ACADEMIC POLICIES & PROCEDURES

Undergraduate Policies

For undergraduate policies and procedures, please review the **Undergraduate Academics** 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) programs at the Jack, Joseph, and Morton Mandel School of Applied Social Sciences is granted on the basis of a holistic application review. This review considers lived experiences, academic background, a demonstrated commitment to the field of social work and/or nonprofit management, the quality of reference letter(s), and the personal statement. The application requirements are the same for all program formats. This includes the On-Campus Weekly MSW, 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.
- Some evidence of capacity to succeed in graduate level education based on undergraduate coursework and insights from letters of recommendation.
- 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.
- A personal commitment to the field of social justice, empowering individuals, making society more inclusive and equitable and/or working alongside a wide variety of groups, communities, and organizations in the nonprofit, government, and/or for-profit sectors.
- To best support the admission process, the school or an applicant may request a personal interview or additional information about an applicant based on the recommendation of the admissions committee.
- **For advanced standing MSW applicants only**: Baccalaureate Social Work (BSW) degree graduates from a CSWE accredited program enter our MSW with advanced standing credit. Eligible BSW students automatically receive 21 advanced standing credit hours toward the 60 credit hour MSW program. Advanced Standing students have demonstrated mastery of the core competencies and will not repeat generalist courses.

Master of Social Work (MSW) Applicants

The application for admission to the Master of Social Work (MSW) program is completed through a secure **online portal** and 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 where a student completed 6 or more credit hours.
- 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.
- One recommendation letter preferably from faculty members, direct supervisors, and/or volunteer coordinators.
- Optional documents you may provide:
  - Academic Explanation: An academic explanation is encouraged when an applicant has received an academic disciplinary action or academic dismissal in any previous college-level coursework. An academic explanation is also encouraged for applicants with an undergraduate cumulative grade point average below 3.0 overall or a past failing grade.
- International Student Applicants (Additional Requirements)
  - 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) or International English Language Testing System (IELTS) test score.
  - Transcript Evaluation
    - If you completed a bachelor's degree from a college or university outside of the United States, you will be required to provide a transcript evaluation. A transcript evaluation may be used in place of a transcript provided directly from the institution for your past academic history.

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 where 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.
- One recommendation letter preferably from faculty members, direct supervisors, and/or volunteer coordinators.
- Optional documents you may provide:
    - Academic Explanation: An academic explanation is encouraged when an applicant has received an academic disciplinary action or academic dismissal in any previous college-level coursework. An academic explanation is also encouraged for applicants with a cumulative grade point average below 3.0 overall or a past failing grade.
- International Student Applicants (Additional Requirements)
    - 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) or International English Language Testing System (IELTS) test score.
    - Transcript Evaluation
        - If you completed a bachelor's degree from a college or university outside of the United States, you will be required to provide a transcript evaluation. A transcript evaluation may be used in place of a transcript provided directly from the institution for your past academic history.

The application for admission to the Master on Nonprofit Organizations (MNO) program is completed through a secure **online portal**.

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 the **Admissions website**.

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
- After March 15, the admissions office may add additional deadlines or move to rolling admission.

Social Work: Weekend

All weekend students begin the program in the fall semester.

- Priority application and scholarship deadline: January 15
- General application and scholarship deadline: March 15
- After March 15, the admissions office may add additional deadlines or move to rolling admission.

Social Work: Online

Online students may begin the program in the fall, and spring semesters.

- 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.

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

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 students that completed a BSW with a CASWE-accredited (from the Canadian social work accreditor, recognized through a **MOU** with CSWE and CASWE) program and/or a BSW earned outside of the United States that has been evaluated by the **International Social Work Degree Recognition and Evaluation Service (ISWDRES)** and confirmed as equivalent to a CSWE accredited program. The advanced standing policy is administered the same for all three MSW program formats: On-Campus Weekly, On-Campus-Weekend and Online.

Eligible admitted students will automatically receive 21 advanced standing credit hours (listed below). Advanced standing students will be required to complete 39 credit hours to earn the MSW.

Please note field education and seminar course numbers may vary by format.

Advanced Standing Course Credit [a]

Code	Title	Credit Hours
SASS 503	Foundations of Social Policy and Service Delivery	2
SASS 504	Theories of Human Development and Human Diversity	2
SASS 507	Community Theory and Practice	2
SASS 508	Individual and Family Theory and Practice	4
SASS 509	Group Theory and Practice	2
SASS 528	Evidence Informed Practice	2
SASS 495	Organizational Theory and Practice	2
SASS 601	Field Education I	2
SASS 602	Field Education II	3
Total Credit Hours		**21**

a Course numbers for field practicum and seminar may vary based on format.

