

The University

Case Western Reserve University is one of the nation's leading independent research universities, with programs that encompass the arts and sciences, engineering, the health sciences, law, management, and social work.

Although its origins date to 1826, the university in its present form is the result of the 1967 merger of Case Institute of Technology and Western Reserve University. The two institutions had shared adjacent campuses since the late nineteenth century, and were involved in cooperative efforts for many years. Western Reserve College was founded in 1826 in Hudson, Ohio, a town 26 miles southeast of Cleveland. The College took its name from that of the region, which at the time of the American Revolution, was known as the Western Reserve of Connecticut. In 1882, renamed Western Reserve University and boasting a medical school in addition to its undergraduate programs, the institution moved to the Cleveland site that later became known as University Circle. There it joined the Case School of Applied Science, founded in 1880 through the bequest of Leonard Case, Jr., a leading citizen of Cleveland. The name Case Institute of Technology was adopted in 1947 to reflect the institution's growing stature in the sciences and engineering.

ACADEMIC PROGRAMS

The academic programs of the university are administered through the College of Arts and Sciences and seven professional schools, including applied social sciences, dental medicine, engineering, law, management, medicine, and nursing, with coordination provided by the president and the provost. The major academic divisions of the university are described below, along with a listing of their principal offerings. These units cooperate to offer programs leading to joint degrees.

The College of Arts and Sciences (est. 1992, but tracing its origins to 1826) offers

courses of study leading to B.A. and B.S. degrees in a full range of disciplines in the humanities, arts, social sciences, and natural sciences. Departmental faculty also conduct research and offer instruction leading to master's and doctoral degrees in these fields. The college is also the academic home for some undergraduates pursuing major fields of concentration in disciplines included in the faculties of management and medicine.

The Case School of Engineering (est. 1992, but tracing its origins to 1880) offers curricula leading to the B.S. degree in a wide range of engineering disciplines. Departmental faculty also offer advanced instruction leading to the M.S. and the Ph.D. in these fields, conduct a substantial body of research, and maintain close ties to industry as well. The school also offers a practice-oriented degree, the Master of Engineering, tailored for employed engineers seeking to advance their knowledge. The Institute for the Integration of Management and Engineering, a joint venture of the Case School of Engineering and the Weatherhead School of Management, offers the Master of Engineering and Management degree.

The School of Graduate Studies (est. 1892) confers M.A., M.S., M.F.A., M.P.H., and Ph.D. degrees upon students who have completed advanced study in the arts and sciences and various professional fields. The school is an administrative unit, working closely with the deans and faculty in the university's colleges and professional schools, who provide instruction and mentoring for graduate students.

The Mandel School of Applied Social Sciences (est. 1916) offers curricula leading to the M.S.S.A. (Master of Science in Social Administration) degree in social work, and to the Ph.D. degree in social welfare. In collaboration with the schools of law and management, the school administers the Mandel Center for Nonprofit Organizations. The Mandel School also operates a continuing education pro-

gram for social-work practitioners in the community. Through the Mandel Center, the Mandel School and the School of Management offer a joint program leading to the degree of Master of Nonprofit Organizations (M.N.O.).

The School of Dental Medicine (est. 1892) offers a curriculum leading to the D.M.D. degree and postdoctoral training in several dental specialties leading to the M.S.D. degree. In conjunction with its curriculum, the school also operates a dental clinic on campus where students provide faculty-supervised dental service to area residents.

The School of Law (est. 1892) offers a broad range of courses leading to the J.D. degree. The school also offers graduate instruction leading to the LL.M. in U.S. legal studies. As part of its curriculum, the school operates a legal clinic in which law students, under faculty supervision, provide services to clients from the community. The school administers the Law-Medicine Center, the Canada-United States Law Institute, the Frederick K. Cox International Law Center, and a seminar for federal judges sponsored by the Federal Judicial Center and participates in the Mandel Center for Nonprofit Organizations.

The Weatherhead School of Management (est. 1967) offers curricula leading to the B.S., M.S., M.Acc., M.B.A., E.D.M. (Executive Doctor of Management), and Ph.D. degrees in management, accounting, organizational behavior, operations research, and other areas of business administration. Members of the school's faculty also provide instruction in economics for undergraduate students enrolled in the College of Arts and Sciences. The school offers a wide range of educational programs for professional managers and participates in the Mandel Center for Nonprofit Organizations and the Institute for the Integration of Management and Engineering.

The School of Medicine (est. 1843) offers a curriculum leading to the M.D. degree. This curriculum, developed at the school and emulated widely throughout the world, features an interdisciplinary approach to organ systems. The school's pre-clinical departments offer instruction leading to the M.S., Ph.D., and M.D.-Ph.D. degrees in the biomedical sciences. Faculty in the school are extensively involved in biomedical research. Full-time faculty in the school's clinical disciplines also have a major commitment to patient care and close supervision of medical students' involvement in patient services in a network of affiliated hospitals and clinics.

The Frances Payne Bolton School of Nursing (est. 1923) offers curricula leading to professional degrees in nursing: the Bachelor of Science in Nursing (B.S.N.) degree, with an emphasis on acute care, and the Doctor of Nursing (N.D.) degree, a professional degree for students who already have baccalaureates in the liberal arts or sciences. The school also offers instruction leading to the M.S.N. degree in several nursing specialties and to the Ph.D. in nursing. The school's faculty members maintain an active research program.

CLEVELAND

From a settlement that began nearly two centuries ago on the banks of the Cuyahoga River, Cleveland has grown into a metropolis of more than 2 million people. The heritage of this Great Lakes port includes industrial achievement as well as cultural and scientific advances. The Cleveland area is headquarters for many a number of the nation's major corporations. The city is also a major banking center; the Fourth District Federal Reserve Bank, one of 12 in the nation, is located here.

