

INTRODUCTION

Welcome to the Department of Anthropology at Case Western Reserve University! We are pleased that you have joined our community. In this handbook we provide the information you need to make your way through our graduate program. This handbook is supplementary to the University General Bulletin, which should be consulted for information regarding general regulations and procedures. Please refer to the "Department Information Handbook" for information regarding use of the Anthropology Department facilities.

Included in this handbook is a description of all the forms you will need to complete at different stages of the program. All forms can be obtained in the Anthropology Office.

TABLE OF CONTENTS:

DEPARTMENT FACULTY AND STAFF:	1
THE MEDICAL ANTHROPOLOGY PROGRAM	2
<u>General Requirements for the MA Degree</u>	2
Medical Anthropology MA concentrations	4
International Health concentration	4
Urban Health concentration	5
Psychological Anthropology concentration	5
Cross-Cultural Gerontology concentration	6
Checklist for MA degree	7
<u>Requirements for the Ph.D.</u>	8
1. Admission to the Ph.D. program	8
2. Selecting an adviser and doctoral committee	9
3. Ph.D. class work	9
4. Advancement to candidacy	10
5. Completing a Ph.D. prospectus	11
6. The foreign language requirement	13
7. The Ph.D. dissertation	14
<u>Medical Anthropology Ph.D. concentrations</u>	15
THE CROSS CULTURAL GERONTOLOGY PROGRAM	16
GRADUATE PROGRAMS IN SOCIAL-CULTURAL AND PHYSICAL ANTHROPOLOGY	18
MA/Ph.D./MPH PROGRAM	18
MD/Ph.D. PROGRAM	18
MA/MSN PROGRAM	18
CERTIFICATE IN QUANTITATIVE SKILLS	18
CHECKLIST OF Ph.D. DEGREE	20
SUMMARY OF Ph.D. PAPERWORK	22

DEPARTMENT FACULTY AND STAFF

Chair

Lawrence Greksa, Ph.D.
Professor
216-368-6777
lawrence.greksa@case.edu

Cynthia Beall, Ph.D.
SI Pyle Professor
cynthia.beall@case.edu

Atwood Gaines, Ph.D., M.P.H.
Professor
atwood.gaines@case.edu

Melvyn C. Goldstein, Ph.D.
JR Harkness Professor
melvyn.goldstein@case.edu

Tenibac Harvey, Ph.D.
Assistant Professor
tenibac.harvey@case.edu

Charlotte Ikels, Ph.D.
Professor
charlotte.ikels@case.edu

Janis Hunter Jenkins, Ph.D.
Professor
janis.jenkins@case.edu

Jill E. Korbin, Ph.D.
Professor, Associate Dean,
College of Arts and Sciences
jill.korbin@case.edu

Janet McGrath, Ph.D.
Associate Professor
janet.mcgrath@case.edu

Jim G. Shaffer, Ph.D.
Associate Professor
jim.shaffer@case.edu

Department Administrator, Coordinator of Student Financial Aid

Kathleen J. Dowdell
kathleen.dowdell@case.edu

Secretaries

Barbara J. Reebel
barbara.reebel@case.edu

vacant

Graduate Program Director and MPH Joint Program Adviser

Janet W. McGrath
216-368-2287
janet.mcgrath@case.edu

Graduate Discourse (Anthropology Graduate Student Association)

Stephanie McClure at stephanie.mcclure@case.edu

THE MEDICAL ANTHROPOLOGY PROGRAM

The Case Department of Anthropology offers an M.A. and Ph.D. degree in the field of Medical Anthropology. The program is designed to provide training in Medical Anthropology theory and methods. Graduates of our program are prepared to work in academic and non-academic research settings, as well as in applied settings such as international health agencies or non-governmental organizations.

There are several concentrations available in the Medical Anthropology Program. You are not required to select a specific concentration, but may choose to do so. The concentrations share the core courses but differ as to the specific electives you take. The concentrations in the Medical Anthropology Program are:

International Health
Urban Health
Psychological Anthropology
Cross Cultural Gerontology

If you do not choose one of the specified concentrations then your course of study follows the general requirements listed below with electives selected in consultation with your adviser. In this handbook, we first describe the requirements for a Masters degree, followed by a description of the Ph.D. program, and finally, joint degree programs.

GENERAL REQUIREMENTS FOR THE M.A. DEGREE

Classes:

The Masters Degree requires 27 hours of class work distributed as follows:

- Four core courses (12 credits) consisting of the following:
Anthropology of Health and Illness (ANTH 480 and 481)
Advanced Methods of Medical Anthropological Research (ANTH 504)
Contemporary Anthropology Theory (ANTH 462)
- An approved statistics course (3 credits) with a grade of C or better. The statistics requirement can be waived if you have prior statistical training and can demonstrate a level of computer and statistical competence comparable to that of the required statistics course. If you are interested in waiving this requirement, please contact Dr. McGrath.
- 12 – 15 credit hours in electives (depending on whether you have to take the statistics class). Normally, these electives are taken in Anthropology, but you may take electives outside the Anthropology Department with your adviser's approval. Not more than 6

credit hours of electives may be taken in 300 level courses (advanced undergraduate courses).

