2026–2027

Department of Population & Quantitative Health Sciences

Program Handbook

Master of Science in Clinical Research
The Clinical Research Scholars Program

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



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General Inquiries
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Additional University Offices

Access Services (IDs & Parking)
Tinkham Veale University Center

(216) 368-6192
www.case.edu/finadmin/security/access/access.htm

Career Center
Sears Building, Room 206
(216) 368-4446
studentaffairs.case.edu/careers

Financial Aid
Yost Hall, Room 417A
(216) 368-4530
https://case.edu/financialaid

Free Computer Support & Service
11424 Bellflower Rd.
(216) 368-4357
help.case.edu

Registrar
Yost Hall, Room 110
(216) 368-4310
www.case.edu/registrar

Center for International Affairs
Tomlinson Hall, 1st Floor, Room 143
(216) 368.2517
case.edu/international

Student Affairs
Adelbert Hall, Room 110
(216) 368-2020
studentaffairs.case.edu

University Health Service (Student Medical Center)
2145 Adelbert Rd.
(216) 368-2450
www.case.edu/studentlife/healthcounseling

University Counseling Services
Sears Building, Room 201
(216) 368-5872
www.case.edu/studentlife/healthcounseling/counseling-services

Police & Security Services

Emergency - 911
Urgent Matters; Safe Ride; Escort Service: (216) 368-3333
Safe Ride Program (7pm-3am) **Security Escort Service** (24 Hours)
Security (Information) - (216) 368-4630 https://case.edu/publicsafety/divisions/campus-security

University Circle Police
2100 Euclid Avenue
(216) 791-1234

A Message from the Department Chair



Welcome to the Department of Population and Quantitative Health Sciences. We are a large research-intense department that investigates a wide range of research questions from community-based public health disparities surrounding tobacco use to the genetic underpinnings of human disease and the environmental, behavioral, and social variables that contribute to these diseases. We are unusual in that we use and integrate 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 quantitative and qualitative data scientists, reflecting the growing demand for professionals trained across disciplines including epidemiology, biostatistics, informatics, genetics, Population Health, Public Health, and Health Services Research. Our goal is to ask important questions and seek answers that help shape best practices within health systems and their surrounding communities.

Our research spans everything from cells to society. 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 getting to know you as you get 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. We are excited and proud that you have joined our department and we cannot wait to see what you accomplish in your time with us.

Sincerely,
Jonathan Haines, Ph.D.
Chair, Mary W. Sheldon Professor of Genomic Sciences

WELCOME!

Master of Science in Clinical Research /Case Western Reserve University

Welcome to Case Western Reserve University's (CWRU) Master of Science in Clinical Research (aka the Clinical Research Scholars' Program, or CRSP). CRSP was created in 2001 in response to the National Institutes of Health's request to enhance training in clinical research skills.

Our program embraces the National Institute of Health's definition of clinical research:

1. Patient-oriented research, meaning research conducted with human participants (or on material of human origin) for which an investigator directly interacts with human participants: e.g., mechanisms of human disease, therapeutic interventions, clinical trials, development of new technologies.
2. Epidemiologic and behavioral studies.
3. Outcomes research and health services research.

Our educational goal is to provide high quality, rigorous training for individuals seeking to develop a career in clinical research and who strive for leadership roles in academia, government, and private industry. In addition to the specific skills in research design and statistical science to conduct clinical research, our program also provides its students with training in professional skills critical to being a successful clinical researcher: grant writing, communicating your science through oral presentations and working with the mass media, leadership of clinical research teams, team science. Our program culminates with an individually tailored, mentored research experience (formal thesis or capstone project)

As originally designed, CRSP targeted persons with advanced clinical and graduate degrees. However, in 2019, the **Capstone pathway** was added to our master's program for individuals with a bachelor's degree interested in receiving training in clinical research methodologies. Whether certificate, masters, or doctorate, all of these programs meet the ever-growing need for well-trained clinical investigators and other members of the clinical research team.