Health care is another thriving Cleveland industry. Dozens of hospitals and medical centers are concentrated in the area. University Hospitals of Cleveland, the Cleveland Clinic, the MetroHealth Medical Center, and others are internationally recognized for outstanding patient care and contributions to medical research.

Greater Cleveland is dotted with shopping malls, theaters, and opportunities for sports and amusement. The latter include Lake Erie; the 17,000-acre Metropark system; professional teams in baseball, football, basketball, soccer, and hockey; and facilities for softball, skiing, hiking, cycling, picnics, and other activities. More than 60 ethnic groups are represented in Cleveland; summer festivals continue traditions brought to the region from throughout the world.

UNIVERSITY CIRCLE

Case Western Reserve University is located in University Circle, a 550-acre concentration of more than 40 cultural, medical, educational, religious, and social service institutions located at the eastern edge of the city. In addition to Case, which is the largest institution in University Circle, the community includes Severance Hall, home of the world-famous Cleveland Orchestra; the Cleveland Museum of Art, housing one of the nation's finest collections; the Cleveland Institute of Music; the Cleveland Institute of Art; University Hospitals of Cleveland; the Western Reserve Historical Society; the Cleveland Botanical Garden; the Cleveland Museum of Natural History; and many others. All are within walking distance of the university.

University Circle attracts visitors from throughout the region to its concerts, theater performances, athletic events, art shows, public lectures, exhibits, and restaurants. Housing, shopping, and recreational facilities are all located in the area.

UNIVERSITY FACILITIES AND SERVICES

UCITE

(University Center for Innovation in Teaching and Education)
101 Allen Memorial Library Building
Phone 216-368-1224; Fax 216-368-0197
e-mail: ucite@case.edu
Mano Singham, Director

The purpose of UCITE is to support and encourage change and innovation in teaching. It does this through a combi-

nation of informal seminars and workshops on topics in education and learning (about 50 per year) led by UCITE personnel and campus faculty; special programs with invited outside speakers of renown and expertise; and individualized services (such as learning to use the web, class videotaping, class visitation, mentoring, and consultation) to faculty who request them. UCITE also serves as a research, planning, and implementation resource for the many education-related initiatives undertaken on campus.

UCITE also conducts programs for new faculty, and these serve an important function in the faculty member's development and socialization to the university culture, as well as to the growth of their teaching skills.

UCITE administers grants programs that are designed to encourage faculty members to develop and experiment with their teaching and education activities. The grants are funded in two different ways. The Glennan Fellows Program provides five stipends of \$6,500 annually from the income of an endowment provided by the Glennan family. Selected Fellows must be tenure-track but untenured faculty members who exhibit outstanding talent as both teachers and scholars. Glennan fellows are nominated by their peers, and awards are made on the basis of proposals which they submit following nominations. It is a significant honor to serve as a Glennan Fellow, and these junior faculty become recognized as leaders and role models for other junior faculty.

Other grants programs are not endowed but instead are supported by annual donations. For example, the family of Walter Nord has given \$50,000 for each of the past five years for innovative courses, and this has provided support for five grants annually under that name. Additional support in the form of gifts and donations by alumni and friends is continually being sought. These funds are used to provide additional teaching grants to university faculty members.

UCITE is administered by a director and an associate director. The center has a full-time secretary.

INFORMATION TECHNOLOGY SERVICES

Information Technology Services (ITS) stewards, manages, and protects the University's extensive technology resources and supports innovative, state-of-the-art technology applications, tools, and services to enrich learning, teaching, and research at Case.

Services managed include:

- The University's high speed network which provides switched gigabit Ethernet to each and every student, faculty and staff computers
- Wireless (802.11g) deployment with over 1300 access points to the campus community and beyond
- The Software Center which provides personal productivity and general purpose software packages, including email, calendaring and other applications
- Help Desk and support services to assist users in maximizing use of technology resources
- Deployment and operation of academic and instructional systems such as Blackboard
- Operation of application software such as Email and group calendaring
- Delivery of telephone services, including Voice over IP
- Delivery of audio/video services (including cable TV and videoconferencing)
- Development and operation of internal administrative systems
- University archives and records.

ITS Services

Help Desk

The Help Desk, powered by PerceptIS, provides computing support to the university community. It is open seven days a week. Services include:

- Troubleshooting and technical assistance through email, telephone and walk-ins

- Dispatching, if necessary, of technical assistants to residence halls to resolve user problems
- Case management record to track problems and ascertain satisfactory closure of technical issues
- Technical support for television and video users
- Management of networked high speed laser printers in Wade and Fribley Commons.

Instructional Technology and Academic Computing (ITAC)

ITAC supports current technologies that enhance teaching and learning at Case. Through technology support and professional development, ITAC supports the university community in its endeavor to experience, explore, collaborate and extend learning beyond its traditional bounds. Services include:

- MediaVision-Streaming media, video conferencing, online
- Courseware and IP Television
- New Media Studio - digital technology to create interactive learning environments
- 3D experiences and innovative multimedia
- Faculty Support - Provides support for faculty in using teaching technologies.
- Student Technology Consultants-Employs students to assist faculty.

Software Services

Faculty, staff and registered students are eligible to download a variety of software packages that the university has purchased and made available through site licenses with software manufacturers. Packages and tools include:

- Personal productivity and general purpose software packages, including:
- Microsoft Office Suite
- E-mail
- Spam controls
- Enterprise calendaring
- Virus protection

- Operating systems
- Desktop publishing
- Drawing and painting systems
- CAD
- Mathematical and statistical packages and tools, and
- Programming languages
- Courseware and collaborative tools providing online assessments and simulations (e.g., notes, exam keys, syllabi, text, and reference materials), scanned images and digital movies
- On-line databases providing reference works, access to library holdings, locator materials, and a wide variety of both general purpose and specific databases.

