Graduate Student Handbook

Department of Industrial and Manufacturing Systems Engineering
College of Engineering
Iowa State University
3004 Black Engineering Building

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GRADUATE STUDIES IN THE DEPARTMENT OF INDUSTRIAL AND MANUFACTURING SYSTEMS ENGINEERING

The Department of Industrial and Manufacturing Systems Engineering (IMSE) in the College of Engineering at Iowa State University offers the Master of Engineering (M.Eng.), Master of Science (M.S.), and Doctor of Philosophy (Ph.D.) in Industrial Engineering. Graduate course work and research activities are focused on operations research, ergonomics/human factors, advanced manufacturing, and information engineering.

Operations Research

Operations research is focused on the development and application of mathematical tools and models to solve problems of a quantitative nature. The main research areas include the design and analysis of quantitative models to support effective decision making in industrial, commercial, and governmental systems. Specific areas of course work and research include: mathematical optimization (linear programming, nonlinear programming, integer programming, etc.), stochastic processes, queueing, simulation, inventory and scheduling, and network analysis.

Ergonomics/Human Factors

Ergonomics is the application of our understanding of the capabilities and limitations of human beings in the design of the workplace and consumer items. Current research emphases are in the areas of physical ergonomics and cognitive engineering. In physical ergonomics the particular focus is on spine biomechanics, upper extremity biomechanics and ergonomic intervention effectiveness research. In cognitive engineering the research focus is on human performance engineering, human computer interaction, and system design that enhances performance, reduces errors and increases safety. Courses are offered in occupational biomechanics, human factors, ergonomic/human factors in product design, human-computer interaction, applied ergonomics and work design, and research methods.

Advanced Manufacturing

Advanced manufacturing engineering is focused on the development and application of tools and methods that support the product realization process. The main research areas include rapid prototyping, the design/manufacturing interface, manufacturing processes, and systems integration and design. Courses are offered in geometric modeling, CAD/CAM, concurrent engineering, rapid prototyping, geometric variability, and quality control.

Information Engineering

Information engineering is focused on advanced studies in the principles and practices of enterprise-wide systems. The main research areas include knowledge engineering methods and information technology used to design, analyze, and implement scalable enterprise systems. Courses are offered in requirements engineering, e-commerce systems engineering, data mining and knowledge discovery, enterprise modeling and integration, and manufacturing information systems.
Department Resources
The department supports laboratory facilities for Enterprise Computing, CAD/CAM integration, Machining, Precision Engineering and Measurement, Human Factors, and Casting. Computing facilities include WINDOWS servers and WINDOWS client stations including software for CAD, simulation, application development, statistical analysis, mathematical modeling, and optimization.

GRADUATE COLLEGE REQUIREMENTS
No part of this manual supersedes policies or requirements of the Graduate College. Students are responsible for knowing and complying with all policies in the Graduate College Handbook and the Thesis/Graduation Deadlines.

ADMISSION
To be successful in the program, students should have a strong background in engineering, mathematics, or physical sciences and exhibit good working skills and high ethical standards.

Admission into the I.E. Major for the M.Eng., M.S., or Ph.D. degree
To be considered for admission to the graduate program, the applicant should have a Bachelor's degree in industrial engineering or related field from a college, university, or technical school of recognized standing. Other degree programs will be considered on an individual basis. High academic achievement or other persuasive evidence of professional accomplishments is expected for admission to the program.

In addition, all applicants need to provide GRE scores. If an applicant has taken IE courses at ISU within the last five years then the GRE score requirement can be waived. Applicants to whom this applies can submit GRE scores if they wish. As a guideline for prospective students, typical GRE scores for new students are 760 on quantitative, 680 (or 4.5) on analytical, and 520 on verbal. TOEFL requirements are 550 for PBT (Paper-Based), 213 for CBT (Computer-Based), 79 for IBT (Internet-Based) and 6.5 for IELTS. A GPA of 3.00 for the M.Eng. or M.S. program and 3.40 for the Ph.D. program are recommended. These represent typical students and should not be construed as a guarantee of admission to the program.

