

# ACADEMIC REQUIREMENTS, POLICIES, AND PROCEDURES

## Academic Requirements for the Doctor of Philosophy and Doctor of Musical Arts Degrees

The degrees of Doctor of Philosophy and Doctor of Musical Arts are 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.

### Planned Program of Study

Within the framework of these general regulations, it is expected that a relevant program of study will be planned for each candidate for the doctorate by the student and the faculty advisor or advisory committee. This Planned Program of Study (PPOS), if applicable, must be submitted to the School of Graduate Studies before the end of the second semester. Guides to submitting and updating the PPOS through the Student Information System (SIS) are available from the University Registrar. Some programs have the degree requirements built into the Student Information System and do not require a PPOS. For these programs, the Academic Requirements Report in the Student Information System replaces the PPOS.

### Academic Requirements for the Doctor of Philosophy

Unless designated higher by the department, a minimum cumulative grade point average of 3.00 is required for the awarding of graduate degrees from the School of Graduate Studies. Although specific requirements vary among departments, students entering with a bachelor's degree will satisfactorily complete a minimum of 36 credit hours of courses (which may include independent study/research), tutorials, and seminars. All coursework must be at the 400-level or higher, and at least 24 credit hours of course work must be graded. For students entering with an approved master's degree, completion of at least 18 credit hours of 400-level or higher course work and at least 12 credit hours of this course work must be graded. A minimum of 18 credit hours of dissertation research (Course 701) is required for all PhD students.

### Academic Requirements for the Doctor of Musical Arts Degree

Unless designated higher by the department, a minimum cumulative grade point average of 3.00 is required for the awarding of graduate degrees from the School of Graduate Studies. A minimum of 36 credit hours of course work (at least 24 credit hours must be graded work and at the 400-level or above) is required for the DMA, together with a minimum of 18 credit hours of applied music and 6 credit hours of lecture-recital/document preparation. Students are also required to give a recital, to pass a jury and qualifying examinations, and to demonstrate proficiency in two foreign languages relevant to their field of study. Students should contact the Department of Music for additional details.

### Advanced Doctoral Research

For students matriculating in Summer 2019 and later, in order to accurately reflect the time and effort accrued in completing the doctoral degree, 36 credit hours of advanced doctoral research will be posted to

the PhD/DMA student's record upon successful completion of the degree requirements and submission of final certification materials.

### Examination Requirements

In order to meet the requirements for the doctorate, a student must pass 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, during the term in which the examination is taken. 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. Once a student has advanced to candidacy, notification to the School of Graduate Studies should be submitted using the Advancement to Candidacy form. 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. At its discretion the supervising unit may require a student to pass qualifying examinations before candidacy is granted. Students are expected to make regular and continuous progress toward the degree. Advancement to candidacy in a doctoral program should occur within a maximum of 6 years post-matriculation with a bachelor's degree (no later than at the completion of 36 credit hours of graduate study) and 4 years post-matriculation with a master's degree (no later than at the completion of 18 credit hours of graduate study). Students may continue in pre-candidacy status beyond this time on a limited basis by means of a petition to the School of Graduate Studies by the student and 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 School of Graduate Studies must be notified promptly 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 School 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 (Dissertation Research, Pre- and Post-Candidacy)

When a PhD student has been advanced to candidacy, they 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. Students who have been advanced to candidacy may register for 1-9 credit hours 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 be given predoctoral standing status at the discretion of the department and upon submission of the Predoctoral Standing form to the School of Graduate Studies. These students may register for up to a total of 6 credit hours of course 701 over a maximum of two regular semesters. Pre-Candidacy 701 hour(s) may be taken concurrently with coursework.

Once a student begins registration of 701 hours, they must register for at least 1 credit hour of 701 each semester until graduation. PhD students have five consecutive academic years from the semester of the first credited 701 registration, including leaves of absence, to complete all requirements for the doctorate.

## Dissertation Requirements

All candidates for the PhD degree must submit a dissertation as evidence of their ability to conduct independent research at an advanced level. The dissertation must represent a significant contribution to existing knowledge in the student's field, and at least a portion of the content must be suitable for publication in a reputable professional journal or as a book or monograph. Students must prepare their own dissertations. Joint dissertations are not permitted. The dissertation must conform to regulations concerning format, quality, digital accessibility, and time of submission as established by the School of Graduate Studies in the Electronic Theses and Dissertation Guidelines. Research work connected with a dissertation is to be carried out under the direct supervision of a member of the University faculty.

When the research relates to proprietary material, the student and advisor are responsible for making preliminary disclosures to the sponsor in advance to permit timely release of the dissertation. These arrangements, and any requests for delayed publication, must be disclosed when the dissertation is submitted to the School of Graduate Studies on the Electronic Thesis and Dissertation (ETD) Document Approval and Certification Form as part of the final graduation materials. Once approved by the School of Graduate Studies, dissertations are to be digitally submitted to OhioLINK before certification of the doctorate. Because dissertations are made public through OhioLINK, they should not contain unauthorized, proprietary, or classified material.

