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School of Graduate Studies

The Case Western Reserve University School of Graduate Studies (http://gradstudies.case.edu/) (SGS) is the unit through which Case Western Reserve University offers graduate programs in the humanities and social sciences, biological and natural sciences, engineering, and selected disciplines related to professional fields. These programs lead to the degrees of Master of Arts, Master of Fine Arts (theater and dance), Master of Science, Master of Public Health, Master of Engineering and Management, Master of Engineering, Doctor of Musical Arts, and Doctor of Philosophy. Several programs offered jointly with the professional schools and local affiliated institutions lead to dual degrees such as MA/JD, MA/PhD, MA/MD, MA/MSN, MS/MD, MSSA/PhD, PhD/MPH, JD/MPH, MSN/MPH, MBA/MPH, MD/MPH, MPH/MA, and MD/PhD. There are also two combined undergraduate and graduate programs, IGS (Integrated Graduate Studies) and, BS/MS, which allows undergraduate students to enter graduate study before they complete their undergraduate programs. A complete list of degree programs offered can be found on the Graduate Studies website (http://gradstudies.case.edu/prospect/degreesoffered.html). The School of Graduate Studies, overseeing university-wide standards of quality in admission and performance, presently awards graduate degrees in seventy basic disciplines with PhD programs and fifteen others in which the highest degree is the MA, MFA, or MS. Enrollment in the School of Graduate Studies for fall 2010, excluding non-degree registrants, totaled 2,083, of which 54% were men, 46% were women, and 31% were international. During the academic year 2009-2010, the school awarded 385 master’s degrees and 211 doctorates.

Office of Postdoctoral Affairs

The Office of Postdoctoral Affairs located within the School of Graduate Studies is responsible for the appointment of postdoctoral scholars and fellows, as well as the development, implementation and monitoring of all university policies applicable to these positions. Additional information is available on the Postdoctoral Affairs website. (http://postdoc.case.edu/)

Administration of the School

Charles E. Rozek, PhD
(Wayne State University)
Vice Provost and Dean of Graduate Studies

Denise M. Douglas, PhD
(University of Minnesota)
Senior Associate Dean of Graduate Studies

Faculty Senate Committee on Graduate Studies

General responsibility for overseeing postdoctoral affairs, programs of graduate study and for academic and other general regulations applicable to all graduate students and programs is delegated to the Faculty Senate Committee on Graduate Studies (http://case.edu/president/facsen/committees/graduatestudies/graduatecom.html). Each department, school, or interdisciplinary committee is responsible for its particular graduate programs within the framework of the general regulations. The Committee on Graduate Studies consists of the dean of graduate studies, the associate vice president for research, nine faculty members elected by the University Faculty Senate, one appointed postdoc and four graduate students – three elected by the Graduate Student Senate and one appointed from the professional schools.

Graduate Student Senate

Students in the School of Graduate Studies are represented by a Graduate Student Senate (http://gss.case.edu/), which consists of one student elected from each department that offers graduate programs. The officers of the senate are elected by the graduate student senators, who also select graduate student representatives to the University Faculty Senate and various campus committees.

Financial Aid

Tuition payments and fees (http://www.case.edu/finadmin/controller/bursar/tuition.htm) are administered through the Bursar’s office. For more information about financial assistance, students should contact the Office of University Financial Aid (http://financialaid.case.edu/).
Admission

Applicants with good academic records from fully accredited universities and colleges will be considered for admission to graduate study (http://gradstudies.case.edu/prospect/admissions/admission.html) at Case Western Reserve University. Admission must be recommended by the department or professional school of the university in which the applicant proposes to work and must be approved by the dean of graduate studies. Prospective students apply for admission (http://gradstudies.case.edu/prospect/admissions/apply.html) through the School of Graduate Studies.

Admission of International Students

The admissions criteria for international students are the same as U.S. residents except for the following:

1. International students whose first language is not English must be able to speak, read, write and comprehend English. English proficiency must be demonstrated by taking the Test of English as a Foreign Language (http://www.toefl.org/) (TOEFL). Please see the School of Graduate Studies website (http://gradstudies.case.edu/prospect/admissions/apply.html) for additional information.

   Applicants are exempt from the TOEFL requirements if they:
   • speak English as their native language
   • have completed a bachelor’s degree or higher at a foreign university where the instruction was in English
   • have a earned a bachelor’s degree or higher in a U.S. college or university with instruction in the English language.

   If a student does not have an acceptable TOEFL score, he or she must contact ELS Language Center at Case Western Reserve University. They are authorized to enroll foreign students. Admission to their courses is open to persons who can devote full time to an intensive language-learning program. Only persons who can give evidence of suitable academic background, adequate financial resources to cover living and school expenses, and seriousness of purpose will be approved for admission.

2. To obtain a student visa, international students must demonstrate financial sufficiency by submitting bank statements and other financial documents indicating sufficient funds to support the tuition and living expenses for one academic year.

3. For those students who are to receive financial aid from the department, the amount of funds required will depend on the amount of the aid award. In some cases it will be living expenses, and in others more funds will be required.

When a letter of acceptance for an international student has been issued, a copy is sent to the Office of International Student Services (http://www.case.edu/international/resources/internationalservices.html) where the I-20 is processed and sent to the student who must then obtain a student visa in order to begin study in the U.S.