The TOEFL test is required for students whose native language is not English. This requirement can be waived for applicants who hold a post-secondary degree from a U.S. institution.
ENGLISH EXAM FOR INTERNATIONAL STUDENTS

This test is taken upon arrival and is for non-native English speakers who do not have a prior Bachelor’s or Master’s or PhD degree from a U.S. college or university.

If you have a Bachelor’s, Master’s, or PhD degree from a U.S. college or university, where the language of instruction was English, you need to fill out a form to certify that you have met the English requirement.
REQUIREMENTS FOR THE MASTER OF SCIENCE DEGREE IN IE

Master of Science - Thesis (M.S.) - 30 credits minimum

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 and 600 level IE courses</td>
<td>15</td>
</tr>
<tr>
<td>(Normally there is a maximum of three credits of 590 numbers permitted. All 590 numbers must be evaluated by the departmental Graduate Committee before acceptance on the Program of Study. Prior approval before taking the 590 number is required.) IE 590 numbers are graded as Satisfactory/Fail.</td>
<td></td>
</tr>
<tr>
<td>Courses outside the major that carry graduate credit</td>
<td>6</td>
</tr>
<tr>
<td>IE 699 Thesis Research</td>
<td>9</td>
</tr>
<tr>
<td>Continuous registration in IE 501 (graduate seminar) in Fall and Spring semesters</td>
<td>R</td>
</tr>
<tr>
<td>Total</td>
<td>30</td>
</tr>
</tbody>
</table>

Note: All cross-listed IE/Stat courses may be counted as courses outside the major.

Timeline for the M.S. degree

<table>
<thead>
<tr>
<th>Action</th>
<th>Completion Date</th>
<th>Forms to Graduate College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfy Graduate College English Requirement (International students only)</td>
<td>First week of entry</td>
<td></td>
</tr>
<tr>
<td>Approval of Program of Study Committee</td>
<td>By the end of the first semester</td>
<td>Recommendation for Committee Appointment</td>
</tr>
<tr>
<td>Approval of Program of Study</td>
<td>Beginning of second semester</td>
<td>Program of Study</td>
</tr>
<tr>
<td>Approval of Research Proposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diploma Slip Filed</td>
<td>Before the semester of graduation</td>
<td>Application for Graduation</td>
</tr>
<tr>
<td>Final Oral Exam</td>
<td>Within 2 years of entry</td>
<td>Final Exam” form (needs to be submitted 3 weeks before the date of the exam)</td>
</tr>
<tr>
<td>Graduation Approval Slip</td>
<td>Available from the Graduate College – Room 1137 Pearson Hall</td>
<td></td>
</tr>
</tbody>
</table>

Requirements for the M.S. Minor in Industrial Engineering

Select any three 500 or 600-level IE course – including experimental courses but excluding independent study courses. The Program of Study Committee must include a faculty member from the IMSE Department.
Program of Study Committee
You and your major professor will form a Program of Study Committee by adding at least two more members. The master's Program of Study Committee shall consist of at least three members of the Graduate Faculty, including one member from outside the major department. The major professor serves as chairperson of the committee. The Program of Study Committee must be approved prior to submission of the Program of Study. The Recommendation for Committee Appointment form must be signed by all committee members and the Director of Graduate Education.

Program of Study
The Program of Study form lists all the courses that will be taken to complete the degree. It should be submitted to the Graduate College by the beginning of the second semester. After the graduate programs assistant reviews the program of study, and it has been approved by the Program of Study Committee, the student is responsible for obtaining signatures on the final form. The Program of Study is signed by the student, the Program of Study Committee, and the Director of Graduate Education.

Major courses and minor (or outside department) courses should be rated as X and Y, respectively, on the Program of Study. Prerequisite courses should be rated as Z courses.

