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## MANDEL SCHOOL ON-CAMPUS MSSA/MNO

## STUDENT HANDBOOK

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***Manual revised as of Fall 2023.***

FOREWORD

## 

The purpose of this handbook is to provide students with information concerning the campus-based degree programs of the Jack, Joseph, and Morton Mandel School of Applied Social Sciences (“The Mandel School”) for the period indicated. It should not be construed as the basis of an offer or a contract between the University and any present or prospective student or faculty.

Case Western Reserve University has the right to amend, add or delete any information in this publication, including any course of study, program, or regulation of the University. Announcements of such changes are made on a routine basis within the University.

## MESSAGE FROM THE DEAN

## I am thrilled to welcome you to the Jack, Joseph, and Morton Mandel School of Applied Social Sciences at Case Western Reserve University. As a first-generation college and graduate student on my way to becoming a psychologist, I happily stumbled across the profession of social work. I anticipate that you will find your professional journey at the Mandel School very gratifying.

## 

## As a top-ranked program in research and education, we foster and accelerate our students to be [social work](https://case.edu/socialwork/academics/master-social-work) and [nonprofit management](https://case.edu/socialwork/academics/master-nonprofit-organizations) Change Leaders! Here you will develop skills that other generations of students could not even envision. Consequently, you will be more prepared to work alongside individuals, families, communities, and organizations to foster a more inclusive society.

## 

## Our [world-class faculty](https://case.edu/socialwork/about/directory-faculty-and-staff) values teaching and research, and we offer work alongside our many community partners to ensure you have the best of contemporary social work education.

## 

## On behalf of our Mandel School community, we look forward to learning and growing together with you and contributing to making our society more inclusive and just.

## 

## 

## Dexter R. Voisin, PhD, LCSW

## Jack, Joseph and Morton Mandel

## Dean in Applied Social Sciences

## 

# Academic Calendar 2023-2024

## [On-Campus MSW and MNO Academic Calendar](https://case.edu/socialwork/resources-students/academic-resources/academic-calendars)

## 

## MANDEL SCHOOL FACULTY AND STAFF DIRECTORY

## 

For the most up-to-date listing of faculty and staff, please visit the [Mandel School Directory on the School’s Website](https://case.edu/socialwork/about/directory-faculty-staff).

## WHERE TO GO FOR HELP

## 

For the most up-to-date information on who to contact or where to go for help with a specific question or issue, please visit the [Where Do I Go For Help? Student Google Sheet](https://docs.google.com/spreadsheets/d/1qwB8Qg66j0AV47tYhpHit7ceEf9-YCfPtNxpqUo-ucg/edit#gid=0).

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## THE MANDEL SCHOOL MISSION AND VISION STATEMENT

## 

#### Mission:

The Jack, Joseph, and Morton Mandel School of Applied Social Sciences advances leadership in social work and nonprofit education, scholarship, and service to build a more just world.

#### Vision:

Students are central in all that we do, and they actively participate and contribute to a dynamic learning community that develops leaders of social change in direct practice, community practice, and nonprofit management.

The Mandel School was founded by and for the Greater Cleveland community in the belief that a university-based school of social work would transform the work of people and organizations to achieve their full potential. As the Mandel School celebrates its centennial, we reaffirm our historical commitment to the application of social science for improving social welfare and seek to continue to broaden the national and international reach of our research, teaching, and service. Our graduates are prepared to be future leaders who turn knowledge into action that furthers health, well-being, and social justice.

Adopted November 2014

## ACCREDITATION

## 

Case Western Reserve University is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. The Master of Social Work (MSW) at the Mandel School, is accredited by the [Council on Social Work Education (CSWE)](https://www.cswe.org/), a nationally recognized professional accrediting association. The Master of Nonprofit Organization (MNO) at The Mandel School, is accredited by the [Nonprofit Academic Centers Council (NACC)](http://www.nonprofit-academic-centers-council.org/), an international nonprofit accreditation body.

Please address all correspondence to:

The Mandel School of Applied Social Sciences

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Cleveland, OH 44106-7164

Tel: 216-368-2280; 1-800-863-6772

Fax: 216-368-5065

Website: <http://case.edu/socialwork>

Case Western Reserve University does not discriminate in recruitment, employment, or policy administration on the basis of race, religion, age, sex, color, disability, sexual orientation, gender identity or expression, national or ethnic origin, political affiliation, or status as a disabled veteran or other veteran protected under U.S. federal law. In addition, the University expects all employees, students, vendors, and associates to comply with the policy of non-discrimination. The University intends to maintain an environment free of sexual harassment and will not tolerate any form of harassment of employees or students. Retaliation against persons raising concerns about discrimination, sexual harassment or harassment of any kind is prohibited and will constitute separate grounds for disciplinary action up to and including discharge or expulsion from the University. The University encourages and values diverse views, thoughts, opinions, experiences, backgrounds, and cultures, and strives to provide both the opportunity and a safe environment for diversity to be expressed.

## MASTER OF SOCIAL WORK (MSW)

## 

### National Association of Social Workers (NASW)

The National Association of Social Workers (NASW) is the largest membership organization of professional social workers in the world, with over 150,000 members. NASW works to enhance the professional growth and development of its members, to create and maintain professional standards, and to advance sound social policies. Go to: <https://www.naswoh.org> for information about NASW regional meetings as well as the annual NASW Ohio Conference held each year in Columbus.

The Mandel School enrolls MSW students as student members of NASW with the goal of assisting students in the development of their professional social work identity. The NASW newsletter is also available in the [Lilian and Milford Harris Library](http://msass.case.edu/harrislibrary/), and the Mandel School encourages students to connect to current issues in social work through the newsletter articles.

#### Code of Ethics

Professional ethics are at the core of social work. The profession has an obligation to articulate its basic values, ethical principles, and ethical standards. The NASW Code of

Ethics sets forth these values, principles, and standards to guide social workers' conduct.

The *NASW* *Code of Ethics* is relevant to all social workers and social work students, regardless of their professional functions, the settings in which they work, or the populations they serve. Please visit the [NASW website for more information about the Code of Ethics](https://www.socialworkers.org/About/Ethics/Code-of-Ethics).

#### NASW Standards of Cultural Competence

In 2007, NASW published “[Indicators for the achievement of the NASW Standards for Cultural Competence in Social Work Practice.](https://www.socialworkers.org/LinkClick.aspx?fileticket=PonPTDEBrn4%3D&portalid=0)”

1. Ethics and values
2. Self-awareness
3. Cross-cultural knowledge
4. Cross-cultural skills
5. Service delivery
6. Empowerment and advocacy
7. Diverse workforce
8. Professional education
9. Language diversity
10. Cross-cultural leadership

### Ability Based Learning Environment and Outcome Based Education

Ability based learning and outcome-based education means that from the time you enter the program we focus on assuring that you acquire the necessary knowledge, skills, values, cognitive and affective processes, and behaviors to prepare you to practice as a master’s level social worker.

Students at the Mandel School participate in an innovative curricular and instructional program: the Ability Based Learning Environment (ABLE). Six key principles characterize the ABLE approach:

* Educational outcomes drive the curriculum.
* Outcomes are defined as student abilities and competencies defined by the Council on Social Work Education (CSWE)
* Course and field education objectives are tied to the Mandel School eight-core abilities and the CSWE competencies.
* Assessment occurs throughout the educational process.
* Self-assessment becomes part of the student’s learning.

Assessment of abilities and competencies leads to continuous program improvement.

#### Mandel School Abilities

To establish the Mandel School Abilities, community stakeholders, students, alumni, adjunct faculty, employers, and clients were asked to determine those abilities most critical to effective social work practice. A content analysis of the data resulted in the formulation of eight core Abilities, which were revisited and revised spring, 2011.

1. Identify as a Reflective Professional Social Worker
2. Advocate for Social, Economic, and Environmental Justice
3. Apply Social Work Methods
4. Uphold Social Work Values and Ethics
5. Integrate Cultural, Economic, and Global Diversity
6. Think Critically about Theory and Research Knowledge
7. Communicate Effectively
8. Develop as a Social Work Leader

#### 

#### CSWE Competencies

CSWE’s Commission on Accreditation (COA) and Commission on Educational Policy (COEP) are responsible for developing the [2022 Educational Policy and Accreditation Standards](https://www.cswe.org/accreditation/standards/2022-epas/).

The educational policy was developed by COEP and approved by the CSWE Board of Directors on March 20, 2015. The accreditation standards were developed and approved by the COA in June 2022.

1. Demonstrate Ethical and Professional Behavior
2. Engage Diversity and Difference in Practice
3. Advance Human Rights and Social, Economic, and Environmental Justice
4. Engage In Practice-informed Research and Research-informed Practice,
5. Engage in Policy Practice
6. Engage with Individuals, Families, Groups, Organizations, and Communities
7. Assess Individuals, Families, Groups, Organizations, and Communities
8. Intervene with Individuals, Families, Groups, Organizations, and Communities
9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities
10. **Develop as a Social Work Leader** (Mandel School Ability)

Each competency describes the knowledge, values, skills, and cognitive and affective processes that comprise the competency at the generalist level of practice, followed by a set of behaviors that integrate these components. For full descriptions of CSWE Social Work Competencies, refer to the [2022 Educational Policy and Accreditation Standards](https://www.cswe.org/accreditation/standards/2022-epas/).

These competencies combined with the Mandel School Abilities are what we prepare you to know, think, believe and do by the time you graduate.

Your social work education begins by providing you with the classes and field experiences needed to acquire the knowledge, skills, values, cognitive and affective processes and behaviors needed to practice at the generalist level.

### The Curriculum

The Master of Social Work (MSW) Program prepares students for advanced social work practice in an area of concentration. Students acquire the abilities they need to work effectively in a variety of settings. Through classroom and fieldwork, they develop the knowledge, values, and skills needed to function as social work professionals, and to work ethically with others to effect change in individuals, families, groups, organizations, and communities.

The curriculum is organized around two concentrations: (1) Community Practice for Social Change and (2) Direct Practice, which is further divided into specializations.

### Practice Methods Concentrations

#### Community Practice for Social Change

The [Community Practice for Social Change](https://case.edu/socialwork/academics/master-social-work/paths-study/community-practice-social-change) (CPSC) concentration aims to influence policy and practice at the local, state, national and international levels and in the non-profit, public and private sectors. Successful community practice is based on the principle that knowledge is a major form of power – for community members, students and for practitioners. The most effective practitioners draw from theory, evidence and personal experience to consistently re-examine and sharpen their practice.

#### Direct Practice Concentration

The Direct Practice Concentration prepares students to address complex human needs in the context of an evolving practice environment. This concentration focuses on skill development and fosters the integration of knowledge about diverse populations and problems as they occur in a variety of practice settings.

**Direct Practice Paths of Study**

The Direct Practice Concentration prepares students for advanced social work with individuals, families, and groups. Students in this concentration choose among the following [paths of study](https://case.edu/socialwork/academics/master-social-work/paths-study):

* [Aging](https://case.edu/socialwork/academics/master-social-work/paths-study/aging)
* [Substance Use Disorders and Recovery](https://case.edu/socialwork/academics/master-social-work/paths-study/substance-use-disorders-recovery)
* [Children, Youth, and Families](https://case.edu/socialwork/academics/master-social-work/paths-study/children-youth-families)
* [Health](https://case.edu/socialwork/academics/master-social-work/paths-study/health)
* [Mental Health](https://case.edu/socialwork/academics/master-social-work/paths-study/mental-health)

#### Special Focus Areas, Programs and Certificates

Academic certificate programs enhance your knowledge in specific areas and allow you to further specialize in your masters-level studies without committing to a full degree program. Students can choose among the following [Mandel School Certificates](https://case.edu/socialwork/academics/certificates):

* [Gerontology](https://case.edu/nursing/ucah/graduate-certificate-program)
* [Global Health](https://case.edu/medicine/globalhealth/training-courses)
* [Nonprofit Management](https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=case-msass)
* [Trauma-Informed Practice](https://case.edu/socialwork/academics/certificates/graduate-certificate-trauma-informed-practice)
* Data Science

#### MSW Format

The MSW is a minimum 60-hour degree program comprising 34-35 hours of required generalist/advanced coursework and 27 hours of required specialized courses or electives depending on the format and [path of study.](https://case.edu/socialwork/academics/master-social-work/paths-study) Field education is an integral component of the MSW degree curriculum and students complete field education requirements concurrently with their degree coursework in all formats offered.

**Campus Based Weekly Program**

Approximately one-half of Mandel School students are enrolled in the [Campus-Based Weekly Program](https://case.edu/socialwork/academics/master-social-work/campus-social-work-masters-degree). This program takes four semesters to complete. Students enroll for fall and spring semesters and are scheduled concurrently for classes and field work on a full-time basis. This program is demanding in depth and scope of experience. It is not advisable for students to assume extensive employment during their semesters of enrollment.