Other MA degree requirements:

In addition to completing the required class work you must also:

- have a 3.0 (B) average in the core courses. You can retake an examination in a core course the next time it is given and the second grade will be the one considered in your grade point average.
- pass the Medical Anthropology Masters Qualifying Examination, prior to the completion of MA class work. This exam is based on the 480-481 core course sequence. The exam is given in Spring semester of each year. There are three possible grades for the MA exam: “High Pass”, “Pass” or “Fail”.

- a grade of “**High Pass**” means you qualify to receive the MA degree, assuming other requirements are met, and also that you are eligible to enter the Ph.D. program;

- a grade of “**Pass**” means that you qualify to receive the MA degree, assuming other requirements are met, but you are not eligible to enter the Ph.D. program

- a grade of “**Fail**” means that you are not qualified to receive the MA degree.

In the cases of grades of “Pass “ and “Fail”, the exam can be retaken once, in the subsequent semester.

Timetable for completion of the MA degree:

The MA degree is usually completed in three semesters. A typical program of study is:

Fall Year 1	Spring Year 1
Anthropology 480	Anthropology 481
Anthropology 319 (for those needing a statistics class)	Anthropology 462
Elective	Elective
	TAKE MASTERS EXAM
Fall Year 2	
Anthropology 504	
Elective	
Elective	
RETAKE MASTERS EXAM, if necessary	

Based on this schedule, you receive your MA degree at the end of the third semester. If you are staying to receive a Ph.D. you begin your Ph.D. requirements in your fourth semester. If you are a part time or integrated graduate studies (IGS) student, you should speak with your adviser about the best schedule for you.

Please see the checklist on page 7 for deadlines and paperwork requirements for the MA degree.

Medical Anthropology MA concentrations:

The Anthropology Department provides students with the opportunity to select a specific concentration at the Masters level. Requirements for each of these concentrations include those stated above, in addition to specific electives. The requirements for each concentration are described below, followed by a typical schedule for that concentration.

INTERNATIONAL HEALTH

The International Health concentration prepares you to work in the diverse field of international health by providing training in research and evaluation, grounded in anthropological approaches to health in the developing world. If you choose the International Health concentration at the Masters level you will be expected to take the following courses as your electives:

- ANTH 497: Epidemiology and the Evolution of Human Disease
- ANTH 459: Introduction to International Health

Additionally, you must take one course from the list of International Health topics (below). A second elective may be from this category or from the list of related topics (below). Other electives not on this list may be taken with approval from your adviser.

International Health Topics:

- ANTH 416: Globalization and Health
- ANTH 426: Power, Illness, and Inequality: The Political Economy of Health
- ANTH 423: AIDS: Epidemiology, Biology, and Culture
- ANTH 469: Anthropology of Nutrition
- ANTH 451: Special Topics in International Health
- ANTH 502: Practicum in Medical Anthropology
- ANTH 510: Research Seminar in Medical Anthropology

Related topics:

- ANTH 404: Introduction to the Anthropology of Aging
- ANTH 406: The Anthropology of Childhood and Family
- ANTH 417: The Anthropology of Childhood and Aging
- ANTH 422: Living Africa
- ANTH 434: Urban Anthropology
- ANTH 437: Comparative Medical Systems
- ANTH 445: Ethnicity, Gender, and Mental Health

Fall Year 1	Spring Year 1
Anthropology 480	Anthropology 481
Anthropology 319 (for those needing a statistics class)	Anthropology 462
Anthropology 459 Intro to International Health	International Health elective
	TAKE MASTERS EXAM
Fall Year 2	
Anthropology 504	
Anthropology 497: Epid & Evolution of Disease	
International Health elective	

RETAKE MASTERS EXAM, if necessary

URBAN HEALTH

The Urban Health concentration prepares you for a career in anthropology, public health, or allied fields, with a special emphasis on racial and ethnic disparities in health and underserved populations in urban areas around the world.

If you choose the Urban Health concentration at the Masters level you will be expected to take the following courses as your electives:

- ANTH 444: Urban Health/Cultural Competence Practicum
- ANTH 461: Urban Health
- EPBI 490: Epidemiology: Introduction to Theory and Method

Fall Year 1	Spring Year 1
Anthropology 480	Anthropology 481
Anthropology 319 (for those needing a statistics class)	Anthropology 462
Elective (EPBI 490 can be taken)	Anthropology 461 Urban Health
	TAKE MASTERS EXAM
Fall Year 2	
Anthropology 504	
EPBI 490: Epidemiology (can be taken in year 1)	
ANTH 444: Practicum	
RETAKE MASTERS EXAM, if necessary	

PSYCHOLOGICAL ANTHROPOLOGY

The Psychological Anthropology concentration is designed primarily for individuals intending to continue on to earn a Ph.D. in anthropology, and to prepare student for research and teaching positions. Topical emphases include life course and human development; culture and mental health, ethnopsychiatry, psychoanalysis; interactions among self, person, emotion, religion, and embodiment.