With over 5400 undergraduate and 6500 graduate students, CWRU remains a top university in Medicine, Arts & Sciences, Nursing, Dental Medicine, Law, Engineering, Applied Social Sciences, and Management. We provide our students with the

opportunity to learn in multiple clinical settings at some of the best teaching hospitals in the region and country, including the Cleveland Clinic, MetroHealth Medical Center, University Hospitals of Cleveland, and the Louis Stokes Cleveland VA Medical Center. Located in Cleveland, our students also enjoy diverse offerings in theater, arts and culture, sports, culinary arts, a number of parks, and one great lake to enjoy life outside the university. I look forward to welcoming you to Clinical Research at CWRU!

Jim Spilsbury, PhD, MPH

This handbook is a general summary of academic program information and should be used in consultation with an academic advisor. It is the responsibility of the student to become familiar with the specific rules that apply to the Master of Science in Clinical Research program, as well as any and all rules and regulations of the University (see "Student Responsibility," page 19). 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 advisor.

CONTENTS

Contact Information	2
A Message from the Department Chair	4
Welcome Message	5
Contents	7
Program Overview	9
Program Requirements	10
Course Load and Financial Support	10
Required Curriculum	10
Transfer from Clinical Research (CRSP) to Clinical Translational Science (CTS)	11
Mentors and Advisors	12
Time Limitation	14
Leave of Absence from Graduate Study	14
Return from Leaves of Absences	15
Publication of Electronic Thesis and Dissertation (ETD)	15
Graduation	16
Deadlines and Forms	18
University and Departmental Policies	19
Community of Scholars and Professionals	19
Student Responsibility	19
Student Information System (SIS)	20
Communication Among Students, Staff, and Faculty	20
Email Policy	21
Statement of Professional Conduct	21
University Student Code of Conduct	22
Academic Policies and University Requirements	22
Student Records	23
Standards of Conduct	23
Statement of Ethics	24
IRB Approval of All Research and Protection of Data	25
Academic Integrity	25
Artificial Intelligence Policy	26
Statement of Plagiarism	26
Policy of Non-Discrimination	27
Disability Accommodations	27
Harassment Policy	27
Abuse Policy	28
Sexual Harassment Policy	28
Sexual Assault Policy	29
Consensual Relationships	30
Smoking Policy	30
Alcohol Use Policy	30
Drug Use Policy	31

Disciplinary Policy	32
Maintenance of Good Standing	35
Minimum Course Grade Policy – PQHS Graduate Programs	36
Incomplete (I) Grades	38
Pass/No Pass (P/NP) Grades	38
Satisfactory/Unsatisfactory (S/U) Grades	39
Changing a Course Grade	39
Waiving a Course	39
Replacing a Course	40
Repeating a Course	41
Transfer of Credit	42
Internal Transfer of Credit	42
Grievance Procedure	42
Leave of Absence	43
Other Time-off	43
Withdrawal	44
Graduation Application	44
Tuition	44
Memorandum of Assistance	45
Financial Responsibility Agreement	46
Living Expenses	46
Financial Aid	46
Medical Insurance Requirement	47
Student Wellness Fee	48
Support for Students	48
Campus Resources	49
School of Graduate Studies	49
Office of Student Affairs	49
Office of International Student Services	50
University Counseling Services	50
University Health Services	50
Educational Services for Students	51
University Libraries	51
Access Services	51
Office of Financial Aid	52
Lesbian, Gay, Bisexual, and Transgender Center	52
Flora Stone Mather Center for Women	53
Writing Resource Center	53
University Enrichment and Engagement	54
Division of Student Affairs	55
Equity and Title IX	55
CWRU Public Safety	55
Student Space on Campus	56
Student Information System (SIS)	57

Program Overview

Master in Science in Clinical Research / Case Western Reserve University

The Case Western Reserve University's Clinical Research Scholars' Program (CRSP) offers a Master's in Clinical Research through two pathways. Both pathways are flexible and are generally completed between two to five years. The pathways provide rigorous didactic education in clinical research methods coupled with either an in-depth mentored investigative thesis or hands-on experience in conducting clinical research through a capstone project.

Clinical Research Thesis Pathway

This pathway was designed to prepare a new generation of clinical investigators for leadership roles in academia, government, and industry.