Telephone Services

Telephone Services offers phone service, cell service, and to be gradually phased in, voice over IP. Services include:

- On-campus, local and long-distance service
- Highly competitive and student oriented long distance rates and discounts
- Electronic access to account information, billing, and payment services
- Voicemail notification via email and audio access to voicemail via computer
- Caller ID and other optional features
- Sprint cellular service at preferential and discounted university rates.

Television Services

ITS Television Services provides on-campus users, including students in residence halls, who have cable-ready televisions and video receivers to access the following services:

- 40 channels, including two on-campus channels with local original programming
- The University's enterprise streaming media solution and production facilities architected and deployed by ITS Television Services.

University Archives

University Archives manages university records and publications to ensure the preservation of a reliable institutional memory. The office, which manages a collection of over 11,000 linear feet (approximately 22.5 million pages) that document the University's life from 1826 to 2004, offers the offering services:

- Research and reference services to help discover the who, what, where, when, how, and why of Case's history and development
- Duplication services (digital, xerographic and fax copies) of most documents
- Records services to assist in managing active records and guidance in transferring records to the Archives
- Digitization of select high demand materials for ease of access and use

UNIVERSITY LIBRARIES

The University's libraries are an integrated system comprised of the University Library, the Cleveland Health Sciences Library, the School of Law Library, and the Mandel School of Applied Social Science's Lillian F. & Milford J. Harris Library. All Case Western Reserve libraries support the university's undergraduate, graduate, and professional programs. Combined, their collections contain more than two million volumes. The libraries maintain individual World Wide Websites to facilitate communication of their unique services to the university community. Collections of electronic databases and electronic journals are shared and available for all university faculty, staff, and students through the campus network or authorized remote access.

University Library is open to all members of the university community, with collections and services supporting the faculty, staff, and undergraduate and graduate students of the College of Arts and Sciences, the Case School of Engineering, and the Weatherhead School of Management. The main collection of the University Library, numbering approxi-

mately 1.5 million volumes, is housed in the Kelvin Smith Library in the center of campus. The Astronomy and Music Libraries are branches of the University Library and are housed within their respective departments. The University Library currently subscribes to more than 11,000 serials and periodicals and has a large retrospective collection. Its collection also includes audiovisual materials, government documents, special collections, and digital collections. Over 7,000 serials are in electronic formats and may be accessed via the campus network and authorized remote access.

The Mandel School of Applied Social Sciences has the distinction of being one of the few schools of social work that maintains a professional library for the use of its students, staff, faculty and alumni, as well as the general university community. The Lillian F. and Milford J. Harris Library contains over 41,000 volumes and subscriptions to some 260 periodicals and about 850 video and audio items to support these academic programs. The library also has a variety of electronic media and other materials, which are available for classroom use by faculty. This library's website provides information resources for social work students, faculty, practitioners, and other human service workers in the greater Cleveland area.

The Cleveland Health Sciences Library operates in two locations, the Allen Memorial Medical Library and the Health Center Library. The Cleveland Health Sciences Library collections support programs in the biological sciences, medicine, nursing, and dentistry and are open to all university students, faculty, and staff. The CHSL total collections number approximately 400,000 volumes. The collection consists of books, over 2,400 subscriptions to journals, theses, government documents, audiovisual items, and electronic resources. The collection in the Dittrick Medical History Center contains archives, rare books, and artifacts for research in the history of medical technology.

The Law Library is located in the School of Law, and has more than 290,000

volumes including complete collections of statutory and case law, law reviews, the National Reporter System, state reports, administrative reports, and current law services. There is also an extensive British collection and special collections in taxation, labor law, and foreign investments. The Law Library's website provides core links to legal information resources, government agencies, and legislative history resources.

EuclidPLUS is the university's comprehensive online, public-access catalog, and also has holdings of the Cleveland Institute of Music, Cleveland Institute of Art, and the Siegal College of Judaic Studies. EuclidPLUS has search and display functions for the cataloging records of all volumes in the campus libraries and is accessible through the World Wide Web. EuclidPLUS also provides quick links to the libraries' websites, research databases, electronic journals, consortium materials, and major local libraries. Computer workstations are located in each university library to facilitate use of all digital library information resources. Network access allows researchers to search the resources of the university's libraries and the state consortium catalog from any port on the campus network, from the Kelvin Smith Library wireless network, or through university-authenticated remote access.

Case Western Reserve University is a founding member of the OhioLINK consortium, which provides a shared, unified catalog for 83 colleges and universities, as well as the State Library of Ohio. OhioLINK provides access to many electronic journals, media resources, and online databases. Authorized faculty, students, and staff enjoy automated online borrowing and renewals of book and media materials, as well as onsite borrowing privileges at OhioLINK member libraries.

Case Western Reserve University students may apply for a Cleveland Public Library CLEVNET card, which expands access to many local city and county libraries in the area. Other libraries in University Circle include the Cleveland Institute of Art, the Cleveland Institute of Music, the Cleve-

land Museum of Art, the Western Reserve Historical Society, the Cleveland Museum of Natural History, and the Cleveland Botanical Garden Library.

The university is a member of the Association of Research Libraries (ARL) comprised of 123 North American research libraries. University Library is an OCLC library, and a member of Scholarly Publishing and Resource Coalition (SPARC).

University Library

<http://library.case.edu>

Cleveland Health Sciences Library

<http://www.cwru.edu/chsl/homepage.htm>

Law Library

http://www.law.case.edu/tech_library/index.asp

MSASS Mandel Library

<http://msass.cwru.edu/library/>

OhioLINK

<http://www.ohiolink.edu>

ARL

<http://www.arl.org>

UNIVERSITY FARM

The University Farm, consisting of the Squire Valleevue and Valley Ridge properties, is located on Fairmount Boulevard about ten miles east of campus in the Village of Hunting Valley. It is a beautiful, university-owned, 389-acre property that includes within its boundaries forest, ravines, waterfalls, meadows, ponds, and a self-contained natural watershed. It is the site of several buildings designed for educational, research, and recreational purposes and seven residences. The buildings accommodate research and instructional laboratories, classrooms, a large greenhouse, and in the Sheep Barn, Pink Pig (a lodge with overnight accommodations), and Manor House, facilities for conferences, retreats, and recreation. There is also a five-mile running (or cross country skiing) trail, a nature trail, several picnic areas, and playing fields for volleyball and softball.