Theses
Theses must be prepared according to the following website: http://www.grad-college.iastate.edu/thesis/homepage.html.

The Department’s policy for turning in your final thesis is to provide an unbound copy after the successful completion of your final oral examination. This unbound copy needs to be printed on high quality white paper and turned into the graduate programs assistant. Please see the graduate programs assistant if you have any questions about this requirement.

Final Oral Exam
The thesis must be distributed to members of the Program of Study Committee at least 2 weeks prior to the final oral exam. It is the responsibility of the student to arrange a meeting time and place in agreement to all committee members. The exam is generally a defense of the thesis. However, questions may be asked on specific coursework or areas of concentration. The student must be registered during the semester in which the final oral exam is taken. For examinations to be valid, all members of the committee must be present throughout the entire scheduled period of the exam. The paperwork for the final oral exam must be submitted at least 3 weeks before the date of the exam and is arranged through the graduate programs assistant.
CONCURRENT B.S./M.S. DEGREE

Up to 6 credits of graduate work can be used to satisfy your program requirements for both degrees. After completing the B.S. program, you will be a full time graduate student for the remainder of the M.S. program.

Program Requirements

1. Up to 2 semesters of concurrent enrollment are allowed.
2. You can use up to 6 credits of 500 level courses in Industrial Engineering for both the B.S. and M.S. degrees.
3. You will need to take at least 3 credits of 500 level courses each semester during concurrent enrollment.
4. Once you are concurrently enrolled, you will be paying graduate tuition and fees and you will be eligible for a graduate assistantship.

Admission Requirements

Students must have a record of high academic achievement (and should have a GPA of at least 3.40). Students must be within 30 credits of completing the requirements for the B.S. degree.

Application Procedure

You will need to submit your application documents prior to the start of either your last two semesters or last semester of your B.S. degree program. The following items need to be submitted:

Documents submitted to the IMSE graduate programs assistant in 3004 Black Engineering:

1. Complete a study plan with your undergraduate advisor

Documents submitted online:

1. Complete the Graduate College application online at https://www.applyweb.com/aw?isu. Under the Study Plan section, enter “Concurrent B.S./M.S. Program in Industrial Engineering” on the “Major/Program desired:” line.
2. Write a statement of purpose for graduate study.
3. One letter of recommendation is required from an IMSE faculty member.

The application fee will be waived because you are an undergraduate student.
REQUIREMENTS FOR THE MASTER OF ENGINEERING (M.ENG.) DEGREE IN IE

This program is a course work degree program consisting of 30 credits of courses as described below.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 level IE courses</td>
<td></td>
</tr>
<tr>
<td>1. One course from each of the following areas is required.</td>
<td>9</td>
</tr>
<tr>
<td>Operations Research</td>
<td></td>
</tr>
<tr>
<td>IE 508 Design and Analysis of Allocation Mechanisms</td>
<td></td>
</tr>
<tr>
<td>IE 510 Network Analysis</td>
<td></td>
</tr>
<tr>
<td>IE 513 Analysis of Stochastic Systems</td>
<td></td>
</tr>
<tr>
<td>IE 514 Production Scheduling</td>
<td></td>
</tr>
<tr>
<td>IE 519 Simulation Modeling and Analysis</td>
<td></td>
</tr>
<tr>
<td>IE 534 Linear Programming</td>
<td></td>
</tr>
<tr>
<td>IE 541 Inventory Control and Production Planning</td>
<td></td>
</tr>
<tr>
<td>Manufacturing</td>
<td></td>
</tr>
<tr>
<td>IE 545 Rapid Prototyping and Manufacturing</td>
<td></td>
</tr>
<tr>
<td>IE 546 Geometric Variability in Manufacturing</td>
<td></td>
</tr>
<tr>
<td>IE 549 Computer Aided Design and Manufacturing</td>
<td></td>
</tr>
<tr>
<td>IE 588 Information Systems for Manufacturing</td>
<td></td>
</tr>
<tr>
<td>Human Factors</td>
<td></td>
</tr>
<tr>
<td>IE 537 Reliability and Safety Engineering</td>
<td></td>
</tr>
<tr>
<td>IE 571 Occupational Biomechanics</td>
<td></td>
</tr>
<tr>
<td>IE 576 Human Factors in Product Design</td>
<td></td>
</tr>
<tr>
<td>IE 577 Human Factors</td>
<td></td>
</tr>
<tr>
<td>2. Four additional graduate level courses in Industrial Engineering</td>
<td>12</td>
</tr>
<tr>
<td>(from the list above or the course catalog)</td>
<td></td>
</tr>
<tr>
<td>3. Registration in IE 501 (graduate seminar) in Fall semester within</td>
<td>R</td>
</tr>
<tr>
<td>one year of starting the program</td>
<td></td>
</tr>
<tr>
<td>Three courses outside the major that carry graduate credit</td>
<td>9</td>
</tr>
<tr>
<td>Total</td>
<td>30</td>
</tr>
</tbody>
</table>