## Dissertation Research Advisor

Each doctoral student is responsible for becoming 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 the other faculty to serve as members of the dissertation advisory and defense committee.

## Dissertation Advisory and Defense Committee

The composition of each student's dissertation committee must have formal approval by the School of Graduate Studies on recommendation of the chair of the department, division, or curricular program committee.

The dissertation committee requires that:

- there be a minimum of four members of the University faculty (any tenured or tenure-track Case Western Reserve University faculty

member, or any CWRU 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).

- at least one of these CWRU faculty hold a primary appointment in a department/program different from that of the student.
- the chair of the committee be a CWRU tenured or tenure-track faculty member in the student's program.
- the student's dissertation/research advisor be a member of the committee and may serve as chair if consistent with departmental policy.
- persons who are not members of the University faculty only serve as additional members of the defense committee, subject to approval by the School of Graduate Studies. A petition with the rationale for the request must be submitted to Graduate Studies along with the proposed member's curriculum vitae.

Under special circumstances, a former faculty member whose time of leaving the University has not exceeded 18 months may be approved as a committee member by the School of Graduate Studies.

Throughout the development and completion of the dissertation, members of the dissertation advisory 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 PhD 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 publicized by the School of Graduate Studies, 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 School 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; and d) the student must always be physically present. The petition should outline who will be attending the defense in person and who will be attending via video conferencing.

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.

## Periodic Review and Evaluation of Doctoral Student Progress

In order to achieve excellence in student mentoring in doctoral programs within the School of Graduate Studies at Case Western Reserve University, an annual review of student progress toward the degree is required for every doctoral student. This review has two purposes: i) to support mentoring of students by providing regular and timely feedback that will enhance their success at CWRU and their career goals and professional development, and ii) to evaluate progress toward completion of the degree. To achieve these goals, the review should evaluate the previous year's progress, detail the student's strengths and areas that need improvement, and make recommendations for future action to complete the degree.

Each doctoral program shall develop its own annual review format and timing within these minimal guidelines:

1. Every doctoral student will submit an annual progress report to their program, department, or school. The report should describe progress toward the degree in the past year, future plans for completing the degree, career goals and progress toward professional development.
2. Faculty of the program, department, or school will review the student reports to evaluate student progress in the program. The review process shall include at least two faculty members, such as the faculty advisor, dissertation or thesis chair or committee, graduate program director, or other subset of faculty designated by the department. Additional faculty members may be asked to provide input to help the review process.
3. The findings of the evaluation shall be communicated to the student in a written report (and whenever possible, discussed in person) that details the student's current status in the program, progress towards completion, career goals and professional development, and makes concrete suggestions for future actions.
4. Master's level students may be evaluated in a similar fashion at the discretion of the program, department, or school.

If a doctoral program already has an annual review policy in place, the program shall inform the School of Graduate Studies of what form that review takes. For programs that do not have an annual review policy, the School of Graduate Studies requests that they create an annual review policy within a year from the approval of the policy. This policy does not mandate the use of one particular student review format. For some programs, the annual report can be coordinated with other reporting needs (e.g. NIH grants) so as to eliminate redundancy in reporting for the student.

Compliance with this policy will be monitored by the School of Graduate Studies. Programs shall provide an annual list of names of students who have been reviewed by June 30th each year. A template of the department review form shall be provided to the School of Graduate Studies. Copies of an individual student's annual reviews will be made available to the School of Graduate Studies upon request.

## Residency Requirement

The doctoral residency requirement is intended to ensure a period of intensive academic interaction with faculty and peers and 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 does 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.

## Time Limitation

Requirements for the PhD degree must be completed within five consecutive calendar years from the semester of the first credited 701 registration, including any leaves of absence. Any graduate student who fails to complete the requirements within the five-year limit for their degree program will be subject to separation from further study unless granted an extension by the School of Graduate Studies with the recommendation of their program. An extension may be granted if the student and their advisor work out a plan of action for degree completion within a specified time frame which must be endorsed by the department chair or graduate program director. 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 3 credit hours of 701 (PhD). DMA students must register for at least 3 credit hours of appropriate course work.

## Academic Requirements for Master's 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. The Master's Thesis Option is for MA or MS degrees with a thesis based on individual research and a final oral examination. The Master's Non-Thesis Option is for MA, ME, MFA, MPH, or MS degrees without a thesis but requiring a comprehensive examination, major project or other culminating experience to be administered by the academic unit.

