

# INTEGRATED SYSTEMS ENGINEERING UNDERGRADUATE STUDENT HANDBOOK



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## I. INFORMATION AND PROCEDURES FOR UNDERGRADUATE INDUSTRIAL AND SYSTEMS ENGINEERING STUDENTS

### 1. COMMUNICATIONS INFORMATION

Almost all important information disseminated from the University and from the ISE Department to its students is sent via e-mail, using the student OSU e-mail address. Grades at the end of the semester, registration information for the following semester, information about possible job openings, special scholarship announcements and deadlines, information about relevant seminars or presentations, invitations to special lunches or dinners, and various other announcements are made throughout the year.

It is, therefore, imperative that the student keeps their OSU e-mail account in good working order. If you are forwarding your OSU e-mail to another account, it is also imperative that you keep that account open so it can receive new messages. Yes, we know that will require some vigilance on your part, as all our e-mail addresses are periodically filled with spam. Please take a few minutes every day to clean out the “junk” so you will be able to receive the important information we send. You will find it to your own advantage to at least read the first few sentences of any message you receive from OSU or from the department to be sure of the relevance of the information **before** you hit “delete.”

**OSU policy is that you must abide by the terms of any e-mail sent to a legitimate OSU e-mail address; even if you claim you did not receive the message.** This should make it obvious to you, then, that you do not share your OSU e-mail account with anyone else, that you log off when you have finished so it is not open for anyone to manipulate, and that you do not allow it to be so full that a return message says “over quota” ...the message was sent to a legitimate address, we will not re-send it.

### 2. ACADEMIC ADVISOR

Academic Advisor: Katie Bush, [bush.537@osu.edu](mailto:bush.537@osu.edu)

The undergraduate Academic Advisor is located in 210 Baker Systems. You can schedule an appointment to see the Academic Advisor via OnCourse ([u.osu.edu/oncourse](http://u.osu.edu/oncourse)) or stop by during walk-in hours (quick question only), which are posted on our website under Academic Advising.

Students should remember that during the first week of classes the wait to see an Academic Advisor could be quite lengthy. You have access to add and drop courses on your own during the first week. If a course requires permission (enter a full section, time conflict, etc.) you need to complete a Course Enrollment Permission Form, which can be found [online](#).

The Undergraduate Academic Advisor advises students about degree requirements and progress towards the satisfaction of those requirements. The Department web page, <http://ise.osu.edu/>, is also a useful source of course information.

### 3. APPLICATION TO THE MAJOR

Admission to the Industrial and Systems Engineering major is by application only. The deadline to submit an application to major is the 3<sup>rd</sup> Friday of the term **before** a student wishes to be accepted into the major. For example, a student who wishes to start in the major in the Spring 2018 semester must apply to the major by the 3<sup>rd</sup> Friday of the Autumn 2017 semester. Acceptance into the major is dependent on the cumulative point-hour ratio (CPHR) and the eligibility point-hour ratio (EPhR).

Admission to Industrial and Systems Engineering is competitive. In order to assist you with setting goals for your academic performance, ISE publishes a year in advance a set of criteria which, if met, guarantees admission to the major. These criteria, along with admission coursework, is compiled in the documents called Major Application Guidelines. These guidelines and the application can be found [online](#).

The Undergraduate Studies Committee will consider applications to the major and students will be notified of their status as soon as possible. Students denied admission to the Industrial and Systems Engineering major may reapply at a later date with a new application.

### 4. FACULTY

ISE faculty are available to give advice about the technical content of courses or about possible career directions that the Academic Advisor may not be able to provide. A list of ISE faculty can be found [online](#).

### 5. HONORS

In the College of Engineering, students are eligible to be designated “Honors” students if they have at least a 3.40 cumulative grade point average. An Honors designation carries with it the privilege of being able to register for courses ahead of other students with the same academic rank, as well as access to other opportunities mentioned below.

Honors students may graduate with Latin honors – Cum Laude, Summa Cum Laude, or Magna Cum Laude; which activate upon graduation with a cumulative GPA of 3.50, 3.70, or 3.90 respectively.

Honors students also have the option of graduation “With Honors in Engineering” by following a specific plan to enrich their undergraduate education through a combination of academic exploration and

extracurricular activities. Check the [College of Engineering website](#) to learn more about graduating “With Honors.”

Another option that Honors students might wish to consider is to graduate “With Distinction” in their major. This is achieved by proposing and completing a Senior Honors Thesis, in which the student works with a faculty member to conduct research of common interest to both of them and then completes and presents a Senior Honors Thesis. Students contemplating doing a Senior Honors Thesis are also encouraged to enter the College of Engineering Senior Honors Research Scholarship Competition, and to present the results of their research at The Denman Research Forum.