Note: All cross-listed IE/Stat courses may be counted as courses outside the major.
### Timeline for the M.Eng. degree

<table>
<thead>
<tr>
<th>Action</th>
<th>Completion Date</th>
<th>Forms to Graduate College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfy Graduate College English Requirement (International students only)</td>
<td>First week of entry</td>
<td></td>
</tr>
<tr>
<td>Approval of Program of Study</td>
<td>Beginning of second semester</td>
<td>Program of Study</td>
</tr>
<tr>
<td>Diploma Slip Filed</td>
<td>Before the semester of graduation</td>
<td>Application for Graduation</td>
</tr>
<tr>
<td>Graduation Check</td>
<td>At least 5 weeks before graduation.</td>
<td>Graduation Check for Approved Programs without a Final Oral Examination</td>
</tr>
<tr>
<td>Graduation Approval Slip</td>
<td>Available from the Graduate College – Room 1137 Pearson Hall</td>
<td></td>
</tr>
</tbody>
</table>

### CONCURRENT B.S./M.ENG. DEGREE

Up to 6 credits of graduate work can be used to satisfy your program requirements for both degrees. After completing the B.S. program, you will be a full time graduate student for the remainder of the M.Eng. program.

### Program Requirements

1. Up to 2 semesters of concurrent enrollment are allowed.
2. You can use up to 6 credits of 500 level courses in Industrial Engineering for both the B.S. and M.Eng. degrees.
3. You will need to take at least 3 credits of 500 level courses each semester during concurrent enrollment.
4. Once you are concurrently enrolled, you will be paying graduate tuition and fees.

### Admission Requirements

Students must have a record of high academic achievement (and should have a GPA of at least 3.40). Students must be within 30 credits of completing the requirements for the B.S. degree.

### Application Procedure

You will need to submit your application documents prior to the start of either your last two semesters or last semester of your B.S. degree program. The following items need to be submitted:
Documents submitted to the IMSE graduate programs assistant in 3004 Black Engineering:

1. Complete a study plan with your undergraduate advisor

Documents submitted online:

2. Write a statement of purpose for graduate study.
3. One letter of recommendation is required from an IMSE faculty member.

The application fee will be waived because you are an undergraduate student.
The non-thesis M.S. is available only for distance education students who entered the graduate program before the Fall 2008 Semester.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 and 600 level IE courses</td>
<td>18</td>
</tr>
<tr>
<td>(Normally there is a maximum of three credits of 590 numbers permitted. All 590 numbers must be evaluated by the departmental Graduate Committee before acceptance on the Program of Study. Prior approval before taking the 590 number is required.) IE 590 numbers are graded as Satisfactory/Fail.</td>
<td></td>
</tr>
<tr>
<td>Courses outside the major that carry graduate credit</td>
<td>9</td>
</tr>
<tr>
<td>IE 599 Creative Component</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

**Creative Component**

The creative component will address a problem narrow in scope and describe:

1. The motivation for the problem,
2. Problem formulation,
3. Problem analysis, and
4. The solution of the problem.
Requirements for the Doctor of Philosophy Degree

In the Ph.D. program, you must demonstrate a high level of proficiency in an area of study and competence in the industrial engineering discipline. There are no prerequisite course requirements for students entering the department with an M.S. degree.