## Planned Program of Study

Within the framework of these general regulations, it is expected that a relevant program of study will be planned for each candidate for the master's degree by the student and the faculty advisor or advisory committee. If applicable, a Planned Program of Study (PPOS) must be submitted to the School of Graduate Studies by the end of the second semester. Check with your program to determine if a PPOS is required. If so, the PPOS should include appropriate courses, thesis, and/or project hours, and may also include, where relevant, such experiences as field work or practicum. Guides to submitting and updating the PPOS through the Student Information System (SIS) are available from the University Registrar. Some departments have the degree requirements built in the Student Information System and do not require a PPOS. For these

programs, the Academic Requirements Report in the Student Information System replaces the PPOS.

## Master's Thesis Option

Unless designated higher by the department, a minimum cumulative grade point average of 3.00 is required for the awarding of graduate degrees from the School of Graduate Studies. The master's degree under the thesis option requires a minimum of 30 total credit hours, with 18-24 credit hours of course work, plus a thesis equivalent to at least 6-12 credit hours of registration. At least 18 credit hours of coursework must be at the 400-level or higher. Courses taken at the 300-level should only be allowed when no 400-level course is available, or under unusual circumstances, both of which must be approved in advance via a petition to Graduate Studies. At least 12 credit hours of course work must be graded. 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 coursework or research toward the doctorate in the semester in which the thesis examination is expected to occur, concurrent registration for 651 is not required.

Each student must prepare an individual thesis. Joint theses are not permitted. The written thesis must conform to regulations concerning format, quality, digital accessibility, and time of submission as established by the School of Graduate Studies. Detailed instructions can be obtained from the School of Graduate Studies website.

For completion of master's degrees under the thesis option, 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. 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. These arrangements, and any requests for delayed publication, must be disclosed to the School of Graduate Studies using the Electronic Thesis and Dissertation (ETD) Document Approval and Certification Form as part of the final graduation materials.

## Master's Non-Thesis Options

Unless designated higher by the department, a minimum cumulative grade point average of 3.00 is required for the awarding of graduate degrees from the School of Graduate Studies. The minimum requirements for the master's degree under the non-thesis option are 30 credit hours of course work with at least 12 credit hours of letter-graded course work, and a comprehensive examination, approved project or other culminating experience. At least 18 semester hours of course work must be at the 400-level or higher. Courses taken at the 300-level should only be allowed when no 400-level course is available or under unusual circumstances, both of which must be approved in advance via a petition to Graduate Studies.

The Case School of Engineering offers a non-thesis, course focused master's degree. The minimum requirements for the course focused master's are 30 credit hours of coursework with at least 12 credit hours of letter-graded coursework and at least 24 credit hours at the 400-level or above.

Each candidate for a master's degree under the non-thesis option must pass a comprehensive examination, project or other culminating experience 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 during the term in which the examination is taken.

## Time Limitation

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. Any graduate student who fails to complete the requirements within the five-year limit for their degree program will be subject to separation from further study unless granted an extension by the School of Graduate Studies with the recommendation of their program. An extension may be granted if the student and their advisor work out a plan of action for degree completion within a specified time frame which must be endorsed by the department chair or graduate program director. Students will be expected to meet all the specified deadlines outlined in the plan of action. For master's thesis students, the minimum acceptable registration during this extended period for each semester until graduation is 3 credit hours of 651. Non-thesis, project, and course-focused master's students must register for at least 3 credit hours of appropriate course work.

## Academic Requirements for Graduate Certificates

Case Western Reserve University awards University Certificates as a credential for completing a set of courses (possibly in combination with other learning experiences) that focus on a specific topic or theme. A graduate certificate program contains courses taught at the graduate or professional level. Unless designated higher by the department, the program must include a minimum of 15 credit hours. The student must earn a minimum GPA of 3.00 in order for the graduate certificate to be awarded. Certificate programs may be embedded within degree programs and offered as an option for degree-seeking students, or can be stand-alone programs to which students apply and are granted admission. Courses taken as part of a certificate program may be double counted for degree programs. University certificates are recorded in the Student Information System and will appear as awarded on the student's official University transcript upon final confirmation from the School of Graduate Studies.

## Additional Requirements 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 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 the University IRB Policies and Procedures on the involvement of human participants in research for

guidelines under which investigations involving human subjects may be pursued.

## Foreign Language Requirements

Although there is no general foreign language requirement for the doctorate, each department or supervising committee may set such requirements as are appropriate to the student's program of study. It is the student's responsibility to ascertain the foreign language requirements approved by the supervising unit.

## Enrollment and Registration

Students in the School of Graduate Studies are expected to maintain continuous registration in the fall and spring terms, unless on an approved Leave of Absence. Students who fail to register may be withdrawn from their programs and must petition for reinstatement in order to continue graduate study.

Course registration for continuing students for the summer and fall semesters begins at the end of March or early April. Course registration for continuing students for the spring semester begins in November. See *When Can I Register?* for exact dates.

