

WELCOME

New Graduate Student



COLLEGE OF ENGINEERING
LAMAR UNIVERSITY[™]
Department of Industrial Engineering



Lamar University

A Component of the Texas State University System

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How can we help you?

Department Chair: Dr. Brian Craig
Senior Director of Graduate Program: Dr. Jerry Lin
MEIE/MSIE/DE Advisors: Dr. Weihang Zhu (880-8876, Weihang.Zhu@lamar.edu, C2210) and Dr. Yueqing Li (Yueqing.Li@lamar.edu, C2208)
MEM Advisors: Dr. Alberto Marquez (880-8809, Alberto.Marquez@lamar.edu, C2203) and Dr. Berna Tokgoz (Berna.Tokgoz@lamar.edu, C2202)
Administrative Associate: Sandy Craigen (880-8804, Sandy.Craigen@lamar.edu, C2200)
Laboratory Technician and Instructor: Ezra Wari (ewari@lamar.edu)



FAQ's (Frequently Asked Questions)

- Q. When I arrive at the Industrial Engineering Department, what should I do?
A. After you arrive, sign the New Student list, and then report to the Graduate Admission office in the Wimberly Building, Room 118. If required, the Graduate Admission office will schedule your Michigan Test (English Literacy) and student orientation. Then you need to go to Cherry 2612 to report to Sandy Craigen, the administrative assistant of Industrial Engineering.
- Q. How can I get advised or registered for classes?
A. ***AFTER*** you have attended student orientation and Michigan test results have been sent to our office, you will return to the Industrial Engineering Department for advisement and registration. If you scored 5.0 or higher on your TWE (Test of Written English), you are exempt from taking the test and may be advised following student orientation. **If you need to add, drop or change your course registration, you *must* get approval from your Graduate Advisor. Otherwise you will lose any scholarship you may already have, and will forfeit any opportunity of ever receiving a scholarship.**
- Q. May I meet the department chair and the professors?
A. Yes, but please make an appointment and do not ask them for advisement or employment. The time will come when this will be more appropriate. If we have financial support opportunities, we will post them on the departmental website and then you can contact the relevant faculty for details.
- Q. Who is my graduate advisor?
A. Masters of Industrial Engineering (MEIE/MSIE) Program: Dr. **Weihang Zhu** and Dr. **Yueqing Li**.
Master of Engineering Management (MEM) Program: Dr. **Alberto Marquez** and Dr. **Berna Tokgoz**.
Doctor of Engineering (DE) Program: Dr. **Weihang Zhu** and Dr. **Yueqing Li**.
- Advisement is **mandatory** before registration. A student can take up to one course out of the department each semester and up to a maximum of two courses out of the department throughout your time at Lamar. If a student is working on a thesis or working as a Research Assistant, he/she should discuss advisement issues with their supervising professor first. For new students, we usually hold a group course advising before the beginning of the semester. For current students, we usually hold a group course advising around the course registration period, about one month before the current semester ends.
- Q. What courses are offered in Industrial Engineering?
A. Courses schedules are available online:
<http://students.lamar.edu/registration/course-schedules.html>
- Q. What are tuition and fees?
A. Tuition and fees information are available online:
<http://students.lamar.edu/paying-for-school/tuition-and-fees.html>

- Q. If I did not get financial assistance, may I be considered for it after my arrival?
- A. Applicants who meet academic criteria may be awarded scholarships and a waiver of out-of-state tuition differential (must pay in-state tuition). If you are not awarded a scholarship and waiver, then you can earn one by earning a 3.25 or higher GPA (Grade Point Average) in all graduate courses. After you receive your semester grades, if you qualify for a scholarship, see your graduate advisor with your student ID and name.

Another form of financial assistance is the graduate assistant. Positions include teaching assistants, lab monitors and research assistants. These assistantships are given to qualified candidates with good GPA and research potential. DE students and masters students who choose the thesis option are given preference on all assistantships and other positions.

- Q. I am awarded a \$1,000 scholarship. When is the \$1,000 scholarship paid?
- A. Scholarships are credited to your university account. Each long semester (Fall and Spring), you will received a \$500 credit. If you begin a scholarship in spring semester, **you must take at least six credit hours in Summer school**. You will receive an additional \$500 scholarship credit in summer.

- Q. If I have deficiency courses, can I waive it? What's the minimum performance in those deficiency courses?
- A. No, we do **NOT** waive deficiency courses. You must earn a B or above in the deficiency courses. Otherwise you need to retake it until you earn a B or above in those courses.

Beginning Spring 2012 semester, there is no required deficiency courses for graduate students, unless their advisor/committee chair deems necessary. However, students are strongly encouraged to take INEN 3320 (Probability and Statistics) and INEN 3380 (Work Design) as deficiency courses due to the fact that a number of their graduate courses will build on the foundation built in these courses.