Case Western Reserve activities, including academic courses, research, intercollegiate athletic events, picnics, continuing education, and retreats, take advantage of this facility. The University Farm is open and

available to all students, faculty, staff, and alumni. Utilization of the buildings and large picnic shelters must be in accordance with Farm policies and is secured by reservation through the Farm office.

DENTAL CLINIC

Phone 216-368-3200

School of Dental Medicine, Emergency Drive

The School of Dental Medicine of Case Western Reserve University maintains a clinic that provides complete dental services to students and faculty as well as the general public.

UNIVERSITY BOOKSTORE

Thwing Center

Phone 216-368-2650

Fax 216-368-5205

<http://www.cwru.bkstore.com/cwru/>

David Johncock, Manager

The University Bookstore, located in Thwing Center, serves as the source for all required and recommended course materials that include new and used textbooks and CaseNotes (custom produced course packets designed by faculty for their classes). In addition to course books, the University Bookstore features complete reference sections and a large general book department, quality school and office products, the latest in computer software and accessories, a broad selection of clothing and gift items, and a variety of convenience foods and beverages. The University Bookstore also offers special book orders and custom orders of clothing and gift items for groups and organizations.

The Health Sciences bookstore has merged its operation with the University Bookstore, which offers a complete medical department. In addition to all the textbooks for medical, dental, and nursing programs, the department features a complete medical reference section, medical equipment, and supplies.

The University Bookstore is open 8:30 a.m. to 5:30 p.m. Monday to Thursday, and 8:30 a.m. to 5:00 p.m. on Friday. Saturday hours are 10 a.m. to 2 p.m.

Hours are subject to change at the start of each semester, for summer, breaks, and special events. Please check the website for current hours of operation.

<http://www.cwru.bkstore.com/cwru/>

The bookstore accepts cash, checks, major credit cards, CaseCash, Case charge, and department requisitions.

PRINTING SERVICES

Thwing Center, Basement level

Business Office, Bindery

Phone 216-368-2550

Fax 216-368-5205

<http://welcome.to/CWRUprint>

Hours of Operation

Kelvin Smith Library Rm. LL11c

8:30 a.m. to 5:00 p.m.

Peter B. Lewis Building Rm. 23

8:30 a.m. to 5:00 p.m.

University Printing Services is a full-service print facility, designed to serve the printing needs of faculty, staff, and students. With two convenient copy centers, full service bindery department, and a centrally located business office, we can service any of your photocopying, printing or finished document needs. Specific amenities include: black & white photocopying, color copying, standard University items – business cards, letterhead, envelopes, offset printing, scanning, cd burning, foil stamping, thesis/hardcover binding, wide format printing, campus mail envelopes, promotional items, full finishing capabilities, specialty papers, passport photos, and much more.

We offer free pick-up and delivery from all campus locations and can also set you up so that you can print directly from your desktop to our black and white and color copiers.

Please check our website for a full range of products and services.

<http://welcome.to/CWRUprint>

TRANSPORTATION

A free shuttle bus system that runs on a continual schedule throughout the week serves the 550-acre University Circle area.

In the evenings, a loop bus runs every 20 minutes over a specific campus route. Bus schedules are available in the Access Services Office, Thwing, and several other buildings. In addition, Regional Transit Authority bus routes run through the heart of University Circle, linking the campus with the greater community. Rapid Transit trains run directly from the campus to Cleveland Hopkins International Airport.

CAMPUS PARKING

The privilege of parking on campus is granted first to students who must drive cars to reach the campus and to students who require cars because of physical disability or the special needs of their curricula. Parking privileges are then granted, as space permits, to other students. Students living in residence halls and fraternities must obtain parking permits if they maintain cars while in residence. Resident student parking is granted on a confirmed housing assignment, class seniority basis. Parking on campus is not allowed except by permit and then only in the areas for which the permit is valid.

Students may apply for fall parking permits in the previous spring. To the extent that space is available, full-time students who meet the above qualifications are eligible to purchase parking permits. Part-time students attending classes for fewer than 12 credit hours (undergraduate) or 9 credit hours (graduate) are eligible to purchase permits on the same basis as above at a lower cost. Graduate students registered for 651 or 701 courses must purchase full-time permits. Current proof of part-time registration is required when a request for a part-time parking permit is made. Summer session permits are also available.

Questions about the cost of permits may be directed on or after May 1 to Access Services, Crawford Hall, 10900 Euclid Avenue, Cleveland, Ohio 44106-7084 (216-368-2273).

Maps detailing the complete parking

inventory of UCI will be issued with each permit.

All students registered at the university must abide by the parking rules of University Circle, Inc. (UCI). Complete copies of the rules are available at the University Circle Parking Department and at Access Services.

Violators are subject to fines and, if fines are not paid, to towing. A person charged with a violation has the opportunity for a first written appeal to the University Circle Parking Department. In the event of an unsuccessful first written appeal, the alleged violator has the opportunity of reappealing in person with counsel, if desired, before the UCI Parking Appeals Committee. Failure to pay a fine will ultimately result in the withholding of transcripts.

UNDERGRADUATE ADMISSION

Admission to Case Western Reserve University is competitive. All applicants are evaluated on the basis of high school performance, including class rank, level of courses completed, grades, recommendations, and personal accomplishments. Scores from the SAT I or the ACT are also an important consideration. Students are encouraged, but not required, to take three of the College Board SAT II Subject Tests. An admission interview is recommended. Students who have been out of high school several years may wish to consult the Office of Undergraduate Admission about entrance requirements.