### Audit

Students can audit a course to gain knowledge in a subject area without being bound to complete all of the required coursework. Email a completed Drop/Add Form to [gradstudies@case.edu](mailto:gradstudies@case.edu) to audit a course by that semester's deadline as stated in the academic calendar. A student may audit a course with the approval of the instructor and advisor, however, they receive no credit for the course (a grade of AD is posted on the transcript if it is a successful audit). Note that a course cannot be changed from Audit to Credit, and audited courses cannot be used to fulfill any degree requirements. Full tuition is charged for audited courses.

### Course Designations

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

Graduate Students are expected to take courses at the 400-level or above. Some departments do allow courses at the 300-level to be used for master's programs, however, this should only occur when no graduate-level course is available or under unusual circumstances, both of which require a petition to Graduate Studies. Departments are strongly encouraged to create cross-listed graduate-level courses to accommodate this need. Graduate-level versions of courses must require additional work beyond that which is assigned to the undergraduate students in the course.

### Course Loads and Overloads

Full-time status requires registration for a minimum of 9 credit hours per semester (or 1 credit hour of 651, 695 Project Course in Engineering, 701, or similar courses). Students financed by federal loans must remain registered for at least 6 credit hours (defined as half-time) each semester to maintain continued eligibility for that funding or to initiate such a loan.

The maximum course load for graduate students is 17 credit hours. Students wishing to take an overload must receive approval from their graduate program. The program should then send the overload request to Graduate Studies for final approval and processing.

### Waiver of Registration

It is a requirement of the School of Graduate Studies that a student be registered for credit in the semester in which they complete the

requirements to graduate in accordance with established deadlines for that semester. 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, students can apply 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 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 end of the Drop/Add period of the next semester, including the Waiver of Registration form.

A student who qualifies for the waiver will be awarded the degree at the next graduation without the need to be registered. If a student fails to meet the waiver deadline, they will be required to register for the appropriate credit hours in the next semester, and to reapply for graduation in that semester.

## Enrollment Changes

### Drop/Add

Changes in course schedules must be submitted to the Registrar's Office using the Student Information System (SIS) or a drop/add form before the end of the second week of classes during the fall and spring semesters. For courses that run for half of the semester, students are allowed only a one-week drop/add period at the start of those courses. The drop/add deadline for summer courses is set in a proportional manner, with the deadlines for each summer session posted on the website of the University Registrar. Deadlines for dynamically-dated courses (i.e., those that meet on some alternative schedule) are set in a proportional manner but always require a drop/add form after the start of the course.

To drop or add individual courses after the drop/add period or to change registration from credit to audit, a student must submit a Drop/Add form signed by their advisor, to the School of Graduate Studies in accordance with the dates and deadlines published each academic term for such actions to be taken. Students must make appropriate changes to their schedules by the end of the posted Drop/Add period in order to avoid paying full tuition for a dropped course. There is no tuition credit issued for an individual dropped course after Drop/Add. When making changes in registration, an international student must be aware of the pertinent requirements regarding full-time status. Students who add a course after the start of the semester are responsible for speaking with the instructor to learn the consequences of any work missed and whether there are opportunities for making up assignments.

### Withdrawal From a Course

If a student needs to withdraw from a single course (as long as it is not their only class) in the Fall or Spring semester, they must withdraw in SIS (for most classes); see the University Registrar's page on class registration (start at #20) for instructions.

When dropping the individual course, a grade of W will be posted on the student's transcript and they will receive a 0% tuition refund. If students have more questions or are unsure whether they should drop the individual course, they should speak to their professor and/or advisor before making the decision to withdraw.

### Withdrawal From All Courses

In order to withdraw from all courses in a given semester, registered students must complete the Term Withdrawal process in the Student Information System (SIS). A grade of WD will be assigned in all courses

in which a student is registered at the time of withdrawal (if after Drop/Add). Only completing a Term Withdrawal for the semester may entitle a student to a percentage refund of the withdrawn courses after the end of Drop/Add. Failure to attend class or merely giving notice to the instructor does not constitute official withdrawal or change and normally will result in the student being assigned the grade of F.

## Withdrawal From the University

To withdraw from the university during a semester or session, a student must send written notice to their program and to Graduate Studies and, if currently registered, also complete the Term Withdrawal process in the Student Information System (SIS). Failure to attend classes or notification of instructors only does not constitute withdrawal from the university. A student who ceases to attend or otherwise participate in courses without officially withdrawing will be assigned the grade of F for each course in which they are enrolled and are responsible for full tuition and fees.

## Reinstatement after Withdrawal

Petitions for reinstatement after withdrawal must be approved by both the student's department and the School of Graduate Studies before the student may register for further course work as a student in full standing. If more than 24 months have elapsed since the last registration, students may have to resubmit Admissions materials if requested by the program or the School of Graduate Studies.