Non-Degree Students

Individuals with earned bachelor’s degrees who want to enroll in classes for personal enrichment or to satisfy prerequisite course requirements for later admission to graduate programs may enroll as non-degree students through the School of Graduate Studies. A student who wishes to register as a non-degree student should request the appropriate application form from the School of Graduate Studies and submit evidence that a bachelor’s degree has been earned. Students may enroll in undergraduate and graduate level courses. Continuation in non-degree status is at the discretion of the dean of graduate studies. Non-degree students are not permitted to enroll in more than 21 hours of coursework in one program. In order to continue taking courses in that program, the student must be accepted into the graduate degree program. More information about enrolling as a non-degree student can be found at School of Graduate Studies (http://gradstudies.case.edu/prospect/nondegree.html).

Transferring Non-degree course work

Applicants who are interested in transferring course work into graduate degree programs are encouraged to seek early advice from the departments to which they intend to apply to insure that courses taken as non-degree students will satisfy departmental requirements. Non-degree students cannot assume that they will be admitted to any graduate degree program, or that all course work taken will transfer into the program. Only 400 level and higher course work will be considered.
for graduate transfer. The term of the earliest approved, transferred course will establish the date of entrance into the degree program. Courses transferred from non-degree status must have been taken within five years of the first term of matriculation as a degree seeking student and passed with a grade of B or better. Students considering transfer into a degree program will need to meet a minimum matriculation requirement of two semesters and six semester hours of coursework.

**Postgraduate Audit Program**

A postgraduate audit program allowing registration for coursework is available to individuals who hold a doctoral degree such as, MD, DNP, DDS, or PhD and are involved in research or clinical programs at Case Western Reserve University. Additional information is available on the Office of Postdoctoral Affairs (http://postdoc.case.edu/current/benefits.html) website.
Graduate Academic Policies

Fellowship Tuition Policy for Graduate Students

The purpose of this policy is to allow students pursuing graduate degrees to take courses beyond their degree requirements without additional financial burden to the student and little or no cost to the university. Such courses, referred to as “fellowship” courses, can broaden the educational experience of graduate students by allowing them to pursue studies according to their own intellectual needs. 1) a student pursuing a graduate degree shall be charged tuition at the standard hourly rate for all of the credit hours which are intended to count toward the degree. In any semester for which students are registered for a minimum number (as determined by the school) of credits that will be applied toward the degree, fellowship courses will not incur a tuition charge. 2) In order to enroll in a fellowship course, the student must be in good standing, meet course prerequisites, and obtain consent of instructor. In addition, the student must obtain permission from his/her advisor and the School of Graduate Studies. Up to eight fellowship courses may be permitted in aggregate. 3) Thesis research (651 and 701) and similar courses cannot be taken as fellowship courses and prior rules for 701 and 703 (dissertation fellowship) are not changed by this policy. 4) Fellowship courses can not be audited. The grade that a student receives in the course will count in the cumulative GPA, but will not count towards the degree program GPA. 5) Fellowship courses can not be used toward a degree program at Case Western Reserve University. 6) Notwithstanding any of the foregoing provisions and policies, the rules, regulations, and terms of tuition and credit enrollments for each school shall remain in full force and effect.

Guidelines for Multidisciplinary Graduate and Graduate Professional Studies

I. Purposes

Multidisciplinary studies have as their goal the education of individuals who can make contributions to academic disciplines or professional endeavors that would be less likely to be accomplished by individuals with a background in a single discipline. Departments or faculty members may design a joint degree program, which will generally result in two degrees, or a multidisciplinary degree, which will generally result in a single degree which has a broader perspective than similar existing degrees. Such programs should meet challenges of new interdisciplinary knowledge and/or developments requiring new combinations of talent. In addition, such programs or degrees should enhance and not duplicate existing programs in the university. Individual students with specific multidisciplinary interests that desire to pursue them at Case Western Reserve University and faculty members who wish to run pilots for joint degree programs or multidisciplinary degrees are encouraged to do so, even if no official joint or multidisciplinary degree program currently exists by organizing an individual joint degree or an individual multidisciplinary degree. Such degrees require faculty and departmental support. Guidance for the design and approval of both such programs and such individual degrees is available from the School of Graduate Studies.

Graduate Student Rights and Responsibilities

It is the responsibility of the student to become familiar with the general rules and regulations of the university not just those of the School of Graduate Studies. A member of the University community who is accused of violating any of these rules and regulations is subject to university disciplinary action. Due process procedures of adequate notice of all charges and a fair hearing will apply. Case Western Reserve University has established a mechanism whereby students may express a grievance against the actions of other students or members of the faculty and staff. A statement of the policies and procedures to be followed in the case of academic infractions by graduate students may be obtained through the School of Graduate Studies. The policies and procedures governing all other infractions are detailed in the university’s Case Student Handbook (http://studentaffairs.case.edu/handbook/). The University Office of Student Affairs (http://studentaffairs.case.edu/) should be consulted for non-academic infractions.

It is also the responsibility of the student to become acquainted with the general regulations and administrative procedures governing graduate study, together with the departmental or school regulations which apply to the student’s course of study, and, in consultation with the faculty advisor or advisory committee of the supervising unit, to plan the program and carry out the work in accordance with these regulations and procedures.
Departmental Responsibility for Requirements

Requirements for master’s and doctoral degrees beyond those set forth in these regulations may be established by departments or curricular program committees with the approval of the dean of graduate studies. Individual students may be required to take courses beyond the published requirements in order to successfully complete their degree programs. In such instances the student must be notified in writing upon matriculation by the chair of the department or curricular program, with a copy to be filed in the School of Graduate Studies.

