

Welcome to the Department of Anthropology at Case Western Reserve University

(Revised May 2018)

We are pleased that you have joined our community. This handbook provides 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 on office procedures.

TABLE OF CONTENTS

Department Faculty and Staff.....	3
MA/PhD in Medical Anthropology and Global Health.....	4
MA requirements	4
Ph.D. requirements.....	6
1. Admission to the Ph.D. Program.....	6
2. Selecting an Adviser and Doctoral Committee	6
3. Ph.D. Classwork.....	7
4. Advancement to Candidacy	8
5. The Foreign Language Competency Requirement	10
6. The Ph.D. Dissertation.....	11
Summary of Ph.D. Paperwork.....	12
One Year M.A. in Anthropology and Global Health	14
Certificate in Medical Anthropology and Global Health.....	15
M.A./Ph.D./M.P.H. Program	15
Annual review process	16
Appendix: Instructions for completing the Planned Program of Study (PPOS)	17

DEPARTMENT FACULTY AND STAFF

Chair: **Lawrence Greksa, Ph.D.**
Professor
lawrence.greksa@case.edu

Katia Almeida, Ph.D.
Instructor
katia.almeida@case.edu

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

Vanessa Hildebrand, Ph.D.
Assistant Professor
vanessa.hildebrand@case.edu

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

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

Sara Thiam, Ph.D.
Visiting Assistant Professor
Sara.thiam@case.edu

Department Administrator, Coordinator of Student Financial Aid
Linda Rinella
Linda.rinella@case.edu

Secretaries

Kimberly Racut
kimberly.racut@case.edu

Barbara J. Reebel
Barbara.reebel@case.edu

Graduate Program Director and M.P.H. Joint Program Adviser
Janet W. McGrath
janet.mcgrath@case.edu

Certificate in Anthropology and Global Health Adviser
Janet W. McGrath
janet.mcgrath@case.edu

Cynthia Beall, Ph.D.
Sarah Idell Pyle Professor; Distinguished University Professor
cynthia.beall@case.edu

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

Lee Hoffer, Ph.D.
Associate Professor
lee.hoffer@case.edu

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

Lihong Shi, Ph.D.
Assistant Professor
lihong.shi@case.edu

Graduate Discourse (Anthropology Graduate Student Association): Contact the Department for the contact information for the current representative.

THE MA/PhD in MEDICAL ANTHROPOLOGY AND GLOBAL HEALTH

The Case Western Reserve University Department of Anthropology offers M.A. and Ph.D. degrees in the field of Medical Anthropology and Global Health. 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.

All students take the same core classes in medical anthropology. Additional coursework consists of electives chosen in consultation with your adviser. The department offers courses across multiple focal areas in medical anthropology, including, for example, international and global health and psychological anthropology. Your adviser will work with you to identify the selection of electives that is appropriate for your interests.

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. Students coming into the department with an M.A. degree in Anthropology or another discipline are required to take the core courses in the M.A. program but are not required to earn the M.A. degree before being admitted to the Ph.D. program. The requirements for admittance to the Ph.D. program for such students are described in the section on Ph.D. REQUIREMENTS.

M.A. REQUIREMENTS

Classwork: The Masters Degree requires 30 hours of class work distributed as follows.

- Four core courses (12 credits)
 - a. Medical Anthropology and Global Health (ANTH 480 and 481)
 - b. Ethnographic and Qualitative Research Design (ANTH 439)
 - c. 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 statistical competence comparable to that of the required statistics course. If you are interested in waiving this requirement, please contact Dr. McGrath. (N.B. Waiving the statistics requirement does not change the number of hours required for the degree.)
- 15 -18 credit hours in electives (depending on whether you have to take the statistics course). Normally, these electives are taken in anthropology, but you may take electives outside the Anthropology Department with department approval. No more than 6 credit hours of electives may be taken in 300 level courses (advanced undergraduate courses).

GPA requirement: Students must maintain a **3.0 (B)** average in the core courses. You can retake an examination in a core course the next time it is given. The second grade will then be the one considered in your grade point average.

Qualifying Examination: Students take the Medical Anthropology Qualifying Examination in the spring semester of their first year. This exam is based on the Anth 480-481 core course sequence.

There are three possible grades for the exam: “High Pass,” “Pass,” or “Fail.”