**Advanced Standing Program**

[Advanced standing](https://case.edu/socialwork/admissions/apply/advanced-standing) may be granted to students who have earned a bachelor’s degree in social work (BSW) within the last seven years from an institution accredited by the Council on Social Work Education (CSWE). Students must have earned a B or better in any social work course for which advanced standing is sought.

**Intensive Weekend Program**

The [Intensive Weekend Program](https://case.edu/socialwork/academics/master-social-work/intensive-weekend-social-work-masters-degree) is designed to provide graduate-level education toward the MSW to employed professionals who are maintaining full-time employment. Classes meet one weekend per month throughout the calendar year. Students are required to attend all classes. Students complete five courses each year and all program requirements in three years. Those who have graduated from an accredited BSW program in the last seven years can complete the Intensive Weekend Program in two years.

**Online MSW Program**

The [Online MSW Program](https://case.edu/socialwork/academics/master-social-work/online-social-work-masters-degree) option is designed to provide online graduate social work education for employed professionals who plan to maintain full-time employment. Classes meet online to complete all program requirements in two years (6 semesters) for advanced standing, and three years (8 semesters) for non-advanced standing.

**Senior Year in Professional Studies Program (3+2)**

Undergraduate students of superior ability and achievement may be admitted to the Mandel School at the end of their junior year. This program enables qualified college seniors who are majoring in social work-related fields to begin their first year of graduate study during what would normally be their last year of undergraduate work. Exceptional undergraduate students who are firmly committed to social work as a profession can earn both their undergraduate and graduate degrees in five years. For more information visit the [University Bulletin](http://bulletin.case.edu/mandelschoolofappliedsocialsciences/master/#text) or [Mandel School Website for information on the Combined Graduate Study (3+2 and 3+1) Program.](https://case.edu/socialwork/academics/undergraduate-opportunities/combined-graduate-study-32-and-31)

#### MSW Course Content

The required coursework for the MSSA Program includes 24 credit hours of generalist coursework and 36 credit hours of advanced and specialized coursework. Within the specialized coursework requirements, you will follow your Pattern of Enrollment outlining required courses for your concentration and outlining the number of elective courses you need to take to satisfy the 60 credit hour degree requirements.

## MASTERS OF NONPROFIT ORGANIZATIONS (MNO)

## 

### Association for Research on Nonprofit Organizations and Voluntary Action (ARNOVA)

Founded in 1971 as the Association of Voluntary Action Scholars, ARNOVA is a neutral, open forum committed to strengthening research about and helping shape better practice in these realms. They bring together both theoretical and applied interests, helping scholars gain insight into the day-to-day concerns of third-sector organizations, while providing nonprofit professionals with connections to research they can use to improve the work of their organizations and the quality of life for citizens and communities.

The Mandel School enrolls MNO students as student members of ARNOVA to provide a link to persons who have primary professional interests in research on and teaching about philanthropy, nonprofits, voluntary action and civil society. For the last two decades ARNOVA has been a growing Association that played a key role in building the work and service of research and teaching around voluntary, nonprofit and philanthropic organizations. ARNOVA aspires to help create increased knowledge and develop a new cohort of researchers, teachers, and practice leaders to move this vital work forward. For more information on student memberships, please visit [ARNOVA’s Website](https://www.arnova.org/) or speak with a member of the Mandel School Student Services team.

#### Code of Ethics

The Code of Ethics focuses on the conduct of ARNOVA members as they serve, represent, engage with and interact within the Association. While the Board of Directors of ARNOVA is empowered to act on behalf of the Association’s interests, this code is fundamentally a self-executing ethics document that calls for individual commitment to self-compliance. Please visit the [ARNOVA website for more information about the Code of Ethics](https://www.arnova.org/page/codeofethics).

1. Abide by Professional Integrity.
2. Strive for Professional Excellence.
3. Respect and Promote Diversity and Seek to Sustain Inclusion.
4. Promote a Welcoming Space.
5. Uphold Full Transparency and Disclosure.

### MNO Competencies

1. Financial Resource Development and Management
2. Foundations and Management of the Nonprofit Sector
3. Governance, Leadership, and Advocacy
4. Legal and Ethical Decision Making
5. Program Development and Evaluation
6. Human Resource Management
7. Communication, Marketing, and Public Relations
8. Cultural Competency and Diversity

### The Curriculum

The Master of Nonprofit Organization (MNO) program gives students the relationship-building and management skills necessary to be an effective leader, while nonprofit-specific business strategies give students the tools to propel the sector forward. Our faculty members study and evaluate nonprofit programs, and their research informs policy and practice in this arena. Our graduates have fanned out across the globe to work and lead in a wide range of nonprofits and non-governmental organizations. We are committed to the same goals as our nonprofit partners: well-run organizations, effective programs, innovative leadership and better serving the community. Learn more about the [MNO Program on the Mandel School website](https://case.edu/socialwork/academics/master-nonprofit-organizations).

The revised Master of Nonprofit Organizations (MNO) degree curriculum builds on nearly 25 years of expertise in delivering nonprofit management education at Case Western Reserve University. The MNO degree can be completed in 3 semesters of full-time work over 11 months (June to May). Instruction in the degree program draws on a world-class faculty representing a range of disciplines as well as high-level practitioners from the nonprofit sector.

#### MNO Format

The MNO is a 39-hour degree program comprised of 27 hours of required coursework and 12 hours of electives. Courses are taught in the evening or intensive weekend format, suitable for individuals with part-time work or family commitments. On-campus students take 7 credit hours in the summer semester and 16 credit hours each in the fall and spring semesters.

**Senior Year in Professional Studies Program (3+1)**

Undergraduate students of superior ability and achievement may be admitted to the Mandel School at the end of their junior year. This program enables qualified college seniors who are majoring in nonprofit organization management related fields to begin their first year of graduate study during what would normally be their last year of undergraduate work. Exceptional undergraduate students who are firmly committed to this area as a profession can earn both their undergraduate and graduate degrees in four years. For more information visit the [University Bulletin](http://bulletin.case.edu/mandelschoolofappliedsocialsciences/master/#text) or [Mandel School Website for information on the Combined Graduate Study (3+2 and 3+1) Program.](https://case.edu/socialwork/academics/undergraduate-opportunities/combined-graduate-study-32-and-31)

#### MNO Course Content

The required coursework for the MNO includes nine courses. In addition, students take 12 hours of electives from the approved listing. Students may also propose an elective not on the listing and these may be taken with approval of their academic advisor.

Students may elect to take a practicum at a community based non-profit organization. The practicum is completed in 200 hours for one semester and provides students the opportunity to develop hands-on practical experience in a work setting. Students without prior management experience in a non-profit setting may seriously consider the practicum as a way to integrate your classroom experiences.

# Related Opportunities

##### [Dual Degrees](https://case.edu/socialwork/academics/dual-degrees)

##### [Certificates](https://case.edu/socialwork/academics/dual-degrees)

##### [Study abroad](https://case.edu/socialwork/academics/study-abroad)

##### [3+1 nonprofit management](https://case.edu/socialwork/academics/undergraduate-opportunities/combined-graduate-study-32-and-31)

## ACADEMIC ADVISING AND REQUIREMENTS

## 

### Philosophy of Academic Advising

The academic advisor/advisee relationship in both the MSW and MNO degree programs is an important aspect of the overall student experience at the Mandel School. Academic advising is one of the core faculty roles and is one of the ways the school can strengthen relationships with students, provide academic and nonacademic support for students and enhance student success. The emphasis of academic advising is to support each student, by developing an individualized academic and experiential learning plan, defining the student’s leadership and career objectives, and building a foundation for a sustainable long‐term relationship with the Mandel School.

Academic Advisors help set the tone for the relationship students will have with the Mandel School. We encourage students to be proactive in reaching out early to meet their academic advisors. Academic advisors serve as mentors; as “sounding boards” for decision‐making; and as sources of encouragement, guidance, and challenge. Academic advisors assist students in making the most of their time at the Mandel School by answering questions about concentration/specializations and assisting with elective choices. Although the Academic Advisor is available for academic support, the final responsibility for ensuring all degree requirements are met rests with the student.

Academic and Field Advisors are listed in the [Student Information System](http://https//:sis.case.edu).

### Academic Advising Process

* *Each Mandel School student is assigned a full-time faculty as his or her Academic Advisor. In an effort to strengthen the school’s ability to provide high quality academic experiences for both students and faculty, the academic advising role has been strengthened in the following ways:*

*● To the extent possible, faculty and students will be assigned based upon the students and faculty member’s areas of interest and experience.*

*● The Mandel School will use “advising holds” during each registration period. Students will be required to meet with their academic advisor prior to each registration period to release the academic advising hold for registration, resulting in more opportunities for discussion among faculty and students. It will also ensure students follow the approved Pattern of Enrollment.*

*● When conducting the Academic Advising meeting, students and Advisors can access the Academic Advising Module, which is listed as "Academic Requirements" on the student's SIS page. The Module will provide a structured layout of all courses the student must take, those that have been taken, and those that still must be taken to meet the degree requirements of their chosen path of study.*

*● Both the Advisor and the Advisee will have an opportunity to complete an evaluation of the advising process at the end of the semester. Results of the advising process evaluation will be included in the Faculty Activity Report and included in the Dean’s formulas for compensation.*

*● A course module in Canvas will be used as a platform to manage the advising process. It will be made available for all students and Advisors. All documentation related to the advising process is in Canvas.*

* *In addition to the above-mentioned procedures, we believe the advisor/advisee relationship will be further strengthened by increased contact. The student and Advisors should conduct face-to-face (individual or group) meetings, when possible. Virtual technology (i.e., ZOOM) may be used to facilitate the meetings. Email correspondence alone is not sufficient. It is recommended that the student and Advisor meet at four time-points throughout the student’s tenure at the Mandel School. Those times are:*

*● Within the first month of starting the program to review the Academic Advising Module.*

*● End of the first semester, prior to course registration to release the advising hold.*

*● End of the generalist/advanced curriculum to discuss the specialization and selection of course electives, discuss career development goals and leadership opportunities.*

*● Prior to entering their final semester of their graduating year to release the advising hold and discuss career development plans and continued leadership opportunities.*

* *All advising sessions should:*

*● Be explicitly tied to career development and aspirations, strategies, achievement and success in the short (1‐2 years) and long term (3‐5 years).*

*● Be explicitly aligned to the learning objectives from the field placement.*

*● Be an ongoing conversation with the student about how their field placement aligns with their overall career goals.*

* *Involve a discussion about opportunities to demonstrate leadership and develop skills that can be identified and assessed in the Leadership Assessment.*

### Academic Requirements

Academic Advisors will meet with new students in September to review the Academic Advising Module located under Academic Requirements in SIS. Students will have an opportunity to review the listings of courses available in the full time and Intensive Weekend programs, which can be found on the [Mandel School Registrar’s Website](https://case.edu/socialwork/node/581). The Academic Advising Module will be reviewed by the student and Academic Advisor each semester to ensure students are meeting the core requirements for their selected specialization. Students will also choose electives from a listing of courses offered each semester as designated on the course schedule.

Academic Advisors are encouraged to complete a quick check of advisee’s registration each semester. Academic Advisors should contact the student for any discrepancies with the path of study, or if the student continues to carry Incomplete grades or is on academic probation. Students may only take courses within their assigned format. The Student Information System (SIS) includes a registration block, helping to ensure students register for courses in the format in which they were admitted. Under specific circumstances may take courses in another format pending approval from the Assistant Dean of Student Services.

Academic Advisors are not able to compute students’ overall grade point average, but this information is available each semester on the unofficial transcript that can be obtained on the Student Information System (SIS) page.

Advisors are encouraged to review their SIS page and Canvas for a list of academic advisees, regularly. The list will include returning advisees as well as new students. If a name appears and the student has graduated, been dismissed, or you are sure you are not the correct Advisor, please contact the Assistant Dean of Academic Affairs.

### Student's Role in Academic Advising

Each student at the Mandel School is assigned two advisors: an Academic Advisor and a Field Faculty Advisor. When possible, Academic Advisors are assigned by concentration/ specialization to students when they enter the program; academic and Field Faculty Advisors are listed for each student on the Student Information System (SIS) home page at sis.case.edu. These assignments are maintained until students graduate or until they secure written approval for an alternate Academic Advisor.

We encourage students to be proactive in reaching out early to meet with their Academic Advisor. Academic Advisors are responsible for assisting students in planning their academic programs, making referrals for other requested campus services, discussing academic issues related to career planning, helping the student conceptualize their leadership potential and ensuring students meet all degree requirements.  **Although the Academic Advisor is available for academic support, the final responsibility for ensuring all degree requirements are met rests with the student.**

### Change in Advisor Assignment

These assignments are maintained until students graduate or until they secure written approval for an alternate Academic Advisor. This may be requested, for example, if a student changes concentration. The written request to change advisors should be submitted to the Assistant Dean for Academic Affairs.

### Field Advisor

The Field Advisor serves as the liaison for the student, the field placement, and the Mandel School.