Maintenance of Good Standing

A student maintains good standing in the School of Graduate Studies by registering each fall and spring semester unless on an official leave of absence which has been approved by the School of Graduate Studies. A student is in good standing who meets the standards set by the academic department and the School of Graduate Studies to ensure normal progress toward the fulfillment of the stated requirements at levels of quality without warning or probation or extension of the allowable time limit for degree completion. Students whose quality point averages fall below minimum standards (3.00 for doctoral students; 2.75 for master’s) will automatically be placed on probation until the minimum standards are achieved. In addition, a student will be subject to separation from the university for any of the following reasons:

1. Failure to achieve a quality-point average of 2.50 or higher at the completion of 12 semester hours or 2 semesters of graduate study.

2. Failure to achieve a quality-point average of 2.75 or higher at the completion of 21 semester hours or 4 semesters of graduate study.

3. Failure to receive a grade of S in thesis research 651 or dissertation research 701/703. A student who receives a grade of U in thesis (Course 651) or dissertation research (Courses 701/703) will be placed on probation and be subject to separation. The probationary status will be recorded on the student’s transcript. The student must be removed from probation by the end of the semester immediately following receipt of the grade of U by repeating the course for the same number of credit hours, and achieving a grade of S. Although removal from probation restores the student’s good standing, the grade of U received will not be canceled or substituted by the grade of S subsequently received. Separation will occur if the student placed on probation receives another grade of U in the following semester; or, if the dean of graduate studies, in consultation with the academic unit, determines that the student is unlikely to be successful in working independently and productively toward the completion of the thesis or dissertation research.

4. Failure of a conditionally or provisionally admitted student to satisfy the conditions or provisions stated in the letter of acceptance by the end of the first academic year (2 semesters) or after 18 credits of course work.

5. Failure to make progress towards degree completion. If the student is not making progress towards degree completion, and it has been judged that the student is unlikely to be successful in working independently and productively toward the completion of clinical requirements, thesis or dissertation research, the department and/or the dean of graduate studies (in consultation with the department) can recommend academic separation.

6. In addition to disciplinary actions based on academic standards, on recommendation of the student’s department or school, the dean of graduate studies can suspend or separate a student from the university for failure to maintain appropriate standards of conduct and integrity. Such a suspension or separation will be implemented only for serious breaches of conduct that threaten to compromise the standards of a department or create concern for the safety and welfare of others. In the event of such suspension or separation, the student will be entitled to an appeal through the grievance procedure of the Graduate School.

Maintenance of Quality-Point Average

In calculating the quality-point average, courses taken as a student in the School of Graduate Studies at the 400 level or above, as well as any courses accepted toward fulfillment of degree requirements for which quality points are given, will be counted, including courses which may need to be repeated. Unless otherwise stated by the department a minimum cumulative quality-point average of 2.75 is required for the award of the master’s degree, and a minimum cumulative quality-point average of 3.00 is required for award of the doctoral degree. Any department, school, or curricular program committee may choose to establish quality standards higher than those stated above if such additional requirements are made known in writing to the students upon matriculation, and are recorded with the dean of graduate studies.
In that case, the departmental standards supersede the minimum standards. Students who do not maintain the minimum quality point average will be placed on academic probation until the minimum standard has been achieved.

Residency Requirement

The doctoral residency requirement is intended to insure a period of intensive academic interaction with faculty and peers and of sustained independent research. Graduate students are considered to be in residence when they are fully engaged in academic work. As resident students they may teach at the university, take graduate courses, assist in course development, and engage in research or in other scholarly activities at the university. Regardless of the nature of the work, the student’s regular presence at the university is expected during fulfillment of the residency requirement.

The formal fulfillment of residency requires continuous registration in at least six consecutive academic terms (fall, spring and/or summer) from matriculation to a period not exceeding five years after the first credited hour(s) of dissertation research (701). The period while students are on a leave of absence do not count towards fulfilling the residency requirement. Within the context of continuity of registration, departments may enact other restrictions. In such instances, the departmental requirements take precedence and must formally be disclosed to the student at matriculation. This is meant to be a reflection of the appropriate reality that departments and fields have different norms and traditions of graduate study. For example, to fulfill the residency requirement, some departments may require the doctoral student to be registered for 9 or more semester hours of graduate credit in each of two consecutive semesters. Fulfillment of residency by all engineering Ph.D. candidates will be certified by their research advisors and department chairs based on an assessment of active, concentrated involvement for a period of two consecutive semesters during their pursuit of the doctorate.

Time Limitation

All the requirements for the master’s degree must be completed within five consecutive calendar years after matriculation as a graduate student, including any leaves of absence. Doctoral students have five consecutive calendar years from the semester of the first credited 701 registration, including leaves of absence, to complete all requirements for the doctorate. Any graduate student who fails to complete the requirements within the five year limit for his or her degree program will be subject to separation from further study unless granted an extension by the dean of graduate studies with the recommendation of the faculty advisor or advisory committee and approval by the department chair. An extension may be granted if the student and his or her advisor work out a plan of action for degree completion within a specified time frame which must be endorsed by the department chair. Students will be expected to meet all the specified deadlines outlined in the plan of action. The minimum acceptable registration during this extended period for each semester until graduation is three credit hours of 651 or 701, or, for Plan B master’s students, an appropriate course.

