not change during the period of an approved Leave of Absence. Standing that was in place at the time of the leave is not changed at the time of return as long as the conditions of the approved leave are met.

The Graduate College policy on time to degree applies and must be addressed in the record of the approved leave. If by requesting a leave, the student is going to go beyond the degree program’s approved time to degree during the leave, then the student also needs to request a time extension for the degree through the Graduate College petition process at the time of the request for Academic Leave.

Students with an approved Academic Leave of Absence must ensure that they have cancelled their registration for the term during which the leave will occur before the first day of classes.

Faculty do not need to provide feedback for work by students who are not enrolled, for example, feedback on thesis chapters or grading work turned in as a requirement to change an I grade.

**Procedure to Request an Academic Leave**

Requests must be approved by the Department prior to the first day of classes of the intended semester of leave. To request a formal academic leave the student must complete the following before the first day of classes of the term of non-enrollment:
• Complete the written Request for Academic Leave of Absence form (available on the Graduate College Website).

• If necessary, complete a petition to request an extension of time to degree.

• International students must meet with an ISSS advisor and obtain a signature on the Request for Academic Leave of Absence form.

• Submit the written Request for Academic Leave of Absence form to the Department.

• Meet with her/his adviser and Graduate Programs Coordinator, either by phone or in person, to review the request.

Return from Approved Academic Leave of Absence

Domestic Students-Domestic students must notify the Department of their intent to return so that the Departments may review and confirm their academic status at the time of return. If a domestic student has not been enrolled for three consecutive terms including summer, the student must complete and receive approval of a Graduate College Application for Re-entry. The Approved Academic Leave of Absence form must be attached to the Application for Re-entry to document the approved leave terms and for the return to enrolled student status.

International Students-International students must notify the Department of their intent to return so that the Department may review and confirm their academic status at the time of return. Due to student visa requirements, all international students taking leave outside the U.S must complete and receive approval of a Graduate College Application for Re-entry. The Approved Academic Leave of Absence form must be attached to the Application for Re-entry to document the approved leave terms and for the return to enrolled student status. International students taking leave outside the U.S. should begin this process at least three months in advance to allow for document processing and visa issuance, if required.

Absent Without Leave Policy

Degree-seeking graduate students are required to request a formal Academic Leave of Absence before not being enrolled for one or more terms, (fall or spring semesters, not summer). There are potentially negative consequences for failing to request an Academic Leave of Absence. Students who do not enroll and do not meet with the Department and document their status with an approved Academic Leave of Absence before a period of non-enrollment begins are considered Absent without Leave. The Department may put an advising hold on a student who is Absent without Leave. A student who is Absent without Leave may be prevented from re-enrolling, may have additional degree requirements to complete if allowed to return, or may be subject to new degree requirements.

Additional information regarding this policy is available at http://www.grad.illinois.edu/gradhandbook/chapterii/section02#LeaveofAbsence. Students are responsible for understanding the consequences of taking an approved Academic Leave of Absence and the Absent without Leave Policy.

Transferring In or Out of an ISE Graduate Program

Graduate students may transfer to a new department after spending at least one semester in their program of admission.

Students who wish to transfer in to one of the ISE degree programs should meet with the Graduate Programs Coordinator, for a transfer form and instructions. Potential transfer students must also provide a new statement of purpose, resume, and any BS or MS transcripts from other institutions. The transfer form is a form internal to ISE only. If approved, the student is required to submit an official Graduate College Petition to officially transfer. Students are encouraged to speak with individual faculty members they are interested in working with. Each transfer applicant is reviewed by the Graduate Committee; therefore, students are encouraged to submit all paperwork at least three months in advance of the intended semester of transfer.
Students who wish to transfer out of the ISE department must contact the department they wish to transfer to and follow their guidelines for transferring.

Grievance Policy

In the event a graduate student has a conflict or problem with any faculty or staff, every effort should be made to resolve the issue informally, without invoking formal grievance procedures. In the event it is not possible to resolve a problem informally, a graduate student may elect to file a formal grievance. See the Graduate College Grievance Policies website. http://www.grad.illinois.edu/gradhandbook/chapterix/section04.

ISE Graduate Programs Policies

Policies for graduate students are on the following pages. These policies include:

- Conference Funding Policy ISE-G-CF-2.0
- Graduate Student Office Space Policy ISE-G-OS-1.0
- TA Assignment Policy ISE-G-TA-1.0

Any questions regarding these policies can be directed to the Graduate Programs Office.
Conference Funding Policy

Graduate Student Conference Funding is provided by the ISE Department and is managed by the Graduate Programs Office. The goal of the funding is to enable ISE graduate students to make presentations at key conferences/exhibitions in their fields. This funding is available to graduate students on an individual basis.

