TABLE OF CONTENTS

Mentorship Guidelines ............................................................................................................. Page 2

Roles, Relationships and Responsibilities .................................................................................. Page 3

Appendices ................................................................................................................................. Pages 5-18
  • Appendix 1: Planned Program of Study (PPOS) ................................................................. Page 5
  • Appendix 2: Faculty Advisor’s Guide to Approving or Denying a PPOS ......................... Page 6
  • Appendix 3: Student’s Guide to Creating a PPOS .............................................................. Page 10
  • Appendix 4: CRSP Thesis Process Guidelines ................................................................. Page 13
  • Appendix 5: Instructor’s Guide Assigning Grades ............................................................. Page 17

School of Graduate Studies (SGS) Student Handbook Excerpts ............................................. Page 19
  • Grading System for Thesis
  • Institutional Review Board (IRB)
INTRODUCTION
The mentorship of a new investigator in the Master in Science in the Clinical Research Scholars Program (CRSP MS) by experienced senior colleagues is an essential element of the program and the success of the mentee. Every CRSP Scholar is guided by a Scientific Research Mentor and a CRSP Faculty Advisor. In certain cases, one person may serve both roles.

The Scientific Research Mentor is responsible for research supervision and aspects of research career development. The scientific research mentor has primary responsibility for guiding the scholar’s thesis research. The Research Mentor should hold a faculty appointment at Case Western Reserve University (CWRU) or the Cleveland Clinic Lerner College of Medicine. Usually, CRSP MS Scholars will have identified their research interests and have identified a research mentor prior to entering the program.

The CRSP Faculty Advisor assists the Scholar in understanding and managing participation in the overall program. The Faculty Advisor assures integration of the didactic and research components of the program, and works with the scientific mentor to ensure that the Scholar gains maximum benefit from the program. The role of the CRSP Faculty Advisor is to help identify and clarify program goals, clarify expectations about the program, support the Scholar’s goals, teach, advise, encourage, and, when asked, provide clear and timely feedback to the Scholar. Also, the CRSP Faculty Advisor is the go-to person for the Scholar to address any questions or concerns about the program overall. A CRSP Faculty Advisor is accessible, fosters a personal and reciprocal relationship, is a knowledgeable teacher, and a positive role model. The CRSP Faculty Advisor will be assigned by the CRSP Program during the first semester of study. The Scholar has the option of selecting a different CRSP faculty advisor if desired.

The Research Mentor and CRSP Faculty Advisor will interact closely with the Scholar to: (1) formulate a research project; (2) develop a program of study that can be targeted to the Scholar’s professional needs; and (3) act as thesis development advisers. Both individuals will serve on the Scholar’s thesis defense committee and either the CRSP Faculty Advisor or Research Mentor may (if they have a faculty appointment) chair the committee.
RESPONSIBILITIES OF THE SCIENTIFIC RESEARCH MENTOR AND THE CRSP FACULTY ADVISOR

TABLE 1

<table>
<thead>
<tr>
<th>RESPONSIBILITIES</th>
<th>SCIENTIFIC RESEARCH MENTOR</th>
<th>CRSP FACULTY ADVISOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned Program of Study (PPOS) and proposed year of graduation (2 to 5 years)</td>
<td>Collaborative completion by the end of the second semester</td>
<td>Primary responsibility/final approval by the end of the second semester</td>
</tr>
<tr>
<td>Approval of the PPOS online (see Appendix 2)</td>
<td></td>
<td>Primary Responsibility</td>
</tr>
<tr>
<td>Assure integration and balance among didactic, research, and clinical components</td>
<td></td>
<td>Primary responsibility ongoing</td>
</tr>
<tr>
<td>Meetings with Scholar</td>
<td>Weekly (minimum)</td>
<td>Every 4-6 months</td>
</tr>
<tr>
<td>Career development</td>
<td>Joint responsibility</td>
<td>Joint responsibility</td>
</tr>
<tr>
<td>Development of research proposal</td>
<td>Primary responsibility</td>
<td>Concurrence</td>
</tr>
<tr>
<td>Review of research proposal</td>
<td>Primary responsibility</td>
<td>Concurrence</td>
</tr>
<tr>
<td>Selection of appropriate electives</td>
<td>Primary Responsibility</td>
<td></td>
</tr>
<tr>
<td>Thesis development (see Appendix 3)</td>
<td>Primary responsibility</td>
<td>Concurrence</td>
</tr>
<tr>
<td>Grading thesis credits (see Appendix 4)</td>
<td>Primary responsibility</td>
<td></td>
</tr>
<tr>
<td>Chair Thesis Defense</td>
<td>Either</td>
<td>Either</td>
</tr>
</tbody>
</table>