- Q. What are requirements for the transfer students from other departments?
- A. In order to consider the admission of transfer students into IE graduate program, you need to complete the courses in your current department with GPA 3.0 or above. If you are registered for one or more pre-requisite courses, you must earn a B or higher grade in these courses as well. If you are taking English language course, it must be also completed.

Hence, your admission to IE graduate program cannot be granted before you present us your satisfactory academic record. If you don't have a scholarship in your current department, we will not consider you for a scholarship in your first semester in IE. If you have a scholarship in your current department, we will recommend, but not guarantee, keeping your scholarship during transfer. You may talk to the Graduate Advisor once you get your satisfactory GPA in your current department at the end of the semester. If your transfer is granted, the paperwork is handled by our department administrative assistant.

If you don't have scholarship prior to transferring to the Department of Industrial Engineering and after one semester you earn a minimum GPA of 3.25, we will consider providing a scholarship for you (pending available scholarship funds). After this first semester you must maintain a GPA of 3.0 or above to keep the scholarship. You may have deficiency (pre-requisite) courses to complete if you transfer to IE program. You must earn a B or above in those deficiency courses before you can graduate from the IE program.

The major transfer must be approved by the Chair of Industrial Engineering and the Chair of your outgoing department. You may obtain the major transfer form from Sandy Craigen, the IE administrative assistant.

Q. I want to transfer to Industrial Engineering but my undergraduate is not in engineering. What can I do?

A. Please see Page 17 of this document.

Q. Do I need to complete any form before graduating?

A. A G-2 form (Student Application for Admission to Candidacy for Master's Degree) must be completed before your last 9 credit hours. This form will outline the courses you have taken, the courses you are currently enrolled in, and the course work to be completed. You can pick up the G-2 form from our department secretary. The G-2 form must be completed and submitted to the department chair after you have completed 12 semester hours and **before** you enroll for your last 9 semester hours. In addition to this form, you must also apply for graduation in the Graduate Office and pay your fees. You cannot graduate until these procedures are complete and have been submitted before the posted deadlines.

Q. What is the attendance requirement in the semester?

A. You are **required** to be at school by the first day of the class until your **last final exam**. If you are employed by the university, you **must** be here during the breaks unless given prior permission. Please see the Section 8 for the attendance policy.

Q. My sister/brother is getting married at the end of April (or similar situations), can I leave early (or come back later) so that I attend the wedding?

A. **No**, students are required to be here the first day of classes until the completion of their last final exam. This is a requirement of USCIS.

Q. I have an assistantship or a fellowship in the Industrial Engineering Department. Am I required to work during semester breaks?

A. The fall semester payroll is from September 1 to January 15. The spring semester payroll is from January 16 to May 31. You are **required** to perform work assignments during these times unless your supervisor gives you written permission to be away from your duties.

Q. When can I take the comprehensive exams for Master of Engineering?

A. You can only take the comprehensive exams in the semester of your graduation.

Q. What is the priority of financial support for the graduate students?
 A. Doctor of Engineering has the highest priority for financial support. We will also try to support the students pursuing Master of Engineering Science with Thesis Option. We rarely consider financial support for non-thesis students.

Q. What is the requirement for the Graduate Research Seminar? Can I waive it?
 A. Research Seminar is a one credit course that is **mandatory** for all the new students in **Master of Engineering Science** program.

Q. Who can be the committee member of my comprehensive exam?
 A. Only full time Industrial Engineering Professors can serve as the committee members of comprehensive exams.

Q. When can I get internship?
 A. A graduate student is allowed to take internship after one year's study. If you are a thesis-option graduate student (Master of Engineering Science or Doctor of Engineering), you can go with full-time internship. If you are a non-thesis graduate student (Master of Engineering or Master of Engineering Management), you can go with part-time internship. A part-time internship is no more than 20 hours/week. If you are on a part-time internship, you must register for at least two more courses besides the internship, to qualify yourself as a full time student.

Q. What is the difference between Master of Engineering Science (MES) and Master of Engineering (ME) degree?
 A. An MES student needs to write a thesis under the guidance of a faculty and a thesis committee, while an ME student does not write a thesis. The following table shows some differences:

MES	ME
Thesis	Non-thesis
No comprehensive exam	Comprehensive exam in the last semester
8 regular graduate courses + 2 thesis independent study courses + 1 research seminar	12 regular graduate courses
Must take at least one of the three core courses: Operations Research, Statistical Decision Making, and Simulation	Must take all three core courses: Operations Research, Statistical Decision Making, and Simulation
Work with a faculty member's guidance	Do not work with a faculty member

Q. As a Master of Engineering student, I have taken more than 12 courses, but I can only list 12 courses in my G.2 form, what courses should I leave out of the G.2?