- **High Pass** means you qualify to receive the M.A. degree (assuming other requirements are met) and also that you are eligible to enter the Ph.D. program
- **Pass** means that you qualify to receive the M.A. degree (assuming other requirements are met) but you are not eligible to enter the Ph.D. program
- **Fail** means that you are not qualified to receive the M.A. degree and may not enter the Ph.D. program.

In the cases of grades of “Pass” and “Fail,” the exam can be retaken once, in the subsequent **Fall** semester. Students retake those components of the exam in which grades of “Pass” and “Fail” were earned. Students who receive an overall retake grade of “High Pass” will be admitted to the Ph.D. program.

PAPERWORK AND TIMETABLE

The table lists the paperwork required to complete the M.A. degree. Forms for the School of Graduate Studies are available online at their website (www.case.edu/provost/gradstudies). The original of each form must be submitted to the School of Graduate Studies. A copy must be given to Barbara Reebele for the department files.

PLEASE REFER TO THE SCHOOL OF GRADUATE STUDIES CALENDAR FOR SPECIFIC SUBMISSION DATES FOR EACH ACADEMIC TERM.

Submit this Form	When?	Additional Info
Planned Program of Study (PPOS)	Prior to the completion of two semesters.	The PPOS is submitted online through the Student Information System (SIS). See instructions in the appendix.
Application for graduation	The semester your M.A. will be completed (normally the third semester). Check the web page of the School of Graduate Studies for the deadlines.	This is submitted online through the Student Information System (SIS).
Certification of completion of degree	The semester your M.A. will be completed (normally the third semester). Check the web page of the School of Graduate Studies for the deadlines.	The Graduate Program Director and the Department Chair must sign this.
Intention to remain in Ph.D. program	Upon completion of the M.A. degree (for students who high passed the M.A. exam only)	This is declared on your graduation form. The Graduate Program Adviser signs this.

Ph.D. REQUIREMENTS

The steps you must complete to get a Ph.D. in Anthropology at CWRU are described below.

1. ADMISSION TO THE Ph.D. PROGRAM

All students admitted to the graduate program take the Medical Anthropology core courses and the Medical Anthropology Qualifying Examination, even if they already have a Masters degree from another institution.

- *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 Medical Anthropology Qualifying Examination and have a **3.5 GPA** in the Medical Anthropology core courses. If you are in our M.A. program, you typically enter the Ph.D. program and begin Ph.D. classes at the beginning of the spring semester of your second year, after completion of the M.A. requirements.
- *What if I have an M.A. in anthropology from another university?*
If you already have an M.A. in Anthropology from another university you must take the Medical Anthropology core courses (including statistics), maintain a 3.5 GPA in those courses, and receive a “high pass” on the Medical Anthropology Qualifying Examination. 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 the department agrees. 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. (N.B. Waiving a specific class requirement does not decrease the number of hours required for the degree.)
- *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 and you choose not to get a Masters of Arts in Anthropology, you must take the Medical Anthropology core courses (including statistics), maintain a 3.5 GPA in those courses, and receive a “high pass” on the Medical Anthropology Qualifying Examination. The core courses and the statistics courses may not be counted towards your Ph.D., but other courses may be counted if the department agrees.

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

By the end of your first semester in 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 full time Anthropology Department faculty at a rank of Assistant Professor or higher (visiting professors are not eligible). One committee member is your adviser and serves as chair of the committee. You should 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. The three full-time Anthropology Department faculty must be selected prior to beginning the candidacy process. 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.

- *What paperwork is required to select my committee?*
You should complete a “Doctoral Committee Form” for your Anthropology department file. This form does not go to the School 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, candidacy topics, and all aspects of the dissertation. He or she should work closely with you to develop your Doctoral Study Plan.
- *What is the Doctoral Study Plan?*
At the time you select your doctoral committee you should create a *Doctoral Study Plan (DSP)* in consultation with your committee. This plan, which will be reviewed and revised as needed, should specify the details of your remaining doctoral classwork, advancement to candidacy, prospectus development, and projected fieldwork and write up. The DSP is intended to guide your graduate study and assist your planning. You are expected to review this plan at least annually with your doctoral committee. A copy of the DSP should be in your department file. A template for the DSP is included in this manual.
- *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. CLASSWORK

You must complete a “Planned Program of Study Form” (PPOS) for the Ph.D., even if you completed one for the M.A. at CWRU. This must be submitted online to the School of Graduate Studies before the completion of two semesters of Ph.D. classwork (see the appendix for instructions for completing a PPOS.) 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 M.A. level.
- Anth 504: Anthropological Research Design
- Two graduate Anthropology seminars at the 500 level, if you did not take these at the M.A. level. Anth 504 and Anth 599 do NOT count toward this requirement.
- 6-15 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.

