

**2021 – 2022**

# **Department of Population & Quantitative Health Sciences**

**Program Handbook**

## **PhD in Clinical Translational Science**

Department of Population & Quantitative Health Sciences  
School of Medicine, Wood Building, Room WG-57  
Case Western Reserve University  
10900 Euclid Ave.  
Cleveland, OH 44106-4945



SCHOOL OF MEDICINE  
CASE WESTERN RESERVE  
UNIVERSITY



**DEPARTMENT OF POPULATION AND  
QUANTITATIVE HEALTH SCIENCES**

## **CONTACT INFORMATION**

**Department of Population & Quantitative Health Sciences**

School of Medicine, Wood Building, Room WG-57

Case Western Reserve University

10900 Euclid Avenue Cleveland, Ohio 44106-4945

<https://case.edu/medicine/pqhs/>

**Jonathan Haines, PhD**

Chair, Mary W. Sheldon Professor of Genomic Sciences

Email: [jlh213@case.edu](mailto:jlh213@case.edu)

Phone: (216) 368-2478

**Mendel Singer, PhD, MPH**

Vice Chair for Education, Department of Population & Quantitative Health Sciences

MS in Biostatistics Program Director

Email: [mendel@case.edu](mailto:mendel@case.edu)

Phone: (216) 368-1951

**Johnie Rose, MD, PhD**

Director of PhD in Clinical Translational Science

Email: [jxr109@case.edu](mailto:jxr109@case.edu)

Phone: 216-368-6860

**James Spilsbury, PhD, MPH**

Assistant Director of PhD in Clinical Translational Science

Email: [jcs5@case.edu](mailto:jcs5@case.edu)

Phone: (216) 368-7559

**Nital Subhas, MPH**

Administrative Director for Clinical Research Education Programs

Email: [nxs164@case.edu](mailto:nxs164@case.edu)

Phone: (216) 368-2601

**General Inquiries**

Email: [clinical-research@case.edu](mailto:clinical-research@case.edu)

## **School of Graduate Studies**

Tomlinson Hall, Room 203

Email: [gradstudies.case.edu](mailto:gradstudies.case.edu)

Phone: (216) 368-4390

Toll Free: (800) 368-4723

Fax: (216) 368-2000

Charles Rozek, PhD, Vice Provost & Dean

Lynmarie Hamel, JD, Associate Dean of Graduate Studies

Brandon Bowman, Manager of Graduate Academic Affairs

## **Additional University Offices**

### **Access Services (IDs & Parking)**

Crawford Hall, Room 18

Website: <https://case.edu/access-services/>

Email: [access@case.edu](mailto:access@case.edu) / [parking@case.edu](mailto:parking@case.edu)

Phone: (216) 368-2273

### **Career Center**

Sears Building, Room 206

Website: <https://case.edu/postgrad/>

Email: [careers@case.edu](mailto:ccareers@case.edu)

Phone: (216) 368-4446

### **Financial Aid**

Yost Hall, Room 435

Website: <https://case.edu/financialaid/>

Email: [financialaid@case.edu](mailto:financialaid@case.edu)

Phone: (216) 368-4530

### **Computer Support & Service, [U] Tech**

Crawford Hall, 4<sup>th</sup> floor

Website: <https://case.edu/utech/help>

Email: [help@case.edu](mailto:help@case.edu)

Phone: (216) 368-4357

### **University Registrar**

Yost Hall, Room 135

Website: [www.case.edu/registrar](http://www.case.edu/registrar)

Email: [registrar@case.edu](mailto:registrar@case.edu) Phone: (216) 368-4310

## **Additional University Offices (continued)**

### **Center for International Affairs**

Tomlinson Hall, 1<sup>st</sup> Floor, Room 143

Website: <https://case.edu/international/>

Email: [international@case.edu](mailto:international@case.edu)

Phone: (216) 368-2517

### **Student Affairs**

Adelbert Hall, Room 110

Website: <https://case.edu/studentlife/>

Email: [studentaffairs@case.edu](mailto:studentaffairs@case.edu)

Phone: (216) 368-2020

### **University Health and Counseling Service (Student Medical Center)**

2145 Adelbert Rd.

Website: <https://case.edu/studentlife/healthcounseling/>

Email: [healthservice@case.edu](mailto:healthservice@case.edu)

Phone: (216) 368-2450

### **Public Safety, Police and Security Services**

1689 E. 115<sup>th</sup> St.

Website: <https://case.edu/publicsafety/>

Email: [publicsafety@case.edu](mailto:publicsafety@case.edu)

Emergency Phone: (216) 368-3333

Non-emergency Phone: (216) 368-3300

Tip Line: (216) 368-3331

### **Emergency – 911**

### **Safe Ride (6pm – 3am)**

Website: <https://case.ridecell.com/request>

Phone: (216) 368-3000

### **Escort Service (24 hours)**

Phone: (216) 368-3300

### **University Circle Police**

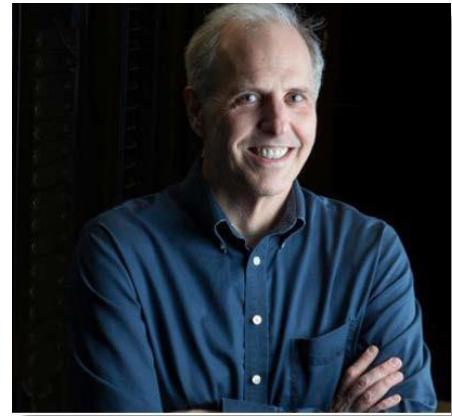
12100 Euclid Avenue

Emergency Phone: (216) 791-1234

Non-Emergency Phone: (216) 791-8238

## A Message from the Department Chair

Welcome to the Department of Population and Quantitative Health Sciences. We are a large research-intense department that includes community-based public health experts shaping tobacco use regulation and genetic epidemiologists investigating the correlations between the genome and the environmental, behavioral, and social variables that contribute to complex diseases. We are unusual in that we work across a wide range of disciplines.



We are integrated within one of the nation's top-ranked schools of medicine, putting us at the center of dramatic change in how clinical and research teams are trained. Case Western Reserve University School of Medicine has embraced new models that put medical, nursing, physician assistant, and dental students in the same classroom. Those teams also include data scientists, reflecting the growing demand for professionals trained in epidemiology, biostatistics, and informatics to shape best practices within health systems and their surrounding communities. Our Department encompasses Public Health, also integrated within the School of Medicine, recognizing that behavior, community, and environment are essential parts of the health landscape.

We investigate variations in genetic pathways that influence disease, as well as the layout of grocery aisles that define access to quality food. We consider proteomics as it relates to disease phenotype, as well as the geographic distribution of chronic conditions. We use big data analytics to monitor epileptic seizures in real time, and develop original computational approaches that apply across many areas of research.

We look forward to you getting to know our faculty, who are nationally and internationally recognized. We come from many walks of life and academic backgrounds. We share a commitment to cultivating the next generation of health leaders and scientists who ask challenging questions and apply leading-edge approaches to solve the most difficult problems in biomedical research.

Sincerely,  
Jonathan L. Haines, PhD

Professor and Chairman, Department of Population and Quantitative Health Sciences  
Mary W. Sheldon, MD Professor of Genomic Sciences  
Director, Cleveland Institute for Computational Biology

# WELCOME!

---

PhD in Clinical Translational Science / Case Western Reserve University



Welcome to the Doctoral Program in Clinical Translational Science at Case Western Reserve University's School of Medicine! One of the University's newest PhD programs, the program in Clinical Translational Science accepts students from numerous scientific and clinical disciplines interested in patient-oriented research and translation of scientific discoveries from "bench to bedside to curbside (and back) (Figure 1a)."

This handbook is a general summary of academic program information and should be used in consultation with an academic adviser. It is the responsibility of the student to become familiar with the specific rules that apply to the PhD in Clinical Translational Science, as well as any and all rules and regulations of the University (see "Student Responsibility," page 40). If, after reading the Handbook and the University's [General Bulletin](#), a student is uncertain about a requirement or discovers a conflict in requirements, then the student should bring this to the attention of her/his academic adviser.

# CONTENTS

<b>Contact Information</b>	2
<b>A Message from the Department Chair</b>	5
<b>Welcome Message</b>	6
<b>Contents</b>	7
<b>Mission</b>	10
<b>PhD Program and Requirements</b>	14
General Program	14
Course Load and Financial Support	15
Prerequisites	15
Required Curriculum	19
Core Electives	21
Electives	21
Examples of Program of Study	22
Comprehensive Examination	26
Formation of Dissertation Committee	28
Proposal Defense	29
Advancement to Candidacy	31
Dissertation Research	32
Dissertation Defense	33
Publication Requirement	35
Time Limitation	35
Ethics in Conducting Research	35
Publication of Electronic Thesis and Dissertation (ETD)	36
Points to Consider Before Submitting Your ETD	37
Professional Commitment and Culture	38
Graduation	39
Summary of Deadlines	41
<b>Mentor Advisor</b>	42
Program Advisor, Primary, and Co-Mentor	42
Evaluation/Monitoring of Student Progress	45
<b>University and Departmental Policies</b>	46
Community of Scholars and Professionals	46
Student Responsibility	46
Student Information System (SIS)	47
Communication Among Students, Staff, and Faculty	47
Email Policy	48
Statement of Professional Conduct	48
University Student Code of Conduct	49
Academic Policies and University Requirements	49
Student Records	50

Standards of Conduct	50
Statement of Ethics	51
IRB Approval of All Research and Protection of Data	52
Academic Integrity	52
Statement of Plagiarism	53
Policy of Non-Discrimination	54
Harassment Policy	54
Abuse Policy	54
Sexual Harassment Policy	55
Consensual Relationships	56
Smoking Policy	57
Drug Use Policy	57
Disciplinary Policy	59
Maintenance of Good Standing	62
Incomplete (I) Grades	63
Pass/No Pass (P/NP) Grades	63
Satisfactory/Unsatisfactory (S/U) Grades	64
Changing a Course Grade	64
Waiving a Course	64
Replacing a Course	65
Repeating a Course	66
Transfer of Credit	67
Internal Transfer of Credit	67
Grievance Procedure	67
Leave of Absence	68
Other Time-off	68
Withdrawal	69
Graduation Application	69
Tuition	69
Memorandum of Assistance	70
Financial Responsibility Agreement	71
Living Expenses	71
Financial Aid	71
Medical Insurance Requirement	72
Student Wellness Fee	73
Support for Students	73
<b>Campus Resources</b>	74
School of Graduate Studies	74
Office of Student Affairs	74
Office of International Student Services	75
University Counseling Services	75
University Health Services	75
Educational Services for Students	76

University Libraries	76
Access Services	76
Office of Financial Aid	77
Lesbian, Gay, Bisexual, and Transgender Center	77
Flora Stone Mather Center for Women	78
Writing Resource Center	78
Office of Inclusion, Diversity, and Equal Opportunity	79
Office of Multicultural Affairs	80
Student Space on Campus	81
Student Information System (SIS)	82
Appendix 1	83

# Mission

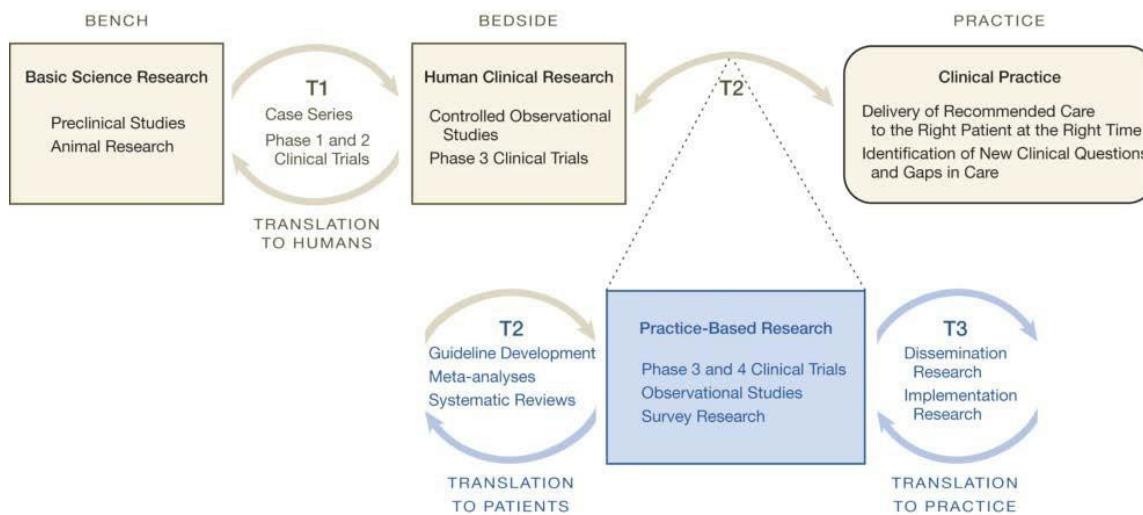
---

PhD in Clinical Translational Science/Case Western Reserve University

There is a substantial delay and numerous barriers between biomedical discovery, application of that discovery to clinical practice, and community-wide dissemination of that practice necessary to improve human health. The [National Institutes of Health \(NIH\)](#) and other organizations charged with the nation's health have prioritized the urgent need for a transformed research enterprise in order to accelerate translating discovery into application to benefit the individual patient and population at large. In its funding initiatives, the NIH has also emphasized that the transformed research enterprise must be transdisciplinary and team oriented.

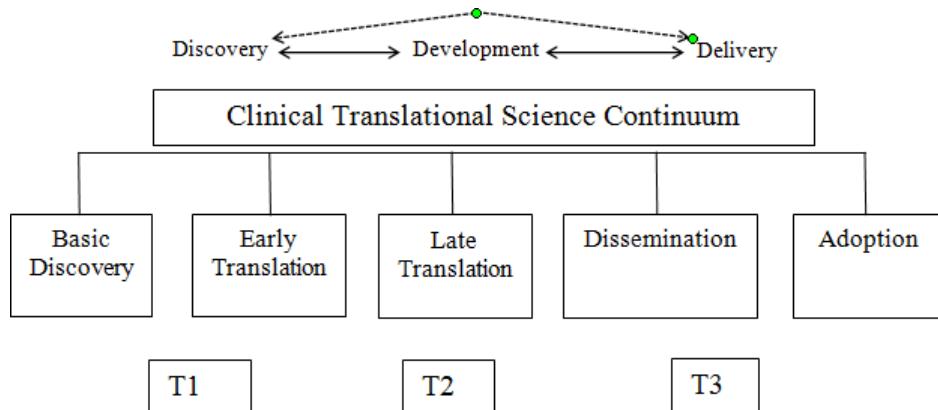
In that context, clinical translational science has emerged as a scientific discipline with a unique theoretical framework and specific repertoire of research methodologies that are necessary for efficient and effective translation of scientific discoveries into effective clinical and community practice. Clinical translational science represents two highly integrated domains: "Clinical Science" and "Translational Science." "Clinical Science" seeks to promote health and to understand, prevent, and treat human disease and illness. "Translational Science" is the field of investigation focusing on the scientific and operational principles underlying the translation or transformation of discoveries made in the laboratory or clinic into new procedures, therapies, medications, and ultimately, into new community-wide practices and policies. Through this process, translational science also brings the wisdom of the practice community into the clinical research process. "Clinical Translational Science" thus represents the field of knowledge that accelerates clinical work "from bench to bedside to curbside" (Figure 1a), or in other words, along the discovery, development, delivery, dissemination, and adoption continuum (Figure 1b). Though initially framed as a linear process, recent conceptualizations highlight the non-linear, multidirectional nature of the translational process.