A. We will drop the out-of-department courses first, and if you still have more than 12 courses, we will drop the ones with bad grades first.

Q. How many out-of-department courses are allowed?

- A. A student can take no more than 3 out-of-department courses during the whole graduate program period. In each semester, a student can take at most one out-of-department course.
- Q. How many online courses are allowed?
- A. According to the international office, an international student must take at least 6 credit hours (usually 2 courses) of face-to-face courses in each long semester (spring and fall). The rest can be either online or face-to-face. In the summer, if a student starts to receive scholarship from the spring semester, he/she must take at least 6 credits in the summer courses. If a student plans to graduate in August, he/she must take at least one face-to-face course in Summer II or Summer III semester.
- Q. I am interested in getting SAP ERP certificate, but it requires more than 3 out-of-department courses?
- A. If you take more than 3 out-of-department courses, only 3 of them will be included in your Industrial Engineering graduation plan. Please see here for the SAP (ERP) Certificate: <http://business.lamar.edu/academic-programs/graduate-programs/enterprise-resource-planning-certificate.html>
- Q. Some courses in SAP are offered as 8-week courses, instead of semester long. Is there anything we need to pay attention to regarding this?
- A. Due to the expedited schedule in eight week courses, students will be unable to register for additional courses after the first week of an eight week session has expired. Students are welcome to add courses during this first week with the approval of the MBA office. Students should refer to the calendar of critical dates, available under the current student section of <http://business.lamar.edu/academic-programs/lamar-mba/index.html> to determine drop dates.
- Q. Where can I find more information about full tuition waiver for Doctoral students?
- A. <http://engineering.lamar.edu/industrial/graduate-program/index.html>
- Q. Is there any more information about the general graduate scholarship, especially in the last semester?
- A. No non-thesis graduate student who lack only 3 or 6 credits to graduate at the end of summer would be given a scholarship and waiver in fall to complete just 3 or 6 credits. If a student voluntarily agrees to take a full load and add the additional courses to the degree plan (G-15 Form required) then a scholarship and waiver can be awarded.
- Q. Is the conditional admission possible at Lamar University?
- A. The university has an option for conditional admission. However, the Department of Industrial Engineering does not offer conditional admission to graduate students. The IE department sometimes offers Bridge Admission.
- Q. What is the requirement for the Doctoral Research Seminar?
- A. Doctoral students are required to register the Doctoral Seminars for at least four times. Doctoral students who are receiving financial support from the university must always

register the Doctoral seminar in the long semesters. If not, the financial support will be cancelled.

MISSION STATEMENT

Our mission is to provide quality education and meaningful career opportunities for both undergraduate and graduate students. We develop highly qualified graduates with potential to assume positions of increasing responsibility.

Our mission will be accomplished by recruiting and educating qualified students in an accredited curriculum of academic course work and experiences. Demand for graduates will be driven by frequent contact with employers through initiatives such as advisory council meetings, continuing education, co-op programs, consultation, research/development, publications, and student projects.

VISION STATEMENT

The Preferred Provider of Industrial Engineering Graduates and Technology

Vision Elements:

1. Recruiting Quality Students
2. Employer Focused Relationships
3. Increased Supporting Resources
4. Academic Course Work and Industrial Engineering Experiences

GRADUATE PROGRAM IN INDUSTRIAL ENGINEERING OBJECTIVES

- 1 Recruit high quality industrial engineering students
- 2 Prepare students with skills to compete through course work in an accredited program
- 3 Enhance students' career opportunities through frequent employer contacts and work experiences
- 4 Encourage students to develop leadership skills
- 5 Encourage students to pursue life-long learning
- 6 Develop relationships with employers of industrial engineering skills
- 7 Increase department resources through growth in enrollment, development, and funded projects
- 8 Conduct applied research and publish results with the ultimate goal of technology transfer for the betterment of mankind
- 9 Provide exemplary service for the benefit of the University, the Beaumont metropolitan community, the State of Texas, local and global business and industrial organizations, and the engineering profession

OUTCOME ASSESSMENT

The Industrial Engineering Department has developed an assessment process to demonstrate that outcomes important to the objectives of its program are measured. This process is based on input from the Department's various constituencies: students, alumni, and employers. Specifically, information obtained from graduating seniors, alumni surveys that document career development, and data from employer surveys are among the items to be utilized. The Program Outcomes below are expected of our graduates for Master of Engineering, Master of Engineering Science and Doctor of Engineering.

