



Undergraduate Studies

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TO: New Faculty in the College of Arts and Sciences
FROM: Jeffrey Wolcowitz, Dean of Undergraduate Studies
RE: *Undergraduate Instructor's Manual*

Welcome to Case Western Reserve University!

I hope that you find the attached copy of the *Undergraduate Instructor's Manual* helpful as you plan your courses. It will provide a valuable reminder of considerations related to such topics as syllabus preparation and exam administration that you have encountered in past teaching experiences, while also highlighting some policies and expectations specific to teaching at Case.

This *Manual* was prepared in January 1999, so some information related to office locations and certain policies has changed. The *Handbook for Undergraduate Students 2009-2010* will be available soon at <http://www.case.edu/provost/ugstudies/handbook2009.pdf>. It, along with the Office of Undergraduate Studies web site (<http://www.case.edu/provost/ugstudies/undstud.htm>), contains all current information, but I would like to highlight several items here.

- Undergraduate Studies, Educational Services for Students (formerly Educational Support Services), Disability Services, the Career Center, Multicultural Affairs, International Student Services, and University Counseling Services are all located in the Sears Building.
- UCITE (the University Center for Innovation in Teaching and Education) is located in Allen Memorial Library.
- The advising of first-year students is linked to the SAGES Program, with each student's advisor being his or her SAGES First Seminar instructor until the student chooses a major.
- The current Academic Integrity Policy can be found online at <http://www.case.edu/provost/ugstudies/acintegrity.htm>.
- Updated FERPA (Family Educational Rights and Privacy Act of 1974) information is on the Registrar's web site at http://www.case.edu/provost/registrar/student_records.html.
- "Freshman Forgiveness" has been eliminated, and failing grades earned by first-year students now remain on their transcripts and are included in GPA calculations. However, under the new "First-Year Student Withdrawal Policy," it is still the case that any course from which a first-year student withdraws does not appear on the transcript; for other students, a grade of W appears.

Despite these changes, I expect that you will find the *Manual* helpful as you orient yourself to the teaching environment at Case. We hope to update the *Manual* soon and welcome your feedback on how it can be made more useful to Case faculty, especially those teaching here for the first time.

My colleagues in the Office of Undergraduate Studies and I stand ready to assist you with any issues that arise related to teaching, advising, and the academic progress and general well-being of individual students. We look forward to working with you, and wish you a productive and rewarding year.