Eligibility for Thesis Pathway

The prerequisites for consideration for admission are an advanced degree in Medicine, Dentistry, Nursing, or allied sciences, along with postgraduate training in health care provision or similar clinical applications of the applicant's basic discipline. Individuals with other scientific or medical backgrounds are evaluated on a case-by-case basis. Selected individuals will show a strong commitment to a career in clinical investigation, proven academic excellence, intellectual and clinical performance during training years, and letters of recommendation.

Clinical Research Capstone Pathway

This pathway was created for individuals who may not be playing the role of principal investigator on a clinical research study, but who:

- Desire strong preparation in clinical research methods and associated statistical approaches
- Envision themselves playing a critical role on the clinical research team as a research assistant, study coordinator, or data manager

Eligibility for Capstone Pathway

The Capstone pathway prerequisites for consideration for admission a minimum of a baccalaureate degree in a science or health-related field. Individuals with another baccalaureate will be evaluated on a case-by-case basis.

If you have a desire to pursue clinical research as part of your career, the coursework in the MS in Clinical Research program prepares you to be more effective, efficient and ethical with your research and your collaborations. The Capstone pathway will give you the skill set needed to begin or propel your career in clinical research or prepare you for further graduate or medical education.

Program Requirements

Master in Science in Clinical Research / Case Western Reserve University

Course Load and Financial Support

Credit hour requirements for the program conform to regulations established by CWRU's School of Graduate Studies. Full-time students must take at least nine credit hours of coursework each semester. The program is unable to offer any financial support at this time.

Required Curriculum
Thesis Pathway

30 Credits (15 Credits of Required Coursework; 6 Credits of Elective Coursework; 9 Credits of Thesis Research)

Required Curriculum – 15 Credits

CRSP 401: Introduction to Clinical Research Summer Series (3 Credits)
CRSP 412: Comm. in Clinical Research – Grant Writing (1 Credit)
CRSP 413: Comm. in Clinical Research- Oral Presentation, Posters, Mass Media (1 Credit)
CRSP 431: Statistical Methods I (3 Credits)
CRSP 432: Statistical Methods II (3 Credits)
CRSP 603: Research Ethics and Regulation (1 Credit)
PQHS 490: Epidemiology: Introduction to Theory and Methods (3 Credits)

Electives – 6 Credits

Thesis Research – 9 Credits

Capstone Pathway

30 Credit (12 Credits of Required Coursework; 15 Credits of Elective Coursework; 3 Credits of Capstone/Internship Project)

Required Curriculum – 12 Credits
CRSP 401: Introduction to Clinical Research Summer Series (3 Credits)
CRSP 413: Comm. in Clinical Research- Oral Presentation, Posters, Mass Media (1 Credit)
CRSP 431: Statistical Methods I (3 Credits)
CRSP 603: Research Ethics and Regulation (1 Credit)
PQHS 490: Epidemiology: Introduction to Theory and Methods (3 Credits)

Electives – 15 Credits
Capstone/Internship – 3 Credits

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 who 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.

Mentors and Advisors

Master of Science in Clinical Research / Case Western Reserve University

The mentorship of a new student in the program by experienced senior colleagues is an essential element of the program to ensure the success of the mentee. Each student in the CRSP program will be guided by two mentors.

Faculty Advisor

Each CRSP student will be assigned a CRSP Faculty Advisor.

The CRSP Faculty Advisor assists the student in understanding and managing participation in the overall program. The CRSP faculty comprises a select group of highly qualified instructors who are successful clinical scientists in their own right. The CRSP Faculty Advisor helps to identify and clarify and support the program goals and expectations by teaching, advising, encouraging and, when asked, providing clear and timely feedback to the student. The CRSP Faculty Advisor may also provide broader professional guidance. The CRSP Faculty Advisor will be assigned by the CRSP Program during the first semester of study. The student has the option of selecting a different CRSP faculty advisor if desired.

Thesis Pathway Mentor

In addition to the CRSP Faculty Advisor, every CRSP student in the Thesis Pathway is guided by a Scientific Research Mentor.