The Field Advisor:

* Assists the student with securing a field placement that fits with the learning needs:
* Participates in the development of the learning contract:
* Reviews the field evaluation; and d) assigns the grade for the field education each semester:
* The Field Advisor also helps “trouble shoot,” should issues arise during the field education experience:
* The Assistant Dean of Field Education and External Relations assigns Field Advisors based on the student’s academic program and area of concentration and specialization.

For more information on the role of the Field Advisor, please consult the section on Field Education.

## UNIVERSITY POLICIES

## 

University policies and procedures at Case Western Reserve University create a safe and supportive environment for all people, regardless of class, ethnicity, religion, or sexual orientation.

All university students enrolled at CWRU are expected to become familiar with these policies and procedures. The University reserved the right to exercise disciplinary action in cases where students violate the law or the university code of conduct. We do this to protect the rights and responsibilities of our community and the reputation of our institution.

We encourage the community to engage with one another in a respectful manner. We hold all students, staff, and faculty accountable for their actions, and we understand the implicit responsibilities of our interactions on campus and within our community.

##### [Alcohol Policy and Guidelines](https://case.edu/studentlife/university-policies/alcohol-policy-and-guidelines)

* + Alcohol Transports
  + Alcohol at Events

##### [Campus and Resources](https://case.edu/studentlife/university-policies/campus-and-resources)

##### [Discrimination Policy](https://case.edu/studentlife/university-policies/discrimination-policy)

* + Compliance
  + Filing a complaint
  + Accommodations
  + [Office of Equity](https://case.edu/equity/)
  + [Office of Student Affairs](https://case.edu/studentlife/about/office-student-affairs)

##### [Drug-Free School Notification](https://case.edu/studentlife/university-policies/drug-free-school-notification)

* + Notification to Case Western Reserve University Students
  + Health Risks of Alcohol
  + Health Risks of Controlled Substances
  + University Policies Relative to Alcohol
  + University Policies Relative to Drugs
  + Alcohol and Drug Education and Referral Services
    - [University Health and Counseling Services](https://case.edu/studentlife/healthcounseling/about/contact-us)
  + Federal and State Penalties

##### [Health Emergency Policy](https://case.edu/studentlife/university-policies/health-emergency-policy)

* + Withdrawal
  + Emergency Interim Withdrawal
  + Return to Campus Life
  + University Records

##### [Medical Amnesty Policy](https://case.edu/studentlife/university-policies/medical-amnesty)

* + How to Help a Friend Who Drank Too Much

##### [Record Retention](https://case.edu/studentlife/university-policies/record-retention)

##### [Safety, Security and Emergencies](https://case.edu/studentlife/university-policies/safety-security-and-emergencies)

* + Insurance & Personal Property
  + Missing Person Policy
  + Severe Weather
  + Special Event Security

##### [Students with Disabilities](https://case.edu/studentlife/university-policies/students-disabilities)

##### [Tobacco-Free Policy](https://case.edu/studentlife/university-policies/tobacco-free-policy)

### Additional University Policies

##### [University Code of Conduct](https://case.edu/studentlife/conduct/university-code-conduct)

##### [Sexual Misconduct Policy](https://case.edu/equity/sexual-misconduct-title-ix/sexual-misconduct-policy)

##### [Information Technology Policies](https://case.edu/utech/departments/information-security/policies)

##### [Academic Integrity Procedures and Rules](https://case.edu/gradstudies/sites/case.edu.gradstudies/files/2018-04/SGS-Academic-Integrity-Policies-and-Rules.pdf)

##### [University Guidelines on Authorship and Policy on Copyright](https://case.edu/gradstudies/current-students/policies-procedures" \l "collapse_0_1)

* + Found on page 77 of [Faculty Handbook](https://case.edu/facultysenate/handbook-and-by-laws/faculty-handbook)

### University Registrar Policies

##### [Enrollment Dates and Deadlines](https://case.edu/registrar/dates-deadlines/session-enrollment-dates)

* + [When Can I Register?](https://case.edu/registrar/registration-classes/when-can-i-register)

##### [Religious Holidays](https://case.edu/registrar/dates-deadlines/academic-calendar/religious-holidays)

* + Policies
  + Planning -[Interfaith Calendar](http://interfaith-calendar.org)

##### [Withdrawal and Tuition Refunds](https://case.edu/registrar/dates-deadlines/withdrawal-and-tuition-refunds)

##### [Request an Official Transcript](https://case.edu/registrar/grading-transcripts/request-transcript)

##### [Biographical Policies](https://case.edu/registrar/general/policy)

* + [Gender Change](https://case.edu/registrar/forms-services/forms/gender-change-policy)
  + [Name Change](https://case.edu/registrar/forms-services/forms/name-change)
  + [Preferred Name](https://case.edu/registrar/forms-services/forms/preferred-name-policy)

##### [General Policies](https://case.edu/registrar/general/policy)

* + [FERPA](https://case.edu/registrar/general/ferpa/policy)
  + [Student Right to Know](https://case.edu/registrar/general/student-right-know)

## 

## ACADEMIC RECORD PRIVACY (FERPA)

## 

#### Policy

[University's Interpretation of FERPA.](https://case.edu/registrar/general/ferpa/policy)

##### Transcripts

A transcript of grades will be released only upon written request of the student, either in person or by mail. A fee is charged for each transcript copy. Transcripts will not be issued to, or on behalf of, students who have not discharged all delinquent obligations to the university.

#### Training

[View a training video](https://case.edu/registrar/general/ferpa/training) published by the Office of the University Registrar.

#### Confidentiality Agreement

[Read and download the agreement](https://case.edu/registrar/general/ferpa/confidentiality-agreement) to uphold this student privacy law.

#### 

#### Other Resources

University Compliance Program - [Informational Sessions](http://case.edu/compliance/about/privacy-management/informational-sessions)

### FERPA and Mandel School Files

Only information relevant to a student’s education is kept in student files. Access to records is restricted to individuals working with or on behalf of individual students. Faculty members consulting files are required to inform students of this access by completing the “Record of Access” form attached to folders. Students may consult their file but must request it from the Assistant Dean for Student Services and Career Planning. Files may not be removed from the Office of Student Services.

### Student Rights and Responsibilities

The following rules are designed to preserve freedom of expression and association on the Case Western Reserve campus and to 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 that is subject to university disciplinary action includes the following:

1. Interference with freedom of speech or movement, or intentional disruption or obstruction of teaching, research, administration, or other functions on university property.
2. Actual or threatened physical or mental harm or abuse of any person on university premises or at functions sponsored or supervised by the University.
3. Refusal to comply with the directions of university officials, instructional or administrative, acting in the performance of their duties.
4. Theft or vandalism of university property or that of a member of the University community or a campus visitor.
5. 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.
6. Unauthorized carrying or possession on university premises of firearms or any weapon with which injury, death, or destruction may be inflicted.
7. Violations of civil law on university premises or in connection with University functions.
8. Violation of published University rules and regulations.

There are also specific rules and regulations within the University and its several components, violations of which are subject to disciplinary action. Any member of the University community accused of violating a rule or regulation is entitled to adequate notice of all charges and to a fair hearing. While the University’s rules and regulations exist to affirm the special values and functions of the academic community, it should be noted that, as citizens, all members of the University are subject to civil laws, including those governing the use of alcohol and drugs.

## STUDENT RIGHT TO KNOW

## 

The [Student Right to Know](https://case.edu/registrar/general/student-right-know) and Campus Security Act requires that universities throughout the country produce statistics and/or information on the following subjects: 1) [retention and graduation rates](https://case.edu/registrar/general/statistics/completion-rates); 2) financial assistance available to students and requirements and

restrictions imposed on Title IV aid; 3) [crime statistics on campus](https://case.edu/publicsafety/reporting/crime-security-reports/); 4) athletic program participation rates and financial support; and 5) other institutional information including: the cost of attendance, accreditation and academic program data, facilities and services available to disabled students, and [withdrawal and refund policies](https://case.edu/registrar/dates-and-deadlines/withdrawal-and-tuition-refunds).

Data on retention and graduation rates is available in the Office of the President and the Provost in Adelbert Hall (216-368-4389) and is posted on the [Registrar's website](http://msass.case.edu/registrar/). Information on financial assistance, including descriptions of application procedures and forms, may be obtained from the [Office of University Financial Aid](https://case.edu/financialaid/), Yost Hall (216-368-4530). Information concerning athletic program participation and financial support may be obtained from The Physical Education and Athletics Department, Veale Center (216-368-2867). Other institutional information, such as that listed in number 5, above, may be obtained from the Office of the Provost and in the various undergraduate, graduate, and professional schools' registrars' offices.

Case Western Reserve University's [Annual Security Report](https://case.edu/publicsafety/reporting/crime-security-reports/) includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off- campus buildings owned or controlled by the University, and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the Protective Services Office 216-368-2908.

See also [Higher Education Opportunity Act Student Consumer Information](https://case.edu/ir/cwru-facts/student-facts/student-consumer-information).

## MANDEL SCHOOL POLICIES

## 

### Academic Integrity

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 that promote and facilitate the university’s common mission. Adherence to professional Codes of Ethical Conduct can and does play a central role in the matter.

Students, faculty and administrators share responsibility for the determination and preservation of standards of academic integrity. Each must adhere to their own personal code of integrity and must be prepared to educate others about the importance of academic integrity, to take reasonable precautions to discourage violations of academic integrity and to adjudicate violations.

For students, education about the importance of academic integrity begins during the admissions process. The centrality of integrity to the academic enterprise is reinforced during new student orientation when students engage in discussion about academic integrity. Specific mention of academic integrity and course-specific guidelines also may be presented in all classes. Programs and instruction about academic integrity guidelines are available throughout students' graduate school career.

Students are expected to uphold standards of academic integrity by taking reasonable precautions 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.

The vitality of academic integrity is dependent upon the willingness of community members to confront instances of suspected wrongdoing. Faculties have specific responsibility to address suspected or reported violations as indicated below. All other members of the academic community are expected to report directly and confidentially their suspicion of violation to a faculty member or a dean or to approach suspected violators and to remind them of their obligation to uphold standards of academic integrity. To the extent possible, the identity of individuals reporting academic misconduct will be kept confidential.

Download the full text of the [Academic Integrity Standards and Policies](https://case.edu/gradstudies/sites/case.edu.gradstudies/files/2018-04/SGS-Academic-Integrity-Policies-and-Rules.pdf).

To report academic misconduct, submit an [Academic Integrity Violation Report](https://case.edu/gradstudies/sites/case.edu.gradstudies/files/2018-04/Academic-Integrity-Violation-Report-050515.pdf) and supporting evidence to the Mandel School Assistant Dean of Student Services.

Academic integrity is the pursuit of scholarly activities that adheres to a pattern of conduct and behavior consistent with:

* Social work’s core values and standards of practice.
* The Mandel School Code of Conduct Policy; and,
* The policies and practices of field placement agencies Students can violate the Mandel School’s policy of integrity on four levels:

**Level One:** Violations due to inexperience or lack of knowledge.

**Level Two:** Violations of dishonesty of a more serious character that affect significant portions of the course work.

**Level Three:** Violations that involve premeditation and major portions of a course requirement.

**Level Four:** Violation of intellectual honesty.

For more information on the Case Western Reserve University Academic Integrity Policy visit [The School of Graduate Studies Policies & Procedures page](https://case.edu/gradstudies/about-school/policies-procedures). This policy covers all forms of academic dishonesty, including cheating, plagiarism, misrepresentation, obstruction of others’ work, and potential consequences for breaches. Incoming Mandel School students are required to attend new student orientation and receive important information regarding this policy as it pertains to the Mandel School.

### Code of Professional Conduct

The following framework guides the policy on professional conduct for Mandel School students. Failure to meet generally accepted standards of professional conduct, personal integrity or emotional stability requisite for professional practice, inappropriate or disruptive behavior toward colleagues, faculty, or staff (at school or field placement) will be the basis for nonacademic termination policies (CSWE, Commission on Accreditation, Supplement to the Handbook of Accreditation Standards and Procedures).

The Case Western Reserve University Division of Student Affairs outlines the full University Code of Conduct on their [Student Conduct and Community Standards page](https://case.edu/studentlife/conduct/university-code-conduct). Effective August 1, 2019, this policy covers behavioral expectations for all students including undergraduate, graduate and professional students.