Table created by Al Connors, MD; Sarah Horwitz, PhD; & Klara Papp, PhD for KL2 Mentorship Orientation presentation, Fall 2008

MENTORSHIP ISSUES

If any party feels that the relationship is compromised and/or the defined responsibilities are not being met, an effort should be made to discuss these concerns with the involved party. In the event differences cannot be reconciled, the issue should be brought to the director, Dr. James Spilsbury, of CRSP for advice and/or reassignment. Get help early on.

Areas for concern include unmet needs, excessive long-term cost versus benefit issues, negative behaviors such as lack of contact, advocacy, or a conflict.

MEETINGS

The Scholar will be responsible for scheduling regular meetings with the Faculty Advisor and the Research Mentor (see Table 1). Prior to these meetings, the Scholar should prepare questions and a meeting agenda. Interim conversations and/or questions are encouraged.

1. Each scholar, prior to each semester, should contact Angela Bowling, CRSP Education Administrator, at axb710@case.edu or 216-368-2601, to discuss program requirements, course schedules, etc.
2. Each new scholar should meet with the CRSP Faculty Advisor by the end of the Fall semester in the first year of study to discuss their research topic and Planned Program of Study (PPOS).
3. The Scholar must prepare his/her PPOS through the Student Information System (SIS) (see Appendix 1).
4. The PPOS must be approved by the CRSP Faculty Advisor online in SIS (see Appendix 2) to permit registration for classes in the third semester.

**APPROVAL OF THE THESIS PROJECT**

In order to proceed and obtain permission to enroll in CRSP 651, Thesis Research, a CRSP scholar is required to prepare, with sufficient detail to determine merit, a presentation of the proposed research to his/her thesis committee and obtain the committee’s approval.

The deadline for submission of the thesis proposal and a work plan for completing the thesis should be agreed upon by all parties.

**BENCHMARKS OF SUCCESS**

- Publications
- Funded grant projects
- Presentations at scientific/medical meetings
- Preparedness for careers in clinical research
- Willingness to mentor young investigators in clinical research
Appendix 1

Case Western Reserve University
School of Graduate Studies

PLANNED PROGRAM OF STUDY (PPOS)
As set forth by the School of Graduate Studies (SGS)

An official PPOS is required for each graduate student by the end of the second semester.

The PPOS which consists of the courses and other requirements for the M.A., M.F.A., M.S., ME, M.P.H., D.M.A., or Ph.D. degrees should be established in consultation with the major faculty Advisor or advisory committee.

After consultation with the CRSP faculty advisor, the student should submit their PPOS via SIS for advisor and School of Graduate Studies (SGS) approval. A revised program of study must also be submitted via the SIS when any change in the original plan occurs.

Note: the PPOS is a guide as to when a scholar will complete the Master’s program. It aids the CRSP Faculty advisor, the Scientific Research Mentor, the SGS, the Director of CRSP, and the CRSP Education Coordinator. It is not set in stone and may be revised as needed.

CRSP Faculty Advisor’s Guide to Approving or Denying a PPOS see “Appendix 2” or visit http://www.case.edu/registrar/sisuserguides/SIS_AD_SGS_PPOS_ApproveDeny.pdf

Student’s Guide to Creating Program of Study (PPSO) see “Appendix 3” for the SIS training manual on creating a PPOS or visit http://www.case.edu/registrar/sisuserguides/First_Year_SGS_Students_Create_Planned_Program_Study_manual.pdf

Please visit the Learning Resources: Student Information System Manuals and Guides webpage: http://www.case.edu/registrar/sisguides.html to download quick reference guides for updating a program of study, applying for graduation, etc.