Honors students are required to pursue either an Honors Contract (Graduation with Honors in Engineering) or a Senior Honors Thesis (Graduation with Honors Research Distinction). There is more information [online](#) about these programs. In addition, students can contact their Honors Advisor with questions.

## 6. ADDITIONAL SENIOR OPTIONS

### **Senior Petition**

Students in their Senior Year with a 3.30 cumulative GPA or higher may take advantage of the Senior Petition option: a student may register for up to 9 credit hours of courses taken beyond their undergrad requirements, which then could count later for a graduate program at Ohio State while their fees continue to be charged at the undergraduate level.

### **BS/MS Combined Degree**

Students with a 3.50 cumulative GPA may choose to be admitted to the graduate program of their choice concurrent with their Senior Year and take up to 12 credit hours of coursework, which can be double-counted toward both their undergraduate and their graduate degrees (Combined BS/MS Degree Program).

Since the Master of Science degree is 30 credit hours, a student who chooses to participate in the BS/MS program will already have completed 12 hours of it while still an undergraduate. A student who uses Senior Petition therefore reduces their time-to-degree for the Master of Science Program. Combined degree students are charged the graduate-level fee, but are eligible to hold GTA and GRA positions. These positions have the benefit of all fees being paid and a monthly stipend.

## 7. COURSE REQUIREMENTS

Course requirements for the Industrial and Systems Engineering program are available in the Undergraduate Academic Advisor’s office or online. As the faculty may update requirements from time to time, you should be aware that changes in the curriculum are a possibility. Therefore, you should periodically check the web for any updated course requirement ‘check lists’ to make sure that you are

taking the proper classes toward your major. The curriculum is based on when you were admitted to The Ohio State University. Please see the ISE Undergraduate Academic Advisor if you have any questions about your program.

## 8. ACADEMIC PROBATION, DISMISSAL, AND REINSTATEMENT

Any student who has accumulated fifteen or more deficiency points based on all courses taken at The Ohio State University or has failed to maintain at least a 2.0 cumulative point-hour ratio in all major courses taken in the Department of Integrated Systems Engineering will be placed on Academic Probation. Specifically, the University rules provide two types of probation:

### 1) University Academic Probation

Any student who has accumulated fifteen or more deficiency points shall be placed on University Academic Probation (See University Rule 3335-9-25A). If a student's college or school considers a student's progress as unsatisfactory in meeting the conditions placed on his or her probation, the college or school shall be empowered to dismiss him or her from the University. (See University Rule 335-9-26) Students may also be placed on University Academic Warning under these rules.

### 2) ISE Special Action Probation (SAP)

In addition to the University Academic Warning, Academic Probation and Academic Dismissal policies enforced by the College of Engineering, there are two forms of Special Action Probation (SAP) for Industrial and Systems Engineering students: SAP for grades, and SAP for lack of progress. A subset of the SAP for Grades policy includes placing students on SAP if they are admitted to the major with below a 2.0 in their Secondary Point Hour courses. All students (pre-majors and majors) are subject to the same rules.

### 3) SAP for GRADES

#### i) CONDITIONS FOR GOING ON SAP FOR GRADES

Following each semester's report of grades for that preceding semester, if a student has earned less than a 2.0 semester grade point average, regardless of total credit hours taken that semester, the student is placed on SAP for Grades.

#### ii) CONDITIONS OF SAP FOR GRADES

Each student placed on SAP for Grades will be sent a letter, **by email**, stating the following conditions of their probation:

- i. The student must earn a SPHR of 2.0 or above in their next semester of enrollment.
- ii. If an ISE major, the student must enroll in and complete one or more ISE required course(s), or a technical elective course that counts towards their graduation, earn a grade of 2.0 or above in each of those courses, and earn a SPHR of 2.0. Pre-major students must enroll in one or

more courses required for admission to the ISE major and earn at least a 2.0 in each of those courses, as well as earn a 2.0 SPHR. A student may take one semester long course or two half semester courses to meet the minimum course load of this requirement. A single half semester course will not be sufficient to meet this requirement.

- iii. The student may not drop any course after the fourth Friday of the semester without written permission from the ISE Undergraduate Studies Chair or ISE Academic Advisor.
- iv. The student may not receive a grade of Incomplete or a grade of E in any course taken that semester.
- v. The May term and courses taken in the May term, alone, will not be sufficient when evaluating grades or progress for making a decision about removing a student from SAP.

In addition, the student may be required to meet periodically with the program Advisor or with the Undergraduate Studies Chairperson. Also, a student may be restricted in the number of hours they will be allowed to enroll in for the next semester.