## Final Examinations and Reading Days

### Missed Final Examinations

A student must explain immediately and in writing to the faculty and Graduate Studies an absence from a scheduled final examination. If the explanation is acceptable, a final examination may be authorized. If a mutually agreed upon time cannot be arranged between the instructor and student to make-up the final exam before final grades are due, the instructor should assign a grade of Incomplete.

In the event of an unexcused absence from a final exam, the instructor will assign the student a final grade that assumes a grade of zero on the final exam and is consistent with the grading policy established for the course.

### Reading Days

Prior to and/or during the final examination period, two weekdays are set aside as Reading Days to be used by students for completing assignments and preparing for final examinations. These days are not to be used by faculty for scheduling exams or other course activities that require the attendance of students. They may be used by faculty to schedule review sessions for which attendance is optional.

## Grades

See the University Registrar section of this General Bulletin for a list of valid grades for the School of Graduate Studies and their appropriate use with regard 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.

The following grading schemes in the School of Graduate Studies that have important policy implications.

## Incomplete Grades

Grades of I can only be assigned for letter-graded and Pass/No Pass courses for extenuating circumstances and only when a student who is passing the course fails to complete a small, evaluative 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 Student Information System (SIS) by the date specified by the instructor, but no later than the 11th week of class in the semester following the one in which the I grade was received. Leaves of absence do not change or extend this deadline.

In exceptional circumstances, a student may petition for an extension of the Incomplete deadline. The petition should be submitted by the original deadline date and must contain the reasons for the extension, a proposed new completion date, and a letter from the instructor supporting the extension.

When a student fails to submit the work required for removing the Incomplete by the date established, the instructor will enter a final grade that assumes a failing performance for the missing work. In the absence of the assignment of a grade by the instructor, the Registrar will convert the I to F when the deadline for making up Incomplete grades from a previous semester has passed.

## Pass/No Pass

Some graduate courses are graded on a Pass/No Pass basis. Students in the School of Graduate Studies do not have the option to change a letter graded course to Pass/No Pass. Of the minimum credit hours required beyond the bachelor's degree to complete coursework requirements, at least 12 credit hours must be letter graded for the master's degree, and at least 24 credit hours must be letter graded for the PhD degree. For students with approved master's degrees who are admitted to PhD programs, at least 12 credit hours of the required minimum of 18 credit hours of coursework must be letter graded. Letter graded courses should be the courses most central to the student's plan of study. Additional requirements of letter graded course work may be specified by departmental policy.

## Course Repeat

Graduate students may petition their department chair 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 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. Course repetition may be exercised according to the following conditions:

1. The course repeat option can only be used on a course in which a C or lower was earned. Courses with a grading basis of P/NP are not eligible under this policy.
2. A student may not use the Pass/No Pass option on a course that is being repeated.

3. A student may only use the repeat option on the same course (name, number, credits).
4. Research based courses (for example, 601, 651, 695, and 701) are exempt from this repeat policy. Thesis research course 651 and dissertation research course 701 grading policies can be found in this bulletin.
5. The course repeat option may not be exercised after a degree has been awarded.
6. A Course Repeat Request form must be signed by the student's advisor and department chair. The form must be submitted to the School of Graduate Studies for approval.

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

## Satisfactory/Unsatisfactory

Grades of Satisfactory (S) and Unsatisfactory (U) are to be used exclusively for 651 thesis research and 701 dissertation research and the M.S. Project course (695) in the Case School of Engineering. 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 their degree program. Students who receive a U must repeat the course for the same number of credits the following semester.

## Transfer of External Credit

Transferred credit from another university toward master's degree requirements is awarded for appropriate course work (not applied to another completed degree) taken prior to admission. Transfer of credit must be appropriate for the student's program of study. For master's candidates, transferred credit is limited to 6 credit hours of graduate-level courses, and no credit for master's thesis may be transferred from another university. Courses must have been taken within five years of first matriculation at Case Western Reserve University and passed with grades of B or better.

No transfer of credit will be awarded towards the PhD degree unless under exceptional circumstances and only by petition. No credit for the doctoral dissertation may be transferred from another university.

Students who wish to receive credit for courses taken outside the University once they are enrolled must petition for approval before taking the classes. All transfer of credit requires approval from the student's advisor, the department chair or graduate committee of the department for which credit is being granted, and the School of Graduate Studies. The Transfer of Credit Request form can be found on the School of Graduate Studies website.

Transfer of credit does not include the transfer of grades and therefore cannot be used to fulfill GPA or percentage of graded coursework policies.

## Transfer of Internal Credit

Students of exceptional ability in the undergraduate programs of Case Western Reserve University who have the approval of the Undergraduate Advising Support Office and the School of Graduate Studies may apply to receive credit for graduate courses completed in excess of the undergraduate degree requirements.