For more extensive information on the School of Graduate Studies’ services and university policies related to CWRU graduate students, please review the “Graduate Student Handbook” located at http://gradstudies.case.edu/webfm_send/249.

Guidelines prepared by Carol Tolin & Natalie Milone. Updated 7/22/14 by Angela Bowling
Appendix 2

Student Information System Process Document

Approving or Denying a PPOS

Concept

This process demonstrates how a faculty advisor would approve or deny a graduate student's Planned Program of Study in the SIS.

Procedure

Begin by logging in to the SIS at case.edu/sis with your CWRU Network ID and password.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Your Faculty Center homepage appears. Click the Advisor Center tab.</td>
</tr>
</tbody>
</table>
Step 2. Your advise roster appears.

Click on the name of the student whose PPOS you wish to view.

Student: Stanley
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 3.   | The Student Center screen appears.  
      | Click on the **other academic** dropdown box. |
| 4.   | **Click the View Program of Study Changes list item.**  
      | ![View Program of Study Changes](image_url) |
| 5.   | **Click the Go button.** |
| 6.   | The student’s submitted Planned Program of Study (PPOS) appears.  
      | The Approval History box at the top of the screen shows the date that the student created the new PPOS and the date it was submitted for your approval.  
      | Please note: The "18 Hour Waiver Option" box will NOT appear for Master’s students.  
      | Below the Approval History box, courses should be listed by term as organized by the student. The SIS will allow courses to be listed as "unassigned," meaning that they have yet to be placed in a term. However, a PPOS with unassigned courses listed should be denied.
### Student Information System Process Document

#### Approving or Denying a PPOS

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>You can view the student’s official PPOS and other previous versions by clicking on the Version dropdown box and selecting a version number.</td>
</tr>
<tr>
<td>8.</td>
<td>If the student is in a Doctoral program, select whether or not to grant the student an 18 hour waiver for a completed and approved Master’s degree. &lt;br&gt; Select the appropriate radiobutton.</td>
</tr>
<tr>
<td>9.</td>
<td>Review the student’s PPOS to ensure it is complete and correct and click the Approve or Deny button. &lt;br&gt; <img src="" alt="Approve Deny Buttons" /></td>
</tr>
<tr>
<td>10.</td>
<td>The Approval History box changes to reflect your decision.</td>
</tr>
</tbody>
</table>

If you approve the PPOS, the Status column will read “Approved by Advisor.” A notification email will be sent by the system to the School of Graduate Studies. <br> If you deny the PPOS, the Status column will read “Denied by Advisor.” A notification email will be sent to the student. If a previously approved version of the PPOS exists, it will remain the student’s official PPOS.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>This completes the process of Approving or Denying a PPOS. &lt;br&gt; <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>

For more information on Student SIS User Guides please visit [http://www.case.edu/registrar/sisguides.html](http://www.case.edu/registrar/sisguides.html).
Appendix 3  
**Student’s Guide to Creating a Planned Program of Study (PPOS)**

1. Beginning on the Student Information System (SIS) Sign In page, enter your Case Network ID into the “User ID” field.

2. Enter the password that goes with your Case Network ID into the “Password” field.

3. Click the “Sign In” button.

4. The Student Center appears.  
   Click the “Plan” link

5. The “my program” tap appears.  
   Click the “my program” tab to begin creating your PPOS.

6. If you are enrolled in multiple programs at the Graduate level, click the “Program” list and select the program to which the PPOS will be attached.

7. Click the “Request Changes to My Program” button.

8. Click the “Browse Course Catalog” button.

9. The “Browse Course Catalog” screen appears.  
   Enter the desired course subject code into the “Course Subject” field. Click the “select subject” button for the alphabetized list of course subject codes.

