ACADEMIC POLICIES + PROCEDURES

Undergraduate Policies

For undergraduate policies and procedures, please review the Office of Undergraduate Studies section of the General Bulletin.

PhD Policies

For PhD policies and procedures, please review the School of Graduate Studies section of the General Bulletin.

Admissions and Application Information

Admission to the Master of Social Work (MSW) and the Master of Nonprofit Organizations (MNO) at the Jack, Joseph, and Morton Mandel School of Applied Social Sciences are granted on a selective basis determined by the quality of the overall application. The application requirements are the same for all program formats. This includes the On-Campus Weekly MSW, Intensive Weekend MSW, Online MSW and MNO program.

An applicant for admission is expected to meet the following minimum requirements:

- A bachelor’s degree from an accredited college or university.
- Evidence of capacity to succeed in graduate level education based on undergraduate coursework and any previous graduate coursework. Previous course work must include academic courses strong enough to ensure the applicant’s ability to do creditable work at the graduate level.
- A minimum undergraduate grade-point average is 2.7 for general admission. Candidates with a cumulative GPA below 2.7 may be considered for probationary admission.
- Evidence of a combination of personal qualities and values that are considered essential for the professional practice of social work or nonprofit management: strong moral character; strong analytical and verbal skills; a caring and compassionate nature; and a personal commitment to social justice, empowering individuals, and serving vulnerable and under-represented groups, communities and organizations.
- The school may request a personal interview or additional information about an applicant. For example, a member of the admissions office or Director of International Affairs may interview an applicant from a non-English speaking country to evaluate English proficiency. The admissions review committee may also request an interview if an applicant discloses a felony or past criminal conviction.
- Transcripts from a regionally accredited college or university, recognized by the Council for Higher Education Accreditation (CHEA), that demonstrates completion of a bachelor’s degree in any field of study. The Mandel School also requires transcripts from any school a student completed 6 or more credits.
- A two-part essay that is a maximum of five (5) typed pages (double-spaced, 12 point font) and is exemplary of graduate-level writing.
  - Part one: Discuss significant factors influencing your decision to pursue a Master of Social Work (MSW). Your essay should include information regarding your interest in the Social Work profession, your intended concentration/specialization and career goals. Please reflect on how any past personal, school, community, volunteer, professional work or leadership experiences will contribute to your success as a social worker. Describe your strengths that you bring to the program and how the Mandel School might support your educational or career goals.
  - Part two: Analyze a social, racial, economic and/or environmental justice problem of great concern to you. What do you think are the causes of this problem? Assuming you have power and resources at your disposal, in what ways do you think this problem could be addressed? Please include possible steps for implementation and challenges likely to surface in seeking a solution.
- A current resume highlighting past paid, volunteer, professional work, community service and leadership experiences.
- Two recommendation letters preferably from faculty members, direct supervisors, and/or volunteer coordinators.
- Academic Explanation: An academic explanation is required when an applicant has received an academic disciplinary action or academic dismissal in any previous college-level coursework. An academic explanation is also requested for applicants with an undergraduate cumulative grade point average below 3.0 overall or a past failing grade.

The application for admission to the MSW On-Campus Weekly, Intensive Weekend, and Online programs are completed through a secure online portal. The web address for the application is applygrad.case.edu/apply. Academic Policies + Procedures

Master of Nonprofit Organizations (MNO) Applicants

The application for admission to the Master of Nonprofit Organizations (MNO) includes the following materials:

- Transcripts from a regionally accredited college or university, recognized by the Council for Higher Education Accreditation (CHEA), that demonstrates completion of a bachelor’s degree in any field of study. The Mandel School also requires transcripts from any school a student completed 6 or more credits.
- A two-part essay that is a maximum of five (5) typed pages (double-spaced, 12 point font) and is exemplary of graduate-level writing.
Part one: Discuss significant factors influencing your decision to pursue a Master of Nonprofit Organizations (MNO). Your essay should include information regarding your interest in nonprofit management and your career goals in the field of nonprofit management. Please also reflect on how any past personal, school, community, volunteer, professional work or leadership experiences will contribute to your success as a graduate student. Describe your strengths that you bring to the program and how the Mandel School might support your educational or career goals.

