

# FREQUENTLY USED FORMS

## UNDERGRADUATES ONLY:

1. If your Academic Requirements in SIS are not correct, fill out the Academic Advisement Report. It can be approved by either your advisor or by the department chair.  
<http://www.case.edu/provost/ugstudies/ARcorrection.pdf>
2. Application form for Experiential Fellowship in Anthropology:  
[http://www.case.edu/artsci/anth/documents/ExperientialFellowshipinAnthropology\\_002.pdf](http://www.case.edu/artsci/anth/documents/ExperientialFellowshipinAnthropology_002.pdf)
3. Guidelines and required contract for SAGES Capstone in Anthropology:  
<http://www.case.edu/artsci/anth/documents/CapstoneGuidelines1.pdf>
4. [Other forms](#)

## TRAVEL (UNDERGRADUATES, GRADUATE STUDENTS, FACULTY):

1. Approval of Travel: If you are travelling to a meeting or for any other university-related business AND your travel is being supported by the University in any way (including through reimbursement from a university administered external grant), you must fill out the following form prior to your travel and submit it to the Chair of the Department of Anthropology.  
[Travel Form](#)
2. Equipment Insurance: Contact the Department Administrator, Kathleen Dowdell ([Kathleen.dowdell@case.edu](mailto:Kathleen.dowdell@case.edu)), about obtaining insurance at a reasonable price for any equipment (including laptops) that you will be taking to the field. It is recommended that you take copies of receipts with you.
3. Emergency Medical Insurance and Travel Registry: See this link for international travel:  
<http://www.case.edu/finadmin/security/InternationalTravel.htm>
4. Contact Molly Watkins (368 – 0832; [mxw352@case.edu](mailto:mxw352@case.edu)), Director for International Affairs and inform her of your travel plans.

## GRADUATE PROGRAM FORMS

1. [Graduate Committee Form](#)
2. [Candidacy Exam Completion Form](#)

Last updated: 2012

3. [Notification for Scheduling a Ph.D. Defense](#)
4. Sample: [Committee Signature Sheet](#)
5. [Notification for Scheduling The Final Oral Exam](#)
6. [Predoctoral Standing](#)
7. [Petition for an Extension](#)
8. [Petition for a Leave of Absence](#)