Figure 1a: Clinical Translational Process from Bench to Practice



From Mitchell et al. A thematic analysis of theoretical models for translational science in nursing: Mapping the field. *Nurs Outlook*. 2010;58:287-300

Figure 1b: Clinical Translational Science Continuum



From Westfall et al. Practice-based research: Blue highways" on the NIH roadmap. *JAMA*. 2007;297:403-406

Clinical translational science doctoral programs focus on enhancing skills to design and conduct research that is patient-oriented (conducted with humans or materials of human origin, for whom an investigator interacts with subjects, and which includes mechanisms of disease, therapeutic interventions, clinical trials, and the development of new technologies) and translational (applying discoveries generated through laboratory and preclinical studies to the development of trials and studies in humans, and conversely, applying novel observations in clinical settings about disease processes to new laboratory or basic investigations). As such, clinical translational science is distinct from the other established

fields such as epidemiology, public health, and population science, which typically focus on disease etiology, health, illness, and health care on population or community levels.

## Mission of the PhD Program in Clinical Translational Science

The mission of the Doctoral Program in Clinical Translational Science is to train and produce successful clinical translational scientists who will lead sustained, innovative research agendas to address the challenging health and medical problems facing the U.S. and world. Students in the program will be trained in the theory and practice of clinical translational science in order to make significant clinical discoveries and to move these discoveries across the translational continuum.

The program is designed for three categories of students:

- Individuals with an advanced clinical degree (e.g. MD, DMD, MSN) seeking rigorous training in clinical translational science
- Individuals enrolled in dual clinical-research degree programs, such as the MSTP-CTSTP and DMD-PhD programs, whose interests and career goals align with the PhD in Clinical Translational Science
- Individuals with an existing MS in a health-related field who seek a PhD in Clinical Translational Science.

The Program's curriculum of the doctoral program is based on a set of nationally-developed core competencies to guide the nationwide training of clinical and translational scientists (Table 1).

**Table 1: PhD Program's Core Competencies**

Core Domain	Competencies
Theory-Based Problem Assessment & Formulation	<ul style="list-style-type: none"><li>• Develop innovative, testable clinical and translational research questions</li><li>• Formulate sound hypotheses</li><li>• Frame research questions and hypotheses that engage interest and participation of practice communities and other key players at appropriate translation loci (e.g. T1, T2, T3)</li></ul>
Critical Literature Review & Synthesis	<ul style="list-style-type: none"><li>• Conduct comprehensive, systematic, evidence-based critique of the scientific literature, identifying potential sources of bias and knowledge gaps</li><li>• Synthesize results of scientific literature using meta-analytic and other appropriate techniques</li><li>• Place studies in context of existing research along a translation continuum (e.g. laboratory to population)</li></ul>

Study Design & Measurement	<ul style="list-style-type: none"> <li>Based on assessment of strengths and weaknesses of possible designs, develop all aspects of an appropriate study design to address a testable clinical and translational research question</li> <li>Determine resources needed to implement the selected study design</li> <li>Evaluate validity and reliability of all study measures</li> <li>Identify and minimize threats to study validity</li> <li>Implement appropriate quality assurance and control systems for a selected study design</li> </ul>
Study Implementation	<ul style="list-style-type: none"> <li>Utilize design strategies that optimize feasibility, efficiency and ability to derive unbiased inferences from clinical and translational study designs</li> <li>Assess threats to internal validity in any planned or completed clinical and translational study</li> <li>Conduct studies that integrate elements of translational research into the protocol that could provide the basis for future research, such as collection of biological specimens, nested studies, and the development of community-based interventions</li> <li>Secure resources needed to implement the selected study design</li> </ul>
Funding	<ul style="list-style-type: none"> <li>Demonstrate knowledge of funding agencies and the peer review system</li> <li>Develop effective applications for funding from appropriate governmental and/or nongovernmental sources</li> </ul>
Statistical Approaches	<ul style="list-style-type: none"> <li>Determine and justify the appropriate statistical technique(s) for a specific research question and concomitant study design</li> <li>Build effective statistical expertise into research teams</li> <li>Develop and use appropriate early stopping rules in clinical trials</li> </ul>
Health Informatics	<ul style="list-style-type: none"> <li>Identify modern information systems for collecting, organizing, managing, and accessing clinical data</li> <li>Utilize best practices in informatics for the organization and management of biomedical/health information</li> <li>Build effective bioinformatics expertise into clinical/translational research teams</li> </ul>
Translational and Patient-Oriented Research	<ul style="list-style-type: none"> <li>Learn and apply the principles of responsible conduct of research</li> <li>Learn and apply the principles of IRB review and communication</li> <li>Develop and implement research designs that account for demographic, cultural, geographic, ethnic features within communities and populations</li> <li>Articulate the clinical impact of the research on the health of individuals or populations</li> <li>Understand the intimate relationship between clinical design and translational research related to pathogenesis or etiology</li> </ul>
Scientific Communication	<ul style="list-style-type: none"> <li>Effectively communicate clinical and translational research findings to different groups of individuals (colleagues, students, lay public, policymakers, mass media)</li> <li>Translate research findings into effective guides for development of clinical practice and governmental policy</li> <li>Explain utility and mechanism of commercialization for research findings, patent processes, and technology transfer</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>Lead a multidisciplinary team in all fiscal, personnel, regulatory compliance and problem-solving aspects</li> <li>Catalyze innovation and creativity in the research team</li> <li>Mentor beginning scientists</li> </ul>

Team Science	<ul style="list-style-type: none"> <li>• Create the optimum interdisciplinary/multidisciplinary team for a given research problem</li> <li>• Use group decision-making and conflict resolution techniques in team management</li> <li>• Foster multiple points of view and clarify language differences across disciplines</li> <li>• Understand the language(s) used in other disciplines comprising the research team</li> <li>• Engage practice communities in the choice and framing of research questions, design, conduct, interpretation, implementation, and dissemination of clinical translational research</li> </ul>
Cultural Diversity	<ul style="list-style-type: none"> <li>• Demonstrate sensitivity and professionalism with participants from diverse social and cultural backgrounds</li> <li>• Communicate effectively across cultures, languages, and literacy levels</li> </ul>

# PhD Program and Requirements

PhD in Clinical Translational Science/Case Western Reserve University

**General Program – The general stages of the PhD program are presented in Figure 2.**

Credit hour requirements for the program conform to regulations established by CWRU's School of Graduate Studies.

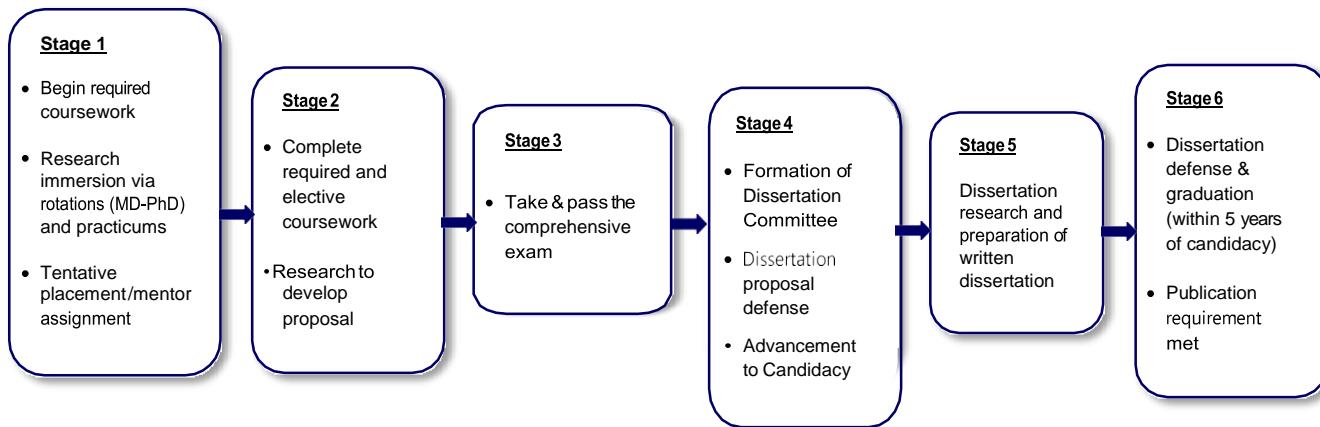


Figure 2

## **Course Load and Financial Support**

Full-time students normally take at least nine credit hours each semester. However, any time a student is registered for at least 1 credit hour of CRSP 701 (dissertation), the student is considered by the University to be full-time.

Because of the nature of the PhD in Clinical Translational Science program, funding for students will be varied, based on the mechanisms through which the students entered the program.

## **Prerequisites**

Persons applying to the Program must:

- Already have an advanced clinical degree (e.g. MD, DMD, MSN), **OR**
- Be admitted to the [Medical Scientist Training Program – Clinical and Translational Scientist Training Program \(MSTP-CTSTP\)](#) dual-degree programs at CWRU, **OR**
- Already have a Master's degree in clinical research or in another relevant health-related field.

Unless admitted with advanced standing (see page 17), all incoming PhD students are required to take a minimum of 36 credit hours of coursework, of which at least 24 credit hours are graded, and 18 credit hours of “Dissertation Research,” CRSP 701 (see Table 2). The 36 credit hours consist of 22 credit hours of required coursework (unless waived by the PhD Program Steering Committee in light of a student’s previous or concurrent coursework taken in another degree-granting program), a minimum of 2 credit hours of core electives, and an additional 12 credit hours of electives, which include research practicums (CRSP 601, “Independent Research”) or research rotations (e.g. for students in the MSTP-CTSTP programs, see page 18). Research practicums and rotations enable students to be immersed in continued research activities throughout the pre-dissertation stages of their programs.

## **Transfer from Clinical Research Scholars Program (CRSP) to Clinical Translational Science (CTS)**

The School of Graduate Studies permits individuals in one CWRU graduate program to transfer to another graduate program, pending permission of both programs. Transfer from the MS Clinical Research program (CRSP) to the PhD program in Clinical Translational Science is possible, but CRSP should never be considered a “back door” or “short cut” for individuals who want to enter the PhD program. In general, students matriculated into the MS program will be encouraged to complete the program before entering the PhD program. A CRSP student who is interested in transferring to the PhD program must make a formal request to the PhD steering committee before formally applying to the PhD program. The formal request must consist of the following:

1. A personal statement explaining the reason for the transfer and an overview of the expected dissertation (i.e., aims, analytic approach).
2. A letter from the faculty member who is willing to serve as the student’s primary research advisor that evaluates the student’s promise in a research PhD program and commits to mentoring the student and, in the case of a fulltime student, providing tuition and stipend support.

If the steering committee approves the request, the student will then formally apply to the PhD program. It should be noted that the faculty member’s letter reviewed by the steering committee may serve as one of the application’s required recommendation letters.

**TABLE 2**  
**PHD IN CLINICAL TRANSLATIONAL SCIENCE STANDARD CURRICULUM**

The curriculum consists of a minimum of 54 credit hours: 36 credit hours of courses (of which at least 24 hours are graded) and 18 credit hours of dissertation research. \*

**REQUIRED COURSES**

Course #	Course title	Units	Grading
CRSP 440	Translational & Patient-Oriented Research Theory	3	Graded
CRSP 550	Meta-analysis & Evidence Synthesis	2-3	Graded
CRSP 401**	Introduction to Clinical Research	(3)	Graded
PQHS 490	Epidemiology: Introduction to Theory and Methods	3	Graded
CRSP 431	Statistical Methods I	3	Graded
CRSP 432	Statistical Methods II	3	Graded
CRSP 603	Research Ethics & Regulation	2	Graded
<b>TOTAL GRADED</b>		<b>20 (16)</b>	
CRSP 450	Seminar in Multidisciplinary Clinical & Translational Research	0	P/F
CRSP 501	Team Science	1	P/F
CRSP 412	Communication in Clinical Research – Grant Writing	1	P/F
CRSP 413	Communication in Clinical Research – Oral Presentation, Posters, & the Mass Media	1	P/F
IBMS 500	Responsible Conduct of Research – <b>Required for NIH-funded students only</b>	1	P/F
<b>TOTAL P/F</b>	<b>TOTAL P/F</b>	<b>3 (4)***</b>	

**CORE ELECTIVES**

Students must take a minimum of 2 credit hours of courses from the list below, depending on their specific needs and mentor approval.

CRSP 500	Design and Analysis of Observational Studies	3	Graded
PQHS 426	An Introduction to GIS for Health & Social Sciences	3	Graded
SYBB 421	Clinical Informatics	3	Graded
PQHS 416	Introduction to Computing in Biomedical Health Informatics	3	Graded
PQHS 450	Clinical Trials and Intervention Studies	3	Graded
PQHS 467	Comparative and Cost-Effectiveness Research	2-3	Graded

**ELECTIVES**

Students will take electives and CRSP 601 Research Practicum to satisfy the graded and pass/fail course requirements and to advance to candidacy. These courses are selected based on students' needs and mentor approval. Any CWRU credit-bearing course may qualify. The courses could be "field specific" or include other core elective courses not taken as part of the requirement above. ***The following list is for illustrative purposes:***

IBIS or other	Field specific, e.g. Immunology, Physiology, Pathology	Up to 18	Graded
NURS 518	Qualitative Nursing Research	3	Graded
SASS 614	Models of Qualitative Research	3	Graded
CRSP 504	Managing Research Records – A System's Approach	2-3	P/F
CRSP 510	Health Disparities	3	P/F
CRSP 505	Investigating Social Determinants of Health	2-3	P/F
PQHS 400	Statistics as Integral to the Scientific Method	3	P/F
PQHS 411	Introduction to Health Behavior	3	Graded
CRSP 410	Independent Study (e.g., laboratory, clinic, community based)	Variable	P/F

**RESEARCH COMPONENT**

CRSP 601	Research Practicum	Variable	P/F
CRSP 701	Dissertation Research	18	S/U

\*Per School of Graduate Studies Guidelines, programs of study for dual clinical-research degree students (e.g., MSTP-CTSTP, DMD-PhD) and for students entering with an approved master's degree may be modified to reflect credit for concurrent and/or previous coursework.

\*\*Waived for MD/PhD students in the CTSTP program or by petition with sufficient background from previous coursework.

**Curricular Provisions for Students with an Existing Research Graduate Degree:**

Students entering with a related research graduate degree may apply for advanced standing, which will reduce the number of credit hours required for the PhD. The total number of required credit hours of coursework for students as advanced standing will be determined by the student's research advisor and program director, with approval by the Steering Committee. Please note, the School of Graduate Studies requires a minimum of 18 credit hours of coursework (12 of which must be graded), plus the 18 credit hours of CRSP 701, "Research Dissertation."

Students admitted as Advance Standing are responsible for all materials covered in the core courses, and will take the full comprehensive examination, regardless of whether any course(s) were waived.

**Curricular Provisions for MSTP-CTSTP Students:**

For individuals simultaneously seeking both a PhD in Clinical Translational Science and an MD, curricula of the two degree programs are integrated. These individuals will take a total of 39 credit hours of coursework: 19 credit hours of required courses (the 3 credit hour course CRSP 401 "Introduction to Clinical Research" is waived because its material is covered by the medical school curriculum), 2 credit hours of core electives, up to 18 hours of research practicum (CRSP 601) or electives, and 6 credit hours of research rotations. MD-PhD students also receive 18 credit hours from portions of their medical school curricula (IBIS courses).