For Master of Engineering

Outcome 1: The ability to apply knowledge of mathematics, science, and engineering to the analysis of engineering problems and to identify, formulate and solve them

Outcome 2: Have a broad range of engineering knowledge, and understand contemporary issues

Outcome 3: An ability to design a system, component, or process to meet desired needs

For Master of Engineering Science

Outcome 1: The ability to apply knowledge of mathematics, science, and engineering to the analysis of engineering problems and to identify, formulate and solve them

Outcome 2: Have a broad range of engineering knowledge, and understand contemporary issues

Outcome 3: The ability to use the techniques, skills, and modern engineering tools for complex engineering practice in a systematic manner

For Master of Engineering Management

Outcome 1: The broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context

Outcome 2: A recognition of the need for, and ability to engage in life-long learning

Outcome 3: Graduates will have knowledge of contemporary issues and understand the importance of continuous updating their awareness

For Doctor of Engineering

Outcome 1: The ability to apply knowledge of mathematics, science, and engineering to the analysis of engineering problems and to identify, formulate and solve them

Outcome 2: Have a broad range of engineering knowledge, and understand contemporary issues

Outcome 3: The ability to use the techniques, skills, and modern engineering tools for complex engineering practice in a systematic manner

GRADUATE PROGRAMS IN THE DEPARTMENT OF INDUSTRIAL ENGINEERING

The Department of Industrial Engineering at Lamar University offers three Masters degrees and one doctoral degree. Masters degrees are: Master of Engineering in Industrial Engineering (MEIE), Master of Engineering Science in Industrial Engineering (MESIE), Master of Engineering Management (MEM), and Doctor of Engineering in Industrial Engineering (DEIE). The basic requirements to obtain the above degrees are briefly summarized below. Further details are given in Lamar University Graduate Catalog.

- 1) The Master of Engineering Degree in Industrial Engineering (MEIE) is a non-thesis 36 semester hour program designed to suit the needs of the practicing engineer. It requires students to take three core courses, 9 semester hours (INEN 5320 Statistical Decision Making, INEN 5370 Operation Research and INEN 5375 Simulation of Industrial Systems), and a minimum 27 semester hours of electives, and satisfactory completion of a final comprehensive examination.
- 2) The Master of Engineering Science in Industrial Engineering (MSIE) requires the completion of 30 semester hours of graduate course work: a minimum one core course from the above list, twenty-one (21) semester hours of electives, and satisfactory completion and defense of a thesis (ENGR 5390 and ENGR 5391).
- 3) The Master of Engineering Management (MEM) Degree requires at least 36 semester hours of graduate course work from an approved list of courses. This program includes about one third of the courses from the College of Business, one third in technical management (industrial engineering), and one third in the student's technical area of interest.
- 4) The Doctor of Engineering Degree is designed to study practical engineering problems of a complex nature, and requires:
 - a) A minimum of 4 hours professional seminar (ENGR 6110),
 - b) A minimum of 9 semester hours of core course work.
 - c) A minimum of 15 semester hours of other course work.
 - d) Completion of the diagnostic examination (Form D1A and D1B).
 - e) A minimum of 18 semester hours of field study preparatory courses (including ENGR 6320 - Justification of Engineering Project) (Form D3),
 - f) Completion of ENGR 6320, a formal engineering proposal and candidacy examination (Form D2, D4A, D4B, and D5),
 - g) Completion of the field study (ENGR 6601 and ENGR 6602, a minimum of 30 semester hours of field study),
 - h) Completion of dissertation and defense of field study (Form D6A and D6B).
- 5) For Doctor of Engineering in Industrial Engineering, the following description clarifies the course requirements:
 - a) 8 Graduate Courses (24 credits), including the three core courses (OR, SDM and Simulation).
 - b) At least 4 Doctoral Seminars. For students receiving financial support from the university, they must register seminars every semester.
 - c) Register ENGR 6320 Justification every semester before the preliminary exams (proposal).
 - d) Register ENGR 6601/6602 after the preliminary exams and before final defense.
 - e) Your advisor may ask you to take additional courses to help your research.

