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**GRADUATE EDUCATION WESTERN LEADERS ACADEMY**

**CASE STUDY GUIDELINES**

GEWL Academy participants are required to submit case studies in order to provide context that can then be used to understand an issue, identify the problem, examine solutions, and propose effective action. Each case study will be discussed in breakout groups led by senior graduate deans in an effort to engage with an unresolved real-world issue that participants are facing at their university. WAGS will ask all cohort members to maintain confidentiality regarding the specifics of the case studies outside the Academy seminars. Limit your case study to one page (see below).

Please provide the following **four sections** (each with its own paragraph) in your one-page case study submission.

**The Issue:** Outline a real situation taking place at your university that you and/or others are looking to resolve. Be candid -- the specifics of the case will remain confidential outside GEWL Academy discussions.

**Description**: Provide the top three challenges or problems posed by the issue you identified above. Next, provide succinct context regarding the role of those involved, the history of this issue, how decisions were made to this point, how the issue got to this stage, and any other useful information. In the interest of brevity, it is useful to keep the description relevant with high-level facts.

**Alternatives Considered**: What alternatives (if any) the institution is considering and/or what ideas have been rejected.

**Advice**: Since the issue identified above does not yet have a resolution, state in this section the advice you are seeking. We will brainstorm alternatives, actions and solutions in our group discussions and presentations.

Please send your completed case study to Rossitza Wooster (wooster@pdx.edu) by February 1,2026.