If you choose the Psychological Anthropology concentration at the Masters level you will be expected to take ANTH 471: Culture, Behavior, and Person: Psychological Anthropology as one of your electives. Additional electives in psychological anthropology are selected in consultation with your adviser.

A sample timetable for this concentration is:

Fall Year 1	Spring Year 1
Anthropology 480	Anthropology 481
Anthropology 319 (for those needing a statistics class)	Anthropology 462
Elective	Anthropology 471: Culture, Behavior, and Person: Psychological Anthropology
Fall Year 2	
Anthropology 504	
Elective	
Elective	
RETAKE MASTERS EXAM, if necessary	

CROSS CULTURAL GERONTOLOGY

The Cross Cultural Gerontology concentration focuses on the process of aging and the problems of the elderly throughout the world in both theoretical and applied perspectives.

If you choose the Cross Cultural Gerontology concentration at the Masters level you will be expected to take the following courses as your electives:

ANTH 401: Biological Aging in Humans

ANTH 404: Introduction to the Anthropology of Aging

Fall Year 1	Spring Year 1
Anthropology 480	Anthropology 481
Anthropology 319 (for those needing a statistics class)	Anthropology 462
Elective	Anthropology 401: Biological Aging in Humans
Fall Year 2	
Anthropology 504	
Anthropology 404: Introduction to the Anthropology of Aging	
Elective	
RETAKE MASTERS EXAM, if necessary	

Student checklist for MA requirements:

Core courses:

ANTH 480 ___

ANTH 481 ___

ANTH 462 ___

ANTH 504 ___

Statistics Waived? ___ If no, specify course _____

Electives (if you select a track fill in the list below with the electives specified by that track)

Elective 1 _____

Elective 2 _____

Elective 3 _____

Elective 4 _____

Elective 5 _____

MA exam completed? ___

Paperwork and timetable:

The table lists the paperwork required to complete the MA degree. Forms for the Graduate School are available online at their website (<http://www.cwru.edu/provost/gradstudies/>). The original of each form must be submitted to the Office of Graduate Studies. A copy must be given to Kathie Dowdell or Barbara Reebel for the department files.

REFER TO THE GRADUATE SCHOOL CALENDAR FOR SPECIFIC DATES EACH ACADEMIC TERM.

What form?	When?	Comments
Planned Program of Study	When you apply for graduation	You must submit this even if you plan to stay for the Ph.D.
Application for graduation	Semester MA will be completed (normally the third semester)	Usually due around the middle of the term
Certification of completion of degree (yellow card)	Semester that MA will be completed (normally the third semester)	Due the last week of classes This card is available in the department office.
Intention to remain in Ph.D. program	Upon completion of the MA degree (for students who high passed the MA exam only)	This is declared on your graduation form.

REQUIREMENTS FOR THE Ph.D.

There are several steps you must complete to get a Ph.D. in Anthropology at Case:

1. Admission to the Ph.D. program;
2. Selection of a Ph.D. adviser and committee;
3. Completion of Ph.D. class work;
4. Advancement to candidacy;
5. Completion of Ph.D. dissertation prospectus;
6. Completion of foreign language reading examination;
7. Completion of the Ph.D. dissertation.

Each of these steps is described in detail below.

1. ADMISSION TO THE PH.D. PROGRAM

To be admitted to the Ph.D. program you must have a “high pass” on the MA qualifying exam and have a 3.5 GPA in the MA core courses.

- *When am I admitted to the Ph.D. program?*
You become eligible to enter the Ph.D. program if you receive a “high pass” on the MA qualifying exam and have a 3.5 GPA in the MA core courses. If you are in our MA program, you typically enter the Ph.D. program and begin Ph.D. classes at the beginning of the Spring semester of your second year.
- *What if I have an MA in anthropology from another university?*
If you come to Case with an MA in anthropology from another university you have to take the MA core courses, including statistics, have a 3.5 GPA in those courses, and you must receive a “high pass” on the MA qualifying exam. If you have had a similar course at another university you may petition to have one of our core requirements waived. Please see Dr. McGrath if you wish to ask for a waiver of a core course. After you have received a “high pass” on the qualifying exam you may apply all of the courses you have already taken towards your Ph.D. requirements, if your adviser agrees.
- *What if I have a graduate degree in a subject other than anthropology?*
If you have a graduate degree in a subject other than anthropology you have to take the MA core courses, including statistics, have a 3.5 GPA in those courses, and you must receive a “high pass” on the MA qualifying exam. The core courses and the statistics courses may not be counted towards your Ph.D., but other courses may be counted if your adviser agrees.