Graduate students who internally transfer to another degree program may seek approval to transfer coursework from the original degree program by a Petition for Transfer of Program form. Dual degree or nondegree students transferring into a graduate degree program must provide the School of Graduate Studies with written approval from their department.

Internal transfer of credit does include the transfer of grades and can be used to fulfill GPA or percentage of graded coursework policies.

## Academic Standing Regulations

### Maintenance of Good Standing

Unless designated higher by the department, a minimum cumulative grade point average of 3.00 is required for the awarding of graduate degrees from 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. Good standing ensures normal progress toward the fulfillment of the stated requirements at levels of quality without warning, probation, or extension of the allowable time limit for degree completion. Good standing also requires registration each fall and spring semester unless on an official leave of absence.

### Maintenance of Grade Point Average (GPA)

Unless designated higher by the department, a minimum cumulative grade point average of 3.00 is required for the awarding of graduate degrees from the School of Graduate Studies. 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 School of Graduate Studies. In calculating the grade 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 that may need to be repeated. In that case, the departmental standards supersede the minimum standards. Students who do not maintain the minimum grade point average will be placed on academic probation until the minimum standard has been achieved.

## Probation and Separation

Students whose grade point averages fall below minimum standards will be placed on probation until the minimum standards are achieved. The probationary status will be recorded on the student's unofficial Graduate Record in the Student Information System (SIS). In addition, a student will be subject to separation from the University for any of the reasons listed below. Academic separations are recorded on both the unofficial/advising transcript and the official university transcript.

1. Failure to achieve a grade point average of 2.50 or higher at the completion of 12 credit hours or 2 semesters of graduate study.
2. Failure to achieve a grade point average of 2.75 or higher at the completion of 21 credit hours or 4 semesters of graduate study.
3. Failure to receive a grade of S in thesis research 651 or dissertation research 701. A student who receives a grade of U in thesis (Course 651) or dissertation research (Course 701) will be placed on probation and be subject to separation. 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. The tuition and associated fees for the repeated course may be the responsibility of the student. 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 any following semester; or, if the School 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 credit hours 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 or thesis or dissertation research, then the department and/or the School 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 School 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 School of Graduate Studies.

## Academic Policies & Procedures

### Academic Integrity

All members of the community are expected to interact professionally in those endeavors which promote and facilitate the university's common mission. Adherence to professional Codes of Ethical Conduct can and do play a central role in the matter.

Students are expected to uphold standards of academic integrity by taking reasonable precaution in the academic arena. Reasonable precaution involves implementing measures that reduce the opportunities for academic misconduct, but do not inhibit inquiry, create disruption or distraction in the testing environment, or create an atmosphere of mistrust.

Graduate students accused of violating the University's standards of conduct, which are detailed in this Academic Integrity Policy, 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.

Students are responsible for adhering to the Academic Integrity Standards and Policies.

### Class Attendance

Students are expected to attend all classes for which they are registered. Online students are expected to log on and participate in class at the expected pace outlined by the instructor. If a student is unable to attend class, they must let the instructor know in advance or as soon as possible. The policy regarding attendance should be stated in the course syllabus and students should be informed of the policy at the start of the course. If a student misses a class, the student is responsible

for making up any missed work and for obtaining any other information that was disseminated in class. Course requirements are not waived due to absence from class. If a student anticipates an extended absence, they should consult the School of Graduate Studies for assistance in managing their situation.

### Religious Attendance Exemptions

The School of Graduate Studies adheres to the University policies governing religious holidays.

### Attendance Accommodations

The School of Graduate Studies adheres to the University policies governing the flexible attendance policy for students who are registered with the Office of Disability Resources.

## Graduation

A candidate for a degree or university certificate awarded by the School of Graduate Studies must apply for graduation in the Student Information System (SIS) by the deadline established for that semester. Students are encouraged to visit the School of Graduate Studies website at the beginning of the semester in which they intend to graduate to obtain graduation instructions for either the Master's or Doctoral 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 (unless they have an approved Waiver of Registration) and be in good standing during the semester in which the degree is awarded. In accordance with the university's Student Accounts Past Due Policy, diplomas may be withheld.

### Application for Graduation

All students who anticipate graduating in the current semester must apply for that term's graduation in SIS. Graduation information with detailed requirements is available on the School of Graduate Studies website. Final materials are NOT due at this time but later in the semester.

If planning to attend the Commencement ceremony in May, students must also register for the ceremony in the Spring semester; applying to graduate and registering for Commencement are two separate processes.

Students who applied to graduate in a previous semester but did not complete all requirements must apply again the semester they intend to complete their program. If the student has applied but then determined that they are no longer able to graduate, they should contact the Grad Studies academic affairs team at [gradstudies@case.edu](mailto:gradstudies@case.edu).