First-Year Applicants

Application Dates and Notification of Admission

First-year applicants are students who have not enrolled in course work at a college or university after graduation from high school. Students seeking to enroll in the fall may use any of three application plans. Those who wish to receive early notification of their admission status should indicate their preference for Early Action and meet the November 15 application deadline. They will be notified of the Admission Committee's decision by January

15. Early Action admission is non-binding; students admitted under this plan are free to apply to other colleges and, if admitted, have until May 1 to accept an offer of admission. Students who wish to be considered for the university's Pre-Professional Scholars Program (PPSP) must submit their applications by November 15. They will be notified of the university's decision on their admission in early March and PPSP results by April 15. The regular application deadline is January 15. Students indicating an interest in Regular Decision by this deadline will be notified of their admission by March 1 and will be expected to indicate whether or not they will accept the university's offer by May 1.

Case Western Reserve University does not admit First Year students for the spring or summer sessions. If unusual circumstances apply, prospective students should contact the admission office to discuss options.

Enrollment is contingent upon successful completion of secondary school work and graduation. Students must arrange to have final semester grades sent to the Office of Undergraduate Studies.

Secondary School Preparation

All entering first-year students are expected to have completed 16 units of full-credit academic work in secondary school, including four years of English, three years of mathematics, and two years of laboratory science. A fourth year of mathematics is expected of students planning to concentrate in mathematics, science, or engineering. Students planning to pursue pre-medical studies or concentrations in mathematics, science, or engineering should have three years of laboratory science, including biology, chemistry, and physics. All students are encouraged to have completed two to four years of a foreign language.

Tests

Applicants must submit scores from either the ACT or the SAT I. It is recommended that these tests be taken no later than December of the senior year.

For students planning to pursue degrees in engineering and science, the score in the mathematical part of the ACT or SAT I is of particular importance. The curriculum in science and mathematics is based on a student's capacity to analyze and reason by means of mathematical logic. The university recommends that applicants for admission take three College Board SAT II tests by December of their senior year. Students interested in science or engineering should take subject tests in English Writing (if the SAT I is taken prior to the inclusion of the writing section), Mathematics Level I or II, Chemistry and/or Physics. Others should take English Writing (if the SAT I is taken prior to the inclusion of the writing section) and two other tests of their choice. Applicants for the Pre-Professional Scholars Program must submit either the SAT I and three SAT II test scores, including English Writing, or the ACT.

Interview

An interview is recommended as part of the admission process, but it is not required. Prospective students should schedule an interview appointment in advance. Parents are welcome. Guided tours of the campus and visits to classes are also arranged upon request. The Office of Undergraduate Admission is open for interviews by appointment from 9 a.m. to 5 p.m. on weekdays and for group information sessions from noon to 3 p.m. on selected Saturdays during the school year. The office is closed on holidays. Students may arrange appointments at our website or by writing, calling, or e-mail: Case Western Reserve University Office of Undergraduate Admission 103 Tomlinson Hall Cleveland, Ohio 44106-7055 216-368-4450 admission@case.edu http://admission.case.edu

A campus map with directions will be sent with the appointment confirmation.

Application Process

Before an admission decision can be made, the applicant must submit the following:

1. An application form, completed and signed, including the writing sample. A \$35.00 application fee is required (fee waivers are available). The \$35.00 fee is waived for online applications.
2. The secondary school report, including class rank, courses and grades from school years 9 through 11, and senior year courses in progress. If class rank is not available, this should be noted on the high school transcript. It is the applicant's responsibility to have the guidance counselor prepare and send the secondary school record to the Office of Undergraduate Admission.
3. Scores from the ACT or SAT I. Scores may be reported either through the testing agency or on the official high school transcript.
4. Written recommendations from a high school counselor (required) and a teacher (optional).

To aid the Admission Committee in its decision, applicants should submit, whenever possible, the following supporting materials: SAT II subject test results as noted above and grades for the first semester of the senior year.

Notification of Admission

All admission decisions will be mailed by March 1. Enrollment is contingent on successful completion of secondary school work and graduation. Students must arrange to have final semester grades sent to the Office of Undergraduate Studies.

Acceptance of Admission

Case Western Reserve University subscribes to the College Board Candidate's Reply Date Agreement. Under this agreement, accepted candidates have until May 1 to accept or decline the offer of admission.

Note: Applicants who have been offered admission by a college or university that requires a response before May 1 (except when applying under a binding Early Decision plan) should contact that college or

university to ask for an immediate extension of its deadline until all the colleges applied to have responded. They should also contact the Office of Undergraduate Admission to inform the Admission Committee of the problem.

Case Western Reserve University subscribes to the National Association of College Admission Counselors' Statement of Principles of Good Practice.

Enrollment Deposit

Students who accept the offer of admission must submit a non-refundable enrollment deposit of \$300.00 to reserve a place in the entering class. If a student does not respond to the offer of admission by May 1 or does not make the appropriate deposit, the Office of Undergraduate Admission may release the student's place to another applicant.

Advanced Placement and Proficiency Examinations

Case Western Reserve University grants degree credit and placement in advanced courses on the basis of the College Board Advanced Placement Examinations and the International Baccalaureate (IB) Diploma or the International Baccalaureate higher level examinations. The determination of credit and placement is made by the appropriate academic departments. An Advanced Placement score of 4 or higher or an IB higher level examination score of 5, 6, or 7 may receive favorable consideration. Students who are enrolled in high schools that do not offer Advanced Placement courses but who wish to take the examinations should contact their high school counselors for registration information. It is the student's responsibility to have Advanced Placement scores sent to the Office of Undergraduate Admission. Students may also receive college credit on the basis of proficiency examinations administered by individual departments.

