

Industrial and Systems Engineering

Policy on Undergraduate Student Enrollment in ISE Distance Courses

Adopted by ISE Faculty: December 13, 2013

Policy

This policy describes the circumstances and limitations under which undergraduate students are allowed to take ISE courses using online education (distance, section 501).

An undergraduate student can take an ISE distance course while on a co-op or internship assignment. The student is limited to taking one ISE distance course per term, where a term is spring, summer 1, summer 2, or fall. If a student takes a 10-week summer course, they cannot simultaneously enroll in a summer 1 or summer 2 term course.

Prior to enrolling in the course, the student must obtain approval from their ISE academic advisor and the course instructor. The student must also obtain approval from their co-op/internship employer, per MSU career center policy. The approval form is included with this policy statement.

If an undergraduate student enrolls in the distance course, he or she is responsible for all arrangements necessary in the course, including technology requirements and proctor arrangements. Each student will also be responsible for paying all distance education fees associated with the course.

Not all ISE courses are offered via distance. Students are encouraged to talk to their ISE academic advisor about course offerings.

Undergraduate Student Enrollment in ISE Distance Course
Request for Approval

Student Information

Name: _____

NetID: _____ Classification: _____

Employment Information

Employer Name: _____

Employer Location: _____

Supervisor Name: _____

Employment Dates: _____

Course Information

Course: _____

School Term: Spring Sum-1 Sum-2 Sum-10wk Fall Year: _____

Student Signature: _____ Date: _____

Approvals

Signatures from ISE Advisor and Instructor on this form are required. Employer approval can be attached as an email or letter approval.

ISE Advisor: _____ Date: _____

Instructor: _____ Date: _____

Employer: _____ Date: _____