### Graduation Check

At the beginning of the semester a student is to graduate, they should review their Academic Requirements in the Student Information System (SIS) report or meet with their advisor to ensure all requirements have been met or that they are enrolled in courses that will fulfill final degree requirements. Any corrections, course substitutions, courses being double counted, etc. should be submitted by the end of the drop/add period to ensure there is time to address any requirements that are not met.

### Participation in Graduation

Students are eligible to participate in May Commencement activities if they have completed all degree requirements during the immediately-preceding spring, fall, or summer terms. In some instances, students may be approved to participate if they have an appropriate plan to complete

their degree requirements in the upcoming summer session; these students must contact Graduate Studies to determine their eligibility for this exception.

## Time Off: Fall and Spring Breaks, Holidays, Vacation, Parental Leave, and Sick Leave

Policies regarding leave and breaks do not supersede any HR policy and do not create a contractual relationship with any student. The policies may be amended at any time by the Faculty and the School of Graduate Studies. The School of Graduate Studies policies regarding continuous registration and leave of absence still apply.

### Fall and Spring Break

All students in the School of Graduate Studies, regardless of whether or not they are receiving a stipend, will receive a two-day break from classes and class activities in the fall, and a five-day break in the spring. Both of these breaks will correspond to the fall and spring breaks on the academic calendar.

These breaks apply only to classes and class activities; faculty may still require graduate students to perform research activities during those breaks.

### Holidays

Graduate students are entitled to observe all University closings for holidays and other recognized events.

### Parental Leave

Students in the School of Graduate Studies who are enrolled and receiving a stipend at the time of the birth, adoption, or foster placement of a child are entitled to up to eight (8) weeks of paid parental leave at 100% of the eligible student's stipend.

Paid time off can be used by a graduate student who becomes a new parent by birth, adoption, or foster placement to care for a child and/or to recover from childbirth and/or medical conditions related to pregnancy and/or childbirth (such as miscarriages and high-risk pregnancy).

When two graduate students become parents to the same child through birth, adoption, or foster care placement, both graduate students are collectively entitled to a total of eleven (11) weeks of leave to be allocated between them, with neither graduate student permitted to take more than eight (8) weeks of paid parental leave. The graduate students may take leave consecutively, concurrently, or a combination of overlapping and non-overlapping leave.

During the paid leave period, graduate students may postpone teaching assistant or research assistant responsibilities, course assignments, examinations, and other academic requirements while remaining full-time students, with access to university facilities (including student health insurance, library privileges, etc.) and to university faculty and staff.

All paid parental leave must be completed within twelve (12) months of the date of birth, adoption, or foster placement of a child. Parental leave does not count toward the time limit for degree completion.

To request a pregnancy accommodation, and/or to discuss any questions or concerns regarding Paid Parental Leave, contact the Office of Equity. An Equity Specialist will review the accommodation process and address any questions or concerns a student may have. After meeting with the

student, Equity will contact the program director and Graduate Studies to identify appropriate accommodations and arrange for Paid Parental Leave, if available.

## Additional Leave and Support for Pregnant and Parenting Students

Under certain qualifying circumstances, graduate students on stipends may use accrued sick leave immediately following the exhaustion of Paid Parental Leave. Graduate students who require additional leave beyond the paid leave available to them may seek an unpaid Leave of Absence.

Pregnant or parenting graduate students, regardless of gender, who require adjustments to work or academic responsibilities may contact the Office of Equity. Available accommodations depend on students' individual circumstances and may include, among other situations, academic support, excused absences, grades of Incomplete, temporary parking, and/or modifications to job responsibilities or work schedules. To obtain answers to questions about additional support for pregnant or parenting students, please contact the Office of Equity.

### Sick Leave

Graduate students are entitled to two weeks (10 traditional work days) of sick leave per year, with no year-to-year accrual. Sick leave may be used for medical conditions related to pregnancy and childbirth. Under exceptional circumstances, additional sick leave days may be granted following receipt of a written request from a physician, and prior written approval by the program and Graduate Studies. If applicable, medical documentation should be sent to the School of Graduate Studies and/or the Office of Equity if it relates to pregnancy or childbirth issues.

### Unpaid Leave

Students who require additional leave beyond what is stipulated above must seek prior written approval from the School of Graduate Studies for unpaid leave. Approval for unpaid leave must be requested in advance by the student and the student should provide documentation for the leave request and obtain approval. Conditions for the leave and approval must be submitted to the School of Graduate Studies. Continued coverage of health insurance is allowable as permitted within the guidelines of University Health Services and with written approval by the program and the School of Graduate Studies. Students who will not be registered during this period must also submit an official Leave of Absence form to the School of Graduate Studies.