2. SELECTING A PH.D. ADVISER AND DOCTORAL COMMITTEE

When you are admitted to the Ph.D. program you should select your doctoral adviser and a doctoral committee. Your doctoral adviser is the chair of your dissertation committee.

- *How do I select my committee?*
Your doctoral committee consists of three regular full time faculty members in the Anthropology Department, one of whom is your adviser, who serves as chair of the committee. You should arrange to meet with each faculty member that you would like to have on your committee to discuss your research interests and to get their consent to be on your committee. An outside committee member from another department in the University, as required by the university, must be selected prior to completion of your dissertation, although NOT prior to completion of class work or your Ph.D. prospectus. You may include other persons, including adjunct faculty, as additional members of the committee.
- *What paperwork is required to select my committee?*
You should complete a “Doctoral Committee Form” for your department file. This form does not go to the Office of Graduate Studies.
- *What does my doctoral adviser do?*
Your Ph.D. adviser will advise you regarding the remaining steps in the Ph.D. process, including selection of courses to meet the Ph.D. class work requirements, topics for candidacy examinations, and all aspects of the dissertation.
- *Can I change advisers or committee members?*
Yes! If your research interests or direction changes as you develop your research program, you may decide that you would like to change the members of your doctoral committee. You may do so at any time, just be sure you notify the faculty involved and revise your “Doctoral Committee Form” in your file.

3. PH.D. CLASS WORK

You must complete a “Planned Program of Study Form” for the Ph.D., even if you completed one for the MA at Case. This must be submitted to the Graduate School no later than when you advance to candidacy. The Ph.D. requires 18 hours of coursework distributed as follows:

- A statistics course with a grade of C or better if you did not take it at the MA level;
- Two graduate Anthropology seminars at the 500 level, if you did not take these at the MA level. Anth 504 and Anth 599 do NOT count toward this requirement.
- 9-18 credit hours in electives (depending on whether you need to take the statistics course or the 500 level seminars). Your adviser and other committee members will advise you regarding what classes to take. You may not take more than six credit hours of either

ANTH 599 or ANTH 601 towards this requirement.

In addition to class work you must maintain a minimum cumulative average of 3.0 (“B”) in order to qualify for the Ph.D. degree.

After completing 18 hours of coursework, you must also complete 18 hours of ANTH 701 (Dissertation Research) before completing your dissertation. You begin taking ANTH 701 after you have advanced to candidacy (see below for more on ANTH 701).

4. ADVANCEMENT TO CANDIDACY

After completing your Ph.D. course requirements you must pass the Ph.D. candidacy examinations to become a Ph.D. candidate.

- *What is the difference between being a Ph.D. candidate and being in the Ph.D. program?*
Ph.D. candidates are students who have completed their coursework, have established their expertise in the field by completing the three candidacy exams (see below), and are beginning their doctoral research. Therefore, most students are in the Ph.D. program for 1-2 years prior to becoming a Ph.D. candidate.
- *What are the candidacy exams?*
To advance to candidacy you must pass three examinations in three fields of concentration in anthropology. Each examination covers one field of concentration and the three exams are equally weighted. The fields should reflect your primary research interests in anthropology. The goal of these exams is for you to establish your expertise in these fields. You should work with your doctoral committee to define the topical areas for your exams. Once you have passed all three exams, you advance to candidacy.
- *What is the format of the exams?*
The candidacy exams are written but there is no specific format required. You should decide this with your doctoral committee. You can have different formats for different exams. For example, you might choose to take one exam as a take home exam to be completed in a week but you might choose to produce a research paper for a second exam. Your committee members must agree to the format.
- *When do I take my candidacy exams?*
You can take these exams whenever you and your committee members feel you are ready to do so. Typically students begin their exam preparation after they have completed their Ph.D. class work requirements. Most students do not take all three exams in one semester, but you should establish an appropriate plan with your adviser and committee.
- *What do I enroll in while completing the candidacy exams?*
There is no course specifically for exam preparation or exam taking. Most students take independent study or reading courses (ANTH 599 or 601) at this time. You should NOT enroll initially in ANTH 701 while completing your candidacy exams. (See below.)

- *What paperwork is required for completion of candidacy exams?*
You must complete a “Candidacy Exam Form” for each exam, indicating that you have passed a candidacy exam in a particular field of concentration. Your doctoral adviser must sign this form. This form goes in your department file; it does not go to the Office of Graduate Studies.
- *What paperwork is required for advancement to candidacy?*
You must complete the “Advancement to Candidacy Form” after you have passed your third Ph.D. examination. Your doctoral adviser and the department chair must sign this form. The form goes to the Office of Graduate Studies with a copy in your department file.
- *What is the “candidacy clock” and how does it work?*
Once you have advanced to candidacy you have five years in which to complete all additional Ph.D. requirements. These five years are counted in terms of academic years, summers are not included. Therefore, if you advance to candidacy in Fall of 2001, your candidacy clock will expire at the end of Fall 2006.
- *When should I begin enrolling in ANTH 701?*
ANTH 701 (Dissertation Research) is intended for Ph.D. candidates only. Your five-year clock begins when you first enroll in ANTH 701. The Office of Graduate Studies permits you to enroll in ANTH 701 before you complete your candidacy exams IF YOU EXPECT TO COMPLETE THEM AND ADVANCE TO CANDIDACY THAT SEMESTER. You must complete a “Pre-doctoral Standing Form” in order to have permission to enroll in ANTH 701 at this time. Your doctoral adviser and the department chair must sign this form. This form goes to the Graduate School, with a copy in your department file.