## **Required Curriculum (22 credits hours)**

The core curriculum is designed to provide PhD students with a strong foundation in clinical translational theory and practice, research methods, statistical science, and professional development and conduct. The Required Curriculum comprises 22 credits hours in the following courses:

- CRSP 401: Introduction to Clinical Research (3 credits hours) (Summer)
- PQHS 490: Epidemiology: Introduction to Theory and Methods (3 credit hours) (Fall)
- CRSP 412: Communication in Clinical Research I – Grant Writing (1 credit hour) (Spring)
- CRSP 413: Communication in Clinical Research II – Oral Presentation, Posters, and the Mass Media (1 cr. hr.) (Fall)
- CRSP 431: Statistical Methods I (3 credits hours) (Fall)
- CRSP 432: Statistical Methods II (3 credits hours) (Spring)
- CRSP 603: Research Ethics and Regulation (2 credit hours) (Fall)
- CRSP 501: Team Science (1 credit hour) (Fall)
- CRSP 550: Meta-Analysis and Evidence Synthesis (2 credit hours) (Spring)
- CRSP 440: Translational and Patient-Oriented Research Theory (3 credit hours) (Fall)
- CRSP 450: Seminar in Multidisciplinary Clinical and Translational Research (0 cr. hr.) (Fall and Spring)
- IBMS 500: Responsible Conduct of Research (1 credit hour) (Spring). **Only required for students on NIH funding**

### **CRSP 450, Seminar in Multidisciplinary Clinical and Translational Research:**

This seminar is held monthly each spring and fall semester. The research seminar will enable students to see clinical translational science in action and is therefore integral to our graduate program and to students' professional development. **Attendance is required.** Students are required to formally register for the seminar CRSP 450 (0 credits). The seminar consists of a presentation by an invited speaker on a research study or topic involving clinical and translational science, followed by discussion. Presenters come from CWRU and other local institutions (e.g. CCF, the MetroHealth Medical Center, University Hospitals Case Medical Center, and Louis Stokes VA Medical Center).

### **Research Immersion:**

During the required coursework phase, students may participate in research rotations with the labs or research groups of Principal Investigators at CWRU or its affiliate institutions. These rotations may entail any of a number of research-related activities including assisting with an ongoing study, analyzing data, conducting a literature review, or assisting with the preparation of a scientific manuscript.

- Full-time students are expected to complete up to three research rotations in the first year of the program. Doing so can serve as an important avenue for solidifying a relationship with a longer-term research mentor.
- It is expected that research rotations will last for approximately 9 weeks and involve at least 15 hours of project involvement per week.

Students may, but are not required to, register for 1 credit hour of CRSP 601 for each research rotation. The decision of whether to register for course credit for these rotations should be discussed with one's academic advisor and/or program leadership.

- Students entering the program through the MSTP-CTSTP program will initially participate in 1-4 research rotations as practica that expose them to several research areas and will select a mentor based on their interest. CRSP 601 will also constitute the mechanism through which the combined MD-PhD students may receive course credits for research practicums before advancement to PhD candidacy.
- The program leadership will approve all faculty who host research rotations prior to student placement.

## **Core Electives (minimum of 2 credits)**

The PhD coursework requirement also consists a minimum of 2 credit hours of core electives, a set of courses that consist of a range of specific research approaches and methods (e.g. study design and epidemiologic methods, clinical trials and intervention studies, comparative and cost-effectiveness research, clinical informatics, observational studies) and leadership skills. Selection of the specific core elective(s) to be taken will depend on a student's individual needs, with guidance from the student's academic advisor(s).

The Core Elective choices are as follows:

PQHS 426 Introduction to GIS for Health and Social Sciences

CRSP 500: Design and Analysis of Observational Studies (3 credit hours) (Spring)

PQHS 416: Introduction to Computing in Biomedical Health Informatics (3 credit hours) (Fall) SYBB

421: Clinical Informatics (3 credit hours) (Fall)

PQHS 450: Clinical Trials and Intervention Studies (3 credit hours) (Spring)

PQHS 467: Comparative and Cost-Effectiveness Research (2 – 3 credit hours) (Variable)

## **Electives (15 credit hours)**

The electives are selected based on students' needs and advisor's approval. Any CWRU credit-bearing graduate level course may qualify. The course(s) could be "field specific" or include other core elective course(s) not taken as part of the required courses or core electives, as well as CRSP 601, Independent Research. For MSTP-CTSTP students, per the School of Graduate Studies, Integrated Biological Sciences (IBIS) courses from the CWRU MD curriculum will satisfy this requirement. Examples of possible electives are as follows:

IBIS or other: Graded field specific course (e.g. Immunology, Physiology, Pathology) (up to 18 credit hours)

NURS 518: Qualitative Nursing Research (3 credit hours) (Spring) SASS

614: Models of Qualitative Research (3 credit hours) (Spring) CRSP 504:

Managing Research Records (2 – 3 credit hours) (Spring) MPHP 532:

Health Care Information Systems (3 credit hours) (Fall) CRSP 510: Health Disparities (3 credit hours) (Fall)  
PQHS 411: Introduction to Health Behavior (3 credit hours) (Fall)  
CRSP 410: Independent Study (e.g. laboratory, clinic, community based) (Variable)

## **Examples of Program of Study**

Each student's program of study is uniquely their own and should be designed around their previous experience/education, research and career goals. The following are three examples of programs of study (tables 3, 4, and 5). These are for illustrative purposes only.

- For those with an advanced clinical degree (e.g. MD, RN, DDS, MBBS, etc.), see Table 3
- For those with a relevant Master's degree (e.g. MS in Clinical Research), see Table 4
- For those in the MSTP-CTSTP program, see Table 5

**TABLE 3**  
**Sample Program of Study for Matriculant with Advanced Clinical Degree but No Previous Formal Research Training**

<b>Curriculum Components</b>			<b># of credits</b>	
Exemptions allowed for previous coursework			0	
Required coursework*			22 (19 are graded)	
Core Electives			2 (2 are graded)	
Electives, independent study, pre-dissertation research			12 (6 need to be graded)	
PhD Dissertation 701			18	
Total minimum # of credits (24 credit hours of coursework must be graded**)			54	
<b>Semester &amp; Year</b>	<b>Course</b>	<b>Title</b>	<b>Credits</b>	<b>Graded or P/F</b>
Year 1 Summer	CRSP 401*	Introduction to Clinical Research	3	Graded
	RSCH 750	Pre-dissertation research (optional)	0	P/F
		Total	3	
Year 1 Fall	CRSP 440*	Translational & Patient-Oriented Research Theory	3	Graded
	PQHS 490*	Epidemiology: Introduction to Theory and Methods	3	Graded
	CRSP 431*	Statistical Methods I	3	Graded
	CRSP 450*	Seminar in Multidisciplinary C & T Research	0	P/F
		Total	9	
Year 1 Spring	CRSP 432*	Statistical Methods II	3	Graded
	CRSP 412*	Communication in Clinical Research Part I	1	P/F
	CRSP 550*	Meta-Analysis and Evidence Synthesis	2-3	Graded
	CRSP 601	Research Practicum (and/or electives)	3	P/F or graded
	CRSP 450*	Seminar in Multidisciplinary C & T Research	0	P/F
		Total	9	
Year 2 Summer	RSCH 750	Pre-dissertation research	0	P/F
		Total	0	
Year 2 Fall	CRSP 603*	Research Ethics & Regulation	2	Graded
	CRSP 501*	Team Science	1	P/F
	SYBB 421	Clinical Informatics	3	Graded
	CRSP 601	Research Practicum (and/or electives)	2	P/F
	CRSP 413*	Communication in Clinical Research Part II	1	P/F
	CRSP 450*	Seminar in Multidisciplinary C & T Research	0	P/F
		Total	9	
Year 2 Spring	CRSP 601	Research Practicum (and/or electives)	6	P/F or graded
	CRSP 450*	Seminar in Multidisciplinary C & T Research	0	P/F
		Total	6	
<b>Examination &amp; Advancement to Candidacy</b>				
<b>Total coursework</b>			<b>36</b>	<b>24 graded</b>
Year 3 Fall	CRSP 701	PhD Dissertation	4	S/U
	CRSP 450*	Seminar in Multidisciplinary C & T Research	0	P/F
Year 3 Spring	CRSP 701	PhD Dissertation	5	S/U
	CRSP 450*	Seminar in Multidisciplinary C & T Research	0	P/F
Year 4 Fall	CRSP 701	PhD Dissertation	4	S/U
	CRSP 450*	Seminar in Multidisciplinary C & T Research	0	P/F
Year 4 Spring	CRSP 701	PhD Dissertation ( <b>Defense</b> )	5	S/U
	CRSP 450*	Seminar in Multidisciplinary C & T Research	0	P/F
<b>Total Dissertation</b>			<b>18</b>	

\* Required courses.

\*\* See <http://bulletin.case.edu/schoolofgraduateschool/academicrequirements/>

**TABLE 4**  
**Sample Program of Study for Matriculant with a Relevant Graduate Degree**  
**(e.g., MS in Clinical Research)**

<b>Curriculum Components</b>			<b># of credits</b>	
Exemptions allowed for prior coursework			Up to 18	
Required coursework*			5 (5 are graded)	
Electives, independent study, pre-dissertation research			13 (7 must be graded)	
PhD Dissertation 701			18	
Total minimum # of credits			54	
<b>Semester &amp; Year</b>			<b>Credits</b>	<b>Graded or P/F</b>
Year 1 Summer	RSCH 750	Pre-dissertation research (optional)	0	P/F
		Total	0	
Year 1 Fall	CRSP 440*	Translational and Patient-Oriented Research Theory	3	Graded
	CRSP 601	Research Practicum (and/or electives)	6	Graded
	CRSP 450*	Seminar in Multidisciplinary C & T Research	0	P/F
		Total	9	
Year 1 Spring	CRSP 550*	Meta-Analysis and Evidence Synthesis	2-3	Graded
	CRSP 601	Research Practicum (and/or electives)	7	P/F or graded
	CRSP 450*	Seminar in Multidisciplinary C & T Research	0	P/F
		Total	9	
<b>Total coursework</b>			<b>18</b>	<b>12 graded</b>
Year 2 Fall	CRSP 701	PhD Dissertation	4	S/U
	CRSP 450*	Seminar in Multidisciplinary C & T Research	0	P/F
<b>Examination &amp; Advancement to Candidacy</b>				
Year 2 Spring	CRSP 701	PhD Dissertation	5	S/U
	CRSP 450*	Seminar in Multidisciplinary C & T Research	0	P/F
Year 3 Fall	CRSP 701	PhD Dissertation	4	S/U
	CRSP 450*	Seminar in Multidisciplinary C & T Research	0	P/F
Year 3 Spring	CRSP 701	PhD Dissertation ( <b>Defense</b> )	5	
	CRSP 450*	Seminar in Multidisciplinary C & T Research	0	P/F
<b>Total Dissertation</b>			<b>18</b>	

\* Required courses. Note that students entering the program with a MS in clinical research or related health field may be exempted from required courses as appropriate and substitute them with elective coursework. Per School of Graduate Studies' requirements, they must complete a minimum of 18 credit hours of coursework, of which 12 credit hours must be graded.

**TABLE 5**  
**Sample Program of Study MSTP-CTSTP Program (Combined MD/PhD)**

Curriculum Components		# of credits
Research Rotations		6
Graduate credits for portions of Medical School (IBIS courses)		18 (18 are graded)
Required PhD coursework*		16 (13 are graded)
Core Electives		2
Electives or Research Practicums 601		9
PhD Dissertation 701		18
<b>Total # of credits</b>		<b>69</b>
Semester & Year	Course	Title
Year 1 Summer	MSTP 400	Research rotation <sup>1</sup>
Year 1 Fall	IBIS 401	Integrated Biological Sciences I
	IBIS 411	Clinical Science I
	MSTP 400	Research Rotation <sup>1</sup>
		Total <b>9</b>
Year 1 Spring	IBIS 402	Integrated Biological Sciences II
	IBIS 412	Clinical Science II
	MSTP 400	Research Rotation <sup>1</sup>
		Total <b>9</b>
Year 2 Summer	MSTP 400	Research rotation <sup>1</sup> (one or two labs/rotations)
Year 2 Fall	IBIS 403	Integrated Biological Sciences III
	IBIS 413	Clinical Science III
	CRSP 440*	Translational and Patient Oriented Research Theory <sup>2</sup>
	CRSP 450*	Seminar in Multidisciplinary Clinical & Translational Research
		Total <b>9</b>
Year 2 Spring	CRSP 601	Research Practicum (and/or electives)
	CRSP 550*	Meta-analysis and Evidence Synthesis
	CRSP 450*	Seminar in Multidisciplinary Clinical & Translational Research
		Finish Medical School Y2 and complete USMLE Part 1
		Total <b>9-10</b>
Year 3 Summer	RSCH 750	
Year 3 Fall	CRSP 501*	Team Science
	CRSP 431*	Statistical Methods I
	PQHS 490*	Epidemiology: Introduction to Theory and Methods
	CRSP 603*	Research Ethics and Regulation
	CRSP 450*	Seminar in Multidisciplinary Clinical & Translational Research (new)
		Total <b>9</b>
Year 3 Spring <sup>3</sup>	CRSP 601	Research Practicum (and/or electives)
	CRSP 432*	Statistical Methods II
	CRSP 412*	Communication in Clinical Research, Part 1
	CRSP 450*	Seminar in Multidisciplinary Clinical & Translational Research
		Total <b>9</b>
Complete qualifying examination and thesis proposal by summer following Year 3		
Summer Year 4	RSCH 750	
Year 4 Fall <sup>4</sup>	CRSP 701	PhD Dissertation
	CRSP 450*	Seminar in Multidisciplinary Clinical & Translational Research

	CRSP 413*	Communication in Clinical Research, Part II	1	P/F
		Total	7	
Year 4 Spring	CRSP 701	PhD Dissertation	6	S/U
	CRSP 450*	Seminar in Multidisciplinary Clinical & Translational Research	0	
		Total	6	
Year 5 Fall	CRSP 701	PhD Dissertation	4	S/U
	CRSP 450*	Seminar in Multidisciplinary Clinical & Translational Research	0	
		Total	4	
Year 5 Spring	CRSP 701	PhD Dissertation (Defense)	2	S/U
	CRSP 450*	Seminar in Multidisciplinary Clinical & Translational Research	0	
		Total	2	

Additional PhD phase semesters if necessary- schedule as for Year 5  
All PhD requirements must be completed before starting Med Year 3

Year 6	3 <sup>rd</sup> year Medical School Curriculum	
Year 7	4 <sup>th</sup> year Medical School Curriculum	

\* Required Courses for PhD. MD/PhD students will be exempt from taking CRSP 401 because this content is covered in Block 1 of the MD Curriculum.

<sup>1</sup>A minimum of 3 research rotations is required.

<sup>2</sup>Research Rotations and Theory course and seminar could be swapped with a research rotation if advantageous to the student.

<sup>3</sup>Spring electives could include (but are not limited to) "field specific" or other core electives, depending on student needs and advisor approval.

<sup>4</sup>Graduate school regulations allow for students to take coursework following their advancement to candidacy. The specific course(s) taken would depend on an individual student's program.

## Comprehensive Examination

Per CWRU School of Graduate Studies requirements, after completion of required coursework, students must pass a comprehensive (qualifying) examination, which will assess a student's ability to conduct clinical translational research as defined by the curriculum's core competencies (Table 1).

To schedule the candidacy examination, the student should have completed required course work and have a GPA of 3.5 or higher. The examination consists of two parts: a closed-book, in-class written examination followed by a take-home examination. The examination will test the depth and breadth of the student's knowledge of clinical translational theory and practice, and comprehensive ability to synthesize and apply that knowledge. The examination will cover all PhD required (core) coursework and will contain questions that synthesize content across the different required courses.

The in-class portion of the examination will last approximately 6 hours and will cover fundamental knowledge in the area of clinical translational science. The take-home portion

of the examination will be more open-ended, and will consist of research article critiques; and description of a research design.

There are 3 possible outcomes to the examination: (1) pass (without revisions); (2) conditional pass (revisions needed); and (3) fail. A “Pass” is given when all questions are answered satisfactorily. The “conditional pass” outcome occurs in a situation where the examination committee views that the student’s responses were acceptable except for a deficiency in a small number of specific questions or domains. In this case, the student will not be required to retake the entire examination but instead will prepare a written response to question(s) generated by the committee addressing the deficiency. If the committee deems these responses satisfactory, the student will have passed the examination. A student who fails the candidacy examination outright will be permitted to retake the examination following completion of additional coursework and/or other remedial steps as determined by the examination committee and the student’s advisor.