Part two: Discuss some of the forces impacting nonprofit organizations today. Imagine you are a nonprofit executive. Identify three things you would do to ensure the success and effectiveness of the programs your organization delivers. Who would you seek to collaborate with to achieve these objectives?

- A current resume highlighting past paid, volunteer, professional work, community service and leadership experiences.
- Two recommendation letters preferably from faculty members, direct supervisors, and/or volunteer coordinators.
- Additional documents that may be required as part of the application:
  - Academic Explanation: An academic explanation is required when an applicant has received an academic disciplinary action or academic dismissal in any previous college level course work. An academic explanation is also requested for applicants with a cumulative grade point average below 3.0 overall or a past failing grade.

The application for admission to the Master on Nonprofit Organizations (MNO) program is completed through a secure online portal. The web address for the application is https://applygrad.case.edu/apply/

**Admission Procedures**

Applicants to the Master of Social Work (MSW) program and the Master of Nonprofit Organization (MNO) apply online through a secure online portal on our website. On-Campus MSW, Intensive Weekend MSW and MNO program applicants apply through the link: https://applygrad.case.edu/apply/. The Online MSW program applicants apply through the link: https://apply.madelonline.case.edu/signup.

Instructions on how to apply can also be found at: https://case.edu/socialwork/admissions/apply/how-apply.

Please email the Office of Admissions with any questions at mandelschool@case.edu.

**Application Deadlines**

Below are the enrollment options and application deadlines for each program and format.

**Social work: On-campus, including all dual degrees**

All on-campus and dual degree students begin the program in the fall semester.

- Early decision application and scholarship deadline: December 1
- Priority application and scholarship deadline: January 15
- General application and scholarship deadline: March 15

**Social work: Intensive Weekend**

All intensive weekend students begin the program in the fall semester.

- Priority application and scholarship deadline: January 15
- General application and scholarship deadline: March 15

**Social work: Online**

Online students may begin the program in the fall, spring or summer semester.

- Application deadlines for the online program vary based on enrollment semester.

**Master of Nonprofit Organizations**

MNO students may begin the program in the fall, spring or summer semester.

- Fall deadline: July 1
- Spring deadline: Dec. 1
- Summer deadline: April 1

**Advanced Standing (Master of Social Work Students Only)**

Applicants with a Bachelor’s of Social Work (BSW) from a Council on Social Work Education (CSWE) accredited institution are automatically eligible for Advanced Standing. The Mandel School will also award advanced standing credit to international students that have received official notification from the International Social Work Degree Recognition and Evaluation Service (ISWDRES) that the BSW they earned is equivalent to a CSWE accredited program and recognized by ISWDRES.

The advanced standing policy is administered the same for all three MSW program formats: On-Campus Weekly, On-Campus Intensive Weekend and Online.

The BSW must have been earned within the last seven years, from the date of admission, to receive advanced standing. Eligible students will automatically receive 21 advanced standing credits (listed below). Advanced standing students will be required to complete 39 credits to earn the MSW.

Applicants with a BSW from a CSWE accredited program, but who are beyond 7 years post-graduation, may submit a written request for advanced standing consideration to the Jack, Joseph and Morton Mandel School of Applied Social Sciences with your application. The request must include a detailed statement of your social work experience and continuing education activities. Demonstration of professional growth through social work experience, continuing professional education, leadership, and advancement in the social work field would be elements for consideration. Please email mandelschool@case.edu with any questions.

**Advanced Standing Course Credit**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SASS 502</td>
<td>Change Agent Intensive</td>
<td>1</td>
</tr>
<tr>
<td>SASS 503</td>
<td>Foundations of Social Policy and Service Delivery</td>
<td>2</td>
</tr>
<tr>
<td>SASS 504</td>
<td>Theories of Human Development and Human Diversity</td>
<td>2</td>
</tr>
<tr>
<td>SASS 507</td>
<td>Community Theory and Practice</td>
<td>2</td>
</tr>
</tbody>
</table>
materials will not be reviewed until a WES Report is received. If your degree was earned at an institution outside of the United States educational system, you must submit a WES Report. If you are an international student with an earned 4-year bachelor’s degree, you are required to submit a World Education Services (WES) Report for course-by-course credential evaluation upon applying to our program.