#### **4) SAP for Lack of PROGRESS**

##### **i) CONDITIONS FOR GOING ON SAP FOR LACK OF PROGRESS**

Students may be placed on SAP for Lack of Progress for either of the following circumstances:

- i. Accumulation of three or more grades of "W" over any two consecutive semesters;
- ii. Failure to enroll in at least one required course in the ISE major for two consecutive semesters

##### **ii) CONDITIONS OF SAP FOR LACK OF PROGRESS**

Each student placed on SAP for Lack of Progress will be emailed a letter stating the following conditions of their probation:

- i. If an ISE major, the student must enroll in and complete one or more ISE required course(s), or a technical elective course that counts towards their graduation, and earn a 2.0 or above in each of those courses. Pre-major students must enroll in one or more course required for admission to the ISE major and earn a 2.0 or above in each of those courses. A student may take one semester long course or two half semester courses to meet the minimum course load of this requirement. A single half semester course will not be sufficient to meet this requirement.
- ii. The student must earn a SPHR of 2.0 or above in each semester that they are on SAP.
- iii. The student must earn a DPHR (Department Point Hour Ratio) of 2.0 or above for the ISE courses taken during each semester they are on SAP.
- iv. The student may not drop any course after the fourth Friday of the semester without written permission from the ISE Undergraduate Studies Chair or ISE Advisor.

- v. The student may not receive a grade of Incomplete or a grade of E in any course taken that semester.
- vi. The May term and courses taken in the May term, alone, will not be sufficient when evaluating grades or progress for making a decision about removing a student from SAP.

### **5) Removal from SAP**

Following receipt of grades following the student's next semester of enrollment, if it is determined that the student has met all of the terms listed above, the student will be removed from SAP, and will receive a letter and email informing them of that fact.

### **6) Department Dismissal**

If the student fails to meet the terms of their academic probation as listed above, then the student will be considered for departmental dismissal. Students may be continued on SAP, at the sole discretion of the ISE Undergraduate Studies Committee, for extenuating circumstances.

### **7) Reinstatement**

Students dismissed from the ISE department for grades or lack of progress may petition for reinstatement, but are required to wait at least two semesters following the semester of dismissal before doing so. This period will provide adequate time for the student to demonstrate a capability of satisfactory performance in engineering-related courses. A student wishing to be considered for reinstatement should first meet with the Academic Advisor in order to prepare the petition.

### **8) Appeal Process**

Students may appeal any action related to SAP by written petition to the ISE Undergraduate Studies Committee. Students should confer with the ISE Undergraduate Advisor before preparing such a petition. If such an appeal is not successful, students have the right to appeal to the College Committee on Academic Standards and Progress.

## 9. REGISTRATION

Your registration appointment will be sent to you via e-mail to your OSU email address near the beginning of each semester. The Master Schedule of Classes is available on the Registrar's web site. Prepare your schedule for the following semester using the Master Schedule. You should enroll in your next term's courses online as soon as your appointment opens because classes will fill up on a first-come first-serve basis. Occasionally, you may place yourself on a waitlist if that seems appropriate.

## 10. WAITLIST

Since classes will occasionally fill up before you have the opportunity to enroll in them, there is a waitlist facility. Here are some important features of the system:

- If a course is filled by the time you schedule, you will have the option of placing yourself on the waitlist.
- The waitlist is specific to a particular section of a course, therefore it may be possible to be on waitlists for several sections at the same time.
- Students will be processed from a course waitlist on a first-on, first-off basis. If (a) someone currently in the course drops, or (b) the course limit is increased, the course will automatically be added to the schedule of the first person for whom the open section fits into their existing schedule.
- The system will not add you to a course for which you are waitlisted if the available section has a time conflict with your current schedule or if you needed permission to add the course to begin with, and instead will fill the spot with the next person on the waitlist.
- You can find out your position on the waitlist or if you have been processed off the waitlist in your Student Center via Buckeye Link.
- **If you are on any course waitlists, once classes begin you should check your status daily.** The University does not take kindly to retroactively dropping a class just because "I didn't know it was added to my schedule". An email is sent to your OSU account when a class has been added to your schedule from a waitlist.
- The waitlist only works through the end of the day (midnight) on the first Friday of the semester. To add a course after that you must use a Course Enrollment Permission Form.

## 11. ADD OR DROP A COURSE

Until the first Friday of every semester, you may add a course, drop a course, or change sections (if the section is open) online. Until the fourth Friday of the semester, students may **drop** courses on the web. Before dropping a class, each student should make sure that doing so will not affect his/her financial aid standing. After the first Friday, **add or section changes** must be done in the ISE Advising Office with written permission. Course Enrollment Permission Forms are also required to enter full sections and enter a course requiring permission. The professor instructing the course must sign these forms. No classes may be added after the fourth Friday.