##### [Article I: Definitions](https://case.edu/studentlife/conduct/university-code-conduct/definitions)

##### [Article II: Student Code of Conduct Authority](https://case.edu/studentlife/conduct/university-code-conduct/authority)

##### [Article III: Proscribed Conduct](https://case.edu/studentlife/conduct/university-code-conduct/proscribed-conduct)

* + Acts of dishonesty; Disruption or obstruction; Inappropriate treatment of others; Theft, Damage, Vandalism, or Littering; Hazing; Failure to comply with directions; Unauthorized possession, duplication or use of keys, student identification cards or other means of access; Violation of any University policy, rule or regulation; Violation of any federal, state or local law; Drugs, narcotics or other controlled substances; Alcohol Policy; CWRU Tobacco-Free policy; Guest Responsibility; Weapons Policy (Ohio SB 199 Guidance); Gambling; Violation of the university fire safety policy; Technology -Theft or other abuse of computer facilities and resources; Abuse of conduct system

##### [Article IV: Student Conduct Code Procedures](https://case.edu/studentlife/conduct/university-code-conduct/procedures)

* + [Determination of Conduct Charges and Resolution](https://case.edu/studentlife/conduct/university-code-conduct/procedures/determination)
  + [Administrative Hearing Process](https://case.edu/studentlife/conduct/university-code-conduct/procedures/administrative-hearing-process)
  + [Formal Hearing Process](https://case.edu/studentlife/conduct/university-code-conduct/procedures/formal-hearing-process)
  + [Medical Amnesty](https://case.edu/studentlife/conduct/unive)
  + [Sanctions](https://case.edu/studentlife/conduct/university-code-conduct/procedures/sanctions)
  + [Interim Measures](https://case.edu/studentlife/conduct/university-code-conduct/procedures/sanctions)
  + [Appeals](https://case.edu/studentlife/conduct/university-code-conduct/procedures/appeals)

##### [Article V: Interpretation and Revision](https://case.edu/studentlife/conduct/university-code-conduct/interpretation-and-revision)

Being accused of violating the University’s academic integrity policy can be a challenging experience. Find some tips to help with navigating the process on the [Academic Integrity Resources page](https://case.edu/studentlife/conduct/academic-integrity-resources/tips-students).

#### Ethical Obligations

Students are ethically and professionally bound to:

* Adhere to the Code of Ethics for social work or nonprofit management, i.e., [NASW (National Association of Social Workers) Code of Ethics](https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English), [Code of Practice and Professional Conduct for Social Work Licensure in Ohio](http://codes.ohio.gov/oac/4757-5-01) and/or [Association for Research in Nonprofit Organizations (ARNOVA)](#_heading=h.1mrcu09);
* Appreciate the value of diversity by demonstrating effective and nonjudgmental relationships and to work with others who are different than oneself; and
* Adhere to issues of confidentiality as they relate to human services, classroom activities, and field placement.

Students are required to meet all of the following requirements to maintain good standing at the Mandel School:

#### Professional Commitment

* Exhibit a strong commitment to the goals of social work /nonprofit management and to the ethical standards of the profession, as specified in the NASW Code of Ethics and ARNOVA Guiding Principles. Behavior judged to be in violation of the current NASW Code of Ethics as well as the Ohio Licensing Code or the Guiding Principles of ARNOVA may result in a consultative review and/or administrative action by the Committee on Students
* Demonstrate commitment to the essential values of social work and nonprofit management that includes respect for the dignity and worth of every individual and their right to a just share of society’s resources (social justice).

#### Professional Behavior

* Exhibits behaviors that are in compliance with program policies, institutional policies, professional ethics standards, and societal laws in classroom, field, and community.
* Appearance and personal demeanor reflect a professional manner.
* Does not engage in any act of plagiarism, which involves the submission of work done by another with the intent that it may be viewed and evaluated as one’s own. Thus, copying on an examination, turning in a term paper or homework assignment done by someone else, intentionally using or presenting false data, and making extensive use of sources without acknowledging them are all interpreted as acts of plagiarism.
* Uses sound judgment in decision-making.
  + Shows potential for responsible and accountable behavior by knowing and practicing within the scope of social work, respecting others, being punctual and dependable, prioritizing responsibilities, attending class regularly, observing deadlines, completing assignments on time, keeping appointments or making appropriate arrangements, and accepting supervision and criticisms in a positive manner.
  + Shows potential for responsible and accountable behavior by knowing and practicing within the scope of social work, respecting others, being punctual and dependable, prioritizing responsibilities, attending class regularly, observing deadlines, completing assignments on time, keeping appointments or making appropriate arrangements, and accepting supervision and criticism in a positive manner.
* Advocates for self in an appropriate and responsible manner and uses proper channels for conflict resolution.
* Works and communicates effectively with others, regardless of level of authority.
* Shows a willingness to receive and accept classroom feedback and field supervision in a positive manner and uses such feedback to enhance professional development.
* Exhibits appropriate professional and respectful interpersonal behavior towards colleagues, faculty, and staff in class and field.

#### Personal Behavior

**Stress Management**

* Demonstrate ability to deal with current life stress through the use of appropriate coping mechanisms when stress interferes with scholastic and professional performance.
* Handle stress effectively by using appropriate self-care and developing supportive relationships with colleagues, peers, and others when stress impacts scholastic and/or professional performance.

#### Emotional/Health/Medical Problems

* Seek and effectively use help for problems that interfere with scholastic and professional performance.
* Engage in counseling or seek out support and help if personal problems, psychosocial distress, substance abuse, or mental health difficulties result in any of the following:
  + Compromise of scholastic and other performance
  + Interference with professional judgment and behavior
  + Placing in jeopardy the best interests of those to whom the student has a professional responsibility (as outlined in the Code of Ethics by the National Association of Social Workers and the Ohio State Board of Social Workers Examiners for Social Work Licensure and tenets of the nonprofit sector)

#### Harassment

There will be zero tolerance for any form of harassment which includes the following:

* Conduct that 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.
* Violation of behavior or conduct outlined in policies of the University.
* Behavior that is construed as a nuisance, including prank phone calls or abusing or harassing another user through electronic means.

### Multiple Relationships at the Mandel School

A multiple relationship exists when a faculty member, staff member, administrator, or student is in a professional role with a person and (a) at the same time is in another role closely associated with or related to that person or (b) at the same time is in a relationship with another individual closely associated with or related to that person. Multiple relationships are not, ipso facto, unethical, but they do pose potential risk for harm or exploitation or favoritism.

For full policy, please see the [Multiple Relationships at the Mandel School document](https://docs.google.com/document/d/1uMxUpi1cZz12NtIMq5U-53LhB0Izly1o3SMkLBVL69c/edit?usp=sharing).

### Felony Statement

Persons who indicate on their applications that they have prior felony convictions will be asked to supply documentation on the nature of the offenses and the dispositions. The Mandel School may also conduct criminal background checks to verify this information. Admission decisions on applicants with felony convictions are made on a case-by-case basis.

If admitted to the program, people may have conditions placed on them, such as restrictions on the choice of areas of study and field placements related to the nature of the felony convictions. Certain field placement agencies require a criminal background check as well and may refuse a student placement on the basis of a felony conviction.

Potential applicants are also advised that the Professional Standards Committee of the Ohio Counselor and Social Work Board, in accordance with Chapter 119 of the Revised Code, may refuse to issue a license or certificate of registration to any person who has been convicted in this or any other state of any crime that is a felony in this state.

Students may be automatically denied admission, or, if enrolled, terminated from the program for any misrepresentation or omission of facts in applications concerning felony convictions. In addition, admitted students who are unable to perform field placements because of felony convictions may be administratively withdrawn from the program.

### Visitors/Unregistered Persons in Class

Prompted by the University’s need to know and be accountable for who is in classes, only persons who are officially registered for a class are permitted to attend the class. Any person who attends class but is not listed on the class roster should be directed to see the Mandel School Registrar to resolve any registration problems and should not be admitted to the classroom until formally enrolled. Unregistered persons should never be permitted to take part in laboratory or classroom activities.

The University values family life and is supportive of families. However, safety and supervision are the primary concerns when considering the presence of children on campus. The following guidelines apply: 1) A child cannot be left unattended while the parent or guardian is attending class or conducting any other business or social function at the school; 2) Children are not allowed in classrooms while classes are in session; 3) Children are not to be brought to school in lieu of childcare.

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## ACADEMIC POLICIES

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### Transfer Credits

Courses presented for transfer credit must have been taken from an accredited institution authorized to grant graduate degrees, must be applicable to graduate degrees at the institution, and must have been completed with a grade of “B” or better earned within the last 7 years.

Students who have completed graduate-level social work courses or graduate level courses in a related field other than social work may request an evaluation of coursework for approval of eligible /comparable courses with a grade of B or better (3.0 on a 4.0 scale) earned within the last 7 years.

Materials needed to evaluate transfer credit(s) must be submitted at the time of admission but no later than six weeks prior to the beginning of the semester seeking admission. Courses taken at another institution after a student has matriculated at the Mandel School are not eligible for transfer credit unless approval is granted by the Associate Dean of Academic Affairs.

For a full overview of the policy, please see the [Transfer Credits Policy document](https://docs.google.com/document/d/1s2UG8TMpqJxCBq9Gd3j3OXG-41V7fn_vGwqLb8QwT6M/edit?usp=sharing).

### Netiquette Guide

Netiquette refers to the rules of etiquette that apply when communicating over computer networks, the internet and online course rooms. In other words, netiquette helps to define our professional interactions in meetings, the course room and live sessions. Think of the meeting or course room as a professional environment. Verbal and written communication should be appropriate for professional and academic settings.

The [Mandel School Netiquette Guide](https://docs.google.com/document/d/1gZH2EzFuoqbAyQkXr2fnaVNc5civyONIG0noroQpwB4/edit?usp=sharing) outlines recommendations when interacting with peers, faculty, instructors and Mandel School staff members in any online environment.

### Absence/Attendance Policy

Class attendance is critical to a student's mastery of knowledge and skills taught. Students are expected to attend all classes. If a student is unable to attend class, they must inform the instructor in advance. A message on the instructor’s voice mail or email is sufficient if it is sent before the class meets. Attendance will be taken at all class sessions. If the student misses a class, the student is responsible for making up any missed work and for obtaining any other information that was disseminated in class. Instructors have the discretion to assign additional coursework for any missed class time.

Due to the seminar style, highly interactive and participatory nature of the Mandel School’s courses, students who miss more than 20% of the course are not able to fully demonstrate their highest level of competency, thereby warranting a reduction of the grade.

Students who miss more than 20% of class meetings, for any reason, will receive a one full letter grade deduction of the final grade. In the On-Campus or Online formats, for every additional class meeting missed, for any reason, the student will receive an additional full letter grade deduction of the final grade. In the Intensive Weekend format, for every additional 3 class hours missed, for any reason, the student will receive an additional full letter grade deduction of the final grade. Should the student’s grade fall below a grade of C- due to poor attendance, the student will be administratively withdrawn from the course. This policy does not preclude the instructor from taking attendance into consideration when considering the student’s participation grade percentage.

Courses in the traditional weekly format are 12-15 weeks; and Intensive Weekend format courses are 3-4 days (Saturdays and Sundays):

**20% Defined by Format:**

On-Campus / Weekly (14 weeks) = Three (3) Class Sessions

On-Campus / Weekly (13 weeks) = Two and a half (2.5) Class Sessions

On-Campus / Weekly (12 weeks) = Two (2) Class Sessions

Intensive Weekend (5 days) = One (1) Day

Intensive Weekend (4 days) = Seven (7) Class Hours

Intensive Weekend (3 days) = Half (½) Day

***Exemptions:***

*SASS 502: Change Agent Intensive (CHAI) is not subject to the absence/attendance policy*

*Field Education Seminars are variable based on format and course structure.*

Instructors have the discretion to establish a stricter policy and list it in the course syllabus. Due to extenuating circumstances, instructors may permit exceptions, with prior consultation and expressed written approval from the Dean’s Consultation Committee. A written plan signed by both the student and instructor of how time missed from class will be made up must be submitted to the Associate Dean of Academic Affairs and Student Services for final approval. Please note, it is not generally possible to make up for missed time because of the nature of most courses.

Amended August 2022

COVID Policy modifications (to expire/sunset 30 June 2023) include:

* Students [on-campus or Intensive Weekend] with a positive Covid-19 test can participate in class via zoom for up to but no more than two (2) classes. In the case of Intensive Students, they can participate in no more than one (1) weekend of zoom classes; <https://case.edu/covid19/>
* Students [on-campus or Intensive Weekend] experiencing Covid symptoms, flu or other seasonal conditions can participate in class via zoom, but ***they will be counted as absent unless they present documentation of a positive Covid test [communicated to or via University Health and Counseling Services] or medical documentation indicating flu or other illness necessitating the student remain out of the classroom***;
* Instructors should contact the Assistant Dean for Academic Affairs in order to request moving their class to remote learning due to possible close contact with someone with a positive Covid-19 test:
* Final approval of instructor requests to move course sessions to remote learning rests with the Associate Dean for Academic Affairs and Student Services.

### Flexible Attendance

Approved August 2018

Due to the seminar style, highly interactive and participatory nature of the Mandel School’s courses, flexible attendance accommodations are not applicable. Courses in the online format are 14 weeks in length; traditional weekly courses are 14-15 weeks; and Intensive Weekend format courses are 4-5 days (two Saturdays and Sundays, or weekends).