Transfer Credit

Transfer credit (6 hour limit) may be given for related, non-social work coursework completed in the past seven years. Credit hours must not have been applied toward a previous graduate degree. Students must have received a grade of B or better in any course for which transfer credit is sought. Course syllabi, Request for Transfer Credit Evaluation form, and official transcript must be submitted to the Mandel School Office of Admissions.

Courses approved for transfer credit are not used in computing the student’s GPA. Quarter hours will be converted to semester hours. Transfer credit is not eligible for credit hours that have been applied toward the completion of a previous graduate degree.

International Students

In addition to our standard application requirements, international students must also provide the following information:

World Education Service (WES) Report

All international and domestic applicants with a bachelor’s degree earned from a country outside of the United States Educational System are required to submit a World Education Services (WES) Report for course-by-course credential evaluation upon applying to our program.

If you are an international student with an earned 4-year bachelor’s degree awarded from a U.S. based institution, you do not need to provide a WES Report. If your degree was earned at an institution outside of the United States educational system, you must submit a WES Report.

Students may submit the Mandel School’s online applications for admission before the WES Report is received by our office, but student materials will not be reviewed until a WES Report is received or a WES waiver is granted. Students can email mandelschool@case.edu to request a waiver. Please note that a waiver is not guaranteed.

Demonstration of English Proficiency

If English is not recognized as your country's official language, you will be required to submit a Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or Duolingo English Test score. The Mandel School code for TOEFL is 1105.

- The minimum TOEFL required scores are 577 (paper-based) or 90 (internet-based)
- The minimum score for the International English Language Testing System (IELTS) is 7.0
- The minimum score for the Duolingo English Test is 115

Official results of this test must be forwarded to the Mandel School Office of Admissions.

You are exempt from proficiency testing if you meet any of the following criteria:

- English is recognized as your country of birth's official language according to the CIA World Factbook.
- You have completed work at an international university where English is the language of instruction.
- You have studied at or graduated from an institution in the United States.

Proof of Financial Support

If admitted to the program, international students must provide proof of financial support. Once admitted, you will be asked to provide original bank documents as evidence of support to cover educational and living expenses for one academic year. This supporting documentation will be required to confirm enrollment and initiate the appropriate immigration and visa process. The proof of financial support can include all scholarship awards from the Mandel School.

Advanced Standing Options for Students that Complete a BSW Outside of the US

Students holding a BSW from their country of origin may be eligible for advanced standing. Applicants should contact the Council on Social Work Education (CSWE) International Social Work Degree Recognition and Evaluation Service directly and ask to have their program reviewed.

An international applicant who holds a Master of Social Work (MSW) degree for his or her country may request a credit review for transfer credit. The Mandel School may award up to twelve (12) academic transfer credit hours (including field education).

Please note that materials submitted for application cannot be returned to the applicant.

Financial Information

Tuition

Tuition for the 2022-2023 academic year is calculated at $1,630 per credit hour for enrollment between 1 and 11 credit hours. Tuition is charged at a flat rate of $24,450 per semester for enrollment between 12 to 18 credits. Students enrolled in 19 or more hours during a semester will pay the

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SASS 508</td>
<td>Individual and Family Theory and Practice</td>
<td>4</td>
</tr>
<tr>
<td>SASS 509</td>
<td>Group Theory and Practice</td>
<td>2</td>
</tr>
<tr>
<td>SASS 528</td>
<td>Evidence Informed Practice</td>
<td>2</td>
</tr>
<tr>
<td>SASS 495</td>
<td>Field Education: Organizational Theory and Practice Seminar</td>
<td>1</td>
</tr>
<tr>
<td>SASS 601</td>
<td>Field Education I</td>
<td>2</td>
</tr>
<tr>
<td>SASS 602</td>
<td>Field Education II</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours: 21
semester rate of $24,450 and an additional $1,630 per credit hour beyond 18 credits.