If you have submitted an abstract to present at a conference, you do not have to wait until it is accepted to apply. Priority will be given to students who apply based on the due dates below. If any additional funding remains (ISE doesn’t give five awards for the quarter), a student who did not apply during the application time period for that quarter may apply for funding. This funding is first come, first serve.

Graduate Student Conference Funding Application Submission due dates:

- Conference Date: 7/1/2015-9/30/2015 (Q1) Submit application 5/15-5/31/2015
- Conference Date : 10/1/2015-12/31/2015 (Q2) Submit application 9/1-9/15/2015
- Conference Date: 01/01/2016-03/31/2016 (Q3) Submit application 12/1-12/15/2015
- Conference Date: 04/01/2016-06/30/2016 (Q4) Submit application 3/1-3/15/2016

A graduate student can receive reimbursement of expenses up to $500. Up to five awardees may be selected each quarter with any unused awards rolling over to the following quarter, until June 30, or being used for late applications. Priority funding awardees are selected through a lottery process. Awardees will be notified 1-2 weeks after the deadline for each quarter. This funding is a partial source of support and students should seek additional funding (if needed) from their advisor, the Graduate College, and other places. ISE does not expect to grant more than one award per graduate student per fiscal year, except in extraordinary circumstances.

All graduate students who accept conference funding support from ISE commit to presenting a synopsis of their work via a poster, a PowerPoint, or other appropriate format at a departmental event to be determined each year. The funding awarded is for actual expenses only. The student is required to submit a travel reimbursement form.

Priority Application Process:

1. Student must complete the Priority Conference Funding Application [https://illinois.edu/fb/sec/1927400](https://illinois.edu/fb/sec/1927400)
2. Advisor must complete the Advisor Support Form [https://illinois.edu/fb/sec/9488250](https://illinois.edu/fb/sec/9488250)

Both applications must be received by the deadline or the application will not be considered.

Late Application Process:

1. Student must complete the Late Conference Funding Application [https://illinois.edu/fb/sec/1242668](https://illinois.edu/fb/sec/1242668)
2. Advisor must complete the Advisor Support Form [https://illinois.edu/fb/sec/9488250](https://illinois.edu/fb/sec/9488250)
Graduate Student Office Space

Office space for graduate students is assigned on a priority basis. All incoming graduate students will be assigned to room 414. The desks and computers in this room are open to all graduate students without an assigned office. Students will not be assigned a specific desk in this room, but will share the space and computers. All ISE visiting scholars and non-ISE teaching assistants will also be assigned to this room.

Since there will be more students assigned to room 414 than there are computers, use of the computers is on a first-come, first-serve basis. A student may not retain a particular cubical as his/her own, and must remove all belongings when leaving the office.

Graduate students must declare their advisor by Reading Day of their first semester (students entering in summer have until Reading Day of the fall term). Upon approval of the advisor agreement, students will be assigned a permanent office in the Transportation Building. Students pursuing the MS non-thesis option will not be assigned an office, but will retain their access to 414 TB.

Off-campus students are required to surrender their office until they return to campus. Any student with an office elsewhere on campus is required to surrender their office, unless there are extenuating circumstances.

Students pursuing a PhD will have a higher priority than students pursuing an MS.
ISE Teaching Assignment Policy

Teaching assistantships are competitively awarded based on student performance. The number of teaching assistantships offered by the Department is dependent upon the available financial resources and need of the Department. Renewal of a teaching assistantship is based on academic progress and performance of the student, the prior TA performance of the student, the Department’s obligation to the student as determined by the original admission letter, and research accomplishments of the student.

Teaching Assistantship Requirements:
- Must be admitted to the graduate program
- Must be in good academic standing
- Must have a passing spoken English proficiency score or English must be the native language
  - 24+ TOEFL Speaking
  - 8+ IELTS Speaking
  - 50+ TSE
  - 4CP+ EPI
- Must attend Graduate Academy (only once)
- Must apply for a teaching assistantship position (Notification is sent out in November for Spring semester; April for Fall semester)
- Must be present and available to their supervisor during the appointment period (except official university holidays)
  - August 16-December 31 for fall term
  - January 1-May 15 for spring term

Teaching assistantship preference is given to:
- Students enrolled in doctoral program
- Students actively involved in research
- Students pursuing the thesis option
- Students with high academic performance

MS students may hold a teaching assistantships for a maximum of 3 semesters. PhD students may hold a teaching assistantship for a maximum of 8 semesters. Advisor justification is required for a student to be appointed as a teaching assistantship in each additional semester beyond the above mentioned time length.