ACADEMIC STANDARD FOR GRADUATE PROGRAM AND SCHOLARSHIP

Details of Academic Policies for graduate studies are given online: <http://catalog.lamar.edu/>

- 1) **If a student is determined to be academically dishonest during any exam, assignment or project, the student will be reported to the department and the university for further disciplinary action. Please also refer to: <http://students.lamar.edu/student-handbook.html#academicpoliciesandprocedures>**
- 2) Graduate students must maintain a 3.0 grade point average (GPA) or higher on all courses that receive graduate credit.
- 3) Graduate students who do not meet the academic standards will be placed on probation or suspended. Students on probation may enroll in graduate courses but may not apply for graduation. Suspended students may be temporarily or permanently denied permission to enroll in graduate courses.
- 4) Students whose GPA falls below 3.0 after the completion of 12 semester hours of graduate courses will be placed on academic probation. No student will be given a scholarship at the start a new academic year with a GPA of less than 3.0.
- 5) A graduate student who has been placed on probation and fails to raise his/her GPA to at least 3.0 within 12 semester hours of graduate courses will be suspended.
- 6) A master graduate student may take one or two research type special topic courses, but the student must receive approval from the faculty member offering the course.
- 7) If the GPA of a student who receives a College of Graduate Studies scholarship falls below 3.0 after completion of 18 semester hours of graduate courses, the student will lose his scholarship. In order to reapply for the scholarship, the student must bring his GPA above 3.25. However, the scholarship offer is dependent on the availability of funds.
- 8) If a student fails to pass three subjects in the first attempt or fails to pass any subject at the second attempt of the comprehensive examination, the student will be required to stay one more semester and take additional courses without scholarship and retake the final comprehensive examination before the graduation. After failing for the 3rd time, the student will be removed from the IE program.
- 9) In order to apply graduation, the department requires all graduate students to maintain a minimum of 3.0 GPA for all designated graduate courses in G-3 Form (Master's Degree) or D-3 Form (Doctoral Degree).
- 10) **IMPORTANT PROCEDURES BEFORE GRADUATION:** (1) The **G-2 form** (<http://graduatestudies.lamar.edu/forms.html>) (Student Application for Admission to Candidacy for Master's Degree) **must be completed and submitted** to the department chair after you have completed 12 semester hours and **before** you enroll for your last 9 semester hours. The form outlines courses you have taken, courses you are currently enrolled in, and course work to be completed. Your graduate advisor will provide a disk with the G-2 form in excel format with instructions for completing the form. (2) You must also **apply for graduation** through the Graduate Office before their deadline. Forms are available in Room 219 of the Wimberly Building. (3) You must **pay all fees** for graduation.

DOCTOR OF ENGINEERING EXAM POLICY

General Procedure:

- 1) Selection of an academic advisor: before the selection of the thesis advisor, the Graduate Advisor will be assigned as the temporary academic advisor;
- 2) Selection of major and minor direction courses;
- 3) Completion of major and minor direction courses;
- 4) Take Diagnostic Exam (D1-A and D1-B forms)
- 5) Formation of Doctoral Committee (D2 form)
- 6) Completion of Course Form (D3 form)
- 7) Field Study Proposal Defense (D4-A, D4-B and D5 forms)
- 8) Field Study Final Defense (D6-A and D6-B forms)

The above forms are available from: <http://graduatestudies.lamar.edu/forms.html>

In Industrial Engineering, there are four general directions:

- 1) Operation Research / Statistics (Chu/Curry/Marquez/Xiang/Zaloom)
5320, 5333 (OR II), 5350, 5370, 5375, 5381 (Heuristics), Special Topics
- 2) Manufacturing / Production (Liu/Wari/Zhu)
5312, 5345, 5379 (Facility design), 5392, 5394, 5396, Special Topics
- 3) Safety / Human Factors / Ergonomics / Human-Computer Interaction (Craig/Li)
5386, 5374, 5376, Special Topics
- 4) Engineering Management (Tokgoz/Yentzen)
5316, 5369, 5366, 5354, 5363, 5357, Special Topics

Diagnostic Exam (Qualifying Exam):

A DE student must have selected the dissertation advisor by the end of the first academic year and discuss the diagnostic exam material with the advisor.

A DE student who obtained a master degree previously at Lamar IE must take the diagnostic exam by the end of the first year. The time should be the week before the Fall semester. Any special cases must be approved by the dissertation advisor and the department chair.

A DE student who did not obtain the master degree at Lamar IE may choose to take the diagnostic exam by the end of the first year or by the end of the first and a half year, and at very special cases, by the end of the second year. The special case must be approved by the dissertation advisor and the department chair.

Procedure: Students in the doctoral programs will be provided with a journal paper by the department doctoral committee and will have one week to review the paper. After one week, they will provide an oral presentation to a doctoral committee about the article and will answer questions from the committee that tests their background in the field.

Dr. Xinyu Liu is the IE coordinator for the Diagnostic Exam.

Field Study Proposal Defense:

Candidates who have passed the doctoral diagnostic examination will provide a written proposal to their doctoral committee at least one week before their oral proposal defense. In this step, they will present specific details of research they intend to do for their doctoral degree.

The Department requires a D.E. student to complete Field Study Proposal Defense by the end of the third year. At the end of third year, the D.E. student will NOT be allowed to transfer to a master degree program.