You must remain enrolled continuously from the time you begin your 701s until you graduate. See the section 7 (The Ph.D. Dissertation) below regarding continued enrollment while you are writing your dissertation.

- *What happens if I do not finish my dissertation by the end of those five years?*
You may request an extension of your candidacy, however, there are substantial financial costs to doing so. Please refer to the Graduate School bulletin if you wish to extend your clock.
- *Can I request a leave of absence while I am working on my dissertation?*
The Graduate School grants a leave of absence for personal reasons only, including medical reasons. Most leaves, however, do not extend the five-year candidacy clock. Please refer to the Graduate School bulletin if you wish to request a leave of absence.

5. COMPLETING A PH.D. DISSERTATION PROSPECTUS

Before you begin your dissertation research you must prepare a dissertation prospectus describing your planned dissertation research. This proposal must be defended orally

before your doctoral committee within one semester of advancing to candidacy. The defense must be posted outside the Anthropology Department at least two weeks in advance of its scheduled time.

- *Who approves my dissertation prospectus?*
Your doctoral committee members who are Anthropology faculty must approve your prospectus before you begin your dissertation work. Your outside member does not need to approve the prospectus, although s/he may participate in the prospectus defense.
- *Does the prospectus have to conform to certain requirements or format?*
No, your doctoral committee will specify what it requires in this regard.
- *How do I get funded to do my dissertation research?*
The requirement for the dissertation prospectus is a departmental requirement and is entirely separate from the process of receiving funding for your work. If you plan to submit your research proposal to an agency for funding you must conform to its deadlines, formats, etc. Often, but not always, such funding is received under your adviser's name. Therefore, you cannot submit a proposal for funding without your adviser's permission. Although it is possible that you will wish to submit your proposal for funding prior to defending it before your doctoral committee, it is unwise to submit a proposal that your other committee members do not support.

When you submit a proposal for funding you must follow university procedures for submission. Please see Kathie Dowdell for assistance.

- *Can I change my research plan?*
Yes, however, you should work with your committee to decide what changes are appropriate. If you have received funding to support your research, you must conform to the funder's requirements for making changes in research plans.
- *What paperwork is involved in preparing and defending my prospectus?*
You must complete the "Notification for Scheduling a Ph.D. Proposal Defense Form" at least two weeks prior to the date when you plan to defend your proposal. This form goes in your department file; it does not go to the Office of Graduate Studies. Additionally, the defense must be posted in the Anthropology Department at least two weeks prior to the defense.
- *What paperwork do I submit after the prospectus defense?*
Your adviser must sign on the bottom line of the "Notification for Scheduling a Ph.D. Proposal Defense Form" indicating that you have passed your defense. This form goes in your department file only.

6. THE FOREIGN LANGUAGE REQUIREMENT:

Before you can defend your dissertation, you must demonstrate a reading knowledge in a foreign language in which there is a scholarly literature relevant to your field of interest. The purpose of the foreign language requirement, therefore, is to demonstrate your ability to read and comprehend scholarly materials available in your chosen language. This is not a field language requirement, that is, it does not test your ability to use the language in which your dissertation fieldwork is conducted. The language requirement is met in one of two ways:

- by passing a graduate reading examination administered by the Department of Modern Literature and Languages (DMLL) at Case; or
- passing a 300 level course in the selected language with a grade of B or better (taken within four years of admission to our graduate program).

Most students choose the first option.

- *What is the format of the exam?*
The exam is a two hour written exam consisting of 8-12 questions about a text of 10-20 pages, selected by the DMLL. The answers are written in English. You may use a dictionary.
- *How do I sign up for the exam?*
The examination date is set by the DMLL each semester. All students receive notification of this date. If you are interested in taking the exam that term, you must notify Dr. McGrath by the indicated deadline.
- *When should I take the exam?*
You can take the exam anytime before you defend your dissertation. You should discuss with your adviser when the best time is for you to take the exam.
- *If I plan to work in a non-English speaking culture do I have to take my Foreign Language Exam in that language?*
No. You do not have to take the exam in the language you might need for your fieldwork.
- *Can I take the exam in a language that is not available at Case?*
Yes. You should work with your adviser and Dr. McGrath to arrange for an exam in that language.
- *Do I have to take this exam if English is not my native language?*
No, you may request that this requirement be waived.
- *What paperwork is required to complete the foreign language requirement?*
You must complete the “Notification of Completion of Foreign Language Examination Form”. The Graduate Program Director must sign this. The form goes in your department file; it does not go to the Office of Graduate Studies.