Leave of Absence from Graduate Study

Students undertaking graduate work are expected to pursue their studies according to a systematic plan each year whether registered for full or part-time study. Occasionally a student finds it necessary to interrupt his or her studies before completion of the graduate program. A leave of absence is not to be requested unless the circumstances are such that the student cannot continue graduate study. Under such circumstances the student must request in writing a leave of absence for a period not to exceed two consecutive regular academic semesters. Forms (http://gradstudies.case.edu/current/forms.html) can be found at the School of Graduate Studies website. In exceptional circumstances, the leave can be extended for another two semesters. However, the maximum amount of leave permitted per graduate program is four semesters. The reason for the leave must be stated clearly, and the request must be submitted to the dean of graduate studies with the written endorsement of the student’s academic department. During a leave of absence the student must not seek aid from faculty members or use of the facilities of the university. This means that students may not take exams or defend theses and dissertations while on a leave. A leave of absence does not extend the maximum time permitted for the completion of degree requirements, and a leave cannot be taken while students are on extension of the five-year limit. At the expiration of the leave the student must resume registration unless formally granted an extension of the leave. Retroactive leaves are not permitted. A student who fails to obtain a leave of absence, or who fails to register following an official leave, must petition the dean of graduate studies for reinstatement in order to resume work as a student in good standing at the university.

A student who is granted a maternity or paternity leave of absence related to infant care, as well as those who must fulfill military duty obligations can...
petition to extend the five-year time limit associated with completion of the degree. The length of the extension may not exceed two years. International students must check with the Office of International Student Services before petitioning for a leave of absence, as such a leave can affect their visa status.

Withdrawal, Resignation, and Restatement

Students must maintain continuous registration throughout their degree programs unless granted an official leave of absence. Students who fail to register for any academic term will be automatically withdrawn from their programs. Students who are withdrawn from their programs must petition for reinstatement in order to continue graduate study. The petition must be approved by both the student’s department and the dean of graduate studies before the student may register for further course work as a student in full standing. In each case of readmission with full standing, the official letter will state the terms of readmission, including future time limits for the degree program, and the past course work that will be credited toward the degree. If more than 24 months have elapsed since the last registration, students may have to resubmit file materials if requested by the School of Graduate Studies.

Transfer of Credit

Transfer of credit from another university toward master’s and doctoral degree requirements is awarded for appropriate course work (not applied to another degree program) taken prior to admission. Transfer of credit must be requested in the student’s first academic year, and must be appropriate for the student’s planned program of study. For master’s candidates, transferred credit is limited to six semester hours of graduate-level courses, and no credit for master’s thesis may be transferred from another university. No transfer of credit will be awarded toward the Ph.D. degree except by petition, and no credit for the doctoral dissertation may be transferred from another university. Transfer of credit does not include the transfer of grades and therefore can not be used to fulfill GPA or percentage of graded coursework policies.

Students who wish to receive credit for courses taken outside the university once they are enrolled must petition for approval. All transfer of credit requires approval from the student’s advisor, the departmental chair or graduate committee, and the dean of graduate studies. Such courses must have been taken within five years of first matriculation at Case Western Reserve University and passed with grades of B or better. Forms can be found at the School of Graduate Studies (http://gradstudies.case.edu/current/forms.html).

Internal Transfer of Credit

Students of exceptional ability in the undergraduate programs of Case Western Reserve University who have the approval of the dean of undergraduate studies and the dean of graduate studies may apply to receive credit for graduate courses completed in excess of the undergraduate degree requirements.

Changes in Registration

To add or withdraw from courses or to change registration from credit to audit or the reverse, a student must obtain the appropriate official form to submit to the University Registrar in accordance with the dates published each academic term for such actions to be taken. Students must make appropriate changes to their schedules by the end of the first week of classes in order to avoid paying full tuition for courses withdrawn after the final drop/add date. Only complete withdrawal for the semester entitles a student to a percentage refund of the withdrawn courses after the first week of classes. (See the “Financial Information” section of this Bulletin under Refunds). Failure to attend class or merely giving notice to the instructor will not be regarded as official notice of withdrawal or change. When making changes in registration, the international student must be aware of maintaining full-time status. Full-time status requires registration for a minimum of 9 semester hours per semester. Students financed by federal loans must remain registered for at least 6 semester hours (defined as half-time) each semester to maintain continued eligibility for that funding or to initiate such a loan.

Graduation

A candidate for a degree awarded by the School of Graduate Studies must make application for the degree to the School of Graduate Studies by the deadline established for that semester, which is approximately twelve weeks before the commencement date for which the degree is expected to be awarded. Students are encouraged to either contact the School of Graduate Studies or visit our website at the beginning of the semester in which they intend to graduate to obtain a packet of graduation materials for either the Master’s (http://gradstudies.case.edu/current/graduation/masters.html) or Doctorate (http://gradstudies.case.edu/current/graduation/phd.html) degree. The candidate must meet all the deadlines
for completion of degree requirements set forth in the calendar. All candidates must be registered for credit and in good standing during the semester in which the degree is awarded. Payment of tuition, fees, and fines is a prerequisite to the award of a degree.