A D.E. student may be placed on a one year probationary period if the Field Study Proposal Defense is not completed in three years. During the probationary period, the IE Department will not provide financial support to the student. If the student does not pass the Proposal Defense by the end of fourth year, the student will be transferred to a Masters of Engineering Management (MEM) degree seeking status.

All DE students must publish at least one journal paper before they can graduate.

Field Study Final Defense:

Candidates who have passed their doctoral proposal defense, will provide a written dissertation to their doctoral committee at least one week before their dissertation defense. In this step, they will present their results of their doctoral research.

The Department requires a D.E. student to complete Final Defense by the end of the fourth year.

A D.E. student may be placed on a one year probationary period if the Final Defense is not completed in four years. During the probationary period, the IE Department will not provide financial support to the student. If the student does not pass the Final Defense by the end of fifth year, the student will be transferred to a Masters of Engineering Management (MEM) degree seeking status.

ATTENDANCE POLICY

For all students:

You are **required** to be at school by the first day of the class until your last final exam.

For all students employed by the university and/or working on a thesis/dissertation/field study:

If you are employed by the university and/or working on a thesis/dissertation/field study, you must be here during the breaks between semesters unless given prior written permission by your supervisor and the chair. The fall semester payroll is from [September 1](#) to [January 15](#). The spring semester payroll is from [January 16](#) to [May 31](#). The summer payroll is from June 1 to [August 31](#). You are required to perform work assignments and make adequate progress on your research during these times unless your supervisor and the chair give you written permission to be away from your duties.

Failure to abide by the attendance policy will result in you losing any scholarship you may already have, and may forfeit any opportunity of ever receiving a scholarship.

Federal law requires international students to be in attendance while school is in session. We define school to be in session from the first class day until the last final exam day of each semester. If we wish to approve an absence, early departure, or late return to the university for an international student traveling outside the United States, please note that we may do so academically only. When approving academic absences please note that you may not book tickets until you have received approval and a travel endorsement from International Student Services. International Student Services will only approve absences, early departures and late returns in circumstances we consider extenuating and will require proof of such circumstances. Examples are: the student is getting married and can provide documentation prior to departure. A family member has passed away and a death certificate can be provided. Special holidays, vacations, etc. are not acceptable reasons and will not be approved.

Departmental of Industrial Engineering Policy on Academic Honesty

The Industrial Engineering Department policy conforms to the Lamar University policy as detailed in the Student Handbook. That policy (as amended to accommodate the special needs of the department) is as follows:

The Industrial Engineering Department expects all students to engage in academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experience both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. A student found cheating on an examination of class assignment will, at the option the instructor, receive a grade of "F" for the examination, assignment, or for the entire course. Subsequent cheating will lead to the dismissal from the Department of Industrial Engineering. The university and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is submitted, plagiarism, collusion, and the abuse of resource materials.

"Cheating" includes (but is not limited to):

- Copying from another individual's test paper, laboratory report, computer files, data listings, and/or computer programs
- Using, during a test, materials not authorized by the person giving the test
- Collaborating, without authorization, with another person during an examination or in preparing academic work
- Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of an un-administered test
- Substituting for another student; permitting any other person, or otherwise assisting any person to substitute oneself for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit
- Bribing another person to obtain an un-administered test or information about an un-administered test
- Purchasing, or otherwise acquiring and submitting as one's own work and research paper, computer program, or other writing assignment prepared by an individual or firm. This includes copying from library or other sources or the Internet
- Any copying from library or other resources, including the Internet, without the instructor's prior knowledge and approval, or without giving (clearly and conspicuously) the proper credit reference

"Plagiarism: shall mean the appropriation of another's work or idea and the unacknowledged incorporation of that work or idea into one's own work offered for credit.

"Collusion" shall mean the unauthorized collaboration with another person in preparing work offered for credit.

“Abuse of resource materials: shall mean the mutilation, destruction, concealment, theft, or alteration of materials provided to assist students in the mastery of course materials.

“Academic work” shall mean the preparation of an essay, dissertation, thesis, report, problem, assignment, creative work or other project that the student submits as a course requirement or for a grade.

Procedures for discipline due to academic dishonesty are described in detail in the Student Handbook (<http://students.lamar.edu/student-handbook.html#academicpoliciesandprocedures>).