As already mentioned, until the fourth Friday you may drop a course on the web. To drop a course after the fourth Friday you must work with an Academic Advisor. If a student drops a course between the 5<sup>th</sup> Monday and the 10<sup>th</sup> Friday of the semester, the student will receive the grade “W”, meaning withdrawal. No drops are permitted after the 10<sup>th</sup> Friday. See your Academic Advisor to withdraw from all courses or from the University. A course instructor CANNOT add a student to a course or drop a student from a course. PLEASE be sure you have properly added or dropped yourself. **Check your schedule regularly to avoid problems.**

**Math, Physics, Chemistry, and CSE have their own policies and procedures for adding courses. Please check their respective websites for information.**

## 12. GRADUATING SENIORS

The deadline to apply to graduate is the 2<sup>nd</sup> Friday of two terms prior to the term in which you intend to graduate. Once the graduation application has been approved by the Academic Advisor, you will be given graduating senior scheduling priority. You can find the graduation application [online](#).

## 13. TRANSFER & EXAMINATION CREDIT FOR THE BS ISE DEGREE

Students who start their academic career at another university, and current OSU students who wish to take certain courses at other institutions and transfer the credit to OSU both follow the same procedures. You must submit an official transcript, please review the instructions [online](#).

1. If the course is not predetermined as a specific equivalent, it will appear on the evaluation as GEN (general) or TECH (technical) or DEF (deferred) credit. Each student is responsible for obtaining equivalency information for those credits by [contacting the department](#) for which the course is to be evaluated. Usually one must submit a syllabus for the course being evaluated, which will help determine the topics covered, the text used, etc.
2. To find out if a course has been predetermined as equivalent to an OSU course, check [www.transferology.com](http://www.transferology.com)
3. All transfer credit should be evaluated no later than the semester the student plans to enter the ISE major.

## 14. MINOR PROGRAM

Students are encouraged to talk with their Academic Advisor about supplementing their education with a minor program. OSU offers minors in many areas. The minors of most interest to our students have been in Biomedical Engineering, Business, Computer Science, Economics, Entrepreneurship, Psychology, Nuclear Engineering or various Languages. You can find more information about minors [online](#).

## II) GRADUATE SCHOOL

We encourage our students to seriously consider lifelong educational opportunities and especially graduate school; however, a student needs to plan from the beginning so they are eligible when the time comes. Be aware that most graduate programs require a minimum 3.20 cumulative grade point average. Well-known professional graduate programs such as M.B.A., Law, or Medicine, since they are so competitive, require a minimum of 3.50 GPA.

If a student is considering an MS in ISE, they should check with the Academic Advisor about possible eligibility for the Senior Petition or combined BS/MS programs (described in section I, subsection 6, above). In addition, an interested student should contact the ISE Graduate Programs Administrator I.S.E. graduate information.

## III) LOCATIONS OF INTEREST TO ISE STUDENTS

### 1. DEPARTMENT OF INTEGRATED SYSTEMS ENGINEERING MAIN OFFICE

The location of the Integrated Systems Engineering office is 210 Baker Systems Engineering. This is where the Department Chairperson, the administrative staff, Undergraduate Academic Advisor, and all the mailboxes for the faculty, graduate students, teaching assistants, and the student organizations are located.

### 2. ISE COMPUTER LABS

The primary Integrated Systems Engineering Computer Lab is located in room 351 Baker Systems Engineering. This lab is also open 24 hours, and is accessed only through the valid Buck-ID of a current ISE major. The lab contains all the programs necessary to complete coursework, as well as email, and Internet access.

## IV) SPECIAL TOPICS OF INTEREST TO UNDERGRADUATES

### 1. CO-OP AND INTERNSHIP PROGRAM

The College of Engineering has a cooperative engineering and internship program, which provides students the opportunity to apply classroom knowledge in the workplace. Co-ops usually involve at least one semester of paid experience at the employer, whereas internships are typically one summer of paid experience per year at the employer. Having this practical experience usually makes it easier for students to pick areas of specialization, as well as the chance to find out what ISE is really about. For more information about co-ops or internships, check out [Engineering Career Services website](#) or in room 199 of Hitchcock Hall.

### 2. SCHOLARSHIPS

Alumni often show their appreciation for their education by funding department scholarships. Students must apply to be considered for a scholarship by February 15<sup>th</sup> every year. Scholarships are awarded on a merit basis, and generally can be awarded to only those whose cumulative grade point average is above a 3.00. Application forms are available on the [College of Engineering website](#).