10. Click the “Search” button.

11. All courses listed under the subject appear. Scroll down the page to see graduate level courses and review your choices.

12. Click on a course title to see its description.

13. The Course Detail screen appears. It includes the class description and grading scale as indicated in the course catalog. If the class has been scheduled in a current or upcoming semester, click the “view class sections” button to see when it is scheduled.

   You have the option of adding the course to your PPOS directly from this page by clicking the “add to program button”. You can also add it from the browse course catalog page.

14. Click the “Return to Browse Course Catalog” link.
15. To select a course from the course catalog to add to your PPOS, click on its checkbox in the “Select” column.
Select as many courses as necessary.

16. When you are done selecting courses, click the “Add to Program” button.

17. A confirmation appears displaying the classes that were added to your program.

18. Click the “my program” tab.

19. The “My Program of Study” screen appears. It is populated with the courses you selected from the course catalog. They appear under the Unassigned Courses section because they have not been placed into terms.

20. To move the courses into terms, select a course by clicking in its checkbox in the “Select” column.
Select all the courses that you want to group together in a term.

21. Click on the “Move Selected courses to Term” dropdown list.

22. Select the term to which you want to move the courses from the dropdown list.

23. Click the “Move” button.

24. The confirmation message appears. It lists the courses and the term to which they were moved.

25. **IMPORTANT:** Please review the units listed next to each course. If you select a variable unit course (e.g. Thesis), the units default to the minimum units a student can take.

   The course will display a field in the “Units” column. Enter the appropriate number of credit hours that you will attempt with this course into the “Units” field. The SIS will format a whole number with two decimal places.

26. If you need to delete a single course from the list, click on the garbage can icon that appears to its right in the “Delete” column.

27. If you wish to remove all courses from your PPOS and start over with a blank screen, click the “Delete All” button.

28. When you are ready to submit your PPOS to your advisor, click the “Submit for Approval” button.

   Note: There is no Save button. The PPOS saves automatically. You do not have to click the “Submit for Approval” button to save changes.

29. A confirmation screen appears.
Click “Cancel” to go back to your PPOS and make updates. Click the “OK” button to submit your PPOS.
30. The “My Program” tab refreshes. The Approval History table indicates the PPOS was “Submitted for Approval”. You cannot make any additional changes to the PPOS at this time.

SIS sends an email to the advisor, telling him/her that the PPOS has been submitted for approval.

Note: When your advisor makes a decision regarding your revised PPOS, it will be reflected in the Approval History table. You will receive an email from SIS when a decision has been made.

- If your advisor approves your PPOS, then it goes to the School of Graduate Studies (SGS) for final approval. If the PPOS is denied by your advisor, it does not get forwarded to the SGS.
- Once the SGS has made a decision regarding your PPOS, it will be reflected in the Approval History table. You will also receive an email from the SIS telling you that a decision has been made.

31. This completes the process of creating a PPOS.

For more information on Student SIS User Guides please visit http://www.case.edu/registrar/sisguides.html.
Appendix 4
Clinical Research Scholars Program at Case (CRSP) Master of Science Degree
Case Western Reserve University

THESIS PROCESS GUIDELINES

To earn your Master of Science in Clinical Research degree, you are required to complete a thesis: a formal health sciences research project. It is your responsibility to make sure your thesis fulfills all the requirements of the University and CRSP. Because the needs of individual students will vary, this document serves as a guide. Your CRSP Faculty Advisor and other members of your thesis committee are terrific resources – use them. Additional guidelines and instructions are available through the Case’s SGS websites at http://gradstudies.case.edu/current/graduation/masters.html, http://gradstudies.case.edu/current/etd/guidelines.html, http://gradstudies.case.edu/webfm_send/249, and http://gradstudies.case.edu/current/etd/faqs.html.

The major steps in developing and finalizing your thesis are:

1. Begin with familiarizing yourself with “Master’s Plan A” and related forms/instructions/information. Please note that CRSP is a “Master's Plan A” program that requires a total of 36 credit hours for the award of Master of Science degree. A minimum of 9 thesis credit hours are required for the M.S.