Doctor of Philosophy (Ph.D.) - 72 credits minimum

The primary requirements for the degree are: (1) high attainment and proficiency of the candidate in his or her chosen field, (2) dissertation research that makes a significant contribution to the field and shows independent and creative thought and work, and (3) successful passing of qualifying and preliminary examinations.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 level IE courses(^1)</td>
<td>9</td>
</tr>
<tr>
<td>(Normally there is a maximum of three credits of 590 numbers permitted. All 590 numbers must be evaluated by the departmental Graduate Committee before acceptance on the Program of Study. Prior approval before taking the 590 number is required.) IE 590 numbers are graded as Satisfactory/Fail.</td>
<td></td>
</tr>
<tr>
<td>600 level courses(^2)</td>
<td>6</td>
</tr>
<tr>
<td>Courses outside the major that carry graduate credit</td>
<td>6</td>
</tr>
<tr>
<td>IE 699 Research</td>
<td>24</td>
</tr>
<tr>
<td>Courses from M.S. degree</td>
<td>27</td>
</tr>
<tr>
<td>Continuous registration in IE 601 (graduate seminar) in Fall and Spring semesters</td>
<td>R</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>72</strong></td>
</tr>
</tbody>
</table>

1. All cross-listed IE/Stat courses may be counted as courses outside the major.
2. For the 600 Level IE courses, students may use 600 level courses from other departments or an Independent Study, IE 690. All 690 numbers must be evaluated by the departmental Graduate Committee before acceptance on the Program of Study. Prior approval before taking the 690 number is required. IE 690 numbers are graded as Satisfactory/Fail.

Minor in IE at the Ph.D. level

A minor in IE can be granted at the Ph.D. level to students who pass the IE Ph.D. qualifying exam and take at least four 500 or 600-level IE courses. The Program of Study Committee must include a faculty member from the IMSE Department.
## Timeline for the Ph.D. Degree

<table>
<thead>
<tr>
<th>Action</th>
<th>Completion Date</th>
<th>Forms to Graduate College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfy Graduate English Requirement (International students only)</td>
<td>First week of entry prior to registration</td>
<td></td>
</tr>
<tr>
<td>Qualifying Exam</td>
<td>End of first year</td>
<td></td>
</tr>
<tr>
<td>Approval of Program of Study Committee</td>
<td>Within three months of passing the Qualifying Exam</td>
<td>Recommendation for Committee Appointment</td>
</tr>
<tr>
<td>Approval of Program of Study</td>
<td>Within three months of passing the Qualifying Exam</td>
<td>Program of Study</td>
</tr>
<tr>
<td>Dissertation Proposal</td>
<td>Distributed to Program of Study Committee two weeks prior to the Preliminary Examination</td>
<td></td>
</tr>
<tr>
<td>Preliminary Examination</td>
<td>Within one year of passing the Qualifying Exam</td>
<td>&quot;Request for Preliminary Exam&quot; form <strong>two weeks prior</strong> to exam date. After &quot;Request&quot; form is received, the Graduate College mails back &quot;Report of Preliminary Exam&quot; form.</td>
</tr>
<tr>
<td>Diploma Slip Filed</td>
<td>Before the semester of graduation</td>
<td>Application for Graduation</td>
</tr>
<tr>
<td>Final Oral Exam</td>
<td>Typically, within 3 1/2 years after the date of entry and at least 6 months after the Prelim exam has been passed</td>
<td>&quot;Request for Final Examination&quot; form – (submitted <strong>3 weeks before</strong> the final exam date). After &quot;Request&quot; form is received, the Graduate College mails back &quot;Report of Final Examination&quot;</td>
</tr>
<tr>
<td>Graduation Approval Slip</td>
<td>Available from the Graduate College – Room 1137 Pearson Hall</td>
<td></td>
</tr>
</tbody>
</table>
Qualifying Examination