If you are a student with a disability, and have concerns regarding meeting the attendance requirements for a course, please reach out to the staff in Disability Resources ([disability@case.edu](mailto:disability@case.edu) or 216-368-5230) to discuss your accommodations.

### COVID-19 Reporting Procedure

Students who are ill are encouraged to call Health Services (216-368-2450) for assistance. Faculty, staff, and students can also email University Health and Counseling Services at [healthservice@case.edu](mailto:healthservice@case.edu) to make them aware of a student who is not feeling well, has undergone testing, or is reporting positive results. CWRU community members who test positive for COVID-19 should self-report to University Health Services. They are able to offer assistance as well as determine if any additional steps are needed within our community. In instances of confirmed or suspected cases, University Health Services will contact any member of the campus community known to have been in contact with that student, faculty, or staff member.

### Statement of Disability

Academic Accommodations are available to students with documented disabilities. In order to access accommodations for which a student may be qualified, please register with the Office of Disability Resources ESS, Sears 470, [Office of Disability Resources](https://case.edu/studentlife/disability/). The staff there will verify the student’s need for specific accommodation(s) and provide the student with a memo to inform faculty and instructors of their needs. Once the student has received this memo, the student will need to make an appointment to see the instructor(s) privately to discuss their needs. Please be aware that any needed accommodations cannot be implemented retroactively; therefore, timely notification is in the student’s best interest.

### Written Assignments

### Effective written communication skills are essential to professional social work practice. Thus, you are expected to present your ideas clearly and properly and to adhere to culturally accepted standards of writing. Grammar, punctuation, and spelling are to be corrected in all written materials submitted and will be considered in grading written assignments. All written assignments must conform to APA 7th edition format.

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#### The Use of Artificial Intelligence (A.I.) Composing Tools

The Mandel School adheres to the highest level of academic integrity, independent research and writing, and values critical thinking, analysis, evaluation and the application of knowledge and skill.  We also recognize and embrace that the use of current and future artificial intelligence (A.I.) technologies (such as ChatGPT, Bard) may enhance student’s learning and/or facilitate social work micro and macro practice. Our goal is to appropriately balance the use of these technologies in the classroom without compromising the evaluation of social work competency or harming a productive learning relationship between the instructor and student. As A.I. technologies evolve, classroom teaching and learning methodologies will also need to continually evolve to meet the needs of our students and the challenges of technologically advancing society.

As a school of social work, we encourage an open dialogue with our students regarding the efficacy, benefit, and potential harm of the use of A.I. in the classroom and field education. Therefore, the official policy of the Mandel School does not specifically prohibit the use of generative A.I. composition software but requires you to speak with your instructor about your intended use of A.I. and to obtain written permission before using A.I. for all assignments.

Instructors may also approve or prohibit the use of A.I. for a particular assignment by inserting a statement to that effect in their syllabi.  Your submitted work must represent your own thinking and engagement with the tasks and activities described in all course assignments. If you use AI tools in your composing process, you must acknowledge where and how you have engaged with the tools and use proper citations in the APA 7th Ed. format.  Using A.I. tools without the expressed written permission of the course instructor and/or failing to document appropriately puts your academic integrity at risk and potentially diminishes your learning of social work competencies.

### Locating Course Reading Materials

Required texts are available in the campus bookstore, and in the Harris library. Additional required readings listed by class session can be found on Canvas.

### Cengage Materials

Some courses require the use of textbooks available from Cengage publishers. These are available at a substantially reduced cost through a subscription to Cengage Unlimited.

You can also purchase the required textbooks for each course individually, if you choose.

The Cengage Unlimited package is available by contacting Cengage directly at: <https://www.cengage.com/student/> or by calling 1-800-354-9706. All of the required readings from course textbooks will be available after you have purchased and logged in to a Cengage Unlimitedaccount. Students have *two options* for how to secure course materials.

OPTION 1. You may purchase the required and recommended texts for each course individually. However, please note that purchase of the textbooks does NOT provide access to all the other materials published by Cengage that may be useful in this class.

OPTION 2. You may purchase ONE subscription to Cengage Unlimited (eTextbooks) which provides electronic access to required eTextbooks *plus* access to all materials published by Cengage, including texts required for many other courses for your MSW degree. It does *not* provide you with a hard copy of the text. You may also *rent* a hard copy of the text for an additional $9.99 handling fee.

This option offers considerable cost savings and can also be purchased from the University bookstore. If you choose this option, please purchase the options outlined in the table.

|  |  |  |  |
| --- | --- | --- | --- |
| **Subscription Access Length** | **Instant Access Code ISBN#** | **Printed Access Card ISBN#** | **Suggested Retail Price** |
| 1-semester access  (4 months) | 9780357693339 | 9780357693933 | $69.99 |

After you purchase a Cengage eTextbook Unlimited subscription, you will be able to link to all of the electronic materials directly through your LMS site for each course. For additional info, visit: [Cengage Support Services](https://www.cengage.com/faq).

If you have purchased the Cengage eTextbook Unlimited, you will find specific instructions for how to access the electronic materials in the course syllabus. If you have questions or difficulty with logging in, please double check that you have followed the above directions. If it still is not working for you, you may contact your Student Advancement Specialist.

### Grading Policy

Approved by the Mandel School faculty on March 24, 2008

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade** | **Points** | **Meaning** | **Explanation** |
| A | 96-100 | Outstanding/Superior | Exceptional performance; consistently exceeds expectations |
| A- | 92-95 | Excellent | Strong performance; often exceeds expectations |
| B+ | 89-91 | Very Good | Consistently meets and occasionally exceeds expectations |
| B | 85-88 | Good | Meets expectations |
| B- | 82-84 | Somewhat Below Expectations | Sometimes falls short of expectations |
| C+ | 79-81 | Often Below Expectations | Often falls short of expectations |
| C | 75-78 | Below Expectations | Unevenness or inconsistent in grasp of content and experience |
| C- | 72-74 | Well Below Expectations | Very inconsistent in grasp of content and experience |
| F | Below  72 | Fail | Complete lack of grasp of content and experience; does not meet minimal expectations |
| I | 0 | Incomplete | Automatically becomes an “F” by instructor if work is not completed within the specified time period |
| W | 0 |  | Official withdrawal |

Grades in field work are assigned at the end of each semester; or, in the case of Intensive Weekend, at the completion of field hours. Grades in field work are [Pass or No Pass](https://docs.google.com/document/d/1FVAxluCQbVnTQJRTGtQjmUVK7qQRGtxMWe3FXBfQR7c/edit#bookmark=id.261ztfg) and are provided by the student’s faculty advisor in consultation with the student’s field instructor. A Pass is defined as C or better but is not computed into the grade point average (GPA). A No Pass is defined as F for purposes of determining academic status. Please visit: <https://case.edu/socialwork/resources-for-students/registrar-services> for more information about the current grading policy.

### Student Responsibility

* Complete all reading and class preparation activities,
* Arrive for class on time and remain for the entire class period.
* Actively participate in class sessions.
* Share ideas, learning, and experiences with the class.
* Complete all assignments on time, including readings and papers.
* Check Canvas and email regularly for announcements, assignments, readings, and other communications.
* Provide feedback on identified learning needs as the course progresses.
* Follow Mandel School policies including Netiquette guidelines.
* OTHER RESPONSIBILITIES AS IDENTIFIED BY INDIVIDUAL INSTRUCTOR

### Instructor Responsibility

* Lead activities and discussions relevant to learning goals and objectives,
* Develop discussion and exercise materials,
* Arrange for supplemental materials as needed,
* Read and comment on student assignments,
* Evaluate student work and provide feedback,
* Be available to respond to questions by individual students,
* Solicit evaluative feedback from students throughout the course,
* Encourage learning on a variety of levels,
* Office Hours – appointments scheduled as requested/needed,
* OTHER RESPONSIBILITIES AS IDENTIFIED BY INDIVIDUAL INSTRUCTORS

### Online Course Evaluations

You will receive an email one week prior to the last day of classes reminding you that end-of-semester evaluations will soon be available online. The email will also specify the timeframe for completion. The link for completing evaluations is:

<https://its-services.case.edu/course-evals/evaluate>

The course evaluation serves several important functions.  Personally, it allows you to reflect on the course and how it has impacted on your learning.  Educationally, it allows the Curriculum Committee to assess the quality of the course in the overall programming for social Work practice.  Administratively, faculty use feedback to improve instruction.  Therefore, it plays a significant role in the school, and your full and careful attention is appreciated.

### Withdrawal

#### Dropping a Course

A student may drop a course using the Student Information System ([SIS](http://sis.case.edu)). For instructions on how to drop a course in SIS, visit the [SIS Resources page](https://case.edu/registrar/general/sis-resources/registering-classes).

A student who drops a course or courses after the [University drop/add period](https://case.edu/registrar/dates-deadlines/academic-calendar) without completely withdrawing from the University is not entitled to a tuition refund for the course(s) dropped. This rule applies to fall, spring, and summer semesters. The Mandel School amends this policy for Intensive Weekend students to allow for cases in which, because of unforeseen and unavoidable circumstances, the student must drop a course or courses but does not wish to withdraw completely.

#### University Withdrawal Schedule

A student who completely withdraws from a fall or spring semester must pay a percentage of the tuition charge. The percentage charged is based on the number of weeks classes have been in session at the time of withdrawal.

|  |  |
| --- | --- |
| **Week of Class** | **Amount of Charge** |
| 1-2 | 0% |
| 3 | 25% |
| 4 | 50% |
| 5 | 75% |

There is no tuition refund after the fifth week of classes.

A student who completely withdraws from a summer session must likewise pay a percentage of the tuition charge. Students should consult the withdrawal schedule.

The University will refund any tuition paid for a semester by any student in good standing who is inducted into the armed forces before the end of the semester and who does not receive credit for the work completed during the semester. Please visit the [University Withdrawal & Refund Schedule page](https://case.edu/studentaccounts/tuition-fees/withdrawal-refund-schedule) for more information.

#### Withdrawing from the University

A student must:

1. Complete a [University Withdrawal Form](https://case.edu/registrar/forms-services/forms),
2. Return their Case Western Reserve University Student ID card to Access Services, and
3. Meet with the Assistant Dean for Student Services before their application for withdrawal can be processed.

We suggest that an exit interview also take place with the Assistant Dean of Student Services or a designee.

### Leave of Absence (LOA)

Students undertaking graduate work are expected to pursue their studies according to a systematic plan each year whether registered for full or part-time study. Occasionally a student finds it necessary to interrupt his or her studies before completion of the graduate program. A leave of absence is not to be requested unless the circumstances are such that the student cannot continue graduate study. Under such circumstances the student must request in writing a leave of absence for a period not to exceed two consecutive regular academic semesters. Leave of Absence Forms can be found on the [Mandel School Registrar’s Webpage](https://case.edu/socialwork/resources-for-students/registrar-services).

For a full overview of the policy, please view the [Leave of Absence (LOA) Policy document](https://docs.google.com/document/d/11GtcXYVYdCD3cxszI0Dc-y7TNjGMdUAAXfTVtOuQOQE/edit?usp=sharing).

### End-of-Term Course Evaluations

Students will receive an email one week prior to the last day of class (as shown in SIS) as a reminder that end-of-semester evaluations will soon be available online. The email will specify the timeframe for completing the evaluation.

The course evaluation serves several important functions. Personally, it allows students to reflect on the course and how it impacted their learning. Educationally, it allows the Curriculum Committee to assess the quality of the course in the overall programming for social work practice. Administratively, faculty use feedback to improve instruction. Course evaluations play a significant role in the school, and students’ full and careful attention is appreciated.

### Incompletes

#### Incompletes in Academic Courses

1. A grade of Incomplete is given at the end of the semester only when a student has discussed the matter with the instructor and there are **extenuating circumstances** that clearly justify an extension beyond the requirements established for the other students in the class.
2. The student and the instructor must agree on a due date for fulfilling the requirements for the Incomplete. A signed “Request for an Incomplete Grade” (by both the instructor and student) must then be submitted to the Mandel School Registrar by the instructor. This form can also be completed electronically or printed from the [Mandel School Registrar’s website](https://case.edu/socialwork/resources-students/academic-resources#Incomplete%20grades).  **The incomplete may not extend beyond the end of the subsequent semester.** The incomplete form must be specific in what assignment(s) are due and the date(s) by which assignment(s) must be submitted. For administrative purposes, instructors must submit final grades for Incompletes as soon as coursework is submitted and graded.
3. If a student fails to remove the incomplete within the specified time, the student forfeits the privilege of completing the course for credit and the instructor must give a grade of F. For exceptional situations in which there are extenuating circumstances, the student and advisor may request, in writing, an extension beyond one semester from the Associate Dean for Academic Affairs or Assistant Dean of Student Services, with the instructor’s approval.
4. If a student accumulates three or more grades of “Incomplete,” the student may not enroll in the subsequent course or term and will be considered to be “on probationary leave” from the program. This policy includes grades of “Incomplete” in Field Education. These students will be required to clear all but one grade of “Incomplete” on their records before they will be allowed to re-enroll in courses at the Mandel School.