Transfer Credit

Students who have completed graduate-level social work, nonprofit

management or graduate level courses in a related field other than social work or nonprofit management may request an evaluation of coursework for approval of eligible/comparable courses with a grade of B or better (3.0 on a 4.0 scale).

Students who are transferring to the Mandel School from another CSWE accredited graduate school of social work may apply for transfer credit for up to 12 credit hours of academic work and/or field education. Transfer students from social work programs must submit fieldwork evaluations, final official transcripts, course syllabi and the *Request for Evaluation of Transfer Credit* form. Please note the Transfer Credit and Advanced Standing Credit for Masters of Social Work Students are separate processes and may not be combined.

Transfer credit (6 credit hour limit) may be given for related, but non-social work, coursework completed. 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.

Students who are transferring to the Mandel School from another accredited graduate school of nonprofit management may apply for transfer credit for up to 12 credit hours. Final official transcripts, course syllabi for each course transfer credit is requested and *Request for Transfer Credit Evaluation* form 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.

The Mandel School does not grant course credit for life experience or previous work experience.

International Students

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

Transcript Evaluation

If you completed a bachelor's degree from a college or university outside of the United States, the Mandel School requests a transcript evaluation for the application review process. A transcript evaluation may be used in place of a transcript provided directly from the institution for your past academic history.

Please request a Course-By-Course evaluation. The required documents vary by the country in which the degree was earned and the level of education received. Below are two transcript evaluation services that are recommended by the Mandel School.

- **World Education Services (WES)**
- **The Evaluation Company**

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 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. The Mandel School code for TOEFL is 1105.

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 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 the first year of the anticipated 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 from his or her country may request a credit review for transfer credit. The Mandel School may award up to 12 transfer credit hours that can be applied toward our CSWE accredited program.

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

Financial Information

Tuition

Tuition for the 2026-2027 academic year is calculated at $1,700 per credit hour for enrollment between 1 and 11 credit hours. Tuition is charged a flat rate of $25,000 per semester for enrollment between 12 to 18 credit hours. Students enrolled in 19 or more credit hours during a semester will pay the semester rate of $25,000 and an additional $1,700 per credit hour beyond 18 credit hours.

Required Fees

- On-Campus Graduate Student Fees:
  - Student Activity Fee: $50.00 per semester (fall and spring)
  - Graduate Student Council Fee: $20 per semester (fall and spring)
  - RTA Pass fee: $70 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 for On-Campus Students

- Health Insurance: $2,110* per semester (fall and spring semesters only)
- One to One Fitness Membership: $150 in the fall semester; $187.50 plus tax in the spring semester

Master of Social Work Traditional Track: 60 credit hours
Master of 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 and costs are 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 $200 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.

Probationary Leave

If a student accumulates three or more grades of "Incomplete," they may not enroll in the subsequent course or term and will be considered to be "on 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 record before they will be allowed to re-enroll in School.

Dismissal Based on Academic Performance

A student will not be permitted to continue in the program if he, she or they receives:

1. A second concurrent grade of F in the program, or two semesters of No Pass (NP) in field education or No Pass (NP) in any course;
2. A grade point average (GPA) of 2.0 or below in any one semester (or first two semesters for Online and Weekend Formats) or cumulative;
3. A grade point average (GPA) less than 2.8 entering the final semester;
4. If a student admitted on academic probation does not earn a 3.0 GPA in the first semester; If a student admitted on academic probation earns No Pass in field at any time, the student will be academically dismissed.
5. 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. This determination would be based on the Committee on Students' ruling.

If a student believes their dismissal was based on age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status, or any other bases under the law, then the student has the right to appeal the decision to the Committee on Students.

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.

The 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

1. 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.
2. 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.
3. 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 or NP. 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.

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 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 may be required to 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 may 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.

Mandel School Audit Policy

A Non-Degree student [NDs] may audit a course with the consent of the Chair of the Master of Social Work Program at the Mandel School. Students auditing a course must establish eligibility for admission, register and pay the required tuition and fees. NDs is expected to attend the audited class regularly. An auditor receives no credit for the course, but the course is included in the total credit-hours of enrollment for that semester. At the beginning of the course, the student and instructor should reach agreement regarding the requirements for a successful audit. If the student achieves a successful audit, the instructor records a grade of AD, which is entered on the student's transcript. If the student fails to meet the requirements established for a successful audit, the instructor will record a grade of NG. Degree-seeking students at the Mandel School are prohibited from auditing a course.

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 credit 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.

Course Offering and Enrollment Statement

Courses are subject to cancellation due to low enrollment or may be offered in a different format than what a student is enrolled in to fulfill in the degree requirements of a student's pathway. It is the responsibility of the student to ensure degree requirements are met.