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 advance to Ph.D. candidacy by completing the Ph.D. candidacy exam process as described below. As noted earlier, your three full-time Anthropology faculty must be in place before beginning this process.

- *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 candidacy exam process (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. You may not undertake your dissertation research until you have successfully advanced to candidacy.
- *What do I have to do to advance to candidacy?*
The candidacy process is undertaken in close collaboration with your dissertation committee. There are three components of the candidacy process: **two topical examinations and a dissertation prospectus**. The topical examinations cover two fields of concentration that you select in consultation with your Ph.D. advisory committee. These fields should reflect your primary research interests and thus provide the expertise necessary for the preparation of a dissertation prospectus. Each examination covers one field of concentration and is weighted equally. A student will be advanced to candidacy after successful completion of the two topical examinations and a successful defense of a dissertation prospectus.
- *What are the candidacy exams?*
To advance to candidacy you must pass **two** examinations in two fields of concentration in anthropology. Each examination covers one field of concentration and the two 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. Your doctoral committee evaluates the exams.
- *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 the 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 as they complete their Ph.D. classwork requirements. You should establish an appropriate plan with your adviser and

committee; this should be reflected in your Doctoral Study Plan.

- *How are candidacy exams evaluated?*
The members of your doctoral committee evaluate each candidacy exam. There are two possible outcomes: pass or no pass. Students who do not pass the exam on the first try may rewrite the exam ONE time. Students needing to retake part or all of an exam should work closely with their committee members to address weak points in their exam. If you do not pass the exam the second time you are not eligible to continue in the program.
- *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 School of Graduate Studies.
- *What is the dissertation prospectus?*
The third component of the candidacy process is to prepare and defend a dissertation prospectus describing your planned dissertation research. *The defense must be publicly posted 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. 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.
- *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 School of Graduate Studies. Additionally, the defense must be posted outside the Anthropology Department at least two weeks prior to the scheduled time.
- *What paperwork do I submit after the prospectus defense?*
Your adviser must sign 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.
- *What do I enroll in while completing the candidacy process?*
There is no course specifically for exam or proposal preparation or exam taking. Most students take independent study or reading courses (ANTH 599 or 601) while preparing for or taking exams. ANTH 701 is not an exam course.
- *What paperwork is required for advancement to candidacy?*
You must complete the “Advancement to Candidacy Form” after you have completed your candidacy requirements. Your doctoral adviser and the department chair must sign this form. The form goes to the School 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**. The School 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 School of Graduate Studies, with a copy in your department file.

You must remain continuously enrolled in Anth 701 from the time you begin enrolling in 701s until you graduate (summer term excluded).

N.B. Your five-year clock begins when you first enroll in ANTH 701, even if you have not completed the candidacy exams.

- *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 School of Graduate Studies 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 and maternity/paternity leaves. Maternity/paternity leaves allow you to extend your five-year candidacy cloak. Most leaves, however, **do not extend** the five-year candidacy clock. Please refer to the School of Graduate Studies bulletin if you wish to request a leave of absence.

5. THE FOREIGN LANGUAGE COMPETENCY REQUIREMENT

PhD students work with their doctoral adviser and faculty committee to determine *prior to advancing to candidacy* what foreign language, if any, is needed to successfully complete his or her Ph.D. If language competency is required, the language requirement can be met by either a demonstration of competency in a relevant written language or in an oral field language. Your adviser, in consultation with the committee, will determine the level of competency needed and by what means language proficiency will be certified. Certification of competency must occur *prior to the dissertation defense*.

- *What paperwork is required to certify language competency?*
Your adviser must put a memo in your file detailing what language competency you have established and the means of evaluation used. Typical means of establishing competency include: completion of language courses, evaluation by your adviser or other appropriate person, or completion of a standardized test of language ability.

6. THE Ph.D. DISSERTATION

Overview. 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 School 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 School of Graduate Studies.

- *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 adviser and other committee members do not support.

When you submit a proposal for funding you must follow university procedures for submission. You should work closely with your adviser to ensure that you follow university procedures.