2. Once you begin CRSP 651, Thesis Research, you must continue to enroll each fall and spring semester until graduation. If you miss a spring or fall semester, you must begin your Thesis Research anew.

3. Consult with your CRSP Faculty Advisor and Research Mentor(s) about your research, didactic, and individual needs.

4. Plan in advance - remember quality work takes significant time/effort.

5. Set up a timetable - many projects require a lot more time than is apparent at the outset.

6. Meet with your mentors regularly. During your first year, discuss preliminary ideas about what your thesis project is/might be and who might serve on your thesis committee.

7. Consider preliminary presentations in advance of your work - get expert opinions on project feasibility, suitability, design and analysis. You can confer with people from inside or outside the program.

8. You will need to provide to your mentors a draft of your thesis well in advance of the oral presentation (defense) to your thesis committee.

9. You will be required to make an oral presentation of your thesis to your committee, who officially evaluate your performance, about two weeks before you submit the final written version to the university.

10. You need to submit a completed formal written and committee approved thesis, conforming to the university’s guidelines, in order to graduate from the CRSP. You should also provide a copy to
the CRSP administrator/director/department chairperson.

11. You must submit an electronic thesis or dissertation (ETD) as part of you graduation requirements.

**Thesis Objectives:**

- To complete, design, present, and submit a written copy of a formal health sciences research project in order to graduate
- To gain a better understanding of the steps and processes involved in health sciences research
- To implement what you have learned in your formal coursework into ongoing research projects
- To provide the intellectual materials and study that will enhance and augment your future research career

**Initial Steps:**

Individual needs for the CRSP thesis will vary depending on your career stage, prior research experience, coursework and personal objectives. For instance, some students may need access to a data-set, others may need significant assistance with study design and/or analysis, others may need help with presentation, but it is likely that all will need some help with most if not all aspects of their work.

During the early part of your first year, arrange a meeting with your Research Mentor and CRSP Faculty Advisor together to discuss preliminaries such as the project you plan to develop and the logistics. Although plans and ideas may change, it is advised that you have some preliminary ideas and knowledge going into this meeting about what you plan to do and why. Let your mentors know in advance what it is you plan to discuss, if they do not already know. You need to get concurrence to proceed with your project early on as your work will take time and effort. Depending on your situation and needs, formal preliminary presentations of a project you plan to tackle may be helpful in order to get expert opinion on your proposal and plans.

You may not use research performed at a non-CWRU school, organization or program as the primary research for your thesis.

**Getting the Job Done:**

Once you have agreement from your CRSP Faculty Advisor and Research Mentor you should circulate a rough draft to them; these two individuals should form the core of your project committee and can suggest appropriate additional personnel or resources if required.

Be sure to obtain Institutional Review Board (IRB) approval for your project from your institution as soon as possible. For prospective research requiring supplies, departmental resources, patient stipends, etc., a funding source will be required. Other regulatory committees (biosafety, cancer-center protocol review, etc.) may also require approval. These details are better handled early. If you are doing prospective research, protocol development, regulatory approval, and funding should be completed by the end of your first year so that you are ready to recruit starting your second year. If this is not feasible, consider a retrospective project using an existing database. Retrospective projects can be started later in the CRSP program. They also integrate well with class projects in the various CRSP courses. If you need to obtain a dataset, or plan to set one up, start early and get advice – suitable
similar datasets may already be available through the university faculty or affiliates and there are many resources available through your program mentors including expertise on suitability of different data for your particular project.

Many staff may be very familiar with the data, having used it for previous projects. Make sure you get a firm commitment early or plan an alternative in case this falls through.

Use applicable services offered through the Clinical & Translational Science Collaborative (CTSC) (e.g. REDCap, SciVal Experts, Exploys, etc.) at http://casemed.case.edu/ctsc/researchers/.