The Scientific Research Mentor is responsible for research supervision and aspects of research career development. The Scientific Research Mentor has primary responsibility for guiding the scholar's thesis research. The Research Mentor must hold a faculty appointment at Case Western Reserve University or the Cleveland Clinic Lerner College of Medicine. CRSP students in the thesis pathway should identify their research interests and a research mentor by the end of their second year of study.

The Scientific Research Mentor typically chairs the student's thesis defense committee. The CRSP Faculty Advisor may also serve on the thesis defense committee.

Capstone Pathway Advisor

In addition to the CRSP Faculty Advisor, every CRSP student in the Capstone Pathway is guided by a Capstone Advisor.

The Capstone Advisor will be identified to guide the student through the Capstone project.

Depending on the specifics of the Capstone project, the Capstone Advisor may not be required to hold faculty status.

THESIS AND CAPSTONE PROJECT

Thesis

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

For completion of master's degrees under the thesis option, an oral examination (defense) of the master's thesis is required. This examination is conducted by a committee of at least three members of the University faculty. The candidate's thesis advisor customarily serves as the chair of the examining committee. The other members of the committee are approved by the CRSP program director in consultation with the faculty supervising the candidate's course of study (i.e., research and CRSP advisors).

Upon completing the research and writing the thesis, the student in conjunction with the thesis committee sets an examination (defense) date. The student must provide the committee the written thesis at least 10 working days before the date of the exam. At the thesis defense, the student typically provides a ~40 minute presentation of the thesis research, followed by questions from the committee and other attendees.
Following the Q&A period, the non-committee members are asked to leave the meeting. At this point, the committee may ask additional questions to the student before deliberating. If desired, the committee may ask the student to leave so that it may deliberate in private.

The examining committee must agree unanimously that the candidate has passed the thesis examination. When the research relates to proprietary material, the student and advisor are responsible for making preliminary disclosures to the sponsor sufficiently in advance to permit timely release of the thesis, and these plans should be disclosed when the thesis is submitted to the School of Graduate Studies. These arrangements, and any requests for delayed publication, must be disclosed when the thesis is submitted to the School of Graduate Studies on the Electronic Thesis and Dissertation (ETD) Document Approval and Certification Form in the graduation packet.

Capstone Project

The purpose of the Capstone project is to provide hands-on experience in conducting clinical research. The project will consist of approximately 160 hours over the course of a semester (e.g. 20 hours per week for 8 weeks, 10 hours per week for 16 weeks, etc.), and the student will enroll in the 3 credit hour CRSP 650, "Capstone" course. The Capstone project may take diverse forms:

- A study project
- Internship/Practicum: A combination of tasks necessary for the successful implementation of a study, such as attending team meetings, developing an IRB protocol, designing study forms, assisting with recruitment, study procedures, data management/cleaning, descriptive analysis, secondary analysis
- Another format, with approval of CRSP director and Capstone Advisor

Grading may involve a number of Capstone "products": a report completed by the student describing the study purpose, specific aims, methods, and IRB considerations; a description of all accomplished activities; an evaluation of the student by the advisor; an annotated bibliography describing a minimum of 10 readings from the scientific literature related to the Capstone Project (list pre-approved by the advisor).

Students planning a Capstone are required to complete the Capstone, which details the proposed activities, products, and anticipated meeting times with the capstone advisor. Both the capstone advisor and student's faculty advisor must approve the capstone project before the student can begin. If the Capstone advisor is a faculty member, a section of CRSP 650 with that individual as instructor will be created for which the student will register. Otherwise, a section of 650 with the student's faculty advisor will be created for which the student registers.

Time Limitation

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

Leave of Absence from Graduate Study

Students in the School of Graduate Studies are expected to maintain continuous registration in the Fall and Spring terms, unless on an approved leave of absence. If a student wishes to request a leave, they must do so in writing by submitting the **Leave of Absence** request form, found at the School of Graduate Studies website. The request must not exceed two consecutive academic semesters. The reason for the leave must be stated clearly, and the request must be submitted to the School of Graduate Studies with the written endorsement of the student's academic department. International students must check with **International Student Services** before petitioning for a leave of

absence, as such a leave can affect their visa status. In exceptional circumstances, the leave can be extended for another two semesters. However, the maximum amount of leave permitted per graduate program is four semesters.

