

School of Graduate Studies

Policy for Faculty Leaving the University

If a professor is leaving the university and plans to take students with him/her, but the student still plans to graduate from CWRU, a petition with the following information must be received in the School of Graduate Studies:

1. A guarantee that the student's stipend would continue to be paid by the department or that some arrangement has been made to fund the student including their tuition and medical insurance benefits.
2. If that faculty member is the thesis advisor, there should be some guarantee that the student will complete his or her Ph.D. in the 18 months time that is allowed when a professor leaves the university; if not some arrangements are made for an advisor at the school who will be named as the thesis advisor.
3. An acknowledgement that the student will return for thesis meetings and that the faculty member will also will return for hearings to be held at the school or petition to participate via teleconference.
4. That there will be at least one thesis committee meeting per year at CWRU.
5. Any additional expenses for travel to seek housing and to move there will be covered so as not to create any undue financial burden on the students (optional)
6. If this is an international student that arrangements have been made with Edith Berger in ISS to make sure that there visa status is not jeopardized (student must inform INS of address change).
7. Some guarantee from the receiving university will guarantee that the students will have a visiting student status allowing them access to libraries and university facilities as well as meeting requirements to work in a lab (if this is the case)

This petition must be signed by the student, the thesis adviser, and the Chair of the department.

The above is necessary in order to insure an orderly transition for the student.

Once this has been accomplished and approved, a memorandum of agreement will be sent to the receiving university.

Dr. James
Chair, Department of
University of
P.O. Box 01689 (R-189)
State

Dear Dr.

This letter will serve as a memorandum of agreement between the School of Graduate Studies, Case Western Reserve University (CWRU) and the University of regarding one of our graduate students.

Dr....., who will be joining your department this summer has arranged that (student name) will continue his doctoral research with Dr.in your Department of He will have completed all of his coursework by the end of this semester (Spring 2003) and is in good academic standing and has advanced to candidacy leaving only 18 hours of dissertation credit remaining.

The student has received permission from the Department of to complete his research at the University of, but will continue to register as a CWRU student and receive his Ph.D. from CWRU following completion of all the requirements for that degree.

We are sorry to see Dr.leave our university, but she is to be commended for the work she had done to assure that Mr. will be able to continue his graduate work with the least disruption possible.

School of Graduate Studies
2002