

Graduate Student Handbook

Asian Studies MA Program
University of Utah

Academic Year 2018-2019

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2. Supervisory Committee Approval of Thesis/Defense Form (submit to Grad School with thesis; available at <https://gradschool.utah.edu/thesis/forms/>)
3. Final Reading Approval of Thesis Form (submit to Grad School with thesis; available at <https://gradschool.utah.edu/thesis/forms/>)
4. Petition to Graduate Form (must be signed and dated in fall semester for spring graduation. Available at: <https://registrar.utah.edu/handbook/graduategraduation.php>)
5. Request for Leave of Absence Form (available at <https://registrar.utah.edu/handbook/leave.php>)

CHAPTER 1: INTRODUCTION AND WELCOME

This handbook has been prepared for graduate students in Asian Studies to acquaint them with current policies and procedures governing degree programs in the program. Information is accurate to the extent that it reflects policies and procedures in effect as of Fall 2018. Students should consult with the Director of Graduate Studies, the Asian Studies Academic Advisor, this Handbook, the Asian Studies website, and the Graduate School website to ensure that all information concerning their program of study is up-to-date. Because policies and practices are subject to continuous review and periodic revision, the material contained in this Handbook should be confirmed with the Director of Graduate Studies and the Asian Studies Academic Advisor to ensure that it has not been superseded by more recent faculty action. Information on pending changes is also available from the Director of Graduate Studies and the Asian Studies Academic Advisor.

This Handbook should be seen as a companion to the current University of Utah Graduate School regulations, available on the Graduate School's website: <http://www.gradschool.utah.edu/index.php>. The Handbook records most of Asian Studies' MA Program regulations, but not necessarily all of the Graduate School policies and requirements; students must be familiar with regulations detailed in this Handbook and also with Graduate School regulations. A student's program is governed by the regulations operative on the date of initial matriculation unless the student requests to change the program of study at a later date. Any request for changes to a student's program of study must be submitted in the form of a letter written by the student's Supervisory Committee Chair to the Asian Studies Graduate Committee. Interruptions in the continuity of a graduate degree program may require a student to be held to the most current regulations. Each graduate student in the Asian Studies MA Program is responsible for keeping abreast of any revisions in Program or Graduate School policy, procedures, or regulations that might affect the individual's academic program or status as a student in good standing.

We look forward to working with you over the course of your graduate studies.

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CHAPTER 2: GENERAL INFORMATION

2.1 Admissions

Each year, a cohort of graduate students is admitted to the Asian Studies MA Program, a diverse committee of Asia Center faculty affiliates, beginning their studies in the fall semester. This cohort admission procedure is designed to build a support group that contributes to the well-being and education of the entire student-faculty community.

2.2 Non-Matriculated Student Status

Students who are interested in graduate courses in Asian Studies without being fully admitted to a degree program may apply for “non-matriculated” status through the University of Utah Admissions Office. Subject to approval by the Program Graduate Committee, up to nine credit hours of non-matriculated coursework may be applied to the graduate degree if later the non-matriculated student is admitted to a degree program of the Program. In order for the credits to count toward a graduate degree, the student must petition for this credit – it is not automatic. After the student has been admitted officially to a degree program in the Program, the student must initiate petitions for credit by requesting that his/her Supervisory Committee Chair submit a letter of petition to the Graduate Committee.

2.3 Transfer of Graduate Credit from Other Institutions

Graduate credit may be transferred from other institutions. Credits transferred from another institution may be used for only one degree. Up to six semester hours of transfer credit may be applied toward fulfillment of graduate degree requirements if they are of high letter grade (B or higher; ‘credit only’ grades are unacceptable), are recommended by the student's Supervisory Committee, and were taken within four years of the semester of admission to the University of Utah for MA students.

2.4 Graduate Student Orientation

An orientation meeting is held for Asian Studies graduate students in August before the start of the fall semester, and attendance is required for all incoming and continuing graduate students in the Program. The purpose of this meeting is to introduce graduate students and faculty members, review important Program policies and requirements, and provide information and guidance about matters of specific concern to graduate students. Students are further encouraged to meet individually with members of the faculty throughout the first semester of residency in order to discuss individual goals and objectives, and to explore new potential interests.