Transfer Applicants

Transfer applicants (any student who has enrolled in a college or university after graduation from high school is consid-

ered a transfer student) are considered for admission for the fall semester, spring semester, or summer session. In order to provide adequate time for evaluation, applications should be completed as early as possible and by the appropriate deadline (deadlines are posted on our website and subject to change). The degree requirements for all students are established by the undergraduate colleges. For specific requirements for transfer students, please see the appropriate section under “Undergraduate Studies.” It is generally expected that the final two academic years will be taken in residence at the university.

Each transfer applicant is asked to submit:

1. An application form, completed and signed, including the personal statement. An application fee of \$35.00 is required (fee waivers are available). The \$35.00 fee is waived for online applications.
2. An official transcript of the high school record.
3. Official transcripts from each college attended.
4. The Statement of Good Standing completed and signed by a school official.
5. Typed or printed descriptions of each course completed in college, including those in which the student is currently enrolled, as well as those the student will complete before transferring. Such descriptions should include the name of the department offering the course, course number, number of credit hours, and, when possible, course syllabus and title and author of text.
6. If available, College Board SAT I and SAT II test scores or ACT scores. The scores may be included with the high school transcript or sent directly to the university from the testing service. The applicant will be notified of the admission decision as soon as the file is complete. Admitted students who accept the offer of admission must respond by submitting the same reservation deposits as those listed for freshmen (see above). Offers of admission are contingent upon satisfactory

completion of work in progress at another college or university.

In order to evaluate transfer credit, the Office of Undergraduate Admission must receive a complete official transcript of all work taken and course descriptions.

Binary (3-2) Program

In cooperation with a number of liberal arts colleges, Case Western Reserve University offers the Binary (3-2) Program in engineering, in which students complete three years of study in the liberal arts college and two years in engineering at the Case School of Engineering and receive degrees from both colleges. For further details, consult the program description found under “Undergraduate Studies.”

Special Admission Programs

Students seeking admission to one of the university’s joint programs with the Cleveland Institute of Art or the Cleveland Institute of Music should consult the appropriate program descriptions elsewhere in this Bulletin. For information regarding admission as a transient student or adult non-degree student, admission to the Pre-Professional Scholars Program and Six-Year Dental Program, admission to the PreCollege Scholars Program, or admission to the Minority Engineers Industrial Opportunity Program, consult the appropriate section of this bulletin.

REGISTRATION

(Summer, Fall, and Spring)

Students register at the time indicated on the University Registrar’s website or as indicated by individual graduate/professional school registrars. Undergraduate student registration for fall begins in April and continues through the beginning of classes in August; undergraduate student registration for spring begins in November and continues through the beginning of classes in January. Only those students who have no outstanding financial obligations to the university are eligible to register. The University Controller bills those who register early for the next

semester, with payment due by the specified deadline before the start of the next semester. At registration just prior to the beginning of classes, students must have paid all previous charges and be able to pay or have financial aid equal to one-half of that semester’s tuition and fees. Each student must have an ID number on record in the student information system. The social security number is used as the student ID number, and it appears on all documents and records. Students from other countries who do not have social security numbers are issued student ID numbers.

The “Schedule of Classes” is published once per semester, and an electronic version is updated routinely to indicate changes and is available through the University Registrar’s website at: <http://www.case.edu/provost/registrar/registrar.html>. The University Registrar’s website includes the academic calendar, the dates for late registration and drop/add, and a complete listing of courses offered. Students are encouraged to use the on-line registration system (SOLAR) if available through their school. Alternatively, students may obtain course selection forms and instructions in their deans’ or registrars’ offices. If not using SOLAR, completed schedule forms are to be signed by the student’s advisor and/or dean, before the student goes to the registrar’s office. No zero credit only registrations (e.g. zero credit physical education courses) are allowed unless approved as part of ongoing degree programs. During any semester, students may not register in more than one school or college of the university.

Courses of Instruction

All courses at the university, except courses in the Medical School, Law School, School of Dentistry, and School of Nursing, are numbered according to the following plan

- 100-199 Elementary courses
- 200-299 Intermediate courses
- 300-399 Advanced undergraduate courses
- 400-499 Lower level graduate courses

- (some are open to undergraduates; consult with the appropriate department)
- 500 and above Advanced graduate courses

Roman numerals (I, II, etc.) after course titles indicate segments of a multi-course sequence. Arabic numerals in parentheses after course titles indicate the semester credit hours for each course.

Veterans' Coordinator

The Veterans' Coordinator, housed in the Office of the University Registrar, 110 Yost Hall, administers the regulations governing the educational benefits and opportunities open to veterans under various federal laws. The office maintains close contact with the Veterans Administration and is the only office authorized to verify veterans' attendance. For information call 216-368-4310.

Grading System

The following grading system is used at Case Western Reserve University:

Letter Grade	Meaning	Quality Points
A	Excellent	4
B	Good	3
C	Fair	2
D	Passing	1
F	Failure	0
I	Incomplete	
W	Withdrawal from a class	
WD	Withdrawal from all classes for a particular semester	
WF	Withdrawn under Academic Regs. 5 & 6 (law school)	
AD	Successful audit	
NG	Unsuccessful audit	
P	Passing in a pass/no pass course	
NP	Not passing in a pass/no pass course	
COM	Commendable (School of Medicine only)	
H	Honors in a pass/no pass course (nursing, law, medical school only)	

- R For courses that extend for more than one semester
- S Satisfactory (for master's or doctoral thesis, E.M.B.A. seminar courses, and medicine only)
- U Unsatisfactory (for master's or doctoral thesis, E.M.B.A. seminar courses, law school and medical school only)
- RPT Repeated Course

First Year Undergraduates: For the first two semesters of full-time enrollment students who are beginning their college studies will earn credit and grades only for those courses completed with a grade of D or higher. Any courses for which a grade of F, W or NP is assigned will not be included in the computation of the grade point average and will not be posted on the official transcript. This grading policy is not applicable to part-time or transfer students and does not apply to the summer session.