*Exceptions to the above stipulations of the policy is under the discretion of the Associate Dean.*

#### Incompletes in Field Education

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

### Course Repeat Policy

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

The course repetition may be exercised according to the following conditions:

1. The course repeat option can only be used on courses in which a C or lower was earned.  Courses with a grading basis of P/NP are not eligible under this policy.
2. A student may not use the Pass/No Pass option on a course that is being repeated.
3. The course repeat option may not be exercised after a degree has been awarded.
4. Approval of the academic advisor and the Associate Dean for Academic Affairs must be obtained.
5. An academic action, including but not limited to dismissal or probation, that occurred under the earlier grade is neither reversed nor removed from the record as a result of a change in the semester or cumulative averages that result from the repetition of one or two courses.
6. All grades earned at Case Western Reserve University will be applied to the scholarship GPA that is reviewed in order to determine scholarship retention scholarships.
7. The tuition and associated fees for a repeated course is the responsibility of the student.  Scholarship funds must not be utilized to repeat a course.

## ACADEMIC STANDING AND ACADEMIC DIFFICULTY

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### Probation and Dismissal Policies

#### Probation Based on Academic Performance

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

#### Probationary Leave

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

#### Dismissal Based on Academic Performance

A student will not be permitted to continue in the program if they receive:

1. A second grade of F in the program, or two semesters of ‘No Pass (NP)’ in Field Education, or a ‘No Pass (NP)’ in any other course; or
2. A grade point average (GPA) less than 2.0 in any one semester; or
3. A grade point average (GPA) less than 2.8 entering the final semester; or
4. A cumulative grade point average (GPA) less than 2.0; or
5. If a student is admitted on academic probation and does not earn a 3.0 GPA in the first semester, they will be academically dismissed. If a student admitted on academic probation earns NP in Field at any time, the student will be academically dismissed.

*\*For part-time, Intensive Weekend, and online students, the first two semesters of enrollment are combined for consideration under this policy. The dismissal policy will apply as written in all subsequent semesters.*

A ‘No Pass’ in field education counts as an F for purposes of determining academic standing.

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

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

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

#### Dismissal Based on Non-Academic Performance

Failure to meet generally accepted standards of professional conduct, personal integrity or emotional stability requisite for professional practice, inappropriate or disruptive behavior toward colleagues, faculty, staff, clients (at school or field placement) will be the basis for nonacademic termination.

### Grievance Procedures

It is the responsibility of the Mandel School to assure that students enrolled for graduate credit have adequate access to faculty and administrative consideration for their grievances concerning academic issues. Accordingly, the following procedures have been established for graduate students to present issues that are susceptible to administrative remedy.

**Appeal of Administrative Policies:** Students may request exceptions to administrative policies, such as extensions of deadlines for withdrawal dates, drop/add dates, etc. The request should be made in writing, including the rationale for the exception, and presented to the Assistant Dean of Student Services and Career Planning. The Assistant Dean will consider the appeal and respond in writing to the request. In the event that the appeal is denied, the student may present the appeal, again in writing, to the Associate Dean for Academic Affairs. Should the decision be again denied, the student may present the request to the Dean, whose decision will be binding.

**Appeal of Academic Decision:** Should a student receive a final grade they believe is unwarranted, the student may initiate a grievance hearing in writing to the Assistant Dean of Academic Affairs within 30 days after the grade has been posted in SIS. Once the grievance has been acknowledged, the student will be instructed to first discuss their grievance face-to-face or by phone, with the faculty member against whom the complaint is directed. Should a student have a concern regarding retribution or retaliation from the faculty member, the student may elect to meet with the faculty member in the presence of the Assistant Dean for Academic Affairs.

In those instances where discussion with the faculty member does not resolve the grievance to the student’s satisfaction, the Assistant Dean for Academic Affairs will conduct a three-way meeting with the student and the faculty member to review the complaint in an effort to arbitrate the issue. In some instances, the Assistant Dean for Academic Affairs may consult with other faculty or submit the matter for deliberation to the school’s tenured faculty.

In the event the efforts to satisfy the student grievance have not been adequately resolved, the Assistant Dean of Academic Affairs will schedule a meeting between the student and the Dean. The Dean will then meet with the student and the Assistant Dean for Academic Affairs to evaluate the particular merits of the case. At that time, the student will have the opportunity to present any evidence or information to support the nature of their grievance. Once the meeting with the Dean has been completed, the Dean will submit the final decision in writing to the student.

If the situation warrants, the Dean may appoint an ad hoc committee to recommend what action be taken. Final responsibility for resolution of the grievance rests with the Dean.

This policy is intended to provide a means of appeal for students who feel that they have been treated unfairly on an academic issue. Judgment of the quality of a student’s work remains the prerogative of the faculty member. Academic decisions generally will not be altered unless the Dean determines that the academic decision is (1) discriminatory or (2) sufficiently irrational or unreasonable that the decision is beyond the exercise of reasonable academic discretion.

**Within the University:**  Case Western Reserve University has established a mechanism whereby students of the University may express grievance against the actions of other students or members of the faculty. Details of the grievance procedure are included in the University’s Student Services Guide, an annual publication of the University Office of Student Affairs. Students who wish to have a specific problem reviewed should contact Student Affairs. Please visit the following link for more information: <https://case.edu/gradstudies/about-the-school/policies-procedures>.

### Committee on Students

#### Goals

The Mandel School prepares students for the practice of professional social work. The nature of this educational process differs from that of non-professional programs. The academic success of students is linked to their ability to become effective social work professionals. During the course of their studies at the Mandel School, there are a number of persons who are in a position to evaluate the students’ academic performance. This would include everyone in the academic enterprise, including faculty, adjunct instructors, field instructors, field and academic advisors, and staff (hereafter called the “academic team”).

Meeting the criteria for scholastic achievement is necessary, but not sufficient to ensure continued enrollment in the program. Professional conduct and scholastic performance in both the field and classroom comprise the academic standards at the Mandel School.

The following three educational components should help students have a successful experience at the Mandel School and will be used to evaluate academic performance:

1. field performance:
2. scholastic performance; and
3. professional conduct

The committee is designed as an integral planning body in the education of students who need special consideration beyond the normal participation of instructors and advisors in addressing concerns that may interfere with their academic performance. It is the hope of the school that by functioning in this way, the committee may be helpful to the student and members of the academic team in evaluating the student’s academic performance as well as meeting their educational needs by arriving at a fair decision in those instances where the student’s ability to perform satisfactorily is in serious question.

#### Functions

The Committee on Students shall be responsible for formulating policies related to carrying out its administrative functions and for recommending such policies to the Steering Committee and faculty for action.

The committee shall make administrative decisions regarding:

1. Students whose behavior is determined by the Dean’s Committee on Consultation to be in violation of the [Professional Code of Conduct Policy](https://case.edu/studentlife/conduct/university-code-conduct);
2. Students who appear to be unable to make satisfactory progress in meeting field expectations.
3. Students who wish to petition for reinstatement following termination.

Following deliberations in this administrative role, the committee shall recommend a plan of action to the Associate Dean for Academic Affairs including suspension, termination, reinstatement or no further action. The Associate Dean for Academic Affairs will provide the final decision on the committee’s administrative action. At any point the committee may consult with the University Office of Student Affairs.

Student appeals of the Committee on Students’ actions shall be made to the Dean.

### Dean’s Committee on Consultation

#### Function

The purpose of the Dean’s Committee on Consultation is to provide consultation to any member of the academic team when a student situation presents itself which may not warrant immediate administrative action, but where members of the academic team believe that additional or different supporters may be needed to assure that the student has the opportunity to be successful in the program. The Dean’s Committee on Consultation shall be responsible for formulating policies related to carrying out its consultative functions and for recommending such policies to the Steering Committee and faculty for action.

The committee shall make consultation decisions regarding:

1. Students who are presenting problems, either in the classroom or in the field, that are affecting their performance.
2. Students who are being placed on disciplinary warning or probation and develop a pattern of problematic performance in violation of the [Professional Code of Conduct Policy](https://case.edu/studentlife/conduct/university-code-conduct);
3. Academic misconduct matters as outlined in the [Case Western Reserve University Academic Integrity Standards](https://case.edu/gradstudies/sites/case.edu.gradstudies/files/2018-04/SGS-Academic-Integrity-Policies-and-Rules.pdf) has occurred;
4. Other situations where a member of the academic team is concerned that the student’s performance or behavior may not lead to successful completion of the program.

Following deliberations in this consultation role, the committee shall recommend a plan of action to the Associate Dean for Academic Affairs. In cases where serious academic misconduct is found, this plan may include referral to the Committee on Students or the Dean of Graduate Studies for possible action, as provided in the CWRU Academic Integrity Standards. If the alleged violation is one for which the penalty is separation from the university (defined as level 3 and level 4) in the Academic Integrity Standards for Graduate Students (Chapter 4, Article VI of the [Case Western Reserve University Faculty Senate Handbook](https://case.edu/facultysenate/handbook-and-laws/faculty-handbook)), then the Dean of the Mandel School will automatically forward the case to the Dean of Graduate Studies to be heard under the University Academic Policies and Procedures. In cases where students are having serious difficulties in meeting field requirements or when the students’ behavior is in violation of the [Professional Code of Conduct Policy](https://case.edu/studentlife/conduct/university-code-conduct), the committee shall refer the student to the Committee on Students to consider administrative action.

The Dean’s Committee will coordinate and continue to monitor the progress of students who are presenting problems in the classroom or in the field. At any point, in the consultation process, the administrators of student services or academic affairs may consult with the University Office of Student Affairs.

### Readmission to Candidacy

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

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

**If a student is terminated due to inadequate academic performance**, they may request reinstatement although this will not be considered until two semesters after termination. A written petition must be forwarded by the student to the Chair of the Committee on Students <mailto:mandelschoolcos@case.edu> who will present the petition for possible review by the full Committee at the next scheduled meeting. The Committee meets monthly except in June, July, and August. In all cases, the student must remain separated from the school for a minimum of two semesters (fall, spring, and summer are considered semesters).

The petition must include the following:

1. the student’s reason for requesting the reinstatement,
2. an identification of the circumstances that led to the termination,
3. evidence of personal, educational, or professional activities or accomplishments that would demonstrate the student’s readiness to return to school and successfully complete the degree program.

The Committee will meet with the student, if desired, and thereafter recommend to the Associate Dean of Academic Affairs one of three possible responses:

1. readmit,
2. readmit with condition,
3. do not readmit.

## NON-ACADEMIC POLICIES

## 

### Security and Building Access Policy

The Mandel School operates two buildings: the Mandel Building (11235 Bellflower Road) and the Mandel Center (11402 Bellflower Road). Both are open from 8:00 a.m. – 5:00 p.m., Monday through Friday. In addition to these hours, faculty, staff and Mandel School students have been granted additional building access:

* Mandel School Faculty, Staff and PhD Students- 24/7 access to both buildings, all spaces excluding the Adjunct Office
* Mandel School Adjuncts- 24/7 access to both buildings, all spaces including the Adjunct Office
* Mandel School Master Students- 7:00 a.m. – 9:00 p.m., all days excluding holidays to Mandel School main areas including Market C and Active Learning classrooms, and the first floor of the Mandel Center
* Student Employees - 7:00 a.m. – 9:00 p.m., all days excluding holidays to necessary spaces dependent on area of employment.

Update as of Fall 2019: Both Mandel School buildings will be locked during intensive weekend sessions. This change applies to Saturday and Sunday; both buildings remain unlocked Monday through Friday, 8 a.m. to 5 p.m. following our standard building access policy. This change was made to increase safety during weekends when the main floors of each building are often empty while students and faculty are in other areas.

### Safety in the Building

There is no security person regularly in the building on weekdays, although the front information desk is staffed during daytime business hours. If you have an immediate emergency, always call [University Security](https://case.edu/publicsafety/about/police) at 216-368-3333. For non-emergency questions or help, call 216-368-3300.

When meeting with a student or other person, faculty should keep the office door open and alert those in nearby offices if feeling concerned about safety. Security will also respond with a plainclothes officer to sit in the atrium or area of the meeting, when requested in advance. If at any time someone is in your space you do not know or do not want there, call Security at 216-368-3300. **Never confront someone you do not know.**

### Emergencies

The white phone under the lectern in each classroom in the Mandel School building may be used to summon Case Security assistance for emergencies (216-368-3333). SECURITY SHOULD BE CALLED **FIRST** IN THE EVENT OF ANY CLASSROOM EMERGENCY, MEDICAL OR OTHERWISE. Security will be dispatched immediately and will decide what next action to take. Some instructors also routinely take their cell phone to class to have available, if needed. In the event of a power outage or loss of electricity to the building, immediately call Security at 368-3300 to report.