7. THE PH.D. DISSERTATION

Your dissertation should be based on original research of a theoretical and empirical nature. You should demonstrate a sound knowledge of problem formulation and research methodology and the ability to evaluate data and relate them to the existing body of knowledge. Your dissertation must be written to conform to the standards required for publication in scholarly anthropology journals. You should verify additional requirements and procedures pertaining to your dissertation with the Office of Graduate Studies.

As you are working on your doctoral research and writing your dissertation, you are responsible for keeping your committee members informed of your progress and consulting with them as necessary. When your adviser and other committee members feel that your dissertation is ready to be defended, you must schedule an oral defense. You must defend the completed dissertation before your dissertation committee and other members of the academic community. After you pass your defense, your committee will inform you of any changes required in the final dissertation. After your committee chair approves your revised version, you must file it with the Office of Graduate Studies.

- *Do I have to be enrolled while I am writing my dissertation?*

Yes. You must maintain continuous enrollment until your degree is finished (excluding summers), including the semester that you defend your dissertation. As of fall 2002, the Graduate School is offering a new version of a Dissertation Fellowship, Anth 703, which allows you to maintain full time status for the cost of one credit hour. The rules for enrolling in Anth 703 are as follows:

- You must have advanced to candidacy.
- You must have a grade point average of 3.0 or better.
- You must be within your five-year time limit.
- You must have the approval of the department and the graduate school.
- You may register for up to 8 credit hours of 703 and one unit of 701 OR you may register for one unit of 701, a course, and 703, with the total registration not to exceed 9 credit hours.
- You will not be charged tuition for Anth 703, therefore, if you enroll in one unit of 701 and 8 units of 703, you will remain a full time student but will only pay for one credit hour. (If you also enroll in a course you will pay the tuition cost of that course).
- You can enroll in Anth 703 for a maximum 6 consecutive semesters and cannot exceed a total of 36 credit hours.
- If you have not completed and defended your dissertation by the end of the 6 semesters, you must register for one unit of 701 each semester until you graduate.
- All rules related to the candidacy clock and the penalty for exceeding the clock are unchanged.

If you are eligible for Anth 703, please see your adviser or Dr. McGrath. You must submit the Dissertation Fellowship 703 form to the Graduate School prior to enrolling in 703.

- *Do I have to be a full time student?*
No. You can register as a part time student if you wish. Please consult with the Office of Graduate Studies or Financial Aid office regarding the impact of decreased registration on past or current financial aid.
- *What paperwork is required to schedule my dissertation defense?*
The semester in which you plan to finish your dissertation you must file an Application for Graduation. Your doctoral adviser and the department chair must sign this. **THIS FORM IS TYPICALLY DUE QUITE EARLY IN THE SEMESTER, SO PLEASE VERIFY THE DEADLINES FOR THIS FORM IF YOU ANTICIPATE GRADUATING IN A GIVEN SEMESTER.**

When you are ready to defend your dissertation you must complete the “Notification for Scheduling the Final Oral Exam for the Ph.D. Form”. This form must be filed with the Office of Graduate Studies, with a copy in your department file, at least three weeks prior to the date of the defense. Please note that it is your responsibility to submit this form to the Graduate School on time. The Graduate School will complete additional notification to the campus community.

Additionally, the defense must be posted in the Anthropology Department at least two weeks prior to the defense. The department staff can assist you in making the poster announcing your defense.

- *What forms do I need to bring to the defense?*
You must bring the following two forms to your defense:

The “signature sheet” that will be bound with your dissertation. Your committee members will sign this at the time you pass your oral defense.

The “Final Certification of Ph.D. Degree Form”. Your committee members will sign this card when you pass your oral exam. Your doctoral adviser and the department chair will sign it when your final version is received and approved.

Both of these forms are submitted to the Office of Graduate Studies.

MEDICAL ANTHROPOLOGY CONCENTRATIONS AT THE PH.D. LEVEL:

You may choose one of the four concentration areas described above at the doctoral level as well. If you do so, you should work out a plan of study with your adviser.

CROSS CULTURAL GERONTOLOGY PROGRAM

The Department of Anthropology offers an MA and Ph.D. degree in the field of Cross Cultural Gerontology. The program focuses on the processes of aging and the problems of the elderly throughout the world in both theoretical and applied perspectives. Particular emphasis is given to understanding the relationship between the non-Western and the Western experience in terms of social, cultural, economic, political and demographic concomitants of aging. A degree in Anthropology with a specialization in cross-cultural aging prepares you to teach and do research in both academic and applied settings.