- *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.
- *Do I have to be enrolled while I am writing my dissertation?*
Yes. You must maintain continuous enrollment until your degree is finished, including the semester that you defend your dissertation. Summer terms are excluded unless you plan to defend your dissertation or graduate during a summer term.
- *Do I have to be a full time student?*
No. You can register as a part time student if you wish. Once you have reached candidacy, one unit of Anth 701 is considered full time enrollment. Please consult with the School 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 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 School 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 School of Graduate Studies on time. The School of Graduate Studies 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 date. The department staff can assist you in making the poster announcing your defense.

- *What forms do I need to bring to the defense?*
A “Graduation Packet” is available on the School of Graduate Studies web page. Please download this packet and bring it to your defense.

SUMMARY OF Ph.D. PAPERWORK

Items shaded in gray are Anthropology Department requirements only and do not need to be submitted to the Office of Graduate Studies. **You should have a copy of all items in your department file. You are responsible for submitting items to the appropriate office. The department staff is not responsible for ensuring that your paperwork is completed.** Graduate school forms are available online at their website (<http://www.cwru.edu/provost/gradstudies/>).

PLEASE REFER TO THE GRADUATE SCHOOL CALENDAR FOR DEADLINES IN A SPECIFIC ACADEMIC YEAR.

What form?	When?	Who?	Comments
Doctoral Committee Form	When you select your Ph.D. committee	Anth only	You should revise this form if you change committee members.
Planned Program of Study (PPOS)	Prior to completion of two semesters in the Ph.D. program. See appendix for instructions.	Submit through Student Information System (SIS) online	Includes only the 18 hours of class work, not any 701 units.
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.
Candidacy Exam Form	After completion of EACH of the two topical exams	Anth only	You need to complete one form for each exam.
Notification for Scheduling a Ph.D. Proposal Defense	When you are ready to defend your prospectus	Anth only	Have your adviser sign the form after you pass the defense. The defense must be posted two weeks in advance.
Advancement to Candidacy Form	After you have passed your two exams and passed your prospectus defense.	Grad Studies & Anth	You are responsible for submitting this to the School of Graduate Studies. Submission of the Candidacy Exam forms to the department does not constitute notification to the School of Graduate Studies.

Notification of completion of language competency requirement	When you have established competency in foreign language, if deemed necessary, as determined by your committee.	Anth only	This can be done any time prior to defending your dissertation.
Application for graduation	The semester your 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	
Post defense in the Anthropology Department	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	Your adviser and the department chair must sign this.
Submission of final dissertation	When your adviser has approved your revisions.	Grad Studies	Follow instructions for online submission of the final dissertation.

ONE-YEAR MASTERS IN ANTHROPOLOGY AND GLOBAL HEALTH

Students who do not wish to pursue a Ph.D. in Anthropology have the option of enrolling in the one-year intensive MA program. This program is designed for students planning a career in the health sciences or allied health sciences. Students in this program take classes with the M.A./Ph.D. students and take the qualifying examination. Coursework is completed in two semesters.

REQUIREMENTS

Classwork: The Masters Degree requires 30 hours of class work distributed as follows.

- Four core courses (12 credits)
 - a. Medical Anthropology and Global Health (ANTH 480 and 481)
 - b. Ethnographic and Qualitative Research Design (ANTH 439)
 - c. 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 statistical competence comparable to that of the required statistics course. If you are interested in waiving this requirement, please contact Dr. McGrath. (N.B. Waiving the statistics requirement does not change the number of hours required for the degree.)
- 15 -18 credit hours in electives (depending on whether you have to take the statistics course). Normally, these electives are taken in anthropology, but you may take electives outside the Anthropology Department with department approval.

GPA requirement: Students must maintain a **3.0 (B)** average in the core courses. You can retake an examination in a core course the next time it is given. The second grade will then be the one considered in your grade point average.

Qualifying Examination: Students take the Medical Anthropology Qualifying Examination in the spring semester of their first year. This exam is based on the Anth 480-481 core course sequence. Students must pass the exam to receive their MA.

PAPERWORK AND TIMETABLE: The table lists the paperwork required to complete the M.A. degree. Forms for the School of Graduate Studies are available online at their website (www.case.edu/provost/gradstudies). The original of each form must be submitted to the School of Graduate Studies. A copy must be given to Barbara Reebel for the department files.

PLEASE REFER TO THE SCHOOL OF GRADUATE STUDIES CALENDAR FOR SPECIFIC SUBMISSION DATES FOR EACH ACADEMIC TERM.