Department of Industrial Engineering
Pre-requisite Courses for Students without Bachelor Degrees in Engineering

Pre-requisites

For IE graduate students (M.E., M.E.S., D.E., M.E.M.) with non-engineering backgrounds, the following pre-requisite courses are mandatory and must be completed in addition to their corresponding program of study:

1. Calculus I and II
2. A math course beyond Calculus II (Differential Equations or Linear Algebra)
3. Computer programming course or experience programming in a computer language (C++, Java, Visual Basic, or similar)
4. One probability and/or statistics course
5. One Semester of Calculus based Physics
6. Four additional courses with significant math, programming, science or engineering material. Examples of courses to satisfy this requirement include Physics II, any computer programming courses, statics or mechanics, circuits, upper division physics courses, Operations Research, any upper division chemistry course, upper division engineering courses, Quantitative Finance, Econometrics, any courses with a Calculus pre-requisite, and human factors / ergonomics courses. Approval of these courses is based on the admission committee recommendation. Most students with STEM undergraduates will satisfy this requirement without additional courses.

Additional pre-requisites

Additional pre-requisite courses might be assigned by the admission committee based on the student's area of study and background. Any courses taken as pre-requisites will not count towards the hours of the degree.

For students of the Master of Engineering Management, the academic departments offering courses in specific technical areas (Electrical engineering, Civil Engineering, Mechanical Engineering, Chemical Engineering) could require additional undergraduate courses before enrolling in graduate level courses. Non-engineering background M.E.M. students will request authorization to enroll from each academic department as needed.

Course work requirements

Students with non-engineering backgrounds must also take a design course (CIMS or other) and Advanced Engineering Economics as part of their degree plan.

Students without engineering background may be admitted into the IE graduate program if the pre-requisite courses have been taken in their previous degrees. If the pre-requisites have not been taken, students without engineering background may be admitted into the IE graduate program with contingency on these pre-requisites passed with a minimum of Grade B during the graduate study.

The final interpretation privilege of the pre-requisite courses is on the IE admission committee.

**Department of Industrial Engineering
Guideline/Requirements on Deficiency Courses
For New and Transfer Students**

(MEIE, MSIE, or MEM)

The following guideline and requirements are for new students and transfer students from LU other departments and from other universities in the U.S. or foreign countries, and these are additional requirements beyond basic requirements specified in the LU Graduate Catalog.

1. Table below contains a list of some possible deficiency courses for candidates who pursue the Master of Engineering or Engineering Science in Industrial Engineering or Engineering Management but did not have a Bachelor of Science degree in Industrial Engineering. Official transcripts will be used to determine which courses will be deficiency courses for individual candidates.

Course Number	Course Title	Deficiency (Yes or No)
MATH 2413	Calculus & Analytic Geometry I	
MATH 2414	Calculus & Analytic Geometry II	
MATH 2318	Linear Algebra I	
MATH 3301	Ordinary Differential Equations	
PHYS 2425	Calculus-based Physics I	
PHYS 2426	Calculus-based Physics II	
INEN 2273	Engineering Economy	
INEN 3320	Probability and Statistics	
INEN 3380	Work Design	
INEN 4300	Quality Improvement	
INEN 4345	Computer Integrated Manufacturing	

Note: A student may take deficiency and regular graduate courses at the same time if he or she has adequate background to take regular graduate courses.

2. Academic Performance Requirement: A student must earn grade of B or A for each deficiency course taken at Lamar University, otherwise the student must repeat the course until a B or A is achieved.

3. Additional Requirement for Transfer Students: GPA at 3.0 or better.

IE Departmental Policy for Practical Training Applications

The Department of Industrial Engineering at Lamar University supports the petitions for Optional Practical Training (OPT) and Curriculum Practical Training (CPT) for the graduate students in Industrial Engineering Program. The students who are applying either practical training option must first obtain approval from the department, usually by the respective graduate program advisors and then by the IE Chair.

For OPT applications, the department-approved application should be submitted to the Office of the International Student Services (OISS) for further processing through the US Citizenship and Immigration Service (USCIS). Due to the occasional postal delays occurred in the past that result in the denial of late applications received by the USCIS, the Department recommends that students submit their applications to the OISS at least one month before the deadlines set by the Office of Graduate Studies.

Before forwarding the CPT application to the OISS, the application must also be approved by the Director of Graduate Study of the College of Engineering after the Department's approval (Dr. Brian Craig). The Department of Industrial Engineering will approve the CPT applications based on the following policy:

1. An official offer letter including a job description and the start and end dates is required. Only the work context closely related to the student's degree plan will be granted approval.
2. The student must have completed at least two long semesters of graduate study at Lamar University.

**Optional Practical Training (OPT)
&
Curriculum Practical Training (CPT)**

Applications

Request for Approval (RFA) Form

Name: _____

SSN No. _____

Practical Training Applying For: OPT CPT

Semester at LU: Fall Spring Summer

Year at LU:

For Fall and Spring CPT's, students must carry a full time academic schedule, and work no more than 20 hours per week.