2.5 Asian Studies Graduate Committee

The Asian Studies Graduate Committee is selected each year by the Director of Asian Studies to administer policies and regulations directly related to the Asian Studies graduate program. The Committee is chaired by the Program’s Director of Graduate Studies, and the Director of Asian Studies serves as a non-voting member of the Committee. The Graduate Committee is responsible for policy formation and on-going review of the graduate program, and the Graduate Committee acts on requests for variance from established rules and regulations. The Committee also serves as an appellate body for students and faculty members requesting a review of Supervisory Committee actions or other matters affecting the graduate program in general or an individual student in particular. The Director of Graduate Studies maintains regular office hours

for graduate students, and is available for consultation regarding all aspects of a student's graduate program.

2.6 Graduate Student Advisory Committee (GSAC)

The Graduate Student Advisory Committee (GSAC) represents Asian Studies graduate students. Each year the graduate students of the Program may elect up to three members to represent graduate student interests and needs in the Program as well as in the larger university community. GSAC also functions as the official liaison between graduate students and faculty, communicating with the Director of Graduate Studies.

CHAPTER 3: REQUIREMENTS FOR THE MA DEGREE

3.1 MA Program of Study

The M.A in Asian Studies is a flexible interdisciplinary degree providing advanced language study and area studies education. The program requires a total of 30 credits, including eight three-credit courses, a thesis completed through two three-credit research and writing course (ASTP 6970), and a minimum of third-year proficiency in an Asian language (proficiency may be demonstrated through coursework or an approved proficiency examination). Students are required to have both a regional or country concentration and a disciplinary concentration for their program, developed in consultation with the program advisor. Regional concentrations currently include East Asia (China, Japan, and Korea), South Asia (India and Pakistan) and Southeast Asia (Vietnam, Cambodia, and Indonesia). Disciplinary concentrations can focus on one of the disciplines participating in the Program or can involve creative and practical interdisciplinary combinations of courses that fit with the student's career goals.

The courses that will constitute the program of study for MA students must receive preliminary approval by their Supervisory Committee (or the Program's Director of Graduate Studies prior to the formation of the Supervisory Committee) before the completion of twelve hours of graduate credit. The student is also encouraged to complete an Asian Studies Semester Course Review Form in consultation with the Director of Graduate Studies and submitted to the Asian Studies Academic Advisor before the ADD/DROP deadline on the 2nd Friday of the semester.

In the Spring Semester of the student's first year, a Supervisory Committee and Committee Chair is selected in consultation with the Director of Graduate Studies. At this time, the student must complete and submit the **Request for Supervisory Committee Form** (see Appendices).

3.2 The Thesis Prospectus/Comprehensive Examination

All MA students are required to take a written Comprehensive Examination, in the form of a Thesis Prospectus. Students prepares a Thesis Prospectus in consultation with their Supervisory Committee Chair. There is no required format for the Thesis Prospectus, but it should clearly articulate a) the primary purpose of the thesis, b) how this purpose will be met through structured research, and c) a preliminary bibliography of primary and secondary sources.

The Thesis Prospectus must be completed in the third semester of the student's program of study, typically in the fall semester of the student's second year, and must be approved by majority vote of the Supervisory Committee. Students are required to submit a **Thesis Prospectus/Comprehensive Examination Form** (see Appendices) to the Academic Advisor after securing the appropriate signatures.

3.3 The Thesis Defense/MA Final Examination

All students are required to take a Thesis Defense/MA Final Examination, in the form of a public presentation and defense of the thesis. The format of the defense must be agreed upon by the student and Supervisory Committee Chair. Typically, the thesis defense involves an oral summary of the research by the student, questions from the Supervisory Committee, and time for the Supervisory Committee to discuss and determine the outcome of the defense (after the student has been excused). The student is informed of the outcome of the defense and

requirements for revision immediately following the Supervisory Committee's discussion. The Thesis Defense must be scheduled in the March of the Spring Semester in which the student intends to graduate. This is to ensure adequate time to meet the various deadlines set by the Thesis Office and the Graduate School for timely graduation. Digital copies of the thesis must be delivered to the members of the Supervisory Committee no less than two weeks prior to the scheduled defense. These copies should be a penultimate draft, responding to previous feedback from the committee's readings, and carefully proofread and formatted. It is strongly urged that the student meet with the Thesis Office to go over formatting issues *before* submitting hard copies of the thesis for the thesis defense.