REQUIREMENTS FOR THE M.A. DEGREE

Classes:

The Masters Degree requires 27 hours of class work distributed as follows:

- Four core courses (12 credits) consisting of the following:
ANTH 401: Biological Aging in Humans
ANTH 404: Introduction to the Anthropology of Aging
ANTH 462: Contemporary Anthropology Theory
ANTH 504: Advanced Methods of Medical Anthropological Research
- An approved statistics course (3 credits) with a grade of C or better. The statistics requirement can be waived if you have prior statistical training and can demonstrate a level of computer and statistical competence comparable to that of the required statistics course. If you are interested in waiving this requirement, please contact Dr. McGrath.
- 12 – 15 credit hours in electives (depending on whether you have to take the statistics class). Normally, these electives are taken in Anthropology, but you may take electives outside the Anthropology Department with your adviser's approval. Not more than 6 credit hours of electives may be taken in 300 level courses (advanced undergraduate courses).

Other MA degree requirements:

In addition to completing the required class work you must also:

- have a 3.0 (B) average in the core courses. You can retake an examination in a core course the next time it is given and the second grade will be the one considered in your grade point average.
- pass the Cross Cultural Gerontology Masters Qualifying Examination, prior to the completion of MA class work. This exam is based on the core courses. The exam is given in Spring semester of each year. There are three possible grades for the MA exam: "High Pass", "Pass" or "Fail".

- a grade of “**High Pass**” means you qualify to receive the MA degree, assuming other requirements are met, and also that you are eligible to enter the Ph.D. program;
- a grade of “**Pass**” means that you qualify to receive the MA degree, assuming other requirements are met, but you are not eligible to enter the Ph.D. program
- a grade of “**Fail**” means that you are not qualified to receive the MA degree.

In the cases of grades of “Pass“ and “Fail”, the exam can be retaken once, in the subsequent semester.

REQUIREMENTS FOR THE Ph.D.

The general requirements for the Ph.D. degree are the same as those described for the Medical Anthropology Program. The requirements as regards Ph.D. class work are 18 hours of coursework distributed as follows:

- A statistics course with a grade of C or better if you did not take it at the MA level;
- 15-18 credit hours in electives (depending on whether you need to take the statistics). Your adviser and other committee members will advise you regarding what classes to take.

In addition to class work you must maintain a minimum cumulative average of 3.0 (“B”) in order to qualify for the Ph.D. degree.

After completing 18 hours of coursework, you must also complete 18 hours of ANTH 701 (Dissertation Research) before completing your dissertation. You begin taking ANTH 701 after you have advanced to candidacy.

Please refer to the description of the Medical Anthropology Program for information on admission to the Ph.D. program, candidacy exams, the foreign language exam, and paper work and procedures related to completion of your dissertation.

CERTIFICATE IN GERONTOLOGY

In addition to our graduate program in Cross Cultural Gerontology, you have the opportunity to receive a Certificate in Gerontology from the Case Center on Aging and Health. To receive a certificate you must apply to the University Center on Aging and Health. The certificate program requires 12 hours of classes. For more information about this program please refer to the University Bulletin. If you are interested in enrolling in the certificate program, please discuss this with your adviser.

GRADUATE PROGRAMS IN SOCIAL-CULTURAL AND PHYSICAL ANTHROPOLOGY

Students interested in graduate degrees in social-cultural or physical anthropology should have discussed the program requirements with appropriate department faculty at the time of application to the department. Each student will develop an individualized program of study with his or her adviser.

MA/Ph.D./MPH PROGRAM WITH THE CASE SCHOOL OF MEDICINE

The Department Anthropology offers a joint program with the School of Medicine for a combined graduate degree in Anthropology with a Masters of Public Health. You may receive either a MA/MPH or a Ph.D./MPH. The goal of this program is to provide the opportunity to receive both an anthropology graduate degree and a public health degree simultaneously. If you are enrolled in the joint program, you should consult with Dr. McGrath in Anthropology and Virginia Morrison in the MPH program to determine your course of study.

MD/Ph.D. PROGRAM WITH THE CASE SCHOOL OF MEDICINE

Qualified students may pursue an MD at the School of Medicine coincident with graduate studies. Students who are interested in an MD/Ph.D. should discuss this with Dr. McGrath early in their graduate training.

MA/MSN DEGREE WITH THE CASE SCHOOL OF NURSING

The Department of Anthropology offers a joint program with the School of Nursing to obtain a combined MA and Masters of Science in Nursing degree. The goal of this joint program is to give you a unique opportunity to combine the cross-cultural expertise of medical anthropology with clinical expertise in nursing. If you are in the joint degree program please see Dr. McGrath in Anthropology and Dr. Carol Savrin at the School of Nursing to discuss your plan of study.

Student checklist for Ph.D. requirements:

This checklist includes the general steps for completion of a Ph.D. degree and the required paperwork. For information on specific requirements of a particular program please see the program description. Please refer to the University General Bulletin for additional information regarding university requirements.