Other entities such as the national chapters of APM and IISE periodically offer scholarships. Eligible students will be notified of their availability.

## V) ISE STUDENT ORGANIZATIONS

Mailboxes for all of the following organizations are located in the Integrated Systems Engineering office (210 Baker Systems Engineering). Students are encouraged to become involved in at least one of the organizations within the department.

### 1. INSTITUTE OF INDUSTRIAL AND SYSTEMS ENGINEERS (IISE)

The IISE chapter at the Ohio State University is dedicated to further our members' professional learning and development through networking opportunities, educational activities, and special events.

<http://www.ohiostateiie.org/>

### 2. ALPHA PI MU (A II M)

Our purpose is to confer recognition upon students of Integrated Systems Engineering who have shown exceptional academic interest and abilities in their field, to encourage the advancement and quality of Integrated Systems Engineering education, and to unify the student body of the Integrated Systems Engineering department in presenting its needs and ideals to the faculty. Membership is by invitation only.

<http://osuapm.weebly.com/>

### 3. AMERICAN SOCIETY FOR QUALITY (ASQ)

ASQ is a society dedicated to the ongoing development, advancement, and promotion of Quality's concepts, principles, and techniques.

<http://asq.org.ohio-state.edu>

### 4. ENGINEERS COUNCIL (EC)

EC is comprised of representatives from each of the student organizations within the College of Engineering. The council was created in order to establish more recognition for the College of Engineering, develop closer relationships among engineering students, and to allow students the opportunity to promote engineering disciplines. The council serves as a liaison between the various organizations and the administration.

<http://ec.osu.edu/>

## 5. NATIONAL SOCIETY OF BLACK ENGINEERS (NSBE)

The Ohio State Chapter of the National Society of Black Engineers is dedicated to increasing the number of culturally responsible black engineers. Members are encouraged to excel academically, succeed professionally, and make a positive impact upon the community.

<http://nsbe.org.ohio-state.edu/>

## 6. SOCIETY OF WOMEN ENGINEERS (SWE)

The mission of SWE is to stimulate women to achieve full potential in their careers as engineers and leaders, to expand the image of the engineering profession as a positive force in improving the quality of life, and to demonstrate the value of diversity.

<http://swe.osu.edu/>

## 7. HUMAN FACTORS AND ERGONOMICS SOCIETY (HFES)

The Human Factors and Ergonomics Society Student Chapter at The Ohio State University is organized to serve the needs of OSU students who have professional and/or research interest in human factors/ergonomics (HF/E). Its purpose is to promote and advance the understanding of HF/E involved in the design, manufacture, and use of machines, systems, environments and devices of all kinds through the multidisciplinary interchange of knowledge and methodology in the relevant science, and engineering and design disciplines. Graduate and undergraduate students are encouraged to join the chapter and attend the chapter's speaker meetings and field trips throughout the school year. Chapter advisors are Dr. Carolyn Sommerich and Dr. Gary Allread. The parent organization of the chapter is The Human Factors and Ergonomics Society (hfes.org).

<http://hfes.org.ohio-state.edu>

## 8. BIG DATA ANALYTICS ASSOCIATION (BDAA)

The only undergraduate student organization at The Ohio State University of its kind. We aim to inspire students to think analytically, empower them through hands on training, and connect them to potential employers. Winner of the 2016 Excellence Award for Innovation and Change, BDAA is truly Ohio State's central hub for involvement in data analytics.

<http://www.bdaatohiostate.org/>

## 9. INSTITUTE FOR OPERATIONS RESEARCH AND MANAGEMENT SCIENCE (INFORMS)

OSU-INFORMS is a student chapter of the professional society Institute for Operations Research and Management Science (INFORMS) at The Ohio State University.

INFORMS is the largest professional society in the world for professionals in the field of operations research (O.R.), management science, and business analytics.

The Student chapter at The Ohio State University serves as a forum to forge intellectual connections with faculty and professionals that lead to publications, job opportunities, consulting relationships, internships, and personal friendships.

<https://www.informs.org/Community/OSU-INFORMS>

## 10. SOCIETY FOR MANUFACTURING ENGINEERS (SME)

The Ohio State University Chapter of SME strives to provide members tools and resources necessary and desirable in the manufacturing industry: networking with professionals, development of trade skills, and increase of knowledge and leadership skills for the manufacturing world via conferences, tours, and additional programs. The mission of the Society is to serve its members and the international manufacturing community through the advancement of professionalism, knowledge and learning.

<http://www.ohiostatesme.com/>