A Qualifying examination is required of all students aspiring toward the Ph.D. degree. The Qualifying examination is an assessment of a student’s ability to conduct research in the student’s focus area. Each student must pass the Qualifying examination to continue on in the Ph.D. program.

The requirements of the Qualifying examination must be satisfied within one year after date of entry to the Ph.D. program. The student must have been accepted into the Ph.D. program to be eligible for the Qualifying examination.

The requirements for the Qualifying examination are as follows:

1. A GPA of 3.40 must be achieved in the first year of course work.
2. Ph.D. students must take at least four industrial engineering courses or courses approved by the Graduate Committee (excluding IE 501/601) – (12 credits minimum) – during their first year.
3. A technical paper must be submitted by the student and the student’s major professor to a refereed journal (within one year of date of entry to the program). There are two forms that must be filled out and turned in with the technical paper to the graduate programs assistant. The student fills out the “Qualifying Examination Form – Student” and the student’s major professor fills out the “Qualifying Examination Evaluation Form – Major Professor”. Both of these forms are obtained from the graduate programs assistant and must be turned in to the graduate programs assistant along with the technical paper. The deadline is the Friday before the first day of classes of the semester one year after your date of entry.
4. Recommendation of the Graduate Committee based on the major professor's evaluation of the student contribution.

Students that do not satisfy the Qualifying examination requirements can apply to the Graduate Committee for an extension. This may require meeting with the Graduate Committee to discuss the extension.

Program of Study Committee

The Program of Study Committee must be formed within three months of passing the Qualifying examination. The doctoral Program of Study Committee shall consist of at least five members of the Graduate Faculty, one of whom should come from outside the major area of specialization, with at least one from a different department. The major professor serves as chairperson of the committee. A faculty member holding a joint or courtesy (non-salaried) appointment may not serve as an "outside the department" member on a committee if the student's major is in either of the departments represented by the joint or courtesy appointment. For examinations to be valid, all members of the committee must be present throughout the entire scheduled period of the exam.
Program of Study
The Program of Study should be submitted to the Graduate College within three months of passing the Qualifying examination. The Program of Study includes all courses that will be taken (including M.S. courses) for the Ph.D. degree. After the Program of Study has been reviewed by the graduate programs assistant and has been approved by the Program of Study Committee, the student is responsible for obtaining signatures on the final form. The Program of Study is signed by the student, the Program of Study Committee, and the Director of Graduate Education.

Dissertation Proposal
Two weeks prior to the preliminary examination, a dissertation proposal should be distributed to the Program of Study Committee. At a minimum, the proposal should consist of the following:

a) Description of the research problem
b) Review of related literature and current research on the topic
c) Detailed description of the methodology that will be used
d) Preliminary results
e) Schedule

Preliminary Examination
The preliminary examination is an oral exam that can be scheduled after passing the Qualifying Exam and typically covers all the course work on the POS. The exam gives the Major Professor and the Program of Study Committee the opportunity to examine the student’s research proposal in depth. A form requesting the preliminary exam and a form reporting the outcome of the exam must be submitted to the Graduate College.

Dissertation
The dissertation must be prepared according to the current website: http://www.grad-college.iastate.edu/thesis/homepage.html. The Department’s policy for turning in your final dissertation is to provide an unbound copy after the successful completion of your final oral examination. This unbound copy needs to be printed on high quality white paper and turned into the graduate programs assistant. Please see the graduate programs assistant if you have any questions about this requirement.

