ISR MSSE Scholarly Paper Procedure

(Final-5/5/15-jem)

1) References:
   a. http://www.isr.umd.edu/msse-degree/degree-requirements
      i. Grad School items indicated in BLACK.
   b. http://www.gradschool.umd.edu/catalog/masters_degree_policies.htm#15
      i. Existing ISR MSSE policy as indicated on MSSE website are indicated in GREEN
      ii. REDLINE items indicate proposed new, clarifying ISR MSSE policies.

2) Topic:
   a. Contributes to systems engineering research

3) Scholarly Paper Reader:
   a. The Reader is selected by the Advisor.
   b. In general, the Reader should be a Full or Adjunct member of the Graduate Faculty.
   c. The Advisor provides the name of the proposed Reader to the Director, Systems Engineering Education Program (SEEP), by e-mail prior to signing the “Approved Program Form.”

4) Student must be registered for at least 1 credit, have at least a 3.0 GPA.

5) Review Procedures:
   a. The Student submits scholarly paper to Advisor for review.
   b. The Advisor reviews the paper and determines whether work is ready to be submitted to the selected “Reader.”
   c. Once the Advisor determines the paper is ready for review, he/she informs the Student, who then sends the paper to the Reader with the Advisor and SEEP Director on CC.
   d. The SEEP Director provides the Advisor and the Reader copy of GOA Thesis/Scholarly Paper Evaluation Form.
   e. Reader must be permitted at least 7 working days to complete their review.
   f. Reader provides comments in writing to the Advisor, the Student, and the SEEP Director.
   g. The Reader completes the GOA Thesis/Scholarly Paper Evaluation Form and provides it to the Advisor and the SEEP Director with their written comments.
   h. Student addresses comments to the satisfaction of the Advisor.
   i. When the Advisor is satisfied, he/she completes the GOA Thesis/Scholarly Paper Evaluation Form and signs the Certification of Master’s Degree Without Thesis Form (prepared by the student), and provides both completed forms and a soft copy of the accepted Scholarly Paper to the SEEP Director.
   j. The SEEP Director signs the Certification of Master’s Degree Without Thesis Form and makes three copies (for the Student, Advisor, and Director).
   k. The Student submits original form to Registrar.