During a leave of absence, a student may complete outstanding/missing work in courses (subject to the established **Graduate Studies policy on Incomplete Grades**) but may not fulfill other degree requirements. Students also may not take comprehensive or qualifying exams or defend a thesis or dissertation. A leave of absence does not extend the maximum time permitted for the completion of degree requirements, and a leave cannot be taken while students are on extension of the five-year limit. At the expiration of the leave, the student must resume registration unless formally granted an extension of the leave by submitting a new leave of absence form.

A student who is granted a parental leave of absence related to infant care, as well as those who must fulfill military duty obligations, can petition to extend the five-year time limit associated with completion of the degree. The length of this extension may not exceed two years.

Return from Leaves of Absence

Students should contact their program and Graduate Studies prior to their return to request reactivation of their record. Retroactive leaves are not permitted. A student who fails to obtain a leave of absence, or who fails to register following an official leave, will be withdrawn from graduate study and must petition the School of Graduate Studies for reinstatement in order to resume work as a student in good standing at the University.

Publication of Electronic Thesis and Dissertation (ETD)

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.

Graduation

Students should be aware of graduation requirements early in pursuit of master's and doctoral work. All students are required to apply in advance to graduate. Do this by completing the graduation application in the **Student Information System (SIS)**.

For Master's (Thesis) Candidates:

- **Final Certification of the Master's Degree** — Complete the Certification Form with all relevant signatures. Submit form to the School of Graduate Studies with other final materials.
- **ETD Document Approval Form** — Have this signed by you and your thesis advisor and submitted to the School of Graduate Studies. Offers important information about the electronic publishing process. (Our office only needs the second page)
- If applicable, **Student Status Form** – To be submitted by students moving on to complete the doctoral degree.
- If applicable, **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 (includes Summer).

Steps to Completion

1. Complete and submit the Application for Graduation through the **Student Information System** (SIS) by the **posted 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). Note that the advisor has to agree that the thesis is ready to defend.
3. Submit copies of your thesis to the members of your defense committee at least ten days before your defense date.
4. Have your committee, advisor, and department chair/program director sign the **Final Certification Form** at the conclusion of your successful defense and after corrections to your thesis are made, as appropriate.
5. Submit a completed copy of your thesis **as a .PDF file** to the School of Graduate Studies (**etdsubmit@case.edu**) for a format check.
6. Submit Final Materials (see below) to the School of Graduate Studies by the **posted deadline**.
7. Upload the final, approved copy of the completed thesis as a .PDF file to **OhioLINK**. **Choose:** *"Do not upload my paper to UMI..."*

Final Materials

*(All materials must be received no later than the **posted deadline**)*

Submit the following documents to the Graduate Studies by emailing **gradstudies@case.edu**:

- **Final Certification Form** with all appropriate signatures
- **ETD Document Approval Form**
- **Student Status Form**, if applicable
- **Waiver of Registration Form**, if applicable
- Your ETD as completed and approved by your committee and Graduate Studies, then uploaded to **OhioLINK**.

Registration Requirement

All Master's (Thesis) students must be registered for at least one credit hour of 651 in the term in which they defend and/or graduate.

For Master's (Non-Thesis) Candidates:

- **Final Certification of the Master's Degree** — Complete the Certification Form with all relevant signatures. Submit form to the School of Graduate Studies with other final materials.
- If applicable, **Student Status Form** – To be submitted by students moving on to

complete the doctoral degree.

- If applicable, **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 (includes Summer).

Steps to Completion

1. Complete and submit the Application for Graduation through the **Student Information System** (SIS) by the established deadline for the term.
2. Schedule your comprehensive examination or completion of your final project with your advisor and committee members.
3. Have your advisor sign the **Final Certification Form**, after the successful completion of your requirements.
4. Obtain your department chair/program director's signature after your advisor has signed the Certification Form.
5. Submit Final Materials (see below) to the School of Graduate Studies by the **posted deadline**.