Attendance at Final Examinations
Candidates must attend a minimum of three Ph.D. Final Exams prior to scheduling their Final Exam.
Final Oral Exam
The dissertation should be distributed to members of the Program of Study Committee at least two weeks prior to the final oral exam. It is the responsibility of the student to arrange a meeting time and place in which all committee members can participate. The exam is generally a defense of the dissertation. However, questions may be asked on specific coursework or areas of concentration. The student must be registered during the semester in which the final oral exam is taken. The paperwork for the final oral exam must be submitted at least three weeks before the date of the exam and is arranged through the graduate programs assistant.

ADDITIONAL INFORMATION

Teaching and Research Assistantships

1. Graduate assistants are expected to provide the following levels of effort.
   - ¼ time appointment - 10 hours per week or 40 hours per month
   - ½ time appointment - 20 hours per week or 80 hours per month

2. The following criteria must be satisfied before you can be employed by the IMSE Department as a teaching or research assistant.
   - Committee Appointment submitted after your first semester at Iowa State (or within 3 months of passing the qualifying exam for Ph.D. students)
   - Program of Study submitted after your second semester at Iowa State (or within 3 months of passing the qualifying exam for Ph.D. students)
   - You must be registered for classes for the semester employment begins (for example, if the assistantship begins in the fall you must register for that semester the previous spring).

3. Pay is based on the following performance levels.
   - Acceptable
   - Above Expectations
   - Full course responsibility (PhD only)
   - Unacceptable (employment offer will not be made or will be removed)

4. The above ratings are based on evaluations by faculty. The evaluations will be conducted every semester.
   - 1st week of November for Fall Semester
   - 1st week of April for Spring Semester
5. Students who are given an unacceptable rating will meet with a member of the Graduate Committee.
   - 1st week of December for Fall Semester
   - 1st week of May for Spring Semester
6. The maximum period for funding from the IMSE Department is
   - 2 years for the masters degree
   - 3 years for the PhD degree
   These time periods are based on any combination of RA and TA service.
7. Offers will be made based on student performance and available funds. Due to this restriction, RAs no longer employed by a grant cannot be guaranteed employment by the department.
8. You will be assigned an office in the IMSE Department only while you have an assistantship through the IMSE Department.
9. Students holding assistantships must maintain a GPA of at least 3.00. Graduate assistants must be enrolled full-time (minimum of nine credits) if employed during the Fall or Spring Semester. M.S. students on assistantship are expected to take at least five courses (minimum of fifteen credits) that count towards their program of study during the first year.
10. New teaching assistants whose native language is not English are evaluated for their ability to communicate effectively in English before their assistantship assignment is made. Tests of oral proficiency and teaching skills (SPEAK and TEACH) are given before the beginning of each semester. A prospective teaching assistant who does not pass is required to complete coursework in speaking and teaching skills and to be retested.
11. A graduate assistant must be registered and pay full resident fees during any term in which he/she holds an appointment.

**Employment at Iowa State University**

Current law states that employers can hire only American citizens and aliens who are authorized to work in the United States. Under the Immigration Reform and Control Act of 1986, the university must verify the employment eligibility of every employee hired. Form I-9 (Employment Eligibility Verification) must be completed to document legally employable status.

Individuals who are neither United States citizens nor U.S. permanent residents must report to International Students and Scholars, 3248 Memorial Union, on or before their first day of work to complete Form I-9 (and submit such to Human Resource Services) to register for payroll and fringe benefits.
Persons on F-2 visas are not permitted to work or pursue degrees. F-2s wishing to hold graduate assistantships must change their visa status to F-1 before they may be employed. International Students and Scholars staff must endorse and U.S. Citizenship and Immigration Services must approve off-campus employment requests by F-1 visa-holders before they may legally work off-campus.