**Delayed Graduation**

It is a requirement of the School of Graduate Studies that a student be registered for credit in the semester in which he or she completes all the requirements to graduate in accordance with established deadlines for that semester. For a student engaged in thesis or dissertation research the completion of all requirements to graduate is not easily predicted, making it difficult to adhere to scheduled deadlines. If a student will not be able to meet the degree requirements to graduate in one semester, but will finish before the next semester begins, he or she can petition for a waiver of the requirement to be registered in the semester of graduation. To be granted a waiver of registration students must be registered for the appropriate thesis or dissertation credit hours in the semester (or summer session) immediately preceding the semester of graduation, complete all degree requirements including a current application to graduate, and submit all required materials to the School of Graduate Studies by the last day scheduled for the Drop/Add period of the next semester.

A student who qualifies for the waiver will be awarded the degree at the next graduation without the need to be registered or to pay a special fee. If a student fails to meet the waiver deadline, he or she will be required to register for the appropriate thesis or dissertation credit hours in the next semester, and to reapply for graduation in that semester.

**Exceptions to Regulations**

Students have the right to petition for exceptions to these regulations. Such a petition should be addressed to the dean of graduate studies. In most cases the student’s department or program committee must endorse the petition.

**Graduate Student Grievance Procedure**

It is the responsibility of the School of Graduate studies to assure that all students enrolled for graduate credit at Case Western Reserve University have adequate access to faculty and administrative consideration of their grievances concerning academic issues. A three-step procedure has been established for graduate students to present complaints about academic actions they feel are unfair.

1. Students with complaints should first discuss their grievances with the person against whom the complaint is directed.

2. In those instances in which this discussion does not resolve a grievance to the student’s satisfaction, a complaint should be presented in writing to the department chairperson. If the complaint is against the department chair and is not resolved with this individual, the complaint should be presented to the Dean of the School/College.

3. In the event that a decision still appears unfair to the student, the student may bring the matter to the attention of the dean of graduate studies. The dean may ask the student to put the complaint in writing. The dean will then discuss the case with the student and the department chair to evaluate the particulars and to make a ruling on it. As the situation warrants, the dean may appoint a Grievance Committee to recommend what action should be taken. In this event the Committee will be composed of two faculty members selected from the Committee on Graduate Studies of the Faculty Senate and two graduate students selected either from the Executive Committee of the Graduate Student Senate or from the student members of the Committee on Graduate Studies.

The dean of graduate studies has the responsibility for the final decision, and the ruling from the School of Graduate Studies will be considered final and binding on the persons involved in the grievance. Additional information about the grievance procedure can be obtained from the School of Graduate Studies.

It should be understood that this grievance procedure relates solely to graduate student complaints concerning academic issues. The procedure for handling complaints about other matters is detailed in the Graduate Student Handbook (http://gradstudies.case.edu/downloads/GradStudentHandbook.pdf).

**Procedures and Sanctions for Graduate Student Academic Infractions**

Graduate students accused of violating the university’s standards of conduct, which are
detailed in this Academic Integrity Policy (http://gradstudies.case.edu/downloads/AcadInteg.pdf). They are entitled to adequate notice of all charges and to a fair hearing and may subsequently be subject to disciplinary action. The process that is outlined in the Academic Integrity Policy will apply to academic infractions, e.g., cheating on examinations, plagiarism, and other forms of dishonesty in academic activities. Additional information is available from the School of Graduate Studies.
School of Graduate Studies Academic Requirements

Master Requirements I Doctoral Requirements I Grading

Academic Requirements for Master Degrees

In recognition that the objectives of master’s degrees differ for various departments and for individual students, especially in the importance given to research, two general plans for master’s degrees may be followed. Plan A is for MA or MS degrees with a thesis based on individual research and a final oral examination. Plan B is for MA, MFA, MPH, or MS degrees without a thesis but requiring a comprehensive examination and/or a major project to be administered by the academic unit.

Master’s Thesis (Plan A)

The minimum requirements for the master’s degree under Plan A are 18 semester hours of course work plus a thesis equivalent to at least 9 semester hours of registration, or 21 semester hours of course work plus a thesis equivalent to at least 6 semester hours of registration. Once registered for thesis credit (Course 651), a student must continue 651 registration each succeeding regular semester until graduation. However, if a student is registered for course work or research toward the doctorate in the semester in which the thesis examination is expected to occur, concurrent registration for 651 is not required. At least 18 semester hours of course work, in addition to thesis hours, must be at the 400-level or higher.

Each student must prepare an individual thesis. Joint theses are not permitted. The written thesis must conform to regulations concerning format, quality, and time of submission as established by the dean of graduate studies. Detailed instructions (http://gradstudies.case.edu/current/graduation/masters.html) can be obtained from the School of Graduate Studies website.

For completion of master’s degrees under Plan A, an oral examination (defense) of the master’s thesis is required. This examination is conducted by a committee of at least three members of the university faculty. The candidate’s thesis advisor customarily serves as the chair of the examining committee. The other members of the committee are appointed by the chair of the department or curricular program faculty supervising the candidate’s course of study. The examining committee must agree unanimously that the candidate has passed the thesis examination. Because theses are made public immediately upon acceptance, they should not contain proprietary or classified material. When the research relates to proprietary material, the student and advisor are responsible for making preliminary disclosures to the sponsor sufficiently in advance to permit timely release of the thesis, and these plans should be disclosed when the thesis is submitted to the School of Graduate Studies.