Final Materials

*(All materials must be received no later than the **posted deadline**)*

Submit the following documents to the Graduate Studies by emailing **gradstudies@case.edu**:

- **Final Certification Form** with all appropriate signatures
- **Student Status Form**, if applicable
- **Waiver of Registration Form**, if applicable

Registration Requirement

All Master's (Non-Thesis) students must be registered for at least one credit hour in the term in which they graduate.

Deadlines and Forms

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

Commonly Used Forms: https://case.edu/gradstudies/current-students/forms

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://sis.case.edu
- The SIS Student Guide handbook be found at 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**.

> ***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.

Students are expected to check their CWRU email daily and will be held responsible both for the information conveyed and for responding promptly and appropriately to all CWRU communication, whether it comes from faculty, instructors, staff, students, or officials of the School of Medicine, School of Graduate Studies, or other University officials.

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

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 https://case.edu/gradstudies/current-students/policies-procedures

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. Visit the following website for the Academic Integrity for graduate courses:

https://case.edu/gradstudies/current-students/policies-procedures

Artificial Intelligence Policy

You must obtain permission from your course instructor before using AI composition software (such as ChatGPT) for assignments in the CRSP. Using these tools without explicit instructor permission and citation puts your academic integrity at risk. Intellectual honesty is central to the academic experience at CWRU. Our Academic Integrity Policy prohibits submitting AI-generated text as one's own, just as it prohibits claiming authorship for text that was originally produced by another person.

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.

Disability Accommodations

In accordance with federal law, if you have a documented disability, you may be eligible to request accommodations from Disability Resources. In order to be considered for accommodations you must first register with the Disability Resources office. Please contact their office to register at 216.368.5230 or get more information on how to begin the process. Please keep in mind that accommodations are not retroactive.

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: https://case.edu/equity/title-ix-sex-discrimination-and-sex-based-harassment

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 Use 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: Alcohol Use Policy | Division of Student Affairs | Case Western Reserve University

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, qualitied 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 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 AcademicGuide.
- 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.

Minimum Course Grade Policy – PQHS Graduate Programs

A course is anything registered for regardless of format (lecture, seminar, internship, practicum, independent study) and number of credits (even a 0 credit course).

Program Required Courses: This includes any course that is specifically designated to meet a program-wide requirement, i.e. all students in the program have to take these specific courses. This includes courses used as substitutes or alternatives for specified program required courses (e.g. all students must take course A or B, then A and B are both considered program required courses). All other courses are described below ("Other Courses").

Other Courses: This includes Concentration/Track-specific and elective courses. These courses are not required of all students in the program, even if they are required for a subset of students. However, any course substituting for a specific program-wide required course will be considered a "Program Required Course". This policy does not apply to fellowship courses.

Course Grades and Good Academic Standing

First violations of the grading standards (low or failing grades) will result in a formal warning or academic probation. The table below shows what actions are taken depending on the type of course and grade received. In some cases, a warning is mandatory but may also be probation-eligible. In other cases, probation is mandatory. In some cases, the course must be retaken. If the student has a previous violation of any kind in the PQHS department (e.g. course grade, GPA, ethics) or has 2 or more violations of any kind (low course grades, ethical violations or other violations as stated in this handbook) in the same semester, penalties will likely be more severe with the possibility of separation from the program. In all cases, if the grade is "D", "F", "No Pass", or "U", academic probation is mandatory and the course cannot be used for the degree.

	Course Grade	
Course Type	**C**	**D, F, No Pass, U**
Program Required Courses	W, PE	PM, Retake or Substitute
Other Courses		
PQHS/CRSP/MPHP courses: *MS or MPH Program*	GS	PM, Retake or Substitute
PQHS/CRSP/MPHP courses: *PhD Program*	W, PE	PM, Retake or Substitute
Courses based outside PQHS	GS	PM, Retake or Substitute

GS = Good Academic Standing
W=Warning mandatory
PE=Academic Probation Eligible
PM=Probation mandatory

Retake or Substitute= Course doesn't count for degree. May need to be retaken to fulfill program or concentration/track requirements, or substituted (e.g. elective course).