### Unused Leave

A student is not entitled to receive any form of compensation for any unused holidays, vacation days, sick leave, parental leave, and/or other accrued time off.

### Vacations

Graduate students are allowed two weeks of vacation per calendar year (10 traditional work days) if they receive full support during a 12-month period. Students who receive less than 12 months of support are not entitled to vacation during the period of support. The dates of vacations must be approved in advance by the student's research mentor to ensure that time-sensitive work is not disrupted.

Vacation days can be accrued from one year to the next year only with the prior written approval of the program and only up to a maximum of 20 traditional work days, to allow for international travel, for example. There is no terminal leave.

The times between academic terms and the summer are considered part

of the active training period and are not to be regarded as vacation time.

## Leave of Absence

### Leave of Absence from Graduate Study

Students in the School of Graduate Studies are expected to maintain continuous registration in the fall and spring terms, unless on an approved leave of absence. If a student wishes to request a leave, they must do so in writing by submitting the Leave of Absence request form, found on the School of Graduate Studies website. The request must not exceed two consecutive academic semesters. The reason for the leave must be stated clearly, and the request must be submitted to the School of Graduate Studies with the written endorsement of the student's academic department. International students must check with the Visa & Immigration Services & Advisors Office before petitioning for a leave of absence, as such a leave can affect their visa status. 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.

During a leave of absence, a student may complete outstanding/missing work in courses (subject to the established Graduate Studies policy on Incomplete Grades), but may not fulfill other degree requirements. Students also may not take comprehensive or qualifying exams or defend a thesis or dissertation. A leave of absence does not extend the maximum time permitted for the completion of degree requirements, and a leave cannot generally 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 by submitting a new leave of absence form.

A student who is granted a parental 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 this extension may not exceed two years.

### Return from Leave of Absence

Students must contact their programs and Graduate Studies prior to their return to request reactivation of their records. Retroactive leaves are not permitted. A student who fails to obtain a leave of absence, or who fails to register following an official leave, will be withdrawn from graduate study and must petition the School of Graduate Studies for reinstatement in order to resume work as a student in good standing at the University. If more than 24 months have elapsed since the last registration, students may have to resubmit Admissions materials if requested by the program or the School of Graduate Studies.

## Exceptions to Regulations

Students have the right to petition for exceptions to these regulations. Such a petition should be addressed to the School of Graduate Studies. In most cases the student's department or program committee must endorse the petition.

## 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 School 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 with 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. These are including but not limited to the University Policies and University Code of Conduct. 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. The Academic Integrity 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 University Division of Student Affairs 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 and the departmental or school regulations which apply to the student's course of study. In consultation with the faculty advisor or advisory committee of the supervising unit, students should plan their program and carry out their work in accordance with these regulations and procedures.

## Grievance Procedure

It is the responsibility of the School of Graduate Studies to ensure 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 School of Graduate Studies. Graduate Studies may ask the student to put the complaint in writing. They 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, they 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 Council, from the student members of the Committee on Graduate Studies, or from the Academic Integrity and Judicial Board members.

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 for all persons involved in the grievance.

It should be understood that this grievance procedure relates solely to graduate student complaints concerning academic issues. Other issues including student conduct, community standards or sexual misconduct are covered through different policies.

## Fellowship Tuition Policy for Students in Graduate Studies

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.

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 who 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.

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 the fall and spring semesters for which students are registered for the minimum number of credit hours per semester for their degree program as required by the School of Graduate Studies and/or their department, fellowship courses will not incur a tuition charge. In the summer semester, there is no minimum registration required to qualify for the Fellowship Tuition Policy.
2. In order to enroll in a fellowship course, the student must be in good standing, meet course prerequisites, obtain consent of the instructor, and if applicable, have a PPOS on file (check with the department) with the School of Graduate Studies. A Fellowship Course Application form must be submitted to the School of Graduate Studies; the form must be signed by the instructor, their advisor, and the School of Graduate Studies. Up to eight fellowship courses may be permitted in aggregate (total).
3. Thesis research (651 and 701) and similar courses cannot be taken as fellowship courses and prior rules for 701 (dissertation research) are not changed by this policy.
4. Fellowship courses cannot be audited. The grade that a student receives in the course will not count toward the degree program GPA or total hours.
5. Fellowship courses cannot be used toward a degree program at Case Western Reserve University.
6. Fellowship Course Application forms must be submitted before the end of the Drop/Add period.
7. 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.
8. Registration for fellowship courses within the College of Arts and Sciences is not permitted in the summer term.

The Fellowship Course policy applies to undergraduate courses and to graduate-level courses offered in the School of Graduate Studies programs only.

## Guidelines for Multidisciplinary Graduate and Graduate Professional Studies

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 that has a broader perspective than similar existing degrees. Such programs should meet challenges of new interdisciplinary knowledge and/or developments