The examination committee will evaluate the student’s completed exam and will inform the student of the course of action verbally and in writing. The examination committee chairperson will inform the PhD Program Director in writing of the selected course of action. Students may retake the examination the following semester, and must retake the examination within one calendar year. A student who is refused admission to candidacy may not undertake further study for credit toward the PhD. With the approval of both the Program Director and the School of Graduate Studies, such a student may apply course credit hours towards completion of the Master’s degree in Clinical Research. It should also be noted that students who decide to switch graduate programs may be able to apply the course credits they have earned through the PhD Clinical Translational Science Program towards another degree (most likely as elective courses), but this possibility will be governed by the requirements of the degree program in which they have enrolled.

## **Formation of Dissertation Committee**

Per School of Graduate Studies' regulations, each student will form a dissertation committee, consisting of a minimum of four members of the university faculty (any tenured or tenure-track CWRU faculty member, or any full-time faculty member whose primary duties include research who is authorized to serve on a PhD dissertation committee by the school or college through which they are affiliated with the university). At least one committee member will belong to the core faculty and at least one must hold a primary appointment that is outside of the student's department, program, or school.

All committee members must: (1) hold the rank of Assistant Professor or above; (2) be tenured, on the tenure-track, or be a full-time faculty member whose primary duties include research and who is authorized to serve on a PhD dissertation committee by the school or college through which they are affiliated with the university; and (3) have considerable expertise in the student's content and/or research area. Expertise is determined by the faculty member's authorship of research publications in refereed journals and recognition by peers as an expert in the student's research area. In addition, the Office of Graduate Studies will need to approve the naming of any faculty member as chairperson whose primary appointment is outside of the Department of Population and Quantitative Health Sciences.

The committee chairperson will be selected by the student in consultation with the student's primary mentor. The chair of the committee will ensure that all procedures of the program are followed and that meetings and all interactions between the student and the committee members proceed in a productive and professional manner. The committee chair will also be the first person who will address any issues regarding student performance or interactions with faculty during the dissertation phase. In the event that such conflicts arise that cannot be addressed by the committee or the committee chair, the committee chair will approach the Graduate Program Director to resolve the situation. The student will identify and select two additional individuals to serve as committee members. Selection of these two members should be based on faculty expertise in the student's substantive area of study, theoretical and conceptual expertise, or methodological expertise. The student's primary mentor cannot serve as the

chairperson. Program leadership must approve the makeup of the committee prior to submission of committee members' names to the Office of Graduate Studies for final approval.

Persons who are not members of the University faculty may 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 the School of Graduate Studies along with the proposed member's CV. Under special conditions, 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.

Once a committee has been formed, the student is required to meet with their committee members at least once before defending their proposal and at least once per semester thereafter until the final dissertation defense. It is the student's responsibility to arrange said meetings. The student will complete the "PhD COMMITTEE AND STUDENT MEETING FORM" (see Appendix 1) following each full committee meeting.

## **Proposal Defense**

Before initiating their dissertation research, students will submit to their dissertation committee for approval a detailed, written research proposal in the NIH or NSF style (or style agreed upon by the student and dissertation committee, subject to program steering committee approval) and conduct an oral proposal defense. The typical format of the defense is an approximately 40-minute oral presentation, usually supported with visual aids (e.g., PowerPoint slides) followed by Q&A and discussion with the dissertation committee.

For the PhD Dissertation Proposal Defense, it is the responsibility of the student to:

- Arrange the proposal meeting (time and location)
- To write the Dissertation Proposal in either the NIH or NSF style (format decided in)

- consultation with the student's research advisor and committee chairperson)
- To provide to the **entire** dissertation committee the written Dissertation Proposal, and any other supporting documentation, at least 2 weeks prior to the defense date.
  - To prepare a well-developed oral defense of the proposal along with any appropriate documents or visual aids (e.g., PowerPoint)

Following the proposal presentation and question and answer session, the dissertation committee will meet privately to decide on whether to pass, conditionally pass, or fail the defense and decide on changes to be made to the proposal. The mentor, optionally with the committee, then meets with the student to share the committee's decision. The committee will then submit to the Graduate Program Director its pass/fail recommendation and a copy of the written (possibly revised) proposal.

In the case of failure, the student will have one more opportunity to defend the proposal. Two members of the committee voting to 'fail' will result in failure, regardless of the number of members on the dissertation committee. In the case of a conditional pass the range of changes requested can include minor revisions to the document or a second oral defense of specific aspects of the proposed research; this is to be determined by the dissertation committee. The conditions must be met within four weeks after the proposal defense, unless otherwise specified by the committee and approved by the Graduate Program Director. Failure may necessitate rewriting of the written document, as determined by the committee, or simply another oral defense. In either case the exam will be retaken within two months of the first attempt.

Once the proposal is approved, the student may commence independent research on his/her dissertation. This will include registration for CRSP 701 credit hours. To register for CRSP 701, students must first complete and submit their [Advancement to Candidacy](#) form to the program's Education Administrator.

## **Advancement to Candidacy**

Successful completion of the comprehensive examination and proposal defense allows a student to advance to candidacy. Advancement to candidacy status is based on the examination committee's recommendation and signed by the PhD Program Director.

Students who attain candidacy status are able to register for "Dissertation Research" (CRSP 701) credit hours and are expected to complete their dissertation and defense within five calendar years from the date the first dissertation credit hour is taken.

To be considered for advancement to candidacy, students must submit a signed and completed [Advancement to Candidacy](#) form to the School of Graduate Studies. Students must complete most doctoral level coursework and pass the comprehensive examination before defending a dissertation proposal. Students must advance to candidacy within three semesters of passing the comprehensive exam.

When a student has advanced to candidacy, he or she may begin dissertation research by formally registering for CRSP 701 credit hours. However, with the approval of the academic adviser, research adviser and Program Director, a doctoral student may petition for permission to register for up to a total of 6 credits of dissertation research prior to advancement to candidacy by completing a [Predoctoral Standing](#) form. The student is expected to advance to candidacy the semester following the semester in which the Predoctoral Standing form was submitted.

Once students have registered for "Dissertation Research" (CRSP 701), they must maintain registration (at least 1 credit) in each subsequent semester (fall and spring) until a minimum of 18 credit hours have been satisfactorily completed and the dissertation is finished and defended, with the exception of approved leaves of absence. Leave of absences do not extend the 5-year time limit to graduate after first enrolling in dissertation (CRSP 701) credit hours. Also note that there is no provision for "part-time" status during candidacy. The School of Graduate Studies considers a single credit hour of dissertation research to represent full time student status. All students have a five-year time limit to complete their degree after registering for dissertation credit hours.

## Dissertation Research

After successful defense of the proposal, doctoral degree candidates will conduct their dissertation research with guidance from their mentors. Based on this research, they will prepare a dissertation that will: (1) demonstrate a thorough description and critical understanding of the literature in the student's topic area; (2) clearly describe an original thesis, methods used, results and implications in terms of the thesis/study questions; (3) identify and describe further research or future directions; (4) describe theoretical and clinical translational significance.

Dissertations in the program will be hypothesis driven. The research hypothesis (or hypotheses) will be formulated by the student, based on comprehensive synthesis of the scientific literature, in consultation with their advisors for plausibility and feasibility. Theses will be translational (or have translational implications), clinical and/or population-oriented, bridge two or more domains of translational research, and will emphasize the process of team science. The student will be responsible for collecting (if necessary) and analyzing the data to test the hypothesis, developing manuscripts, and will be the lead author for any publication coming out of the thesis research.

In most cases, dissertation research will require institutional review board (IRB) approval. As needed, PhD students will be certified by the [Continuing Research Education Credit \(CREC\) Program](#) in human subjects research, [develop the IRB-required protocols, and obtain IRB approval](#) before initiating their dissertation research.

It should be noted that the length of time to complete the dissertation is likely to be variable: two years is a typical length of time, but students entering the doctoral program with substantial research experience and training may complete the dissertation in a shorter time period. However, per School of Graduate Studies' requirements, students have five consecutive calendar years from the semester of the first credited CRSP 701 registration, including leaves of absence, to complete all requirements for the doctorate.

## Dissertation Defense

All candidates for the PhD degree must submit a written dissertation as evidence of their ability to conduct independent research at an advanced level. The dissertation must represent a significant original contribution to existing knowledge in the area of concentration, and, per the School of Graduate Studies, at least a portion of the content must be suitable for publication in a reputable professional journal or as a book or monograph. Detailed instructions with regard to formatting and structure can be obtained from the Office of Graduate Studies at <https://case.edu/gradstudies/current-students/electronic-theses-and-dissertation-guidelines>.

Per the School of Graduate Studies, each doctoral candidate is required to pass a final oral examination in defense of the dissertation. The chair of the dissertation committee, once the written dissertation is ready, must approve the date of the oral defense. All scheduled defenses are made known through on-campus publication, and any member of the university may be present at the 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 the chair.

All faculty members are encouraged to attend and participate in the student's PhD examination, and all members of the dissertation defense committee are expected to be present. Exceptions to this last rule must be approved by petition to the Dean of Graduate Studies and only under extraordinary circumstances, in any case, no more than one voting member can ever be absent, and the absent member must participate through real-time video or phone conferencing.

The dissertation committee will insure that the dissertation has the scientific merit and rigor of doctoral-level, reflects mastery of the core competencies in clinical and translational research, and meets all School of Graduate Studies' standards and requirements. Additional work may be required based on the result of the examination.

The student passes the dissertation examination if no more than one member of the dissertation committee dissents. It is the responsibility of the candidate to:

- Submit the schedule for their defense no later than three weeks before the date of the defense to School of Graduate Studies and to the program's Educational Administrator
- Insure each member of the dissertation committee receives a copy of their final dissertation at least 10 days before the defense
- Insure all appropriate dissertation approval forms ("[PhD Graduation Packet](#)") from the School of Graduate Studies are complete and on hand at the defense
- Insure the written dissertation conforms to the regulations of the Office of Graduate Studies.
- Insure an unbound copy of the dissertation is submitted to the program center

The "[PhD Graduation Packet](#)" consists of the following forms:

- "Notification for Scheduling the Final Oral Exam" - must be completed and submitted to the School of Graduate Studies at least three weeks before defense date
- "Final Certification of the PhD Degree" – complete two originals, including all necessary and relevant signature. Both originals are submitted to the School of Graduate Studies
- "ETD (Electronic Thesis or Dissertation) Document Approval – must be signed by the student and the dissertation advisor and then submitted to the School of Graduate Studies
- "ETD Submission Checklist" – includes important information regarding format requirements and submission of the dissertation
- "SED Informed Consent Document" – important details related to the Online Survey of Earned Doctorates. Student is encouraged to retain for future referencing
- "Online Survey of Earned Doctorates"

## **Publication Requirement**

In order to graduate, a candidate must have at least one first author publication accepted or published in a peer-review journal, and another first author publication at least submitted to a peer-review journal. The articles need not be linked to the dissertation, but must involve empirical data (a case-report or review article does not satisfy the requirement), and the underlying study/analyses must have been conducted while the student was matriculated into the PhD program. Students should alert the program administrator about any publications submitted, accepted, etc.

## **Time Limitation**

All requirements for the doctoral degree must be completed within a total of five consecutive calendar years after the semester of the first credited registration in CRSP 701 Dissertation Research including leaves of absence. Extensions may only be considered through the [Extension Request Form](#) which is signed by the Director of Graduate Studies and Departmental Chair and submitted to the School of Graduate Studies.

It should be noted that extensions may incur significant financial penalties in the form of additional required CRSP 701, “Research Dissertation”, credit hours.

## **Ethics in Conducting Research**

In most cases, dissertation research, rotations, independent studies, and/or practicums will require institutional review board (IRB) approval. As needed, PhD students will be certified by the [Continuing Research Education Credit \(CREC\) Program](#) in human subjects research, develop the IRB-required protocols, and obtain IRB approval before initiating their research.

## **Publication of Electronic Thesis and Dissertation (ETD)**

The School of Graduate Studies partners with [OhioLINK](#) to electronically publish doctoral dissertations through their ETD Center--a free, online database of Ohio's ETDs from participating OhioLINK member schools. It contains the abstract and full-text for all theses and dissertations giving researchers immediate access to the most current research occurring on Ohio's campuses.

The ETD Center is freely accessible worldwide to anyone interested in searching, viewing, and downloading the theses and dissertations published in Ohio. Thus, ETD makes it easier to share knowledge, lower costs, and improve graduate education. Using a standard Web browser, users can search the database using basic keyword searching. Authors, university affiliation, and abstracts are all indexed.

When you submit your ETD to OhioLINK, you are giving OhioLINK and CWRU permission to make your ETD available for open access on the Internet, including access through major Internet search engines.

The OhioLINK publication agreement can be found at <https://www.ohiolink.edu/> Please take a moment to read and understand it before submitting your ETD. The publication agreement outlines what OhioLINK and CWRU may do with the copy of the ETD published in the ETD Center.

It is a requirement of Case Western Reserve University to publish all doctoral dissertations through UMI/ProQuest. Please note that electronic dissertations will be submitted to UMI/ProQuest on behalf of CWRU by OhioLink. The doctoral graduation packet contains a form which contains detailed information about electronic publishing.

**You must have the format of your thesis/dissertation checked and approved by the School of Graduate Studies before you upload to OhioLink.** Once the dissertation has the School of Graduate Studies approval, the dissertation may be posted to OhioLink by emailing a copy of the entire PDF file to [etdsubmit@case.edu](mailto:etdsubmit@case.edu). Include your department or

program name and the words "format check" in the subject line. Notice of approval (or corrections) will be sent back via email. *Any ETD uploaded to OhioLink without prior approval will be deleted.*

The School of Graduate Studies requires two forms be completed for the ETD:

- **ETD (Electronic Thesis or Dissertation) Document Approval**

This form details important information about the electronic publishing process.

It must be signed by you and your dissertation advisor and submitted to the School of Graduate Studies with your other final materials. In certain cases, students who have not advanced to candidacy may begin registering for up to a total of 6 credit hours of course 701 at the discretion of the department and upon written notification to the School of Graduate Studies. Pre-Candidacy 701 hour(s) may be taken concurrently with course work.

- **ETD Submission Checklist -**

Includes important information regarding format requirements and submission of the dissertation.

For more ETD guidelines, please refer to the School of Graduate Studies' ETD Guidelines website at <https://case.edu/gradstudies/current-students/electronic-theses-and-dissertation-guidelines>.

## Points to Consider Prior to Submitting Your ETD

All copyrighted material (e.g. previously published in a journal, monograph or chapter) must have permission from the journal, monograph or chapter publisher for reproduction/inclusion in the ETD. If they have already published part of their ETD in a journal or monograph, and have not retained/negotiated the right to include it again in the completed ETD, students must obtain copyright permission for their own published work. Students cannot alter published figures from themselves or others without copyright release.

Inclusion of any intellectual property as imposed by Material Transfer Agreements or participation of collaborators must appropriately consider legal, collegial and ethical obligations. In particular, any unpublished data from collaborators should not be included in the ETD unless written consent is demonstrated and appended to the ETD.

All information in the ETD will be published when the ETD is submitted to OhioLINK. If there are near future plans to publish a portion of the ETD in a journal or monograph, submitting the ETD might compromise such future publication(s), unless you have first discussed this with the journal or monograph publisher, or intend to embargo the ETD to allow for future publication. If you have chosen a publisher and plan to publish a portion of your ETD, check the publisher's policy.

The ETD may be embargoed (held without release) *after submission* for up to two years. Petition forms are available on the School of Graduate Studies website. An embargoed ETD is still considered to be a completed work, and may not undergo any modification before release by OhioLINK.