Probation Eligible – Rubric For Decision

When a student has committed a violation which is "probation eligible" (a "C" in certain courses, as listed above):

1. In isolation, a first "C" grade will typically result in a warning to the student (that does not go to Graduate Studies) stating that a "C" is more serious in graduate school than in undergraduate school, and state the rules and consequences of further "C" or worse grades, and the minimum GPA to avoid probation and be able to graduate.

2. However, the student might be placed on academic probation based on a combination of the "C" grade and other factors relating to the student's past and current performance or behavior (e.g. prior or concurrent poor grades, ethical breach, lack of professionalism, failure to engage promptly or appropriately with the program).

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 11th 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 grade. 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 https://case.edu/gradstudies/current-students/forms.

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 advisor, 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 Program.

Grievance Procedure

Any student who has a grievance should consult for resolution in the following order:

1. The course instructor (for an issue about a course)
2. The academic adviser/primary mentor
3. The CRSP program director
4. Assistant Dean for Master's and Certificate Programs in the Graduate Education Office, School of Medicine

If an issue arises between the student and primary mentor, the student may always turn to 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: https://case.edu/gradstudies/current-students/policies-procedures

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 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-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.

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** 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 https://studentaid.gov/h/apply-for-aid/fafsa.
- 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 (https://sis.case.edu/) 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: https://case.edu/wellness/facultystaff/resources/fitness/veale-recreation-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

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.

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.

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: Office of International Affairs

University Counseling Services – 2124 Cornell Rd, 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: https://case.edu/studentlife/healthcounseling/counseling-services

University Health Services – 2124 Cornell Rd, 368-5872

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:
https://case.edu/studentlife/healthcounseling/health-services

Educational Services for Students - Sears Library Building, 368-1937

Educational Services for Students (ESS) offers resources to enhance the academic experience at Case. Services include the Peer Tutoring and Supplemental Instruction (SI) programs, 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:
https://case.edu/studentlife/academicresources/

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

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 – 240 Sears, 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/.

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.

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: https://case.edu/centerforwomen/

Writing Resource Center -11112 Bellflower Hall

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.

University Enrichment and Engagement

It is the intent that all students regardless of their background and perspective be well-served by this class. Further, we intend to present material whose content is respectful and deliver it in a respectful manner. We expect that all students, instructors and guests will help foster an atmosphere of respect, trust and safety in the classroom.

If you have suggestions for how to make the class content or environment more respectful, or have specific incidents to report, please reach out to the instructor. If you are not comfortable reaching out to the instructor, feel free to reach out to someone else, such as the School of Medicine Graduate Education Office (som-geo@case.edu) or the Office of Campus Enrichment and Engagement. More information on University policy and resources are available on their website.

Division of Student Affairs

The Division of Student Affairs encourages, supports and facilitates the success of all Case students by providing opportunities for interactions and education that occurs outside of the classroom environment.

For more information about the Division of Student Affairs, visit their website at case.edu/studentlife/

Equity and Title IX

Title IX of Education Amendments of 1972 ("Title IX") prohibits discrimination based on sex, including sexual harassment, in education programs that receive federal funding. This includes providing support to anyone impacted by sex discrimination or sexual harassment. The Title IX Coordinator is responsible for implementing Title IX and is in CWRU's Office of Equity. The Title IX Coordinator is also responsible for making sure that the procedures in CWRU's policy prohibiting sex discrimination and sexual harassment are followed and all persons are treated fairly and with respect.
Members of the CWRU community and others should direct questions about the application of Title IX to situations impacting the CWRU community, and its educational programs and activities, to the Title IX Coordinator. Information on the Office of Equity and Title IX is located on the Office of Equity webpage.

CWRU Public Safety

The Case Western Reserve University Division of Public Safety provides quality service, safety, and a positive educational experience for the campus community. Members of the CWRU community – students, faculty, staff, and guests – are encouraged to report all criminal actions, emergencies, or other public safety related incidents to CWRU Division of Public Safety. For an emergency, call 216-368-3333. For a non-emergency, call 216-368-3300. Members of the community are encouraged to download the Spartan Safe app which offers easy access to critical resources and safety tools.

Student Space on Campus

Below is a list of spaces 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 https://case.edu/studentlife/studentcenters/programming-spaces/thwing-student-center 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 is216.368.4310