

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.