## **Professional Commitment and Culture**

Students in the program are expected to maintain appropriate professional standards. This includes regular and on-time attendance of classes and seminars, and participation in a variety of professional development activities. Strong involvement in research, service, and professional social activities is encouraged, with an emphasis on developing impeccable research credentials, independent critical thinking, and problem solving. Students must recognize that voluntary enrollment in this rigorous graduate program may place demands on their time on evenings and weekends, and may prohibit them from taking on additional time-consuming activities, such as a second job. Pursuit of a doctoral degree takes time and commitment beyond that spent in the classroom and doing the work supported by a stipend, fellowship, or other form of financial assistance. Students must display maturity of character, interest in the practice of research, excellence in development of interpersonal

communication, and high professional commitment to the program of study; they must espouse integrity, honesty and courtesy, all important professional values. Use of equipment, supplies, and materials provided by the Department are for the sole purpose of academics and research and must be approved by the student's academic adviser. Copyright laws must be followed. Students are expected to contribute to their own professional development by taking initiative in organizing research seminars, leading journal clubs, organizing student-faculty retreats, and promoting other civic activities that enhance the stature of the program.

## Graduation

To receive a degree, the student is required to complete the School of Graduate Studies [online graduation application](#) through SIS before the posted deadline (typically around six weeks after the start of the semester). **during the semester the student expects to complete all degree requirements, and must be registered during the semester in which the degree is awarded. It is the responsibility of the student to complete, secure signatures, and return the PhD [Graduation Packet](#) forms to the Office of Graduate Studies on time. Each student who applies for graduation should consult the calendar from the School of Graduate Studies for the various [dates and deadlines](#).**

The Complete School of Graduate Studies' PhD Graduation Packet Includes:

- ***Notification for Scheduling the Final Oral Exam***—The form must be completed and submitted to the School of Graduate Studies at least three weeks before your defense date.
- ***Final Certification of the PhD Degree***—Complete two originals of this certification form requiring all the relevant signatures necessary for graduation. **Both** forms are then submitted to the School of Graduate Studies with your other final materials.
- ***ETD (Electronic Thesis or Dissertation) Document Approval***—This form must be signed by you and your dissertation advisor and submitted to the School of Graduate Studies with your other final materials.

- ***ETD Submission Checklist***— Includes important information regarding format requirements and submission of the dissertation.
- ***SED Informed Consent Document***— Important details related to the Online Survey of Earned Doctorates. You are encouraged to keep this for your information.
- ***Online Survey of Earned Doctorates***—The U.S. government compiles higher education statistics based on the information on this form. As a major research university, CWRU is committed to its representation in this national effort. The aggregated data is used for comparative purposes to be used in planning by the university, as well as used by the government for developing funding initiatives.
- ***Request for Waiver of Registration***— If you cannot meet the deadlines to complete all the requirements to graduate in one term but can finish before the next term begins, you can apply for a waiver of registration for the next term. You must be registered for at least one credit hour in the semester preceding the one for which you intend to use the waiver, including summer.

## Steps to Completion

1. Complete and submit the online [Application for Graduation](#) through the [Student Information System](#) (SIS) by the established deadline for the term.
2. Work with your advisor and committee members to decide on a date, time and place for your final oral exam (defense). Make certain the defense date occurs before the established deadline for the term. Your advisor has to agree that the dissertation is ready to defend.
3. Submit the Notification of the Final Oral Exam form to the School of Graduate Studies at least three weeks prior to your defense date.
4. Submit copies of your dissertation to the members of your defense committee at least two weeks prior to your defense date.
5. Have all committee members sign the two Final Certification for the PhD Degree forms at the conclusion of your successful defense
6. Make corrections, if required, then have your advisor sign the certification forms where indicated. If no corrections are required, have your advisor sign the forms at your defense.

7. Obtain your department chair's signature after your advisor has signed the certification forms.
  8. Submit a completed copy of your dissertation .pdf file to the School of Graduate Studies ([etdsubmit@case.edu](mailto:etdsubmit@case.edu)) for a format check.
  9. Upload the final, approved copy of the completed dissertation as a .pdf file to [OhioLINK](#).
- 

Submit the following to the School of Graduate Studies by the established deadlines:

- Two certification forms with all appropriate signatures. The signature of the dean of Graduate Studies will be provided after submission.
- ETD Approval Form
- Two printed copies of your dissertation's Title Page
- [Online Survey of Earned Doctorates](#)
- Your ETD as completed and approved by your committee and Graduate Studies, then uploaded to [OhioLINK](#).

## Deadlines and Forms

University Calendar of Deadlines: <https://case.edu/gradstudies/current-students/dates-deadlines>

Commonly Used Forms: <https://case.edu/gradstudies/current-students/form>

# Mentor and Advisor

PhD in Clinical Translational Science/Case Western Reserve University

## **Program Advisor, Primary and Co-Mentor**

Mentoring is an essential component of the PhD program, critical to both students' success in the program as well as to their overall career development. The transdisciplinary nature of clinical translational science necessitates that students receive expertise from multiple disciplines. Thus, students entering the doctoral program in clinical translational science will be assigned an initial program advisor, and will eventually identify a primary mentor and a co-mentor, all of whom will provide guidance toward degree completion. Students are required to meet regularly with their advisor, primary mentor, and co-mentor.

### **Program Advisor:**

Upon matriculation into the PhD program, each student will select, with oversight from the PhD Program Steering Committee, a program advisor, who will advise the student over the initial year of the program regarding selection of courses and research practicums. The program advisor will also assist students in identifying and selecting appropriate primary and co-mentors. As a student moves through the program, s/he will select a primary and co-mentor based on research and career interests. If the program advisor's research interests are aligned with those of the student, the program advisor may become either the student's primary or co-mentor.

The student will meet with the program advisor at least once per semester to discuss course plans for the upcoming semester. Once completed, the advisor will remove the "Advisor Hold" on the student's record in SIS to permit course registration.

**Primary Mentor:**

Each student will have a primary mentor, whose field of interest and area of expertise closely match that of the student's dissertation area. The primary mentor will be selected by the student and notify the Program Director of their choice. The Program Director will then communicate with the selected mentor to confirm the mentorship. The primary mentor takes primary responsibility for guiding the student's dissertation research and training. The primary mentor also functions in the role of "advisor" for School of Graduate Studies' purposes (e.g. approving course of study, signing necessary approval documents, etc.). The primary mentor could include faculty from any of CWRU's schools and departments, as well as individuals from the Cleveland Clinic Lerner College of Medicine, MetroHealth Medical Center, University Hospitals, Veteran's Administration Medical Center, or MetroHealth with appropriate faculty appointments. It is highly recommended that students select a primary mentor by the end of program Year 1. All students are required to have selected a primary mentor by the end of Year 2.

The School of Medicine recognizes the benefits that graduate students and postdoctoral scholars experience by using [Individual Development Plans](#) (IDPs) in setting career goals and in ensuring that conversations between the trainee and mentor about these goals occur on a regular basis. The SOM has adopted the following policy to ensure that all NIH-supported trainees utilize IDPs to aid in setting professional development goals and planning their future careers. Students with NIH funding who do not have a career development plan that is updated at least annually will need to complete the IDP.

All PhD students in the school will complete an IDP within six months of arrival in their permanent mentor's lab. Postdoctoral fellows and scholars will complete an IDP within three months of their initial appointment. Completing an IDP is an interactive process that involves face-to-face meetings and frank discussions between the junior researcher and mentor. The IDP will evolve through annual meetings between mentee and mentor during the trainee's tenure at the SOM. Copies of all graduate student and postdoctoral IDPs as well as all annual updates will be submitted electronically to the CWRU SOM Graduate Education Office through the [SOM IDP Portal](#).

### **Co-Mentor:**

The co-mentor's role is to provide complementary guidance for the student's overall course of study, as well as career plans and overall professional development. Like the primary mentors, co-mentors could include faculty from any of CWRU's schools and departments, as well as individuals from the Cleveland Clinic Lerner College of Medicine, MetroHealth Medical Center, University Hospitals, Louis Stokes Veteran's Administration Medical Center, or with appropriate faculty appointments.

Both the primary and co-mentor will serve on the student's dissertation committee, and the co-mentor can serve as committee chairperson. Per School of Graduate Studies' regulations, the committee chairperson must be a tenured or tenure-track faculty member. Qualifications to be a primary or co-mentor in the PhD program consist of the following:

- Faculty appointment at CWRU.
- Substantial mentoring experience, with a demonstrated track record of successfully mentoring students and trainees through doctoral programs.
- Expertise in a field or content area specific to a doctoral student's dissertation topic.
- Track record of independent funding from NIH, corporations, foundations.
- Productivity in publishing in a clinical investigation domain.

A faculty member may serve as both initial advisor and primary or co-mentor for a single student, depending on the student's field of interest. Each student's mentoring team, and changes to that team, will be approved by the PhD Program Steering Committee.

In cases where a student has a research topic not aligned with any expertise of the existing core faculty, the program steering committee will work with the student to identify faculty members across CWRU schools and departments, as well as individuals with appropriate CWRU faculty appointments based at other local institutions with the appropriate expertise to function as a mentor. These individuals will be invited to join the program's core faculty.

### **Changing Your Program Advisor, Primary or Co-Mentor:**

In order to optimize the "fit" between student and advisor/mentor we recognize that changing a mentor is occasionally necessary. To change an advisor/mentor the student must obtain approval from the PhD Program Steering Committee.

## **Evaluation/ Monitoring of Student Progress**

To help ensure success, students' progress will be monitored. It is the responsibility of the student to meet regularly with the program advisor, and primary and co-mentors, who will monitor the students' progress. Once formed, each fall and spring semester, a student's full dissertation committee will meet formally with the student to assess the student's progress.

During each committee meeting, the chairperson will provide the student the opportunity to speak with the committee without the primary mentor present in order to assess progress and the mentor/mentee relationship from the student's prospective. Likewise, an opportunity will be afforded to the primary mentor to speak to the committee without the student's presence.

The committee will generate a report and submit this report to the steering committee for its review. If the student's progress is not suitable, the steering committee will meet with the student and his/her dissertation committee to identify remedies for identified deficiencies. Moreover, at the end of each academic year, students will be given a structured questionnaire to complete regarding their evaluation of the dissertation committee. These reports will be considered confidential and will be reviewed by the steering committee, which will meet as needed with the student and his/her committee to resolve any issues.

# University and Department Policies

---

PhD in Clinical Translational Science/Case Western Reserve University

## Community of Scholars and Professionals

As a student in the Department of Population and Quantitative Health Sciences, you have joined a community of scholars and professionals. You will be expected to conduct yourself in a manner consistent with this position. While in our program, and in the future as a graduate of our program, you represent our institution, a leading medical school in an esteemed University. This professionalism should be reflected in your interactions (in person, email, text, phone) with faculty, staff, fellow students, guests of our department, collaborative and community partners, and others. Included in this expectation is respect for all people. Behavior that is not consistent with the level of professionalism expected of a scholar and professional may be addressed through University, department and/or program policy.

## Student Responsibility

It is the student's responsibility to become acquainted with and adhere to Departmental/Center and University rules, regulations, and administrative procedures governing graduate study, including the University's Standards of Conduct detailed in the [CWRU General Bulletin](#), [Graduate Student Handbook](#), [School of Graduate Studies Statement of Ethics](#), [University Guidelines on Authorship and Policy on Copyright](#), and the [University Policy on Academic Integrity](#).

## **Student Information System (SIS)**

The Student Information System (SIS) is a secure, flexible, web-based environment for creating and managing academic records, and the course catalog at CWRU. Through SIS, students are able to register for courses, view grades, complete financial transactions, and carry out other academic information.

Various links of SIS can be found at:

- SIS can be accessed via the “quick link” section at the bottom of the CWRU homepage at <http://www.case.edu>, or at <http://www.case.edu/sis>.
- The SIS Student Guide handbook be found at [https://case.edu/projects/erp/learning/student\\_sis\\_guide.pdf](https://case.edu/projects/erp/learning/student_sis_guide.pdf).
- Students can access SIS training guides, information, references, and FAQs at <https://case.edu/registrar/sisresources>.

The University Registrar Office, 216-368-4310, is available to help with SIS-related issues.

## **Communication Among Students, Staff, Faculty**

All students enrolled at CWRU are given a Case Email address and Network ID. The general format for a CWRU email address is `firstname.lastname@case.edu`. Students also receive a Network ID, which generally consists of their first, middle, and last name initials followed by a number (ex: abc123@case.edu). This Network ID will give the student access to their [Case Webmail](#) account, SIS, and any other appropriate University-related login systems. If you use another email account, please ensure that you read both accounts regularly or that you forward your CWRU email to your regular email.

Students are responsible for reading the information and content of communications sent to their CWRU email account at least once a day. Faculty, students, and staff often use the CWRU email system to communicate information about courses, seminars, events, etc., particularly when personal notification (e.g. during class) is not possible. You will be held accountable for missed information if you fail to check your email in a timely manner.

## Email Policy

All students are provided with a Case Western Reserve University email account. Email service for CWRU is provided through *Google Apps for Education*, a collaboration suite of services that includes a 25+ GB case.edu email account and access to dozens of other Google Apps including Google Sites, Google Docs and Google Talk (IM). Email can be read in clients such as Outlook, Thunderbird, and Mail for Mac. Your email account can be accessed online at [webmail.case.edu](http://webmail.case.edu).

**IMPORTANT NOTICE:** All correspondence for current students from the PQHS will be sent to students' CWRU email addresses. PQHS will not send this correspondence to personal email addresses. It is the student's responsibility to regularly check their CWRU email account.

## Statement on Professional Conduct

The Case Western Reserve University PhD in Clinical Translational Science aims to provide students with an environment that is supportive and conducive to learning. We hold our faculty and instructors to high standards to ensure that this learning environment is maintained. Students, too, have a responsibility to ensure that a supportive learning environment is maintained. In addition to the skills and competencies that you will gain in the process of earning your PhD degree, two important competencies apply to the classroom environment:

- Promote high standards of personal and organizational integrity, compassion, honesty, and respect for all people.
- Appreciate the importance of working collaboratively with diverse communities and constituencies (e.g. researchers, practitioners, agencies, and organizations).

The PhD program has granted the authority to faculty and instructors to issue grades that are reflective of these professionalism competencies. Reflective of the high standards of personal integrity, students are expected to behave in a respectful manner that values collaboration and interactive learning. Acting in a way that does not reflect personal integrity, compassion, honesty, and respect for all people can have a negative impact on your learning process and, ultimately, your grades at the discretion of the instructor.

Students are expected to use technology in the classroom in a manner that is consistent with the learning environment. In particular, students should refrain from using technology (including but not limited to social media) in the classroom that does not

directly relate to the learning process. Use of these technologies for non-classroom purposes can significantly impede your learning process and be a distraction for other students. Faculty and instructors have the discretion to ban the use of technology in the classroom if it is detracting from the optimal learning environment that we strive to deliver. Use of technology in an inappropriate manner in or out of the classroom can have a negative impact on your learning process and, ultimately, your grades at the discretion of the instructor.

## **University Student Code of Conduct Failure to Comply**

Any member of the university community may notify the Office of Student Affairs of a violation of the University's Standards of Conduct (including, but not limited to, the policies listed in the preceding pages of this document). The matter will be evaluated by the vice president for student affairs or his/her designee to determine if further judicial action at the university level is warranted. Full details about the University Disciplinary Process can be found online (<https://students.case.edu/policy/conduct/doc/codeofconduct.pdf>).

### **Failure to Comply**

Students shall cooperate with all University officials, instructional or administrative, at all times. Failure to comply includes, but is not limited to:

- Failure to follow the directions of University official, instructional or administrative, acting in performance of their duties
- Failure to respond to a request to see identification; or
- Failure to complete judicial sanctions.

## **Academic Policies and University Requirements**

This section includes extractions from School of Graduate Studies Policies and Procedures, available from the School of Graduate Studies and online at

<https://case.edu/gradstudies/about-school/policies-procedures>. All students should become familiar with the Graduate Student Handbook and consider the Policies and Procedures a companion piece to this handbook.