### Use of the Mandel School Facilities

A Mandel School student may request the use of a room by contacting the receptionist at the front desk. Please check with the front desk personnel at the Mandel Center for availability and restrictions.

## 

## COMMENCEMENT

The University-wide Commencement is held on the third Sunday in May. The Mandel School graduation is a two-part event which includes the Case Western Reserve University Convocation and the Mandel School of Applied Social Sciences Diploma Ceremony. Mandel School graduates are required to attend both ceremonies. Students graduating in the previous August and January may participate in the spring (May) ceremony following the date of completion of their degrees.

During the Mandel School diploma ceremony, degree candidates are awarded their diploma by the Dean. The name of each graduate is announced as they cross the platform. Each graduate receives their diploma and is photographed with the Dean.

Diplomas can be picked up in the Registrar’s Office the Monday after graduation during normal working hours. Diplomas that are not picked-up will be mailed to the address listed on the application for diplomas on file.

Degree candidates must clear all outstanding financial obligations with the University’s Student Accounts Receivables Office before graduation. No diplomas, certificates, or transcripts will be issued to students who have not made satisfactory settlement of their accounts. Student loan recipients are required to have an exit interview.

### Pre-graduate Commencement Participation

MSW and MNO degree candidates who are in good academic standing but who still need nine (9) or fewer academic credits may fully participate in the Commencement ceremonies. The nine credits may not extend beyond the subsequent summer and fall semesters. Candidates who meet these criteria will march in full academic regalia at the ceremonies. The candidates will not be separated from the other graduates. The candidates will not be listed in the Commencement program. These students will receive their diplomas in August or January upon completion of all degree requirements. Their names will appear in the following year's Commencement program. A student may participate in a Commencement ceremony only once.

## 

## UNIVERSITY RESOURCES AND SUPPORTS

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### Barnes & Noble

University Bookstore

11451 Euclid Ave.

Phone: 216-368-2650

[Barnes & Noble Website](https://case.bncollege.com/shop/cwru/home)

### International Student Services (ISS)

Tomlinson Hall, Room 143

Phone: 216-368-2517

E-Mail: [international@case.edu](mailto:international@case.edu)

[International Student Services Website](https://case.edu/international/international-student-services)

The mission of the Office of International Student Services (ISS) is to enhance the international student experience and promote intercultural exchange at Case. This office also works closely with other administrative and academic departments.

### LGBT Center/Safe Zone Project

Tinkham Veale University Center, Suite 179

Phone: 216-368-LGBT

[LGBT Center Website](https://case.edu/lgbt/)

The Lesbian Gay Bisexual Transgender Center exemplifies Case Western Reserve University’s commitment to serving its diverse student, staff, faculty and alumni. The space provides an inviting home to members of the LGBT and allied community interested in exploring and celebrating LBGTQIA identities. The LGBT Center staff facilitate education programs and conversation groups, and offer advising and advocacy to the campus community serving as a resource for students, faculty, and staff.

The LGBT Center and CWRU also sponsor the [Safe Zone Project](https://case.edu/lgbt/safe-zone), an educational workshop offered regularly to campus faculty, staff, and students who wish to become a “visible network of volunteers committed to creating a community of respect and dignity for gay, lesbian, bisexual, transgender, and questioning students, staff, and faculty.” The Safe Zone sticker or magnet, awarded after workshop attendance and posted in individual working areas, makes it possible to easily identify individuals who are committed to creating an environment in which all people are free to thrive academically, professionally, and personally.

### Veterans Education Benefits

University Registrar

Yost Hall, Room 135

Phone: 216-368-4310

[Veterans Education Benefits Website](https://case.edu/registrar/forms-services/veterans-education-benefits)

All students planning to receive veterans’ education assistance from the Department of Veterans Affairs (VA) must provide enrollment information to the Veterans Certifying Official, 135 Yost Hall, phone 216-368-4310. To be certified for benefits, veterans must be officially registered for classes. Veterans must notify the University Veterans Certifying Official immediately when changing hours, grade options, withdrawing from a class, or withdrawing from the University.

### UTech

[UTech Website](https://case.edu/utech/)

University Technology, UTech, offers many ways to get the technology help you need -- right when you need it.

#### UTech Service Desk

Phone: 216-368-HELP

E-mail: [help@case.edu](mailto:help@case.edu)

[Help.case.edu](https://help.case.edu)

Immediate technical assistance any time -- day or night.

#### UTech C.A.R.E. Center

Kelvin Smith Library, Lower Level

Phone: 216-368-HELP

E-mail: [help@case.edu](mailto:help@case.edu)

[Help.case.edu](https://help.case.edu)

The Customer Assistance Resources and Education (C.A.R.E.) Center is staffed by technicians who can answer your questions and service your devices -- no appointment needed and at no additional cost.

#### The Software Center

This site offers a software bundle free of charge to all current students, staff, and faculty of the University. Software packages include Adobe Acrobat 11.0, Microsoft Windows 7 and

8.1 Operating System, MS Office 2013, and Symantec Endpoint 12 Antivirus. Students are required to agree to the online license agreement before downloading software. Information about the Software Center is available at [http://softwarecenter.case.edu.](http://softwarecenter.case.edu/)

The Software Center is designed to work with Internet Explorer and Firefox (Mozilla). Other web browser programs may experience problems.

### 

#### Canvas

Canvas is the online course management system used at Case Western Reserve University. It facilitates teaching and learning in both On-campus and distance-learning courses, and provides online access to course materials, assignments, and class discussions.

Instructors are asked to post their syllabi and all other course documents on Canvas.

The discussion board, email functions, and other collaborative tools enhance communications between students and the instructor, allowing course discussions to continue outside the traditional classroom venue. Other tools Canvas offers include the following:

* Online quizzes and surveys with automated grading and statistics
* Online file exchange
* A Grade Center to manage and access grades.
* Option to time release of quizzes and other course materials

To log into Canvas, follow these steps:

1. Go to <http://canvas.case.edu/>
2. Type your Case ID and password in the appropriate fields on the Single Sign-On page.
3. Click the Login button.

The home page displays course information, class times and dates, pending announcements from the instructor, lists the courses and organizations that the user is affiliated with, and contains links to quick tutorials. For students who first log on to Canvas, the “Dashboard” area will be empty unless an instructor has added you to their course site. Faculty will have to create their course site using an online tool called the Canvas Wizard for every course they teach.

For more information and instructions on using Canvas, please contact the University Help Desk at 216-368-HELP during the evenings and weekends. Online instructions and tutorials are also available on Canvas or on UTech Canvas page:<https://case.edu/utech/canvas>.

#### VPN (Virtual Private Networking)

VPN (Virtual Private Networking) grants access to resources that would be restricted to off-campus users, such as online library databases, the online library databases, the Software Center Library, and other CWRU-exclusive materials. Instructions for VPN download and set up can be found through the Software Center: <https://vpnsetup.case.edu/>.

The use of VPN requires a high-speed internet connection – DSL, cable, etc. You cannot use VPN with dial-up providers. VPN requires a **DUO Security Two-factor authentication Process**, which adds a second layer of security to your online CWRU accounts. Verifying your identity using a second factor (like your phone or other mobile device) prevents anyone but you from logging in, even if they know your password.

### Writing Resource Center (WRC)

Main Location: 104 Bellflower Hall

Satellite Locations: Nord Hall, room 202

Kelvin Smith Library, 1st Floor

Crawford Hall, 1st Floor (SAGES Cafe)

Phone: 216-368-3798

[Writing Resource Center Website](http://writingcenter.case.edu/)

[WRC Online Consulting Link](https://writingcenter.case.edu/online-consulting/)

The Writing Resource Center (WRC) provides support for writers across the university. We offer in-house programming, such as general campus workshops and student/ faculty writing groups, and we conduct classroom visits and writing-oriented programs across campus. Our writing consultants provide individualized, hands-on instruction specific to each writer’s goals. We encourage visits from writers at any stage of the writing process, from understanding contexts for writing and interpreting assignment prompts, to organizing and revising ideas. We work with all campus writers, including graduate students working on theses and dissertations, post-doctoral and faculty writers composing grant applications and specialized genres, and staff members working on personal and professional projects.

WRC Instruction helps writers to:

* Articulate their ideas clearly and persuasively,
* Understand the choices available to them within various academic genres,
* Understand their own writing processes,
* Recognize and to value the collaborative nature of writing.

**Wyzant Tutoring and Writing**

We believe in you and support your goals. To help you achieve them, Case Western Reserve University has partnered with Wyzant to offer one-on-one tutoring for all students at the Mandel School of Applied Social Sciences. We are covering the cost of 3 hours of tutoring per student, so it’s free to you.

Tutors on Wyzant have experience helping thousands of students with MSSA and MNO courses, spanning topics such as SPSS, literature reviews, research methods, SOAP notes, and policy reports. They are vetted professionals and experts; many have earned PhDs and worked as college professors and have real-world Social Work experience that is applicable to your coursework.

Here’s how it works:

1. Inform your faculty member(s) that you’d like individual tutoring from Wyzant.

2. Activate your account via the Wyzant email you receive and review messages from

expert tutors.

3. Simply choose the best tutor for your needs & schedule an online session.

Tutors are available whenever it’s convenient, even late at night. Tutoring will be billed directly to CWRU (up to 3 hours).

Please don’t hesitate to get started. Mastering foundational concepts, fine-tuning existing skills, or breaking down complex topics are key skills for graduate students in academia and in the field. Let an expert from Wyzant help you master your course material and help you achieve success.

### University Health & Counseling Services

2145 Adelbert Road

Phone: 216-368-2450

E-mail: [healthservice@case.edu](mailto:healthservice@case.edu)

[University Health & Counseling Services Website](https://case.edu/studentlife/healthcounseling/)

University Health Services provides a range of services including primary care, women’s health, allergy injections, travel care and nutrition. There is no cost to enrolled students to see a provider. [Explore University Health Services](https://case.edu/studentlife/healthcounseling/health-services).

University Counseling Services has improved access to counseling services with walk-in visits during all office hours. If you would like to see a counselor, just walk in. [Learn more about counseling services](https://case.edu/studentlife/healthcounseling/counseling-services).

### The Survivors and Friends Empowerment (SAFE) Line

The Sexual Conduct Committee at Case Western Reserve University announced a new centralized phone number for privileged and confidential conversations about sexual assault and relationship violence. The Survivors and Friends Empowerment (SAFE) Line can be reached 24/7 at 216-368-7777.

For more information about privilege reporting resources and the SAFEline, visit the [Office of Equity website](https://case.edu/equity/sexual-misconduct-title-ix/sexual-misconduct-policy) for full campus sexual misconduct policies, more resources and ways to get involved.

The line is coordinated among the Flora Stone Mather Center for Women, University Counseling Services, University Health Service, Cleveland Rape Crisis Center and the Domestic Violence and Child Advocacy Center.

### Environmental Health and Safety

#### Severe Weather Emergencies

Severe weather can include tornadoes, high winds, thunderstorms, flash floods or winter weather such as snow, hail, and sleet. Severe weather is monitored by CWRU Police & Security Services Dispatch, and the CWRU Emergency Management department. Every effort will be made to keep the university open during difficult weather conditions to allow for regularly scheduled classes, food service, ongoing research activities, and normal office and business operations. Case Western Reserve University will remain open unless official information to the contrary is disseminated. If action is necessary, Mandel School Leadership will communicate with students via email and CWRU Police & Security Services will issue emergency alerts through the [Rave Guardian Mobile App](#_heading=h.280hiku) and the [University Homepage](http://case.edu).

### Public Safety

#### Safety on Campus

Prevention is the key to a safe campus. At Case Western Reserve University, we offer a number of important crime-prevention measures, such as:

##### [Safe Ride](https://case.edu/publicsafety/safety-on-campus/safe-ride)

* + Runs seven days a week, between 6 p.m. and 3 a.m. Security officers drive all Safe Ride Vehicles. Safe ride carries students around campus and part of University Circle.

##### [Walking Escorts](https://case.edu/publicsafety/safety-on-campus/walking-escorts)

* + Runs 24 hours a day, seven days a week. CWRU Division of Public Safety staff provide campus safety escorts to students within the campus and University Circle area.

##### [Emergency Blue Light Phones](https://case.edu/publicsafety/safety-campus/emergency-blue-light-phones)

##### [Safety Videos](https://case.edu/publicsafety/safety-on-campus/safety-videos)

##### [Rave Guardian Mobile App](https://case.edu/publicsafety/safety-campus/rave-guardian-app)

* + [Rave Alerts: How to Sign Up](https://case.edu/publicsafety/emergency-preparedness/rave-alerts)
  + Emergencies, weather cancellation, street closure, or other event where information needs to be disseminated quickly to the campus community are sent by CWRU officials through the mass notification alert system Rave.

#### Training

Case Western Reserve University's Division of Public Safety offers a variety of trainings to help ensure the safety of the members of our campus community.