Submit this Form	When?	Additional Info
Planned Program of Study (PPOS)	Prior to the completion of two semesters.	The PPOS is submitted online through the Student Information System (SIS).
Application for graduation	Early in Spring semester. Check the web page of the School of Graduate Studies for the deadlines.	This is submitted online through the Student Information System (SIS).
Certification of completion of degree	Usually early in April. Check the web page of the School of Graduate Studies for the deadlines.	The Graduate Program Director and the Department Chair must sign this.

CERTIFICATE IN GLOBAL HEALTH

All graduate students in anthropology, regardless of degree program, can obtain a Certificate in Global Health in conjunction with their graduate degree in anthropology. This certificate program, centered in the CWRU School of Medicine, combines discipline-specific and interdisciplinary coursework to promote a broad understanding of global health issues and prepare students for careers in global health. Students complete a selection of electives in anthropology and take the multi-disciplinary course, Fundamental Concepts in Global Health, with students from across campus. The Certificate program prepares students to participate in global health work in a variety of settings.

The class requirements for the Certificate are:

INTH 401: Fundamental Concepts in Global Health

ANTH 459: Introduction to International Health

ANTH 511: Seminar in Anthropology and Global Health

One 400- or 500- level health-related elective approved by the Certificate coordinators.

To complete the Certificate students select the above courses to complete their electives.

Student interested in the Certificate should contact the Certificate Adviser to discuss the schedule to complete the Certificate.

M.A./PH.D. /M.P.H. PROGRAM WITH THE CWRU SCHOOL OF MEDICINE

The Department of 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 M.A. /M.P.H. or a Ph.D./M.P.H. The goal of this program is to provide the opportunity to receive both an anthropology graduate degree and a public health degree simultaneously.

Joint degree students complete all the requirements for each degree, but are allowed to “double count” up to 9 credit hours – meaning these credit hours can be used to meet the requirements for both programs. Joint degree students work with their advisers in each program to determine the best course of study. In addition, students pursuing a Ph.D. in Anthropology are encouraged to design their MPH Culminating Experience and Practicum in conjunction with their Anthropology Department faculty to further leverage the interdisciplinary value of the project.

ANNUAL REVIEW OF GRADUATE STUDENT PROGRESS

At the end of each academic year, Director of Graduate Programs reviews the progress of all graduate students, with the exception of those enrolled in the one-year intensive M.A. program, to address any concerns and ensure appropriate progress towards the degree. The annual review process provides an opportunity for students to assess their progress and set goals for the next academic year.

Each student receives a “file review” memo that includes information about next steps or any missing information that needs to be provided to the department. MA students receive only this memo.

Ph.D. students receive a file review memo, copied to their Ph.D. adviser. In addition, students must complete a short form describing their progress to date and their expectations regarding the next academic year. This narrative must be reviewed and signed by the doctoral adviser. This form is returned to the Director of Graduate Programs and kept on file in the Department of Anthropology.

APPENDIX: INSTRUCTIONS FOR COMPLETING THE PLANNED PROGRAM OF STUDY (PPOS)

The School of Graduate Studies requires that you have an approved Planned Program of Study (PPOS) in the Student Information System (SIS) prior to the end of your second semester of study for each degree you seek.

The PPOS is designed to list all the courses you are taking for your degree by semester. This includes both classes you may already have taken and those you plan to take. Don't worry if you are not sure about the classes in the future, you can change it later if necessary.

Please note:

You need a separate PPOS for each degree. Therefore, if you do both an M.A. and a Ph.D. you need a separate PPOS for each degree. If you are also in the MPH program you need a PPOS for the MPH also.

Importantly, you may list each course for only one degree (for MPH joint degree see below). Therefore, if you include a course for your M.A. you may not list in your Ph.D. PPOS.

Joint degree: Students in the Anth-MPH program may count *9 credit hours* (3 courses) for both degrees. The two programs must approve the choice of courses to "double count".

Once you have entered the courses and assigned them to semesters, you must submit the PPOS for approval. This will then go to your adviser who must approve it. After your adviser approves it, it goes to the School of Graduate Studies for approval.

If your PPOS is denied, go onto SIS and review it. The most common reason for denial is that you have not sorted the courses into semesters or you have listed courses for the wrong degree. If you are not able to figure out why it was denied contact your adviser or the School of Graduate Studies.

For further assistance please review the instructions for entering a PPOS found on the School of Graduate Studies web page.