Master’s Comprehensive (Plan B)

The minimum requirements for the master’s degree under Plan B are 27 semester hours of course work, a comprehensive examination, and in some fields, an approved project. At least 18 semester hours of course work must be at the 400 level or higher.

Each candidate for the master’s degree under Plan B must pass satisfactorily a comprehensive examination to be administered by the department or curricular program committee. The examination may be written or oral or both. A student must be registered during the semester in which any part of the comprehensive examination is taken. If not registered for other courses, the student will be required to register for one semester hour of EXAM 600 Master’s Comprehensive Exam, before taking the examination.

Engineering students are required to complete 3 to 6 semester hours of Special Problems (Project) course work, which must consist of an engineering project approved by the chair of the department offering the degree program, and may be carried out at the student’s place of employment with nominal supervision by a faculty advisor or in the departmental laboratories under direct supervision. The project must culminate in a written report and examination by at least three professors including approval by the chair of the department.

Performance evaluation for Course 601 (Independent study/Research) is limited to P/NP grading.

Theater students in the MFA program are required to register for six semester hours of Thesis Production (creative project), followed by an oral and written defense.
Academic Requirements for Doctoral Degrees

The degree of Doctor of Philosophy is awarded in recognition of in-depth knowledge in a major field and comprehensive understanding of related subjects together with a demonstration of ability to perform independent investigation and to communicate the results of such investigation in an acceptable dissertation.

Curricular Requirements

Within the framework of these general regulations, it is expected that a relevant program of study (http://gradstudies.case.edu/current/ppos.html) will be planned for each candidate for the doctorate by the student and the faculty advisor or advisory committee. Such a program should include appropriate courses, together with work on the doctoral dissertation, and may also include, where relevant, such experiences as field work or practicum.

Although specific requirements vary among departments, students entering with a bachelor’s degree will satisfactorily complete a minimum of 36 semester hours of courses (which may include independent study/research, course 601), tutorials, and seminars. For students entering with an approved master’s degree, completion of at least 18 semester hours of course work is required. A minimum of 18 semester hours of dissertation research (Course 701) is required for all doctoral students.

Examination Requirements

In order to meet the requirements for the doctorate, a student must pass satisfactorily a general examination (or a series of examinations covering different fields) specified and administered by the student’s department or supervising committee. The examination generally precedes advancement to candidacy. A student must be registered during the semester in which any part of the general or qualifying examination is taken. If not registered for other courses, the student will be required to register for one semester hour of EXAM 700 PhD General/Qualifier Exam, before taking the examination. A student who fails the examination on the first attempt may be permitted to take the examination a second time within one year at the discretion of the department. Except in unusual circumstances, a student who fails the examination a second time will be separated from further graduate study within the same department or program.

Advancement to Candidacy

The formal acceptance of a student as a candidate for the doctoral degree is the responsibility of the student’s department or the committee supervising the doctoral program in accordance with the written procedures of the academic unit. At its discretion the supervising unit may require a student to pass qualifying examinations before candidacy is granted. Generally, advancement to candidacy allows the student to enter the dissertation research phase of the degree program, and occurs after all course work and exam requirements are satisfied. Students are expected to make regular and continuous progress toward the degree. Advancement to candidacy in a PhD program should occur within a maximum of 6 years post-matriculation with a bachelor’s degree (no later than at the completion of 36 semester hours of graduate study) and 4 years post-matriculation with a master’s degree (no later than at the completion of 18 semester hours of graduate study). Students may continue in pre-candidacy status beyond this time by means of a petition to the School of Graduate Studies by a program director, based on evidence of student progress toward the degree. Individual programs can require advancement to candidacy before the time limit set in this policy.

The dean of graduate studies must promptly be notified in writing of the decision concerning a student’s advancement to candidacy, and a copy of the notification must be sent to the student concerned. A student who is refused candidacy status may not undertake further study for credit toward the doctoral degree within the same department or supervising unit. With the approval of both the department concerned and the dean of graduate studies, such a student may:

1. Take additional courses, if required, in order to complete an approved master’s degree in that department.
2. Seek admission to the graduate program of another department.

Course 701 Requirements

Pre- and Post-Candidacy

Dissertation Research

When a student has been advanced to candidacy, he or she may begin dissertation research by formally registering for course 701 credits. At the point at which students begin registering for course 701, the department must identify a
university faculty member who will serve as the doctoral student’s principal research advisor, and formally notify the dean of graduate studies. Students who have been advanced to candidacy may register for 1-9 credits of course 701 each fall and spring semester (or up to 6 credits for the summer when needed). In certain cases, students who have not advanced to candidacy may begin registering for up to 6 credit hours of course 701 per semester at the discretion of the department and upon written notification to the dean of graduate studies. Pre-Candidacy 701 hour(s) may be taken concurrently with course work. Once a student begins registration of 701 hours, he or she must register for at least one credit hour of 701 each semester until graduation. Once 701 registration begins doctoral students have five consecutive calendar years from the semester of the first credited 701 registration, including leaves of absence, to complete all requirements for the doctorate.