Our trained leaders can guide you in areas including:

##### [Rape Aggression Defense (RAD)](https://case.edu/publicsafety/training/self-defense)

* + A self-defense series specially designed for females;

##### [Active Shooter Response](https://case.edu/publicsafety/training/active-shooter-response)

* + Teaches members of the community the A.L.I.C.E. training method; and

##### [Emergency Response](https://case.edu/publicsafety/training/emergency-management)

* + Through which CWRU community members can support emergency responders in the event of a disaster or emergency situation.

Want to know other ways in which you can be safe, or what resources are available to you? [Watch Public Safety’s series of safety videos.](https://case.edu/publicsafety/safety-on-campus/safety-videos)

### Transportation

#### On-Campus Options

##### [Shuttle Service](https://case.edu/access-services/transportation/shuttles)

* + Shuttle Tracking App: [TransLoc Shuttle Tracker App](http://translocrider.com/)
  + See additional section on [Shuttle Service](#_heading=h.2d51dmb)

##### [UH Bike Stations](http://uhbikes.com/map/)

#### Additional Options

##### [Commuting and Parking in a Campus Lot](https://case.edu/parking/permits/parking-permit-types)

* + See additional section on [Parking Permits](#_heading=h.sabnu4)

##### [Public Transportation Options](https://case.edu/access-services/transportation/public-transportation)

* + University Circle Buses
  + [Greater Cleveland RTA](https://case.edu/access-services/transportation/rta-passes)

##### [Car-sharing Services](https://case.edu/access-services/transportation/enterprise-carshare)

#### Shuttle Service

Shuttle Service is provided and coordinated by Case Campus Services, Standard Parking, and The Greater Cleveland RTA. Information regarding shuttle routes and times can be found on the [Access Services Website](https://case.edu/access-services/transportation/shuttles). You must be at a designated stop to be picked up, and drivers are instructed to only drop off at designated stops for your safety and theirs.

#### Parking Permits

Student parking permits range in cost, depending on the location of the assigned lot. Free shuttle buses operate day and night on a regular schedule around the campus. Parking is paid at the start date for the permit until the end of the semester of your choosing (either fall or spring). Fall permits expire at midnight the day, according to the [academic calendar](https://case.edu/registrar/dates-deadlines/academic-calendar), that grades are due. Spring permits expire at midnight two days after commencement.

### University Registrar

Yost Hall, Room 135

Phone: 216-368-4310

E-mail: [registrar@case.edu](mailto:registrar@case.edu)

[University Registrar Website](https://case.edu/registrar/)

#### Student Information System (SIS)

Students use SIS to register for classes, view grades, access billing information, plan future semesters and check progress toward fulfilling degree requirements. Faculty members use SIS to view their class rosters and information about their advisees, as well as grant students’ access to restricted classes. Visit [case.edu/sis](https://case.edu/sis/) to access curriculum information, course schedules and your student record.

#### 

#### Official Transcripts

There are three ways to request a transcript: online, send a form, or in-person. All transcript requests are sent through the University Registrar’s office. Transcript request information and fees can be found on the [Request a Transcript Website](https://case.edu/registrar/grading-transcripts/request-transcript).

#### Unofficial Transcripts

Students can access their unofficial transcript via the [Student Information System (SIS)](https://case.edu/sis/). Go to the drop-down menu on the student’s page and click “Other Academic,” navigate to “Transcript - View Unofficial.”

## MANDEL SCHOOL RESOURCES AND SUPPORTS

## 

### Mandel School Registrar

Thomas Harper

Suite 140

11235 Bellflower Rd

Phone: 216-368-2101

E-mail: [msassreg@case.edu](mailto:msassreg@case.edu)

[Mandel School Registrar Website](https://case.edu/socialwork/node/581)

The Mandel School Registrar is here to help you take care of the business of being a student. The registrar's website can be used to navigate Mandel School specific course policies, sample patterns of enrollment, course schedules and descriptions, and much more.

### Mandel School Financial Aid

Richard Sigg

Suite 207

11235 Bellflower Rd

Phone: 216-368-3862

E-mail: [richard.sigg@case.edu](mailto:richard.sigg@case.edu)

[Mandel School Tuition & Financial Aid Website](https://case.edu/socialwork/admissions/tuition-aid)

[New Student Financial Aid Procedures](https://case.edu/socialwork/resources-for-students/new-student-financial-aid-procedures)

To help students meet educational costs, the Office of Financial Aid serves as a clearinghouse for information on financial assistance through the University and from outside sources. Financial aid includes scholarships, grants, federal and private loans, and federal work study (stipend) funds earned through full-time student field placements.

The Mandel School has a dedicated financial aid adviser on staff to answer your scholarship questions, provide one-on-one guidance, and match students with the best financial aid opportunities available. The Office of Financial Aid provides answers to questions on the following.

* Financial aid application procedures
* Loan eligibility
* Work Study eligibility and agreement forms
* Billing and tuition charges
* Grant and scholarship awards through the Mandel School
* Refund eligibility

### Mandel School Office of International Affairs

The Office of International Affairs provides social and academic support to all international students. For more information, please contact the Assistant Director of Student Services, Kimberly McFarlin ([kms46@case.edu](mailto:kms46@case.edu) or 216-368-5879). The office provides the following:

* A focal point for international alumni, students, faculty, and staff regarding international activities
* Special orientation programming for incoming international students
* Ongoing support, mentoring, and guidance to international students to facilitate their adjustment and academic success.
* Advisement to the student organization, [Local InterNational Konnections](http://msass.case.edu/admissions/student-life/groups/) (LINK), and its numerous activities
* Coordination for international visitors and scholars visiting the Mandel School

### Mandel School Office of International Education (Study Abroad)

David Miller

Associate Professor

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[Study Abroad Website](https://case.edu/socialwork/academics/study-abroad)

The Mandel School believes that social work education must recognize and integrate a global perspective. Understanding the world and its many cultures is an integral part of course work, student and faculty interaction and field experience.

The [short-term immersion courses](http://msass.case.edu/studyabroad/) are often multi-disciplinary and include students from across the university and even other universities. Courses are currently offered in Ecuador, Ghana, Guatemala, India, Mexico, the Netherlands, Nicaragua, Poland and South Africa. Students meet in-country with community and neighborhood leaders, researchers, teachers, public policymakers and others, and participate in discussions about social issues and policies.

### Lillian and Milford Harris Library

Room 175

11235 Bellflower Rd.

Hours: Vary; available on website

Phone: 216-368-2302

E-mail: [harrisref@case.edu](mailto:harrisref@case.edu)

[Harris Library Website](https://case.edu/socialwork/academics/harris-library)

The Lillian and Milford Harris Library is the main library serving the Mandel School. The library is located in the Mandel Building and its resources are available to all students, faculty and instructors on campus. All library policies, services, and hours are updated regularly on the Harris Library’s website. All current students, faculty, and staff are welcome to borrow items with a valid Case ID card.

Reference librarians are available to assist users in finding information, and to teach in-class sessions on conducting literature reviews and other library research skills.

#### Library Resources

The online catalog ([catalog.case.edu](https://catalog.case.edu/)) provides an organized, searchable listing of the collections in the campus libraries, including the Harris Library, the Kelvin Smith Library, the Judge Ben C. Green Law Library, the Health Center Library, and the Allen Memorial Medical Library. CWRU also subscribes to an extensive number of online databases, which allow access to citations, summaries, and full texts of past and current scholarly, peer-reviewed articles.

The University is a member of OhioLINK, a consortium of more than 120 libraries in Ohio, through which students can borrow books and other items with a current Case ID. Patrons can request materials from the OhioLINK website and pick them up at the Harris Library, or another OhioLINK library of their choice. Any questions about obtaining items through CWRU or OhioLINK libraries can be directed to a reference librarian.

#### Copyright Questions

Any questions regarding copyright and purchasing rights to streaming videos should be directed to The Harris Librarians at 216-368-2302.

#### APA Tutorials

Papers written for courses at the Mandel School must adhere to the format created by the American Psychological Association (APA) 7th edition. Go to: <http://msass.case.edu/harrislibrary/> for multiple links to help you with American Psychological Association (APA) writing format and referencing.

#### Printing & Photocopying

The Harris Library maintains the WEPA cloud campus print station located directly next to the library’s main window. Printing can be done in a variety of ways, and from a variety of devices. The WEPA prints in both color and black and white.

### Mandel School Student Organizations

[Student Groups Website](https://case.edu/socialwork/campus-life/student-groups)

Mandel School students are engaged with the school, with each other and with the community through their participation in student organizations.

For more information on any of the student organizations, contact the Assistant Dean of Student Services.

#### Mandel Council for Student Leadership

[Mandel Council Website](https://case.edu/socialwork/campus-life/student-groups/mandel-council-student-leadership)

Mandel Council for Student Leadership is an elected group of student leaders for the MSASS student body. Mandel Council is the head organization for many of the student groups, and is responsible for establishing them, providing them with funding, as well as connecting the student body with other leadership opportunities. Each member serves a one-year term on the Council, where they engage in efforts to advocate for change within MSASS, connect students, faculty, and staff in a sustainable way, and foster an enriching community within the school. Students who participate on the Council further develop their skills in communication, advocacy, collaboration, writing, and event planning. This group is for the students, by the students!

#### Black Student Association (BSA)

[Black Student Association Website](https://case.edu/socialwork/campus-life/student-groups/black-student-association)

The mission of the Black Student Association is to enhance the quality of life for students of color attending the Mandel School, and empower people of color through advocacy, relationship building, and creating safe spaces for said groups to feel free from cultural persecution and stigma.

#### UNICEF CWRU

[UNICEF CWRU Website](https://case.edu/socialwork/campus-life/student-groups/unicef-cwru)

UNICEF CWRU is a student-led chapter that was founded in 2017 and partners with the U.S. Fund for UNICEF’s lifesaving work. By establishing UNICEF CWRU, we will empower students to become global citizens by organizing unique engagement opportunities at Case Western Reserve University. Through fundraising, awareness, and community service, we will be able to help children who need our help.

#### Collective Action Towards Social Justice

CWRU Grad Student Council is the governing body for all graduate students at CWRU. All issues and concerns that affect graduate students are important to them. Their aim is to enrich your experience at CWRU in every way possible. Anyone can become involved in the GSC.

#### Local International Konnections (LINK)

LINK is a Mandel School student organization that strives to facilitate a mutual understanding and sharing of information on cultural practices, philosophies and ideologies among those throughout the world who enact the values and practices of the social work profession.

All students are welcome to join LINK and take part in this unique opportunity to learn from global perspectives, develop leadership skills and create educational and social activities. Signature events include the annual Ice Cream Social (September), International Dinner (October) and Silent Auction (April).

As agents of change, you can help LINK build connections between local and global communities.

#### Student Run Health Clinic

The Student-Run Health Clinic provides acute medical care to the community twice a month. Here students participate in all aspects of running a medical clinic including screenings, collecting social and medical history, and treatment.

There are also outreach events which provide ways to get involved in the community and provide more services to underserved populations.

The opportunity to participate in clinic and outreach events is a unique interprofessional experience that fosters collaboration with future medical professionals. For more information visit the [Case Western Reserve University student run health clinic page](https://case.edu/srhc/).

### Professional Student Organizations

* [National Association of Social Workers (NASW)](https://www.socialworkers.org/)
* [Association for Research of Nonprofit Organizations (ARNOVA)](https://www.arnova.org/)
* [Young Non Profit Networking Professionals (YNPN)](http://www.ynpn.org/)
* National Association of Black Social Workers (NABSW)
* [Other Professional Associations](https://case.edu/socialwork/campus-life/professional-associations)

### Student ID Cards

The University ID card is the student’s official identification card. It provides access to everything, including checking out library books, entering the Mandel School building during non-business hours, and eating at campus dining areas. Incoming students can obtain a University ID card during the New Student Orientation Program. Please note that students must bring proof of registration (e.g., schedule of classes). For more information, please visit the [Access Services Website](https://case.edu/access-services/).

### State Licensing Exam Preparation Course

Office of Student Services

Suite 140

11235 Bellflower Rd.

Phone:

Email:

[State Licensure Website](https://case.edu/socialwork/resources-for-students/state-licensure)

Each year, the Mandel School partners with [Licensing Exam Preparation Services LLC (LEAP)](https://licensingprep.com/) to provide a comprehensive licensing exam preparation course which includes the LEAP Comprehensive Study Guide with Practice Questions. The objective of this course is to prepare you for the National ASWB Master’s-level social work licensing exam.

This preparation course will cover key concepts from each content area of your exam. This includes, but is not limited to, Human Behavior and Development, Diversity, Assessment, Diagnosis, Case Management, Supervision, Service Delivery, as well as Professional Relationships and Ethics. Participants will have the opportunity to discuss practice questions and related answer rationale.

Participation in one licensing prep session is included in your student services package at no additional charge to you. It is recommended you take the Licensure Examination six to eight weeks after participating in the prep course, so you should plan to participate in the semester leading up to graduation.