Transfer Credits
For the M.S. or M.Eng. degree, a maximum of six graduate credits of course work may be transferred from another school for the Y courses (i.e., courses outside of the department).

Any transfer of credits from another institution must be approved by the student's Program of Study Committee and the Director of Graduate Education before appearing on the Program of Study. Graduate credit will be approved for transfer only if it is of B grade or better. The host institution must state that the credits carry graduate credit. Transfer of S and "pass" grades will be accepted for research for the Ph.D. program. The Graduate College requires that copies of transcripts from the university where courses were taken be attached to the Program of Study for all transfer courses listed on a graduate student's Program of Study so that the grade status of the student can be verified. Responsibility for submitting such documentation to the Graduate College rests with the student.

Progress Evaluation
Each student's progress toward his/her degree will be monitored by the department's Graduate Committee. If the GPA falls below a 3.00, the student will be given the opportunity to achieve a 3.00 in coursework the following semester. Failure to do so will result in a HOLD being placed on registration.

Students who fail to meet the specified time constraints (5 years for M.S. and 7 years for Ph.D.) will be placed on Registration Hold until satisfactory arrangements are made to satisfy currency requirement of courses as stated in the Graduate Student Handbook. The five and seven-year periods are defined as the time periods ending at the date of the respective final oral exams. All courses listed on the Program of Study must meet the currency requirements. Carry-over credits from the M.S. degree are also subject to the currency requirements. Both the student and the major professor will be informed in writing when registration is put on hold.

Satisfaction of currency requirements will involve one of two options:
1. retake all overage courses on the Program of Study, or
2. develop a new Program of Study and take all courses listed.
IE 501/601 - Graduate Seminar

IE 501/601 is required for all M.S. and Ph.D. students every Fall and Spring semester. In addition, M.Eng. students must take it once, during the Fall semester of their first year in the program. This is an R-credit course that meets weekly and is graded on a Satisfactory/Fail basis. Regular attendance is required for a Satisfactory grade. Returning M.S. and Ph.D. students may be excused from the first few sessions of the Fall semester as announced by the instructor.

Severance of Major Professor

Under normal conditions, major professors who leave the university through retirement or transfer to another position may not serve as the major professor or committee member. However, under special circumstances, the student may petition the Graduate Committee to retain the major professor or committee member. When a new Program of Study committee is formed, retired professors cannot be chosen as committee members.

Registration

The student must be registered for all semesters in residence. This includes semesters in which he/she is a) developing a thesis, b) scheduling the final oral exam, or c) receiving support from the department.

Audit

Students planning to attend courses without a grade must register for "Audit".

Dual-Listed Courses in Industrial Engineering

Master of Science

No more than two dual-listed courses can be used to satisfy the Master of Science or Master of Engineering program requirements.

Ph.D.

No more than two dual-listed courses can be used to satisfy the Ph.D. program requirements. However, up to two additional dual-listed courses beyond the Master's degree (for a total of four dual-listed courses) can be used on the program of study if the Master's degree was received at ISU.

Miscellaneous Items

1) No major credit (X) is given for 300 and 400 level industrial engineering courses at ISU.
2) Research grades are given as satisfactory/fail. Credits received for research cannot be used in computing the student's gradepoint average.
3) Registration is limited to a maximum of 15 credits per semester. Schedules for graduate assistants on one-half time appointments are limited to a maximum of 12 credits.
4) Students who register for a class will not be dropped automatically. You must submit a Schedule Change form.

5) Time Limits
   It is expected that work for the master’s degree shall be completed within 2 years and work for the Ph.D. degree shall be completed within 3 years beyond the M.S. degree. Graduate student support from the department will not extend beyond these time frames; time limits for TA's and RA's coincide with the above.

6) Students always have to comply with the related ISU rules, if this document does not specify such rules.

7) A student must be registered in the term in which they schedule their final oral exam.

8) Pass/Not Pass courses cannot be used on the Program of Study.