Graduate study assumes a considerable maturity on the part of the student in planning and reaching his or her educational objectives.

## **Student Records**

The PhD Office maintains a file of the progress of each graduate student. A student may request, in writing, an opportunity to review the contents of their educational file. Certain materials are excluded from review as specified in the Family Educational Rights and Privacy Act of 1974 (FERPA). The FERPA contains several provisions that are important to students. Specific provisions are printed in the University's General Bulletin. Students may also obtain from the Office of the Provost a copy of the policy which the University has adopted to meet the requirements of FERPA.

## **Standards of Conduct**

The following rules are designed to preserve freedom of expression and association on the CWRU campus and reaffirm the civil, personal, and property rights of the University and its members. University members who violate one or more of these rules will be subject to disciplinary action. Conduct which is subject to University disciplinary action includes: Interference with freedom of speech or movement, or intentional disruption or obstruction of teaching, research, administration, or other functions on university property

- Any actual or threatened physical harm or mental abuse of any person on University premises or at functions sponsored or supervised by the University
- Failure to comply with the directions of university officials, instructional or administrative, acting in performance of their duties
- Theft or vandalism of University property or that of a member of the university community or campus visitor
- All forms of dishonesty, including cheating; plagiarism; knowingly furnishing false information to the university; forgery; and the alteration or misuse of University documents, records, or instruments of identification
- Falsification, distortion, or misinterpretation of information before a hearing body
- Unauthorized carrying or possession on university premises of firearms or of any weapon with which injury, death, or destruction may be inflicted
- Violations of law on University premises or in connection with university functions
- Violation of published university rules and regulations

Students are encouraged to familiarize themselves with these policies by reviewing the Graduate Studies Policies and Procedures. The following pages contain excerpts of critical policies contained in that document.

## **Statement on Ethics**

Universities seek to preserve, disseminate, and advance knowledge. At Case Western Reserve University, as elsewhere, we recognize that to fulfill these purposes requires a norm of expected conduct shared by all in the University community, governed by truthfulness, openness to new ideas, and consideration for the individual rights of others, including the right to hold and express opinions different from our own.

The University's mission rests on the premise of intellectual honesty in the classroom, the laboratory, the office, and the solitary examination desk. Without a prevailing ethic of honor and integrity not only in scientific pursuits but also in all scholarly activity, the very search for knowledge is impaired. In these respects, each of us—especially but not exclusively faculty — must regard ourselves as mentors for others.

These principles we strive to uphold make it possible for the larger society to place trust in the degrees we confer, the research we produce, the scholarship we represent and disseminate, and the critical assessments we make of the performance of students and faculty, as well as judgments of staff and administrators. To safeguard the standards on which we all depend, each of us must, therefore, accept individual responsibility for our behavior and our work and refrain from taking credit for the work of others. The culture of a university also requires that the rights of all be protected, particularly by those entrusted with authority for judgment of the work of others.

The University being a human community is subject to human failings, ambiguities, and errors. It is, therefore, the responsibility of the bodies regulating the affairs of faculty, students, and staff to maintain processes for judging and resolving instances where these principles may have been violated. However, all such systems depend for their effectiveness, in turn, on the acceptance of common norms of contact—the ties of trust which bind the university community together.

## IRB Approval of all Research and Protection of Data

All dissertation work involving human subjects, even if involving only secondary data analysis, must have IRB approval or a documented IRB determination of exemption. The program advisor, and/or the primary and co-mentors and the student must be involved in this process, with a faculty member noted as the Responsible Investigator. If the work is part of a larger project that has already received clearance, the student should be added as key personnel to the IRB protocol. All data must be securely maintained and privacy of participants protected. Students are required to adhere to the University's, School of Medicine's, and relevant [IRB's data protection policies](#). Human subject data or study materials provided to, obtained from, or created by a student may not be transmitted or shared with any other individuals (including another student) without explicit written permission from the study's principal investigator and/or the responsible investigator listed on the approved IRB protocol. The Departmental Approval for all IRB proposals is through the Vice-Chair for Research.

## Academic Integrity

Each student is required to adhere to the standards of academic integrity held by CWRU, the School of Medicine, and the PhD program. As such, students should familiarize themselves with the standards set forth by the University, a full description of which is available on-line at <http://case.edu/gradstudies/media/caseedu/grad-studies/documents/SGS-Academic -Integrity-Policies-and-Rules.pdf>.

The University's research, scholarship, teaching, and community service are central to its mission. In order to achieve that mission, it is critical that the highest standards of academic integrity are articulated to all members of the University community: faculty, students, and staff. All members of the community have an expectation to interact in a professional manner in those endeavors which promote and facilitate the University's common mission. **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.** Adherence to professional Codes of Ethical Conduct can and do play a central role in the matter.

Any form of academic dishonesty (e.g. forgery, cheating, plagiarism, misrepresentation and obstruction, alteration of University documents, etc.) is a violation of academic integrity standards. Plagiarism includes, but is not limited to, the duplication of another's words, work, or ideas from printed or electronic sources, without proper attribution, and to pass these on as one's own. Note: It is considered plagiarism to submit, without the instructor's consent, a previously submitted assignment from one class to another.

If a student is deemed to have violated the standards of academic integrity, the University's Academic Integrity Board may take one of the following actions to sanction the student's violation:

1. Issuing failure in the work in question,
2. Issuing failure in the course,
3. University disciplinary warning,
4. University disciplinary probation,
5. University disciplinary suspension, or
6. Expulsion.

The University also has guidelines on authorship standards. Further details can be found in the University's policy on Academic Integrity:

<http://www.case.edu/gradstudies/current/policies.html>

## Statement on Plagiarism

Unless specifically stated otherwise, **the faculty of the PQHS expect and require original writing for all assignments given.** Submitting plagiarized work for an academic requirement is a violation of the academic integrity standards set forth by the University. Plagiarism is the representation of another's work or ideas as one's own; it includes the unacknowledged, word-for-word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas. Submitting substantially the same work to satisfy requirements for one course that has been submitted in satisfaction of requirements for another course, without permission of the instructor of the course for which the work is being submitted, is also prohibited.

## **Policy of Non-Discrimination**

Case Western Reserve University admits students of any race, religion, age, sex, color, disability, sexual orientation, gender identity or expression, and national or ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to students at the university. It does not discriminate on the basis of race, religion, age, sex, color, disability, sexual orientation, gender identity or expression, or national or ethnic origin in administering its educational policies, admission policies, employment, promotion and compensation policies, scholarship and loan programs, and athletic or other university-administered programs.

## **Harassment Policy**

Members of the University Community are expected to respect the rights of others by refraining from any inappropriate behaviors that may negatively impact a student's experience. Harassment includes but is not limited to:

- Conduct which intimidates, threatens, or endangers the health or safety of any person;
- Behavior that intentionally or negligently causes physical, financial, or emotional harm to any person;
- Behavior that is construed as a nuisance, including prank phone calls or abusing or harassing another user through electronic means.

## **Abuse Policy**

Students are expected to respect the rights of students, staff and faculty members by refraining from any threatening or antagonistic behaviors. Abuse includes, but is not limited to:

- Actual or threatened physical or mental abuse of any person on University premises or at functions sponsored or supervised by the University;
- A singular situation involving an act of physical, verbal or mental abuse directed toward an individual or individuals;
- Repeated antagonistic and malevolent acts consisting of physical, verbal or mental abuse directed toward an individual or individuals;

- Repeated acts of an anti-social nature involving physical or mental abuse directed toward an individual, group or any other component of the University community.

## **Sexual Harassment Policy**

It is the policy of Case Western Reserve University to provide a positive, supportive, discrimination-free educational and work environment. Sexual Harassment is unacceptable and unlawful conduct, which will not be tolerated. The purpose of this policy is to define sexual harassment and the procedures the university uses to investigate and take appropriate action on complaints of sexual harassment. This policy and the accompanying procedures shall serve as the only internal university forum of resolution and appeal of sexual harassment complaints.

This policy applies to all members of the university community including all students, faculty, staff, and other university officials, whether full or part-time or under temporary contract, and guest lecturers, volunteers, and visitors. Sexual harassment may involve the behavior of a person(s) regardless of the person's gender identity or expression against a person(s) of the opposite or same gender or against a person who is transsexual or transgender. All members of the university community must adhere to the sexual harassment policy and report violations of the policy.

## **Sexual Assault Policy**

Case Western Reserve University is a community dependent upon trust and respect for its constituent members: students, faculty, staff and those under temporary contract. Sexual assault is a violation of that trust and respect and will not be tolerated. Sexual assault is a serious crime that can occur to men and women, whether gay, straight, transgender or bisexual. The following definition of sexual assault is relevant to Case Western Reserve University policies and procedures. All students, faculty, and staff of the university are subject to this policy. An individual who violates this policy may also be subject to criminal prosecution and civil litigation. For legal definitions refer to the Ohio Revised Code at <http://codes.ohio.gov/orc/2907>.

Any non-consensual physical contact of a sexual nature, whether by an acquaintance or by a stranger, is a sexual assault. Physical resistance need not occur to fulfill the definition of

sexual assault. Consent CAN NEVER be given by anyone under the age of sixteen. Sexual assault includes, but is not limited to the following:

- Rape
- Acquaintance rape (e.g. friend, classmate, peer, co-worker, partner, etc.)
- Incest
- Sexual assault with an object
- Forcible sodomy
- Forcible oral sex

Forcible fondling Consent: Consent is the equal approval, given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. A person forced to engage in sexual contact by force, threat of force, or coercion has not consented to contact. Lack of mutual consent is the crucial factor in any sexual assault. Consent CANNOT be given if a person's ability to resist or consent is substantially impaired because of a mental or physical condition or if there is a significant age or perceived power differential. Examples include, but are not limited to being:

- Unconscious
- Frightened
- Physically or psychologically pressured or forced,
- Intimidated
- Substantially impaired because of a psychological health condition
- Substantially impaired because of voluntary intoxication
- Substantially impaired because of the deceptive administering of any drug, intoxicant or controlled substance

## **Consensual Relationships**

Case Western Reserve University is a community that values an environment of inclusion, trust, and respect as beneficial for the working and learning environment of all its constituents. Romantic or sexual relationships may occur in a University environment given the numbers of people on a University campus. All relationships must be consensual; but,

even though the relationship is consensual, it can raise serious concerns about the validity of the consent, conflicts of interest, and preferential treatment.

For the complete policies and procedures for sexual assault, sexual harassment and consensual relations, students can visit the following link:

<http://students.case.edu/policy/sexual/>

## **Smoking Policy**

With the University's commitments to health-related research and teaching, protection of the health environment of students, employees, and guests is a major concern. Therefore, in July 2017, Case Western Reserve University became a smoke-free campus.

### **Alcohol Usage Policy**

The University expects responsible behavior of students who choose to drink alcoholic beverages and requires an environment free of coercion for those who choose to abstain. Therefore, students must adhere to guidelines provided by the University for responsible and legal consumption of alcoholic beverages. Individual students must also accept responsibility for their own behavior and should demonstrate a concern for the safety and well-being of others in the University community.

The University will conform to all state and local laws controlling the sale and use of alcoholic beverages. It is illegal to sell, provide, or serve beer, wine or liquor to anyone who is under the legal age (21). Servers of alcohol and sponsors of social events must be aware of and comply with all state statutes and with Case policies and procedures. The Alcohol Policy can be found in its entirety at:

<http://studentaffairs.case.edu/handbook/policy/university/alcohol.html>

## **Drug Use Policy**

The University's policy on drugs, which governs the students in all schools and colleges, states that:

The use or possession of drugs\* is illegal except when prescribed by a physician, and the University cannot protect students from prosecution for violation of federal or state laws. Case Western Reserve University

cannot condone the illegal possession, consumption, provision, or sale of drugs. The University, however, has a strong obligation to make readily available to students full information about the use and effects of all drugs, and even more important, to make available sources of counseling to those who are using or have used drugs. Not only the students but also the faculty and all others who are in any position to advise students should be made aware of the need for counseling.

\*Drugs to which these statements and rules apply are currently defined as including:

- Opiates (such as morphine, heroin, codeine, opium, demerol, and paregoric)
- Cocaine
- Marijuana
- Hallucinogens (such as LSD, DMT, Mescaline, peyote, and psilocybin)
- Barbiturates (such as nembutal and seconal)
- Tranquilizers (such as librium, phenothiazines, and reserpine)
- Amphetamines (such as benzedrine, methedrine, and dexadrine)
- Gamma-hydroxybutyrate (GHB or ecstasy)

All students, faculty, and administrators should be informed that the discovery that a student is using drugs is not, automatically, cause for disciplinary action, but is a compelling reason to urge that student to seek counseling or to refer the student to the proper source of counseling. Student Affairs and other administrative officials do not consider themselves law enforcement officers but advisers of students in the best interest of the students.

The following rules have been adopted by the University:

- Illegal possession or consumption of drugs is an offense which may be subject to penalty proportional to the seriousness and extent of the offense.
- The illegal provision or merchandising of drugs will ordinarily result in expulsion.
- Possession and/or use of drug paraphernalia, including but not limited to hookas, pipes and bongs, on University premises is prohibited and will be confiscated, even if the paraphernalia is not being used for consumption of drugs.

Students are reminded that a drug prescribed for one person may be harmful to another and are warned not to offer or provide their own medication to others.

## **Disciplinary Policy**

Students must adhere to all University, School of Graduate Studies, School of Medicine, Department, and Program policies in regards to academic matters and interpersonal behavior, as well as meet the expectations that come with being a part of a community of scholars and professionals. This includes respect for all people. Behaviors that interfere with another's well-being or ability to perform their responsibilities, learning, or professional development will be considered especially egregious.

Violations may be subject to disciplinary action on the part of the program or department. The nature of the violation, its severity, and history of prior violations will all be considered in any formal disciplinary action taken. Students will receive a letter from the department detailing the reasons for the disciplinary action and any required steps they must complete to return to good standing in the program. The Dean of the School of Graduate Studies reserves the right to issue discipline even in cases where the Program and Department have chosen not too. Disciplinary actions may include:

### **Warning:**

Students who are in violation of program, department and/or university policies will be issued a warning from either their Program Director or in certain circumstances the Vice Chair for Education. Students will receive no more than one warning from the program/department. Any subsequent violations will result in academic probation, suspension, or separation. Students who are issued a warning will receive a letter from the department detailing the reasons for the warning. Students are not guaranteed to receive a warning prior to other disciplinary action being taken by the department or the University.

### **Academic Probation:**

Students who are in violation of program, department and/or university policies will be placed on academic probation by either their Program Director or in certain circumstances the Vice Chair for Education. Students placed on academic probation will receive a letter

from the program/department detailing the reasons for the probation and a course of action (including deadline) for the student to be removed from academic probation. If a student fails to meet the conditions and/or deadline established in the academic probation letter, they can be suspended or separated from the program and/or the University. Any student failing to maintain good standing in their program will automatically be placed on academic probation. Qualifying for a second academic probation can result in separation from the program and University.

**Suspension from the program and University:**

In certain cases, a suspension 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 a suspension the student will be entitled to an appeal through the grievance procedure of the Graduate School. Students will receive a letter from their Program Director and Vice Chair of Education explaining the reasons for and terms of their suspension.

**Separation from program and University:**

Students who have failed to meet the conditions established in previous disciplinary actions, qualified for a second academic probation, OR who have committed a serious breach of conduct that threatens the welfare/safety of others or the integrity of the program are subject to separation from the program and university. In the event of such suspension the student will be entitled to an appeal through the grievance procedure of the Graduate School. Students will receive a letter from their Program Director and Vice Chair of Education explaining the reasons for and terms of their dismissal from the program and University.