Required Fees
- On-Campus Graduate Student Fees:
  - Student Activity Fee: $40.00 per semester (fall and spring)
  - Graduate Student Council Fee: $15 per semester (fall and spring)
  - RTA Pass fee: $60 per semester (fall and spring)
  - Field Education Software Fee (one-time only): $220 in first semester only
- Online Student Fees (online students only)
  - $20 per credit
  - Field Education Software Fee (one-time only): $220 in first semester only

Optional fees
- Health Insurance: $1,653* per semester (fall and spring semesters only)
- One to One Fitness Membership: $133 fall semester; $166 spring semester

Social Work Traditional Track: 60 credit hours
Social Work Full Advanced Standing Track: 39 credit hours
Master of Nonprofit Organizations: 39 credit hours

The Mandel School has a dedicated financial aid adviser on staff to answer your scholarship questions, provide one-on-one guidance, and match you with the best financial aid opportunities available. Please contact mandelschool@case.edu.

*All insurance coverage is subject to applicable state form and rate filing approval and once approved, to the terms of the Master Policy. We have not yet received approval from the state insurance department for the benefits, features and rates described in this document. As part of the approval process, the State may require us to make changes to the benefits, features and/or rates. We will notify you if that happens.”

Confirmation Tuition Deposit
A non-refundable tuition deposit of $100 is required of all master’s degree candidates at the time of acceptance. This deposit will be applied toward tuition for the degree program. Complete information about academic policies, procedures, and financial aid is available by contacting the Office of Admissions, Jack, Joseph, and Morton Mandel School of Applied Social Sciences at 216-368-1655.

Academic Standing and Academic Difficulty
Probation and Dismissal Policies
Probation Based on Academic Performance
A student who receives a grade point average below 3.0 in any semester or cumulative will be placed on probation. A student on probation must obtain at least a 3.0 average in the subsequent semester in order to be removed from probation. Since probationary status may have financial aid implications, students on probation are directed to contact the financial aid office upon determination of probationary status.

Dismissal Based on Academic Performance
A student will not be permitted to continue in the program if he, she or they receive:
- A second grade of F in the program, or two semesters of No Pass (NP) in field education or No Pass (NP) in any course;
- A grade point average (GPA) of 2.0 or below in any one semester or cumulative;
- A grade point average (GPA) less than 2.8 entering the final semester;
- If a student admitted on academic probation does not earn 3.0 GPA in the first semester; If a student admitted on academic probation earns NP in field at any time, the student will be academically dismissed.
- For part-time, Intensive Weekend, and online students, these policies apply in two semester blocks of time.

A NO PASS (NP) counts as F for purposes of determining academic standing.

Dismissal Based on Non-Academic Performance
Failure to meet generally accepted standards of professional conduct, personal integrity, or emotional stability requisite for professional practice, inappropriate or disruptive behavior toward colleagues, faculty or staff (at school or in field sites) will be the basis for nonacademic termination.

STUDENTS COMPLETING WORK BEYOND THE END OF A SEMESTER may be subject to academic actions at any point within the next semester. Students will be academically withdrawn from their courses and their records updated based on academic decision.

Students will be fully responsible for all financial obligations up to the date of academic action.

University Registrar requires letters of academic standing indicating probation or dismissal be sent to the student at the address on file in the Student Information System (SIS). Letters of dismissal are sent by priority mail and/or electronically by confidential E-LETTER. Letters of probation are sent regular first-class mail delivery and/or electronically by confidential E-LETTER.

Incomplete in Academic Courses
- A grade of Incomplete is given at the end of the semester only when a student has discussed the matter with his/her/their instructor and there are extenuating circumstances that clearly justify an extension beyond the requirements established for the other students in the class.
- The student and the instructor must agree on a due date for fulfilling the requirements for the Incomplete. A signed Request for an Incomplete Grade (by both the instructor and student) must then be submitted to the Mandel School Registrar by the instructor. This form can also be printed from the Mandel School Academic Resources website. The extension may not go beyond the end of the subsequent term (fall, spring, summer). The form must be specific in what assignment(s) are due and the date(s) by which assignment(s) must be submitted. For administrative purposes, instructors must submit final grades for Incomplete as soon as coursework is submitted and graded.
- If a student fails to remove the incomplete within the specified time, he/she/they forfeit the privilege of completing the course for credit and the instructor must assign a grade of F. For exceptional
situations in which there are extenuating circumstances, the student and advisor may request, in writing, an extension beyond one semester from the Associate Dean for Academic Affairs, with the instructor's approval.

d. If a student accumulates three or more grades of “Incomplete,” he/she/they may not enroll in the subsequent course or term and will be considered to be “on probationary suspension/probationary leave” from the program. This policy includes grades of “Incomplete” in Field Education. These students will be required to clear all but one grade of “Incomplete” on their records before they will be allowed to re-enroll in school.