Dissertation Advisory Committee

Each doctoral student is responsible for become sufficiently familiar with the research interests of the department or program faculty to choose in a timely manner a faculty member who will serve as the student’s research advisor. The research advisor is expected to provide mentorship in research conception, methods, performance, and ethics, as well as focus on development of the student’s professional communication skills, building professional contacts in the field, and fostering the professional behavior standard of the field and research in general. The research advisor also assists with the selection of at least two other faculty to serve as members of the dissertation advisory committee.

The dissertation defense committee must consist of a minimum of four members of the university faculty, including at least one whose primary appointment is outside the student’s program, department or school. The committee is appointed by the dean of graduate studies upon recommendation of the Chair of the department, division, or curricular program committee.

The student’s dissertation advisor must be a member of the dissertation advisory committee and may serve as chair. The chair of the committee must be a Case Western Reserve University tenured or tenure-track faculty member in the student’s program. Any tenured or tenure-track Case Western Reserve faculty member, and any full time faculty member whose primary duties include research who is authorized to serve on a PhD dissertation committee by the school or college through which they are affiliated with the university, may serve on a PhD dissertation committee. Any appropriate outside researcher may serve on a PhD committee upon approval by the dean of graduate studies of a request by the program or department. A petition with the rationale for the
request must be presented to the dean along with the proposed member’s curriculum vitae. Under special conditions, a former faculty member whose time of leaving the university has not exceeded 18 months may be approved as a voting university member by the dean of graduate studies.

Throughout the development and completion of the dissertation, members of the dissertation defense committee are expected to provide constructive criticism and helpful ideas generated by the research problem from the viewpoint of their particular expertise. Each member will make an assessment of the originality of the dissertation, its value, the contribution it makes, and the clarity, with which concepts are communicated, especially to a person outside the field. The doctoral student is expected to arrange meetings and maintain periodic contact with each committee member. A meeting of the full committee for the purpose of assessing the student’s progress should occur at least once a year until the completion of the dissertation.

Final Oral Examination
(Defense of Dissertation)

Each doctoral candidate is required to pass a final oral examination in defense of the dissertation. The examination may also include an inquiry into the candidate’s competence in the major and related fields.

The defense must be scheduled with the School of Graduate Studies no later than three weeks before the date of the examination. The chair of the examining committee should give approval to schedule the defense when the written dissertation is ready for public scrutiny. The candidate must provide to each member of the committee a copy of the completed dissertation at least ten days before the examination so that the committee members have an opportunity to read and discuss it in advance.

Scheduled defenses are made known through on-campus publication, and any member of the university may be present at that portion of the examination pre-designated as public by the chair of the dissertation defense committee. Others may be present at the formal defense only by invitation of that chair.

It is expected that all members of the dissertation defense committee be present at the defense. Exceptions to this rule: a) must be approved by petition to the dean of graduate studies and only under extraordinary circumstances, b) no more than one voting member can ever be absent, c) the absent member must participate through real-time video conferencing at the department’s expense; however, if such video conferencing is not available, the absent member may participate through telephone conferencing; and d) the student must always be physically present.

The dissertation defense committee is responsible for certifying that the quality and suitability of the material presented in the dissertation meet acceptable scholarly standards. A student will be certified as passing the final oral examination if no more than one of the voting members of the committee dissents.

Institutional Review Board (IRB)

The promotion of scholarship and the discovery of new knowledge through research are among the major functions of Case Western Reserve University. If this research is to be meaningful and beneficial to humanity, involvement of human subjects as experimental participants is necessary. It is imperative that investigators in all disciplines strive to protect human subjects. University policy and federal regulations demand compliance. Per federal regulations (45 CFR 46), all research involving human subjects requires submission of an IRB application (http://ora.ra.cwru.edu/research/orc/Case%20IRB%20System/CaseIRB.cfm) prior to initiation of research to the Case Western Reserve IRB.

Each IRB application must have a faculty member noted as the Responsible Investigator. Applications that are not fully completed as instructed will not be accepted. See university policy on the involvement of human participants in research for guidelines under which investigations involving human subjects may be pursued.

Course Designations

Courses numbered 100 to 399 are undergraduate-level courses. Courses numbered 400 and higher are graduate-level courses.

Grading System

See the University Registrar section of this Bulletin for a list of valid grades for the School of Graduate Studies and their appropriate use in assigning to graduate students. The only grades that can be changed after they have been assigned by the instructor are Incompletes (I). All others will remain permanently on the student’s academic record.
Additional work cannot be done to change an existing grade to a higher grade.

There are some grading schemes in the School of Graduate Studies that have important policy implications. They are:

**Incomplete (I)**

Grades of I should only be assigned for letter-graded and Pass/No Pass courses for extenuating circumstances, and only when a student fails to complete a small segment of the course. Students may not sit in the same course in a later semester to complete the work required for the original course. All work for the incomplete grade must be made up, and the change of grade recorded in the Office of the University Registrar, by the date specified by the instructor, but no later than the last day of class in the semester following the one in which the I was received. Grade changes received after that date must be accompanied by a petition signed by both the advisor and the chair of the department indicating the reason for the late change and must be approved by the Deputy Provost. Unresolved Incomplete grades will remain permanently on the student’s academic record, if the work is not made up by the designated deadline. A student who has a permanent Incomplete for a required course must retake the course in a later term. When an I grade is assigned by the instructor, he or she must also submit to the School of Graduate Studies the completed “Arrangement to Resolve a Grade of Incomplete” form (http://gradstudies.case.edu/current/forms.html) indicating the date that the I grade will be resolved. If the student cannot complete the work for the Incomplete by the specified deadline, he or she must petition for an extension which must be endorsed by the instructor, and explain the reasons why the work has not been completed, and include a new date for completion. Students will be allowed only one extension of no more than one additional semester to complete the work for an I grade.