Students who are separated from a PQHS program are not automatically eligible for reapplication. Separated students must submit a formal petition to the program seeking permission to reapply to the program. All separated students granted permission to reapply will be considered as a part of the normal application process.

Reviews of violations will be made under the direction of the program director. All disciplinary decisions will be certified by the Vice Chair for Education. In certain

circumstances, the review of violations may be overseen by the Vice Chair for Education instead of the program director.

Examples of behaviors that may result in disciplinary action from the Department:

- Engaging in dishonest behavior: Academic integrity is expected in all PQHS programs. Cheating in any form is unacceptable and in violation. This includes:
  - Plagiarism- to avoid plagiarizing, one must give credit whenever one uses: - another person's idea, opinion, or theory - any facts, statistics, graphs, drawings – any pieces of information – that are not common knowledge. - quotations of another person's actual spoken or written words; or a paraphrase of another person's spoken or written words.
  - Copying or helping another student during an assignment/exam.
  - Obtaining examination questions prior to the test.
  - Being under the influence of alcohol or chemical substances on campus or at an off campus assignment.
- Any form of unprofessional behavior such as the use of profane or vulgar language on campus or at an off campus assignment, hostility, harassment, stalking, unwanted attention, insubordination, demonstration of uncooperative or negative attitude toward faculty, instructors, clients, or fellow students.
- Violation of University, School of Graduate Studies, Department or Program policies.
- Violation of directives from the University (e.g. Office of Student Conduct, Title IX), School of Graduate Studies, Department or Program.
- Engaging in unethical or unwelcoming behavior while on or during off campus assignment
- Interfering with an effective learning environment for fellow students, staff, and faculty.
- Behaviors that interfere with the experiences of other students, faculty, staff, community partners, affiliates or external sites that serve as locations for MPH experiences (e.g. practicum, seminar, workshops).

## Maintenance of Good Standing

*In order to remain in good standing within the PhD program, students must satisfy the following conditions:*

- Register each fall and spring semester unless on an official leave of absence that has been approved by the School of Graduate Studies.
- Maintain a minimum cumulative graduate GPA of 3.25 in all graduate work (including transfer courses).
- Receive a grade no lower than a “B” in any of the required core courses. Attend courses and seminars as scheduled. If illness or other circumstances intervene, the student must notify the course instructor and adviser as soon as possible.
- Satisfy all program deadlines and time limits as outlined in the Academic Guide.
- Remove Incomplete (I) grades within one semester, or by the time specified by the course instructor if that is later.
- Failure to achieve a quality-point average of 2.75 or higher at the completion of 12 semester hours or 2 semesters of graduate study.
- Failure to achieve a quality-point average of 3.00 or higher at the completion of 21 semester hours or 4 semesters of graduate study.
- Pass the Comprehensive Exam within two attempts.
- Complete a portfolio presentation prior to defending the dissertation.
- Successfully defend the dissertation **within five years** of advancing to candidacy.
- Completion of the publication requirement

Students who fail to remain in good standing should expect to be placed on academic probation. Students on academic probation have 1 semester, unless otherwise stipulated in the probation letter, to return to good standing or risk being removed from the program.

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

## **Grading**

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

### **Incomplete (I) Grades**

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 11<sup>th</sup> week of class in the semester following the one in which the I grade was received. In exceptional circumstances a student may petition for an extension of the incomplete deadline of no more than one additional semester. 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 (P/NP) Grades**

Some graduate courses are graded on a pass or no pass basis, and students need to be aware of the regulations governing letter graded and pass/no pass credits. Of the minimum credit hours required beyond the bachelor's degree to complete coursework requirements, at least 12 credits must be letter graded for the Master's degree, and at least

24 credits must be letter graded for the Ph.D. degree. Letter graded courses should be the courses most central to the student's plan of study. Additional credit hours of letter graded coursework may be specified by departmental policy.

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

Grades of Satisfactory (S) and Unsatisfactory (U) are to be used exclusively for three courses: 651 thesis research, 701 dissertation research, and 702 dissertation fellowship.

## **Changing a Course Grade**

If a student needs to have a course grade changed from an incomplete, or from no entered grade, the instructor can change the grade online up to 1 year from the end of the semester. After that time period has elapsed, the instructor will need to fill out and sign a yellow change of grade card, and submit it to the Graduate Program Director for signature and submission to graduate studies.

Students have an obligation to check their course grades promptly after the end of the semester. On rare occasions, a student may feel the letter grade (A-F) assigned was incorrect or unfair. In such a case, the student needs to contact the instructor immediately. If the instructor feels the student is justified, the instructor may request a grade change using the yellow grade change card and submit to the Graduate Program Director for approval, signature, and submission to graduate studies. This request from the instructor must be made within 30 days of the grade posting to SIS, and must be accompanied by an e-mail to the Graduate Program Director explaining why the change is justified.

## **Waiving a Course**

It is expected that all PhD students will take the full 22 credit hours of required coursework unless they have previously completed these courses and/or if they have obtained advanced standing (see page 21).

If a student has taken a course at CWRU or elsewhere that is thought to be equivalent to one of the program's required courses, and has received a grade of "B" or higher, the student may petition for a waiver of the course requirement. If the course is deemed to be

equivalent to the required course, the waiver will be granted. However, there is no change in the number of credits required for the degree. In this case, the student will replace the waived course with another course. The only mechanisms to reduce the required number of credit hours for the program is (1) by petition for a transfer of credits in the specific instance of a course taken elsewhere that was **NOT** used towards a degree; or (2) by being granted advanced standing.

In order to waive a course, the student should first consult with their Program Advisor. Next, the student must petition and provide sufficient evidence to the PhD program Steering Committee. Evidence for a waiver will consist of the student's transcript showing the course and grade received, as well as, the syllabus for the course. The CWRU instructor teaching the course petitioned for waiving will also be consulted as needed.

It is important for the student to note s/he will be held fully responsible for all required coursework on the comprehensive general exam based on how this coursework is taught at CWRU, even if the student received permission to waive the course based on coursework taken elsewhere.

## Replacing a Course

If a student is attempting to waive a course deemed equivalent to one taken from another institution, the student may be given the option to replace the required course with another, more advanced one in the same subject area. Similarly, the student may initially request to replace the required course with a more advanced one, rather than to waive out of it. If the PhD program Steering Committee approves the replacement course, it is important to note the replacement course does not need to be taken in the same semester as the course that is being replaced, but there must be a plan identifying the course and when it will be taken. Special attention must be paid to prerequisites for any replacement course and when it is offered.

To request to replace a required course, students may petition the PhD program Steering Committee to obtain a waiver for a required course. The petition must provide documentation of the relevant courses completed, with a grade of "B" or higher, a detailed description of the course(s), and the syllabus.

It is important for the student to note s/he will be held fully responsible for all required

coursework on the comprehensive general exam based on how this coursework is taught at CWRU, even if the student received permission to waive the course based on coursework taken elsewhere.

## Repeating a Course

Graduate students may petition the Program Director to repeat a maximum of two courses during their degree program in order to improve their performance. The appropriate form that must be completed, together with details of this policy can be found at <http://gradstudies.case.edu/current/forms.html>.

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:

- The course repeat option can only be used on course in which a C or lower was earned. Courses with a grading basis of P/NP are not eligible under this policy.
- A student may not use the Pass/No Pass Option on a course that is being repeated.
- A student may only use the repeat option on the same course.
- Research based courses, 601 and 701 are exempt from this repeat policy. Dissertation research course 701 grading policy can be found in the General Bulletin at: <http://bulletin.case.edu/schoolofgraduatestudies/academicpolicies/>
- The course repeat option may not be exercised after a degree has been awarded
- Approval from advisor and program director required. Some departments may also require the signature of the Director of Graduate Studies and/or the Graduate Affairs committee.
- The tuition and associated fees for a repeated course may be the responsibility of the student

## **Transfer of Credit**

In keeping with the School of Graduate Studies' policies, [transfer of credit](#) from another university toward doctoral degree requirements is awarded for appropriate course work **not applied to another degree program** taken prior to admission. Transfer of credit must be requested in the student's first academic year, and must be appropriate for the student's planned program of study. No transfer of credit will be awarded towards the PhD degree except by petition, and no credit for dissertation credit hours 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. All transfer of credit requires approval from the student's academic adviser, the departmental chair or graduate committee, and the Dean of the School of Graduate Studies. Such courses must have been taken within five years of first matriculation at CWRU and passed with grades of B or better.

The [Transfer of Credit 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.

## **Internal Transfer of Credit**

Students of exceptional ability in the undergraduate programs of Case Western Reserve University who have the approval of the Office of Undergraduate Studies 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 on a [Transfer of Department Form](#).

## **Grievance Procedure**

Any student who has a grievance should consult for resolution, in order, the academic adviser/primary mentor, committee chairperson or secondary mentor, the PhD Program

Director, School of Graduate Studies Director of Graduate Studies. If an issue arises between the student and primary mentor, the student may always turn to the Dissertation Committee Chairperson or another member of the committee to discuss the issue and identify the next appropriate steps. Furthermore, the School of Graduate Studies has a general policy to assure that all students enrolled for graduate credit at Case Western Reserve University have adequate access to faculty and administrative consideration of their grievances concerning academic issues. A three-step procedure has been established for graduate students to present complaints about academic actions they feel are unfair. These policies are detailed on the following website:

<http://studentaffairs.case.edu/handbook/judicial/university/informal.html>

## **Leaves of Absence**

All students who are admitted to the PhD program in the Clinical Translational Science are expected to pursue their studies according to a systematic plan. If it becomes necessary for a student to interrupt studies before completion of the degree, the student must request, in writing to the Graduate Program Director, a leave of absence. The leave does not ordinarily extend the time limitation from candidacy to completion of the degree. Leaves of absence may not exceed two consecutive academic semesters, and the maximum amount of leave permitted per graduate program is four semesters. Petitions for a [leave of absence require a form](#) available from the School of Graduate Studies and require the approval of the student's academic adviser, Program Director, and Dean of Graduate Studies. Leaves of absence may be used for the medical conditions related to pregnancy and childbirth.

Many international students are not eligible to take a leave without jeopardizing their student status; prior approval from International Student Services is required.

## **Other Time-off**

Trainees with stipends are eligible for a total of two weeks of vacation per year and University holidays. The period between semesters is considered to be an active time of research and research training and is not considered to be a vacation or holiday. Vacation timing must be approved by the research advisor in advance.

Trainees may receive stipends for up to 10 calendar days of sick leave per year with no year-to-year accrual. Sick leave may be used for the medical conditions related to pregnancy and childbirth. Graduate students are entitled to paid parental leave for the adoption or birth of a child. The primary caregiver is entitled to 6 weeks leave and the other parent or domestic partner is entitled to 3 weeks leave. When both parents are supported graduate students, the leave may be used consecutively or together. The leave must be used within 12 months of birth or adoption. Parental leave must be approved in advance in writing by the Program. It is permissible to add parental leave 2 and sick leave together for the adoption or birth of a child.

## **Withdrawal**

Students must maintain continuous registration throughout their degree programs unless granted an official leave of absence. Students who fail to register for any academic term will be automatically withdrawn from their programs. Students who are withdrawn from their programs must petition for reinstatement in order to continue graduate study.

## **Graduation Application**

To receive a degree, the student is required to apply for graduation through the Student Information System (SIS) in the School of Graduate Studies before the posted deadline during the semester the student expects to complete all degree requirements, and must be registered during the semester in which the degree is awarded. It is the responsibility of the student to secure signatures and return the necessary forms to the School of Graduate Studies on time. Each student who applies for graduation should consult the [calendar](#) from the School of Graduate Studies for the various deadlines.

It is expected that all students will be supported throughout their graduate tenure at CWRU by a combination of resources, as described above. However, to maintain support students are required to maintain a cumulative grade point average of 3.5.

## **Tuition**

Graduate Students registered will be charged tuition according to the current university schedule. Up-to-date tuition information can be found at

[https://case.edu/studentaccounts/tuition-fees/graduateprofessional-tuition-fees/school-of-graduate-studies.](https://case.edu/studentaccounts/tuition-fees/graduateprofessional-tuition-fees/school-of-graduate-studies)

Students enrolled in undergraduate courses for the summer semester will be charged at a rate which is one half of the previous semester's per credit hour charge. Registration in the fall or spring semester for more than a total of 17 graduate credit hour requires special permission of the Dean of Graduate Studies. Such permission is also necessary for summer session registration in excess of 6 graduate credit hours. Refer to Student Accounts Receivable Website for more info:

[http://www.case.edu/finadmin/controller/bursar/tuition.htm.](http://www.case.edu/finadmin/controller/bursar/tuition.htm)

Important information on paying your tuition can be found at the Controller's Office - Student Accounts Receivable website: <http://www.case.edu/finadmin/controller/>. This website details payment plan options using the E-Z Pay system, information on where to send/how to make tuition payments, as well as information on tuition rates. **A student who completely withdraws from a fall or spring semester will be responsible for paying a percentage of the tuition charge. The percentage charged is based on the number of weeks that classes have been in session at the time of withdrawal.**

All financial obligations to the University must be discharged before a student can graduate and obtain a degree. A student will not be considered to have registered in the University until all tuition and fees have been paid in full or deferred in accordance with the deferred payment plan. Checks and money orders should be made payable to Case Western Reserve University and should show the name and student ID number of the student for whom payment is made.

## Memorandum of Assistance

The Memo of Assistance form is required of all graduate and professional students applying for financial aid. Unlike most other forms, it is not completed by the student. Instead, it is completed by the graduate department for the program in which the student is enrolled. A graduate department representative completes the form and forwards it directly to the Office of University Financial Aid, certifying the following information:

- Details of the degree and program
- Exact number of credit hours and tuition fees charged for the academic year

- Type and amount (if any) of graduate financial assistance being received by the student through the department in question

This form is required of all graduate and professional students applying for aid at CWRU, even if said student is not receiving any financial assistance from his or her department.

## Financial Responsibility Agreement

All incoming students or students seeking a new degree program are required to complete the [\*\*Student Financial Responsibility Agreement\*\*](#) prior to registration. This is a one-time requirement and covers current and future registrations at the university. For questions regarding completing the agreement or the contents of the agreement, please contact (216)368-2226 or [studentaccounts@case.edu](mailto:studentaccounts@case.edu) for assistance.

- Log into SIS at case.edu/sis
- If this is your first time logging into SIS, you may need to first complete the Confidentiality Agreement and the Student Contact Information Update process.
- Click the "**Tasks**" tile in the Student Home and then the "**To Do List**" link.
- Select the "**Financial Responsibility Agreement**" item.
- Carefully read the agreement.
- Select the checkbox next to "**I have read this agreement**" and then click the **Save** button.
- Finally, click the **Next** button in the upper right and then **Finish**.

## Living Expenses

The Office of Financial Aid has information about [\*\*living expenses\*\*](#) and the cost of living in Cleveland.

## Financial Aid

Applying for Financial Aid at Case Western Reserve University is a three step process:

- Complete the [\*\*Free Application for Federal Student Aid \(FAFSA\)\*\*](#) available online at <http://www.fafsa.ed.gov/>.
- Complete the [\*\*CWRU Financial Aid Form\*\*](#) available online at <http://financialaid.case.edu/>

- Verify that Memorandum of Assistance (MOA) sent to the Office of University Financial Aid from your academic program.

All students are encouraged to complete the Free Application for Federal Student Aid (FAFSA). Information from this form and the Case Western Reserve University Financial Aid application will be used to determine the student's financial need, and the amount of loan for which they are eligible. The majority of students receive enough loans to cover the estimated cost of tuition and expenses.

There are two basic types of federal loans: subsidized and unsubsidized. Both types of loan repayments do not begin until a student's enrollment falls below half-time or six months after graduating, whichever comes first. Students may begin repayments earlier if they choose. Subsidized loans do not accrue interest until after you graduate or fall below half-time enrollment. Unsubsidized loans begin accruing interest immediately, although it does not need to be paid until repayments begin.