Explanation of Grades

The responsibility for assigning grades rests exclusively with the instructor of a course or section, who must announce the general method of grading to his/her class at the beginning of the course. Grades in all courses are reported to the University Registrar at the end of each semester for all students and at midterm for undergraduates (midterm grades are not considered part of the student's permanent academic record). Changes to student grades must be reported on grade change cards and have all required signatures.

I (Incomplete)

The grade of I is assigned at the discretion of an instructor provided that

1. There are extenuating circumstances, explained to the instructor before the assignment of the grade, which clearly justify an extension of time beyond the requirements established for other students in the class. It is the student's responsibility to notify the instructor of the circumstances preventing completion.

2. The student has been passing the course and only a small segment of the course remains to be completed, such as a term paper, for which the extenuating circumstances justify a special exception.

An Incomplete grade may not be assigned if a student is absent from a final examination, unless the dean has authorized the absence. Unauthorized absence from a final examination will result in a failing grade. When the student completes the work, the Incomplete is changed to an A, B, C, D, P, F, or NP. (Note: not all schools award all of these grades, see first paragraph of "Grading System" above.)

For undergraduate students: All work for the Incomplete grade must be made up and the change of grade recorded in the Office of the University Registrar, by the date specified by the instructor, but no later than the 11th week of the session following the one in which the Incomplete grade was received. In certain cases (such as students on probation or graduating students), the dean may establish an earlier date for completion of courses with Incomplete grades. When a student fails to submit the work required for removing the Incomplete by the date established, the instructor shall transmit to the Registrar a final grade that assumes a failing performance for the missing work. In the absence of the assignment of a grade by the instructor the Registrar will convert the I to F when the deadline for making up Incomplete grades from a previous semester has passed. Failure to meet this deadline for removing the Incomplete will result in a failing grade. An instructor may elect to give the grade of F or NP if the Incomplete is not removed within the specified time limit. For students in the graduate and professional schools: In order to receive credit for a course marked Incomplete, the student must complete the work by the date specified by the instructor and in no event later than the end of the next regular semester (fall or spring). If the student fails to remove the Incomplete within the specified time, he or she forfeits the privilege of completing the course for credit, and the grade

becomes a permanent Incomplete unless the instructor elects to give a grade of F.

S (Satisfactory)

The grade of S given graduate students in the School of Graduate Studies indicates satisfactory progress in evaluating exclusively thesis and dissertation research. The grade S is not counted in determining quality averages. The alternative to a grade of S is U (Unsatisfactory). The grade of I (Incomplete) may not be used in evaluating thesis and dissertation research. In other graduate/professional schools, the grade of S may indicate passing performance in designated courses and advanced seminars.

R (Conditional)

The grade of R is used for work, such as undergraduate thesis and project laboratories, that extends more than one semester and, upon completion of the thesis or project, will be changed to the letter grade awarded for the completed work. The R grade assigned in ENGL 148 indicates that a student must re-enroll in ENGL 148. In the following semester; the R grade in ENGL 148 remains on the student's record and is not subject to replacement by the final grade earned in ENGL 148.

AD (Audit) and NG (Unsuccessful Audit)

The grade of AD (audit) will be given when a student has officially registered to audit a course and has satisfied the requirements specified by the instructor for this grade. The grade of NG (unsuccessful audit, graduate, and professional schools only) will be given when a student has officially registered to audit a course and has not satisfied the requirements specified by the instructor for this grade.

Undergraduate Students

A student may audit a course with the dean's or advisor's approval and the consent of the instructor of the course. An auditor receives no credit for the course.

Registration in a course cannot be changed from audit to credit or the

reverse after the end of the drop/add period. At the beginning of the course, the student and instructor should reach agreement regarding the requirements to be met for a grade of AD. The grade of AD is entered on the student's transcript if approved by the instructor of the course. If the instructor does not approve the grade AD, the enrollment is not posted on the transcript. A student may take for credit a course he or she audited in an earlier semester.

Graduate/Professional Students

Dental students: Courses towards degree programs in the dental school may not be audited.

The following statements apply to the schools of Graduate Studies and Management: The instructor may designate that the student has not completed all requirements for auditing the course and that NG (Unsuccessful Audit) be recorded on the student's transcript. A course once audited may not be repeated for credit, nor may any course for which credit has been given be repeated for credit toward degree requirements. Students will be permitted to change their registration in a course from credit to audit (AD), or the reverse, with written consent of their advisor and the instructor only if the change is officially made on or before the date specified in the academic calendar for the given term.

Other graduate and professional schools: Please refer to individual school sections of this publication, or to individual school student handbooks.

W (Partial Withdrawal)

The grade of W will be given if a student officially withdraws from a course on or before the date specified in the academic calendar for the given term. This procedure necessitates completion of a form that must be signed by the dean and/or faculty advisor and submitted to the University Registrar. After this date, the grade as determined by the instructor will be posted.

WD (Complete Withdrawal)

The grade WD is assigned by the University Registrar for complete withdrawal from all course work for the semester. All withdrawal forms are to be submitted to the University Registrar prior to the last day of class.

Grade-Point Averages

Grade-point averages are calculated by multiplying the number equivalent of the letter grade by the number of credit hours for the course. The semester grade-point average is computed by dividing the total number of grade points earned at the university during a given semester by the sum of the credit hours for all courses in which the student received letter grades of A, B, C, D, or F taken at the university during that same semester. (Not all of these grades are given by all schools.)

For the purpose of semester grade calculations, grade points earned when a grade of Incomplete is replaced by the appropriate course grade are credited to the semester in which the incomplete grade was received, but status action (separation, probation, or restoration to good standing) taken at the end of that semester is not affected unless the grade change occurs by the first day of classes of the following semester. Qualification for honors is based on the same terms.

The cumulative grade-point average is computed by dividing the total grade points earned at the university by the sum of the credit hours for all courses included in the grade-point calculation.

Pass-No Pass

See specific colleges and schools for information about courses that may be taken on a pass-no pass basis and similar options.

STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) contains several provisions that are important to students. First, the university may not release personally identifiable student

records to a third party, with certain specific exceptions, unless the third party has requested the information in writing and the student has consented, again in writing, to its release. The university may release directory information about a student, however, unless the student submits a written request that any or all such information not be released. Second, a student may request, in writing, an opportunity to inspect and review the student's official files and records maintained by the university and may, if appropriate, challenge the accuracy of those records. The university is permitted a reasonable time, not to exceed 45 days, to respond to such a request. Third, a student may file with the Family Policy and Regulations Office of the U.S. Department of Education a complaint concerning what he or she believes to be the university's failure to comply with FERPA. Finally, a student may obtain from the Registrar a copy of this policy, which the university has adopted to meet the requirements of FERPA. The information below is presented in compliance with the provisions of FERPA, which require the university to notify students annually of their rights and the university's policies and procedures. Specific procedures may vary slightly among the schools and colleges of the university, and each student is encouraged to inquire at his or her own dean's office if any question arises.

Access to Files

A student may request, in writing, an opportunity to review the contents of the student's educational file. Certain materials are excluded from review as specified in FERPA. Among these are:

- Records kept in the sole possession of faculty, staff, and other personnel, used only as a personal memory aid, and not accessible to any other person except a temporary substitute for the maker of the record.
- Records created and maintained by law enforcement units solely for law enforcement purposes that are not maintained by persons other than law enforcement officials.

- Records created and maintained by a physician, psychiatrist, psychologist, or other professional or paraprofessional acting in that capacity in connection with the provision of treatment to a student. Such records can, of course, be reviewed by a physician or other appropriate professional of the student's choice.
- Employment records of a student made and maintained in the normal course of business. Such employment records may be obtained in the Student Employment Office or Human Resources under the policies applicable to those offices.
- Financial records of a student's parents, or any information contained therein.
- Confidential letters and statements of recommendation placed in the file before January 1, 1975.
- Records for which the student previously waived his or her right of access.
- Records that contain only information about a person after that person is no longer a student, such as alumni records.

The office to which the request is made will arrange an appointment within a reasonable period of time (not to exceed 45 days) for the student to review the file in the presence of a member of the office staff.

FERPA affords students certain rights with respect to their educational records. Students may ask the university to amend a record that the student believes is inaccurate or misleading. The student should write to the university official responsible for the record, clearly identifying the part of the record the student wants changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The student may request copies of those records to which he or she has access under the terms of FERPA. The student will be charged a nominal fee per page for these copies.

Release of Personally Identifiable Records

FERPA affords the student the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the university in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The university also discloses education records to organizations conducting studies for educational agencies or institutions under certain circumstances.

Directory Information

For the convenience of faculty and fellow students, FERPA provides for a category known as directory information which may be released without requesting the eligible student's specific prior consent. Rather, the act requires that students be notified annually of the types of information included in this category and be given an appropriate period in which to express, in writing, any preference that such information about themselves not be released. For this purpose, directory information is defined to include

- Name (including both maiden name and married name, where applicable)
- Address, telephone listing, and electronic mail address
- Date and place of birth
- Major field of study
- Anticipated graduation date
- Enrollment Status (undergraduate or graduate, full-time or part-time)
- Dates of attendance
- Degrees and awards received
- Participation in officially recognized sports and activities
- Weight and height (members of athletic teams)

Any student who would prefer that the university not release such information about himself or herself should so notify the Office of the University Registrar, in writing, prior to the first week of classes in the fall semester. Students entering the university at midyear may submit such notice during the first week of classes of the spring semester.

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.

POLICY ON SEXUAL HARASSMENT

It is the policy of Case Western Reserve University to provide a positive, discrimination-free educational and working environment. Sexual harassment is unacceptable conduct which will not be tolerated. All members of the university community share responsibility for avoiding, discouraging, and reporting any form of sexual harassment.

Members of the university community found in violation of this policy may be disciplined, up to and including being discharged for cause or being expelled from the university. Retaliation against persons raising concerns about sexual ha-

arrassment is prohibited and will constitute separate grounds for disciplinary action, up to and including discharge or expulsion from the university.

This policy and the accompanying procedures shall serve as the only internal university forum of resolution and appeal of sexual harassment complaints.

The university has passed and disseminated to all parties on this campus—students, faculty, and staff—a detailed statement titled Policies and Procedures Regarding Sexual Harassment and Sexual Assault. Copies are available on-line at <http://www.case.edu/stuaff/shpp/harasspolicy.html>, in the Office of Equal Opportunity and Diversity, the Provost's Office, all the deans' offices, and at many of the university offices throughout the campus. Consultation and advice are available in the offices of the Provost, Equal Opportunity, Human Resources, and Student Affairs. See the section, "Student Affairs," for policies and procedures regarding sexual assault.

STUDENT RIGHT TO KNOW

The Student Right to 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; 2) financial assistance available to students and requirements and restrictions imposed on Title IV aid; 3) crime statistics on campus; 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.

Data on retention and graduation rates is available in the Office of the Provost in Adelbert Hall (216-368-4389) and is posted on the Registrar's website at: <http://www.case.edu/provost/registrar/gradrate.html>. Information on financial assistance, including descriptions of application procedures and forms, may be obtained from the Office of University Financial Aid, 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 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 at 216-368-2908 or by accessing the following website: <http://www.cwru.edu/finadmin/security/secmain.htm>.

EXCEPTIONS TO POLICIES

Requests for exceptions to any academic or administrative policy must be submitted within three months of the end of the semester for which the exception is sought

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(July 1, 2004)

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Dean of the School of Medicine and Vice President for Medical Affairs

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Dean of the School of Law

Myron J. Roomkin

Dean Designate of the Weatherhead School of Management

(appointment effective 11/1/04)

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Dean of the College of Arts and Sciences

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(July 1, 2004)

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