LU IE Major: _____

Total Credit Hours Received:

 From LU IE Department: _____

 From LU other department: _____

 Transfer credit hours from: _____

Grade Point Average: _____

Graduation Date: _____

IE Graduate Program Advisor: _____

Approval:

IE Faculty # 1: _____

IE Faculty # 2: _____

IE Department Chair: _____

POLICY OF INDUSTRIAL ENGINEERING DEPARTMENT COMPUTER LABORATORIES

The computer resources available through the Department of Industrial Engineering at Lamar University are intended for the use of students in their research and the course work offered by the Industrial Engineering Department *ONLY*. Failure to follow the policy below will result in immediately termination of access privileges.

Users of these computing resources **WILL**:

- Use them in an ethical, courteous, lawful and professional manner;
- Make every reasonable effort to safeguard the security of the system by securing their user passwords and reporting security violations;
- Respect the rights of others;
- Adhere to copyright law;
- Be responsible for maintaining their own back-up copies of all files; and
- Refrain from wanton waste of resources such as printer papers and other consumables.

Users of these computing resources **WILL NOT**:

- Share server login **IDs**, passwords and key access codes; It is against the State of Texas Law to share these information;
- Access obscene, pornographic or other objectionable materials;
- Install, upload, download, etc, ANY software without authorization from a member of the faculty of Industrial Engineering Department;
- Conduct ANY malicious, unlawful or unethical acts (e.g., sending threatening correspondences, gaining authorized access to other computers, etc);
- Tamper with the hardware;
- Bring food or drink into the lab facilities; and
- Use the computing resources in ANY knowing damaging manner.

PROBATION/SUSPENSION POLICY

<http://graduatestudies.lamar.edu/probation-suspension-policy.html>

1. *Minimum Academic Performance.* A graduate student with a cumulative grade point average (CGPA) of 3.0 or higher is in good standing. A student with a CGPA below 3.0 will be placed on probation, suspended, or expelled.
2. *Probation.* Students with full graduate admission status who fail to achieve and maintain a CGPA of 3.0 at the completion of 9 semester hours of graduate enrollment will be placed on academic probation (P1). A P1 student who earns a grade point average (GPA) of at least 3.25 on all graduate courses in the next enrolled semester and whose CGPA is below 3.0 will be placed on (P2) probation. A P1 student who fails to earn a 3.25 GPA in the next enrolled semester and whose CGPA is less than 3.0 will be suspended. Students on probation may enroll in courses but may not apply for admission to candidacy or for graduation. The probationary status applies whether or not the student receives a letter of notification from the Graduate Office.
3. *Suspension.* A graduate student who has been placed on (P2) probation and who fails to raise his/her CGPA to at least 3.0 in the next enrolled semester will be suspended. Suspended students may enroll in graduate courses in the summer and undergraduate courses during spring, fall, or summer semesters; however, students must receive recommendation from their department chair, college dean, and approval from the graduate dean in order to enroll. Undergraduate grades are not used in the computation of the graduate CGPA. Suspension for the fall semester may be removed if the student raises the graduate CGPA to at least 3.0 during the summer term. The first academic suspension (S1) shall be for one long semester (fall or spring). A graduate student who has been suspended (S1) and who fails to raise his/her CGPA to at least 3.0 in the next enrolled semester will be suspended again (S2) and the second suspension (S2) will be for two long semesters. An S2 student who fails to raise the CGPA to 3.0 or higher in the next enrolled semester will be expelled.
4. *Transfers to New Major Departments by Students on Probation/Suspension.* Suspended students may be admitted to another department only after they have completed their suspension, provided that they meet the admission standards of the new graduate major. Students on probation may transfer to a different graduate program with the approval of the chair of the new program but will remain on probation and must raise their overall CGPA to at least 3.0 within the next 9 semester hours of graduate course work. A student on probation may transfer to a new major department only once.
5. *PB and PG Students and Probation/Suspension.* Post-baccalaureate and Pre-Graduate students taking graduate course work are not subject to probation or suspension until they have been admitted to the graduate college and a graduate degree program.

6. *Grades Earned in Deficiency, Leveling, or Background Courses.* A CGPA of 3.0 must be maintained for all undergraduate courses assigned as deficiency, leveling, or background courses by the student's major department. If the GPA earned on these courses is below 3.0, additional undergraduate courses will be required or courses with grades of C or lower will be repeated until the GPA earned on all deficiency, leveling, or background courses is 3.0 or higher. Such courses must be repeated if grades of "D" or less are received.
7. *Additional Departmental Regulations.* A department, with approval from the appropriate academic dean, may require its majors to meet additional standards with regard to probation, suspension, and expulsion. These may be found in the appropriate departmental section of this catalog.