1. Selection of an adviser and doctoral committee:

Paperwork:

- Complete the “Doctoral Committee Form”. Form in file? _____

2. Courses: Total of 18 hours required

Semester ____ (Fall/Spring) Year ____

Courses taken:

Hours: ____

Semester ____ (Fall/Spring) Year ____

Courses taken:

Hours: ____

Paperwork:

- Complete “Planned Program of Study Form”. Include only the 18 hours of classes, NOT any 701s. This form must be submitted no later than advancement to candidacy. Date to Office of Graduate Studies _____

3. Candidacy exams: Three exams required to advance to candidacy.

Paperwork:

- Complete a “Candidacy Exam Form” for each exam.

Topic 1: _____	Date completed: _____	Form in file? ____
Topic 2: _____	Date completed: _____	Form in file? ____
Topic 4: _____	Date completed: _____	Form in file? ____

- Complete the “Advancement to Candidacy Form” after passing your third exam. Date submitted to Office of Graduate Studies: _____

4. Completing the Ph.D. Prospectus:

Paperwork:

- Complete the “Notification for Scheduling a Ph.D. Proposal Defense Form” when you are ready to defend the proposal. Your adviser must sign it after you pass your defense.

Proposal title: _____ Defense Date: _____ Form in file? _____

5. The Foreign Language Requirement:

Paperwork:

- Complete the “Notification of Completion of the Foreign Language Examination Form”.

Language: _____ Date: _____ Form in file? _____

6. Ph.D. Dissertation Defense:

Paperwork:

- Complete an “Application for Graduation” the semester you plan to finish.
- Complete “Notification for Scheduling the Final Oral Exam for the Ph.D. Form” at least three weeks before your defense.
- Post the Dissertation Defense at least two weeks before your defense.
- Complete the white cover sheet at your defense.
- Complete the “Final Certification of Ph.D. Degree” upon acceptance of your final dissertation.

Application for Graduation. Date submitted to Office of Graduate Studies: _____

Notification for Scheduling the Final Oral Exam for the Ph.D. Form. Date submitted to Office of Graduate Studies: _____

Defense posted in Anthropology Department? _____

SUBMIT FINAL DISSERTATION TO THE GRADUATE SCHOOL WITH THESE FORMS:

Cover sheet for Dissertation. Signed by Committee? _____ Date submitted to Office of Graduate Studies: _____

Final Certification of Ph.D. Degree. Signed by Committee and Department Chair: _____

Date submitted to Office of Graduate Studies: _____

SUMMARY OF Ph.D. PAPERWORK: Forms in italics are Anthropology Department forms and do not need to be submitted to the Office of Graduate Studies. **You should have a copy of all forms in your department file. YOU ARE RESPONSIBLE FOR SUBMITTING ALL FORMS TO THE APPROPRIATE OFFICE. THE DEPARTMENT STAFF ARE NOT RESPONSIBLE FOR ENSURING THAT YOUR PAPERWORK IS COMPLETED.**

Graduate school forms are available online at their website

(<http://www.cwru.edu/provost/gradstudies/>).

REFER TO THE GRADUATE SCHOOL CALENDAR FOR DEADLINES.

What form?	When?	Who?	Comments
<i>Doctoral Committee Form</i>	When you select your Ph.D. committee	Anth only	You should revise this form if you change committee members
Planned Program of Study	No later than advancement to candidacy. You must do this separately for the Ph.D. program – even if you have already completed one for an MA.	Grad Studies & Anth	Includes only the 18 hours of class work, not any 701 units.
Candidacy Exam Form	After completion of EACH of the three exams	Anth only	You need to complete one form for each exam.
Advancement to Candidacy Form	After you have completed your third exam.	Grad Studies & Anth	
Pre-doctoral Standing Form	If you enroll in ANTH 701 before completing your candidacy exams	Grad Studies & Anth	This is used ONLY if you plan to advance in a given term and want to begin taking 701s.
Dissertation Fellowship 703	After having completed candidacy, if qualified.	Grad Studies & Anth	See this handbook and the Graduate School Bulletin regarding enrollment in Anth 703.
<i>Notification for Scheduling a Ph.D. Proposal Defense</i>	When you are ready to defend your prospectus	Anth only	Have your adviser sign the form after you pass the defense.
Notification for Scheduling the Final Oral Exam for the Ph.D. Form	When you have passed the Foreign Language Requirement	Anth only	This can be done anytime prior to defending your dissertation.
Application for graduation	Semester Ph.D. will be completed	Grad Studies & Anth	Usually due around the middle of the term
Notification for Scheduling the Final Oral Exam for the Ph.D. Form	Must be submitted at least 3 weeks before the defense date.	Grad Studies & Anth	
<i>Post defense in the Anthropology Department</i>	At least two weeks before the defense date.	Anth only	The office staff can assist you in preparing this flyer.
Cover sheet for dissertation	This is signed at the defense but is submitted with your completed dissertation.	Grad Studies & Anth	
Final Certification of the Ph.D. Degree	This is signed in two stages: when you pass your oral defense and then when your final dissertation is accepted. It is submitted with the approved dissertation.	Grad Studies & Anth	

8/2005