



CAL POLY

Industrial and Manufacturing Engineering
College of Engineering

IME Department Policy on IME 4400 Special Problems for Advanced Undergraduates

Approved and adopted on May 26, 2026

1. Effective Fall 2026, IME 4400 may not be used to obtain credit for independent learning courses taken outside of Cal Poly that involve external examinations. This includes professional certifications such as Tableau, AWS, PMI, 6-Sigma. Technical elective credit for independent learning courses with external examinations completed prior to Fall 2026 under IME 400 shall be evaluated in accordance with the previous IME Department policy.
2. Effective Fall 2026, IME 4400 may not be used to obtain credit for work performed as part of an internship or cooperative education experience. Internship performed during Summer 2026 may be eligible for up to one (1) semester unit of IME 4400 credit, provided that appropriate documentation and evaluation are submitted and approved by the Fall 2026 semester.
3. Starting Fall 2026, IME students are encouraged to participate in undergraduate research under the supervision of an IME faculty member through IME 4400 to earn technical elective units.
4. The credit is repeatable for up to 4 units max and can be taken in different terms. The number of units awarded shall be proportional to the time commitment, with a general guideline of approximately 45 hours of work per semester unit.
5. The undergraduate research topic must involve either: (a) the application of an industrial or manufacturing engineering concept to a practical problem, or (b) investigation, research, study, or survey within the field of industrial or manufacturing engineering.
6. Students may enroll in IME 4400, subject to approval by the Department Chair and the supervising faculty member. To obtain a permission number of IME 4400 from the IME Department office, students must submit a completed Special Problems form that includes a detailed problem statement and clearly defined deliverables. In addition, the supervising faculty member must provide a syllabus outlining meeting times, expectations, and methods of assessment. To receive a grade, a final report must be submitted to the supervising faculty member during the week of final examinations.