**Pass/No Pass (P/NP)**

Some graduate courses are graded on a pass or no pass basis, and students need to be aware of the regulations governing letter graded and pass/no pass credits. Of the minimum credit hours required beyond the bachelor’s degree to complete course work requirements, at least 12 credits must be letter graded for the master’s degree, and at least 24 credits must be letter graded for the Ph.D. degree. For students with approved master’s degrees who are admitted to Ph.D. programs, at least 12 credits of the required minimum of 18 credits of course work must be letter graded. Letter graded courses should be the courses most central to the student’s plan of study. Additional credit hours of letter graded course work may be specified by departmental policy. Performance evaluation for course 601 (Independent study/Research) is limited to P/NP grading.

**Satisfactory/Unsatisfactory (S/U)**

Grades of Satisfactory (S) and Unsatisfactory (U) are to be used exclusively for two courses: 651 thesis research and 701, dissertation research. “Satisfactory” indicates an acceptable level of progress towards completion of the research required for the degree, and Unsatisfactory indicates an unacceptable level of progress towards completion of the research for the degree. Any student who receives a grade of U will automatically be put on academic probation, and if a second U is received, the student will be separated from further study in his or her degree program.
# School of Graduate Studies Programs of Study

## Arts and Sciences

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<thead>
<tr>
<th>Programs</th>
<th>Degrees</th>
<th>Combined Degree Programs</th>
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</thead>
<tbody>
<tr>
<td>Anthropology</td>
<td>MA, PhD</td>
<td>IGS, MA/MSN, PhD/MD, MA/PhD, PhD/MPH</td>
</tr>
<tr>
<td>Art Education</td>
<td>MA</td>
<td></td>
</tr>
<tr>
<td>Art History</td>
<td>MA, PhD</td>
<td>IGS</td>
</tr>
<tr>
<td>Art History and Museum Studies</td>
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</tr>
<tr>
<td>Astronomy</td>
<td>MA, PhD</td>
<td>BS/MS</td>
</tr>
<tr>
<td>Biology</td>
<td>MS, PhD</td>
<td>IGS, BS/MS</td>
</tr>
<tr>
<td>Chemistry</td>
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<td>BS/MS</td>
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<tr>
<td>Cognitive Linguistics</td>
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<tr>
<td>Communication Science</td>
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<td>English</td>
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<tr>
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<td>BA/MA, MA/MA</td>
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<td>Geological Studies</td>
<td>MS, PhD</td>
<td>BS/MS</td>
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<tr>
<td>History</td>
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<td>MA/JD</td>
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<tr>
<td>Mathematics</td>
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<td>BS/MS</td>
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<tr>
<td>Mathematics, Applied</td>
<td>MS, PhD</td>
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<tr>
<td>Music, Early Performance</td>
<td>MA, DMA</td>
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<tr>
<td>Music Education</td>
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<td>Physics</td>
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<tr>
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<tr>
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<td>World Literature</td>
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## Biomedical Sciences

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<tbody>
<tr>
<td>Anesthesiologist Assistant</td>
<td>MS</td>
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</tr>
<tr>
<td>Applied Anatomy</td>
<td>MS</td>
<td>MD/MS, MD/PhD</td>
</tr>
<tr>
<td>Biochemical Research</td>
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<td>Biochemistry</td>
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<td>MD/PhD, MS/PhD, MA/JD</td>
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<td>Bioethics</td>
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<td>MA/MSN, MA/JD, MA/MD, MA/MSSA, MA/MPH</td>
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<td>Biomedical Sciences Training Program</td>
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<tr>
<td>Cell Biology</td>
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<td>MD/PhD</td>
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<tr>
<td>Clinical Research Scholars Program</td>
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<td>DMD/MS</td>
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<td>Environmental Health Sciences</td>
<td>MS</td>
<td>MS/MD</td>
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<tr>
<td>Epidemiology and Biostatistics</td>
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<td>MD/PhD</td>
</tr>
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## Engineering

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<td>Biomedical Engineering</td>
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<td>BS/MS, MD/MS/MD/PhD</td>
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<td>Chemical Engineering</td>
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<td>Civil Engineering</td>
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<td>Computing and Information Sciences</td>
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<td>Macromolecular Science and Engineering</td>
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<td>Materials Science and Engineering</td>
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</tr>
<tr>
<td>Mechanical Engineering</td>
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<td>BS/MS, MD/PhD</td>
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<tr>
<td>Systems and Control Engineering</td>
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<td>Master of Engineering Program</td>
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<tr>
<td>Master’s in Engineering and Management</td>
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## Professional Programs

### Weatherhead School of Management

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<tbody>
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<td>Designing Sustainable Systems</td>
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<tr>
<td>Programs</td>
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<tr>
<td>Organizational Behavior</td>
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<td>Accountancy</td>
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**Epidemiology**

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<td>Master of Public Health</td>
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**Frances Payne Bolton School of Nursing**

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**Mandel School of Applied Social Sciences**

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<th>Programs</th>
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<tr>
<td>Social Welfare</td>
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