The Thesis Committee:

Remember, although everyone is willing to help, it is your responsibility to make sure you meet all the requirements; your committee is no exception.

The selection and composition of your thesis committee is important; it must be comprised of at least three members of the CWRU faculty. Usually, your CRSP Faculty Advisor serves as chairperson of your Thesis Committee (see Pages 9 and 10 of the SGS’s Graduate Student Handbook at http://gradstudies.case.edu/webfm_send/249). If you are from another institution, verify that your primary research mentor is a CWRU faculty member. If not, they may be in a position to apply for a faculty appointment and willing to do so. Keep your eyes open for suitable collaborators in your CRSP classes so that the structure of your committee meets the university requirements.

Once your research protocol has been developed, it is helpful to have a formal meeting of your thesis committee. This allows you to “defend” and explain your protocol to your group and lets you obtain helpful feedback before you finalize the protocol and submit it to your Institutional Review Board (IRB). This will serve you well when you defend your thesis prior to graduation.

Schedule regular meetings with your research mentor(s), and other members of your thesis committee as needed. If a major protocol change is planned, a meeting with your thesis committee is also advisable.

Carefully review the timetable applicable to your semester of graduation located at http://gradstudies.case.edu/current/calendars/calendar.html. Decide the date of your thesis defense meeting accordingly. Allow plenty of time for possible revision work.

Send a first draft of your thesis paper to your CRSP Faculty Advisor and Research Mentor well in advance, ideally a minimum of three months before the planned date of your defense. You should plan to do this even if you have not finalized all of your results by that time to avoid finding that major changes are needed at the last minute. Collaborate until finalized. Technical questions about the structure of the thesis paper are within the purview of the Graduate Coordinator at the SGS (Brandon.bowman@case.edu).

Schedule the final defense presentation meeting, to include all of the members of your committee, a minimum of two weeks before the thesis and signed graduation forms are due in the SGS. Plan this well in advance as this is a busy time of year for most people. Advise Angela Bowling (axb710@case.edu), Education Administrator, of the topic, timing, location, and the names/addresses of your Thesis Committee for the purpose of distributing an announcement and invitation to the
presentation. For prospective studies, full recruitment may not be necessary for your thesis defense. If you have not completed the project, allow ample time for a preliminary analysis of available data for your defense presentation. Remember to bring all forms requiring signatures to your presentation. This may be the one chance you have to get all the required signatures before the university deadline.

The Presentation:

Your presentation is something you will hopefully be familiar with long before the official date. However, be aware/make sure that:

1. All of your committee and a conference room are available on the time and date well in advance.
2. You have all the required papers with you for signature.
3. Your presentation is ready and well-prepared.
4. You are familiar with the presentation itself: practice does not make perfect but it certainly improves things. Ideally you should run through a preliminary presentation with your mentors or have them familiar with your presentation in advance.
5. There is no set format; however, for general formatting guidance, please visit the SGS website at http://gradstudies.case.edu/current/etd/guidelines.html.
6. Other people may be present for your presentation (the defense is public).
7. Plan to present for 30-60 minutes – discuss this with your CRSP Faculty Advisor.
8. Allow time for your committee to discuss your presentation for final approval.
9. Consider attending a thesis defense in your first year to familiarize yourself with the process.

When the defense is over, obtain the signatures of the members of your thesis defense committee on the forms provided for that purpose. There are papers that require the signature of the Department Chairperson of CRSP before submission to the SGS. They may be signed by Dr. James Spilsbury, Director.

Please remember to follow the guidelines for your thesis paper – formatting, etc. are specified on the SGS website at http://gradstudies.case.edu/current/etd/guidelines.html. Plan to bring it and your other graduation materials to the SGS office in advance of the final submission date in case any changes need to be made. The office will review your paperwork VERY carefully to make sure your documents comply with the university rules.

In addition to the copies required by the SGS, submit one copy of your entire application package/approved thesis to the CRSP Office. Deliver the originals to the SGS, Case Quadrangle, Tomlinson Hall, in Room 203 (Locator map: http://www.case.edu/maps/).