## Medical Insurance Requirement

The University requires all registered students are required to have medical insurance that is comparable to the Case Western Reserve University Student Medical Plan. Students are charged each semester for the Student Medical Plan unless they have comparable insurance coverage. Insurance coverage must meet the following criteria in order to be deemed comparable:

- Covers conditions in Northeast Ohio or where enrolled in Case Western Reserve classes.
- Offers medical benefits of at least \$50,000, per accident or illness.
- Does not contain any clause that limits coverage on pre-existing conditions.
- Mental health and substance abuse must be covered as any other illness or injury. This includes both in-patient and out-patient treatment.
- Repatriation and medical evacuation amounts meet U.S. State Department requirements.

Students who have medical insurance coverage that is comparable to the Student Medical Plan may waive the coverage through SIS (<http://www.case.edu/sis>) during course

registration. Audits will be conducted to ensure that students who waive the Student Medical Plan are providing full and accurate information. If coverage cannot be verified or is determined to be inadequate, students will be contacted and enrolled into the Student Medical Plan.

## **Student Wellness Fee**

A wellness fee will be applied to your SIS bill each semester for use of 121 Fitness Center: <http://onetoone.case.edu/>. Opt-out instructions can be found on page 18-19 in the [Student Financial Guide](#). Please note that Veale Center will still be free to use with your Case ID card: [http://athletics.case.edu/facilities/veale\\_center](http://athletics.case.edu/facilities/veale_center)

## **Support for Students**

Graduate study may be a stressful time for students, revealing a need to engage additional resources. It is helpful to set goals and personal deadlines. Students may consider tutoring support for learning disabilities through [Student Affairs/Educational services](#), and/ or counseling through [University Counseling Services](#). University Counseling Services (UCS) and the Divisions of Collegiate Behavioral Health (CBH) and Prevention and Recovery Services (PRS) provide individual, group and couples counseling, psychiatric consultation, psychological and learning disabilities testing, and referrals for community services for all students and their spouses or partners.

# Campus Resources

---

PhD in Clinical Translational Science/Case Western Reserve University



## **School of Graduate Studies – 203 Tomlinson Hall, 368-4390**

A main goal of the School of Graduate Studies is to assist students in their efforts to succeed from application to graduation. The School of Graduate Studies serves as a warehouse for internships, fellowships, and funding to support research efforts of graduate students. Funding support for research development, implementation, and travel is made available broadly for students enrolled in programs contained within the school.

Full information about the School of Graduate can be found on their website:  
[gradstudies.case.edu](http://gradstudies.case.edu).

## **Office of Student Affairs – 110 Adelbert Hall, 368-2020**

The Office of Student Affairs provides programs, facilities, and services that extend and enhance the student experience at Case. Office members work to collaborate actively with students, faculty, and staff to develop programs and services that enhance the quality of life at the university and foster a just and humane campus. Staff members also encourage students to develop ethically, intellectually, socially, and physically. Students learn to act responsibly at the campus level, while embracing leadership and involvement on and off campus. Crisis intervention is an important function of the Vice President for Student Affairs as well as staff members. Students who have personal or family problems are urged to contact the Student Affairs staff and communicate their needs or concerns. Their goal is to listen, intervene if appropriate, or refer the student to other resources. **Students' concerns remain confidential.**

Full details about the Office of Student Affairs can be found on their website:  
[studentaffairs.case.edu](http://studentaffairs.case.edu).

**International Student Services - 143 Tomlinson Building, 368-2517**

International Student Services provides a smooth transition for international students who attend Case Western Reserve University. The office serves as a liaison with the U.S. Immigration and Naturalization Service, the U.S. Department of State, foreign embassies, educational consular offices, the International Institute of Education, and Fulbright-Hays grant offices.

Full details about International Student Services can be found on their website:  
[studentaffairs.case.edu/international](http://studentaffairs.case.edu/international).

**University Counseling Services - 201 Sears Library Building, 368-5872**

University Counseling Services offers wellness programs, psychiatric services, and prevention and recovery service programs. Psychologists, psychiatrists, social workers, counselors and doctoral-level counseling trainees are all part of a student's support network. Clinics on healthy sleep, meditation, anxiety and stress management also are available on a regular basis. **There is no fee for services provided by University Counseling Services.**

Full details about University Counseling Services can be found on their website:  
[studentaffairs.case.edu/counseling](http://studentaffairs.case.edu/counseling).

**University Health Services - 2145 Adelbert Road, 368-2450**

University Health Service (part of University Health and Counseling Services) provides healthcare for students on an emergency and non-emergency basis. The office provides support from physicians, nurses, psychiatrists and social workers. It also offers specialty clinics for skin, dermatology, allergies, and women's health, and coordinates the Student Medical Plan with Aetna Student Health. UHS is also the primary campus contact for the student insurance program, the Student Medical Plan. (Refer to page 36 of this document for details about the University's health insurance requirement for students).

Full details about UHS can be found on their website: [studentaffairs.case.edu/health](http://studentaffairs.case.edu/health).

### **Educational Services for Students - 470 Sears Library Building, 368-5230**

Educational Services for Students (ESS) offers resources to enhance the academic experience at Case. Services include the Peer Tutoring and Supplemental Instruction (SI) programs, Disability Resources, Graduate Teaching Assistant (TA) training, and individual consultation for academic success. Students with disabilities are encouraged to contact ESS, to ensure the resources necessary to fully participate in their chosen programs and activities.

Full details about ESS can be found on their website: [studentaffairs.case.edu/education](http://studentaffairs.case.edu/education).

### **University Libraries**

The CWRU libraries are an integrated system comprised of the Kelvin Smith Library, the Judge Ben C. Green Law Library, the Mandel School of Applied Social Science's Lillian F. & Milford J. Harris Library, the Astronomy Library, and the Kulas Music Library. All libraries support the faculty, students and staff of the undergraduate, graduate and professional schools, and are open to the public for in-house use of most materials. Combined, the university collections number more than 2.75 million volumes.

### **Access Services - 18 Crawford Hall, 368-CARD (2273)**

Access Services is the office responsible for issuing Case ID Cards and managing their various functions, including granting access to facilities such as buildings and parking lots. Access Services also distributes Greater Cleveland RTA bus and rapid train passes each semester, available to graduate students at a cost of \$75 per semester.

Full details about Access Services can be found on their website:

<https://case.edu/access-services/>.

**Note:** As an active Case graduate student, your ID card will provide access to the following default areas with specific hours determined by the department or school in which the area is controlled: Carlton

Basketball Court, Carlton Road Tennis Courts, Glennan 312, Glennan 317A, Juniper Basketball Court, Kelvin Smith Library, Mather Memorial G Restroom, Nord 415 Computer Lab, Medical School Library, Nord Hall Quad Side, North Residential Village Garage doors & elevators, Olin Perimeter, Thwing, Veale Center, and White Perimeter. Your ID card will also provide 24-hour access to the School of Medicine. For new students, access to the School of Medicine will begin after the start of classes.

### **Office of Financial Aid - 417A Yost Hall, 216-368-4530**

Investing in a Case Western Reserve University education is investing in you. We realize that tuition, fees, and other expenses make it difficult for many students (and their families) to finance the cost of attending a college or university without some form of financial assistance. The Office of Financial Aid operates a sophisticated program of financial aid and scholarship opportunities to assist students and to ease the financial burden that a college education may represent.

Full details about the Office of Financial Aid can be found on their website: [www.case.edu/financialaid/](http://www.case.edu/financialaid/).

### **Lesbian, Gay, Bisexual, and Transgender Center -Suite 179, Tinkham Veale University Center, 368-LGBT(5428)**

The Lesbian, Gay, Bisexual, and Transgender (LGBT) Center at Case Western Reserve University provides a long-awaited home for members of the LGBT community and their allies. It also serves as a source of information and insight for those who have lesbian, gay, bisexual or transgender children or loved ones. Finally, it is also a place that welcomes alumni and prospective students, faculty and staff. The LGBT Center provides a lounge, kitchenette, office, and study and meeting space. It has been designed to offer areas that encourage informal gatherings as well as more structured events. In addition, the Center provides places where people can seek both information and support.

Full details about the LGBT Center can be found on their website: [www.case.edu/lgbt](http://www.case.edu/lgbt).

**Flora Stone Mather Center for Women - Tinkham Veale University Center,  
Room 248, 368-0985**

The mission of the Flora Stone Mather Center for Women at Case Western Reserve University is to support and empower women through education, advocacy and leadership. The Flora Stone Mather Center for Women serves as a resource to all women at the university by offering a variety of initiatives focused on leadership development and recognition, gender equity in Science, Technology, Engineering and Mathematics (STEM) fields, and women's health. Additionally, the Project on Men and Gender (PMG) features annual programs and workshops that explore masculinity, men's violence, gender stereotypes, and healthy relationships in the interest of reducing violence against women. Full details about the Flora Stone Mather Center for Women can be found on their website: [www.case.edu/provost/centerforwomen/](http://www.case.edu/provost/centerforwomen/).

**Writing Resource Center -104 Bellflower Hall, 368-3798**

The Writing Resource Center (WRC) at Case Western Reserve University provides supplemental, discipline-specific writing instruction to students of all levels at the university. WRC writing consultants work one-on-one with students on a wide variety of projects. The WRC encourage visits from students at any stage of the writing process, from brainstorming and drafting, to revising and organizing, to sharpening expression. While the WRC also works with students on issues of mechanics and grammar, they are not a proofreading service. WRC consultants work collaboratively with students to assist them in becoming better writers. During fall and spring semesters, WRC hours range from 8 a.m. to 5 p.m., Monday through Friday. Students may schedule appointments at any of the WRC locations and online through the online scheduling system at <https://writingcenter.case.edu/>.

Online tutoring is also available. Services available to graduate students include:

- Individual Consultations. Graduate students can receive writing assistance on term papers and longer projects such as theses and dissertations. While we encourage graduate writers to take advantage of our services, we ask that they bring portions of longer papers in manageable sections, and come prepared to each session with a specific set of concerns.

- Facilitating Thesis and Dissertation Writing Groups. Occasionally, the WRC receives requests from thesis and dissertation writers whose needs extend beyond our services. We are happy to organize on-campus thesis and dissertation writing groups upon request.
- Referral Services. The WRC is able to refer graduate writers to professional proofreading or typing services.

For more information, visit [www.case.edu/writing/writingcenter.html](http://www.case.edu/writing/writingcenter.html).

**Office of Inclusion, Diversity, and Equal Opportunity - 315 Adelbert Hall,  
368-8877**

Be it race, ethnicity, religion, political persuasion, sexual orientation or gender identity, all Case Western Reserve University students—current and future, undergraduate as well as graduate and professional—are celebrated and supported through the Office of Inclusion, Diversity and Equal Opportunity and its extensive network of campus programs, partnerships, groups and global influences. The mission of the office of inclusion, diversity and equal opportunity is to provide support and guidance and to promote equitable and fair treatment in employment, education and other aspects of campus life. the office serves as a resource to the university in the interpretation, understanding and application of federal and state equal opportunity and affirmative action laws and regulations.

Ultimately, the office supports the university's mission by providing strategic leadership in the development of policies, procedures and programs that will help foster diversity, inclusiveness and a welcoming environment for faculty, staff, students and others.

The Office of Inclusion, Diversity and Equal Opportunity at Case Western Reserve University also gives awards to members of the university community in recognition of significant contributions toward enhancing the university's commitment to diversity through inclusive thinking, mindful learning and transformative dialogue. These awards recognize and encourage such contributions that may include promoting respect, building community, establishing effective cross-cultural initiatives and advocating equity and inclusion within the university community.

For more information about the Office of Inclusion, Diversity and Equal Opportunity visit their website at <https://case.edu/diversity/>.

## **Office of Multicultural Affairs - 450 Sears Building, 368-2904**

The Office of Multicultural Affairs (OMA) encourages, supports and facilitates the success of all Case students by providing opportunities for diverse interaction and cultural education that occurs outside of the classroom environment.

### *Building a "Sense of Community"*

Case Western Reserve University is a truly diverse, multicultural campus, and the Office of Multicultural Affairs embraces all Case students, faculty and staff.

### *We Value Diversity*

Diversity is a reality created by unique individuals and groups from a broad spectrum of demographic and philosophical perspectives.

### *Multicultural Enrichment*

OMA staff members serve as facilitators for presenting workshops in classrooms, residence halls and for student organizations.

### *Academic Support and Guidance*

The primary goal of the OMA is to assist students in being academically successful during their college career at Case.

### *Networking and Mentoring Opportunities*

The OMA provides students with professional networking/mentoring opportunities, skill-building workshops and job/internship opportunities.

### *Role Model and Mentoring*

OMA provides students with positive role models/mentors to offer guidance and support as they navigate through the obstacles of their college life.

For more information about the Office of Multicultural Affairs, visit their website at [studentaffairs.case.edu/multicultural/](http://studentaffairs.case.edu/multicultural/)

## **Student Space on Campus**

Below is a list of space available for students to meet, study, and relax on campus. Please note that some space can be reserved for meetings and are, thus, subject to availability. Whenever possible, meeting spaces that are available for reservation are indicated.

- **School of Medicine Space**

- Wood Building Lounge (between EPBI Office and Swetland Center for Environmental Health) - seating for 8 people
- BRB Starbucks (top of stairs in the Biomedical Research Building (BRB)) - seating for 24 people
- BRB Lounge (adjacent to BRB Starbucks, next to the stairs) - seating for 8 people
- BRB Lobby (outside of BRB 105 lecture hall) - table seating for up to 40 people and couch seating for 4-6 people
- BRB Cafeteria (near the BRB Lobby) - table seating able to accommodate large groups
- Wolstein Building Lobby (near the security desk) - comfortable seating for 28 people
- Wolstein Java Corner (near the security desk) - table seating for 34 people
- Wolstein Library (near the security desk) - quiet study area available for meetings (RESERVABLE)
- University-wide Space - Thwing Center (adjacent to Kelvin Smith Library, across Euclid Avenue from the School of Medicine) - numerous spaces (including RESERVABLE space), including a casual dining restaurant/bar. The Thwing Center has meeting space that can accommodate up to 400 people. Visit <http://studentaffairs.case.edu/thwing/> for more information on the Thwing Center.
- Kelvin Smith Library (across Euclid Avenue from the School of Medicine) - includes study carousels (the 4th floor study area is for graduate students and faculty only), comfortable seating, a small dining area (the KSL Library Café) that can accommodate 32 people, and collaboration rooms (RESERVABLE). Visit <http://library.case.edu/ksl/> for more information on the Kelvin Smith Library.

## **Student Information System (SIS)**

The Student Information System (SIS) is a secure, flexible, web-based environment for creating and managing academic records at Case Western Reserve University. SIS uses the one-login username and password associated with your CWRU email.

The Student Center section of the SIS is the main launching point for accessing academic, financial and personal information. [SIS](#) can be accessed via the “quick link” section at the bottom of the CWRU homepage. The following services are available through SIS:

- Schedule of Classes
- Registration
- Degree Requirements Report and What-if Reports
- Grades and Transcripts
- My Planner
- Financial Account Inquiry
- Payments
- Authorized Users (Parent Access)
- Address and Phone Number Maintenance
- Emergency Contact Maintenance
- Privacy Settings (FERPA)

Students can access training guides, information, references, and FAQs through the [University Registrar](#).

This site is updated any time there are changes made regarding the SIS. The University registrar is also available to help with SIS-related issues. The number to the registrar's office is 216.368.4310

## APPENDIX 1

### PhD COMMITTEE AND STUDENT MEETING FORM

(To be completed each semester)

**DATE OF MEETING:**

**ATTENDEES:**

**BRIEF SUMMARY OF MEETING:**

**NEXT STEPS/ACTION STEPS (Be specific and list due dates for each action):**

Student signature: \_\_\_\_\_

Committee Chair signature: \_\_\_\_\_