Incomplete in Field Education

An Incomplete for fieldwork should be treated in the same manner as an Incomplete in academic courses. An Incomplete is only appropriate when insufficient hours were spent in placement, or assignments were not finished for reasons of illness or other excused absences. An Incomplete is also used for field education when the student is assessed to be performing at the marginal level and a remediation plan is required to be completed prior to a determination being made as to whether the student receives a P or an NP for the field period. A grade of Incomplete must be removed before entering the subsequent semester of fieldwork.

Late Assignments

Assignments are due on the date assigned. Exceptions must be cleared in advance with the instructor. In the absence of a mutual agreement by the student and instructor, the instructor is not obligated to accept papers and a grade of “F” can be entered for the assignment. If the instructor determines justifiable circumstances, additional time may be granted.

Course Repeat Option

Mandel School students may petition the Associate Dean of Academic Affairs to repeat a maximum of two courses during their degree program in order to improve their performance. When a course is repeated, the first grade will remain visible on the transcript but will be removed from the calculation of the cumulative grade point average and the grade point average for the semester in which the course was first taken. The new grade will then be used for the calculation of the cumulative grade point average and the grade point average for the semester in which it was earned, regardless of whether the new grade is higher or lower than the first grade. The student's transcript will show the comment “Repeated: No credit awarded” directly below the original grade. However, if the first attempt of the course resulted in a passing grade, but the second attempt results in a failing grade, then the original grade will remain. Similarly, if a student withdraws from a course that is being repeated, the Course Repeat Option will not be applied and the original grade will stand.

This option may be exercised according to the following criteria:

• The course repeat option can only be used on courses in which a grade of C or lower was earned; Courses with a grading basis of P/NP are not eligible under this policy;
• A student may not use the Pass/No Pass Option on a course that is being repeated;
• A student may only use the repeat option on the same course;
• The course repeat option may not be exercised after a degree has been awarded;
• Approval from the Associate Dean of Academic Affairs is required;

• The tuition and associated fees for a repeated course will be the responsibility of the student.

Readmission to Candidacy

A student who leaves the Mandel School in good standing without completing the requirements for the degree may re-enter within a three-year period and receive credit for previous work. Any former student who wishes to complete degree requirements and who has been out of school for two years or more must reapply for admission. All information regularly required for an admission application must be updated. The application will be reviewed in light of current admission policies.

Upon acceptance for readmission, the specific courses and fieldwork required for completion of the student’s program will be determined in accordance with current degree requirements. Credit hours will not be granted for work completed more than five years before readmission.

If a student is terminated due to inadequate academic performance or a violation of the professional code of conduct, he/she/they may request reinstatement although this will not be considered until two semesters after termination. A written petition and supporting documentation (if applicable) must be forwarded by the student to the attention of the Chair of the Committee on Students (mandelschoolcos@case.edu) who will present the petition for possible review by the full Committee at the next scheduled meeting. The Committee meets monthly except in May, June, July, and August. In all cases, the student must remain separated from the School for a minimum of two semesters (fall, spring, and summer are considered semesters).

The petition must include the following: a) the student’s reason for requesting the reinstatement, b) an identification of the circumstances that led to the termination, and evidence of personal, educational, or professional activities or accomplishments that would demonstrate the student’s readiness to return to school and successfully complete the degree program. The Committee will meet with the student (in-person, zoom conference call) if desired, and thereafter recommend to the Associate Dean of Academic Affairs one of three possible responses: 1) readmit, 2) readmit with condition, or 3) do not readmit.

Non-Degree Study

Generalist courses may be taken on a non-degree basis with the permission of the assistant dean for academic affairs. A maximum of 12 hours earned on a non-degree basis may be counted toward requirements for the master’s degree if the student is subsequently admitted as a degree candidate.