The above "outline" is very general and may exclude steps that your mentors would want taken. Please do not hesitate to contact your CRSP Faculty Advisor, the CRSP Office (216-368-2601) or the SGS (216-368-4400) any time you have a question or concern.
### Appendix 5

**Instructor’s Guide to Assigning Grades**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Beginning on the Student Information System Sign In page, enter your Case Network ID into the “User ID” field.</td>
</tr>
<tr>
<td>2.</td>
<td>Enter the associated Case Network ID password into the “Password” field.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the “Sign In” button.</td>
</tr>
</tbody>
</table>
| 4.   | The “Faculty Center” appears. It displays all classes to which you have access.  
Note: Grading proxies are assigned to class sections in the Schedule of classes. Once a grading proxy enters grades, the instructor of record must approve or change the official grades. Grading proxies can enter grades in the SIS Grade Roster through the Faculty Center, but cannot approve official grades. Only approved grades can be posted to student records. |
| 5.   | Locate the class for which you want to assign grades. Click its “Grade Roster” icon (immediately left of the class). |
| 6.   | The Grade Roster screen appears. At the top of the page is the class meeting information.  
The “Grade Roster Type” dropdown list contains “Midterm Grade” or “Final Grade”. If you do not see “Final Grade” in the field, click on the dropdown list and select it. |
| 7.   | The “Approval Status” dropdown list contains the value “Not Reviewed”. You can only enter grades when “Not Reviewed” appears in the dropdown list. |
| 8.   | To assign a grade to a student, click on a dropdown list in the “Roster Grade” column. |
| 9.   | The dropdown list appears containing only those grades applicable to the student’s grading basis. Select the appropriate grade.  
Tip: You may also use the tab button on your keyboard to highlight each dropdown box and type in a grade for each student. Please be aware that some students may already have “W” and “WD” grades assigned, or may have elected a special grading basis, like audit grades. |
| 10.  | Click the “Save” button at any time to save your work in progress. If needed, you can log out of SIS and return at a later time to finish entering grades. |
| 11.  | When you are finished entering grades, click on the “Approval Status” dropdown list.  
Select “Ready for Review”. |
<p>| 12.  | Click the “Save” button to submit the grades. |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 13. | This completes the process of entering and submitting grades in the Grade Roster. The students' grades for the class are now submitted.  
**End of Procedure.** |
EXCERPTS:

1. **Grading System - exclusively for thesis credits**
2. **Institutional Review Board (IRB) requirements for studies involving human subjects**

1. **Grading System for Thesis Credits**

Grades of Satisfactory (S) and Unsatisfactory (U) are to be used exclusively for two courses: 651 thesis research; and 701, dissertations research. Satisfactory indicates an acceptable level of progress towards completion of the research required for the degree, and Unsatisfactory indicates an unacceptable level of progress towards completion of the research for the degree.

Any student who received a grade of U will automatically be put on academic probation, and if a student receives a second U, then the student will be separated from further study in his or her degree program.

2. **Institutional Review Board (IRB)**

The promotion of scholarship and the discovery of new knowledge through research are among the major functions of CWRU. If this research is to be meaningful and beneficial to humanity, involvement of human subjects as experimental participants is necessary. It is imperative that investigators in all disciplines strive to protect human subjects. University policy and federal regulations demand compliance. Per federal regulations (45 CFR 46), all research involving human subjects requires submission of an IRB application prior to initiation of research to the CWRU’s IRB. THIS INCLUDES ALL RESEARCH CONDUCTED FOR THESES AND DISSERTATIONS THAT INVOLVE HUMAN SUBJECTS.

Each IRB application must have a faculty member noted as the Responsible Investigator. Applications that are not fully completed as instructed will not be accepted. See University Policy on the involvement of Human Participants in Research for guidelines under which investigations involving human subjects may be pursued.

Source: SGS’s Student Handbook, CWRU, 2012-2013, [http://gradstudies.case.edu/webfm_send/249](http://gradstudies.case.edu/webfm_send/249)