Upon the successful outcome of a Thesis Defense, the members of the Supervisory Committee sign the **Supervisory Committee Approval of Thesis/Defense Form**, available at <https://gradschool.utah.edu/thesis/forms/>. One copy is kept with the Asian Studies Academic Advisor and the signed copy is attached to the final copy of the Thesis submitted to the Graduate School.

3.4 The MA Thesis

The Asian Studies MA program requires a thesis based on scholarly research, which may be supplemented with creative research. For a hybrid thesis involving scholarly and creative research, the general guideline is 60% scholarly research and 40% creative research. The length and scope of the Thesis is determined by students and their committee chair, and should adhere to the purpose and structure of the thesis stated in the Thesis Prospectus.

3.5 MA Foreign Language Requirements

MA students may fulfill the language requirement by demonstrating advanced proficiency in an Asian language, defined as completing a minimum of third-year coursework in the language with a B average or better. This requirement could have been met within the five years prior to beginning your graduate studies. Third year proficiency is a minimum requirement, and students are encouraged to continue their study of one or more Asian language throughout their MA Program.

The Graduate Language Verification Form is available at <https://gradschool.utah.edu/wp-content/uploads/2013/05/Graduate-Language-Verification-Form-1.pdf> and must be filled out completely in consultation with the Asian Studies Academic Advisor. This process should be completed as soon as possible in accordance with the past language learning preparation and current language learning plans of the student. Students who have been awarded a FLAS must meet additional language study requirements. Please see the Academic Advisor and FLAS Coordinator for updated information.

CHAPTER 4: GRADUATE ADVISING AND THE SUPERVISORY COMMITTEE

4.1 Temporary Advisors

Prior to beginning graduate study in Asian Studies, the Director of Graduate Studies will serve as the faculty Temporary Advisor until the student completes a request for a Supervisory Committee. Prior to the selection of a Supervisory Committee Chair, the Temporary Advisor will assist in formulating the student's program of study. Newly admitted students should arrange a meeting with the Director of Graduate Studies upon their acceptance of an offer from the Asian Studies MA Program or before the fall term of their first year in the program to discuss program of study. The selection of a Supervisory Committee Chair and Supervisory Committee should be finalized early in the Spring Semester of the first year.

4.2 Selection of the Supervisory Committee

MA Supervisory Committees consist of one Committee Chair and two Committee Members. The majority of the Supervisory Committee whom must be regular University of Utah faculty in Asian Studies. All University of Utah faculty in Asian Studies (including regular, research, clinical, emeritus, visiting, and adjunct) are eligible to serve as Supervisory Committee members. The faculty member must hold an academic or professional doctorate, the terminal degree in the relevant field, and/or must have demonstrated competence to do research and scholarly or artistic work in the student's general field. Persons not from the University of Utah may also serve as committee members upon final approval of the Director of Graduate Studies and the Dean of The Graduate School. A CV for the proposed committee member outside of the University of Utah must accompany the **Request for Supervisory Committee Form** (see Appendices).

The Committee Chair must be selected from the tenured or tenure-track faculty in Asian Studies. Students are responsible for selecting their Committee Chair in consultation with the Director of Graduate Studies. The selection process then proceeds to the selection of additional faculty as potential members of the Supervisory Committee. In consultation with the Committee Chair, the student must personally discuss with each individual the basis for his/her selection and the individual's willingness to serve on the Supervisory Committee. Once this informal process has been completed, the student submits a completed **Request for Supervisory Committee Form** (see Appendices) to the Director of Graduate Studies for approval, and then submits the form to the Asian Studies Academic Advisor. The form is ultimately forwarded to the Graduate School by the Academic Advisor for final action.

Because students' interests may change during their graduate programs and because faculty members may accept other positions or be absent from campus for extended periods, it is sometimes necessary to request a change in Supervisory Committee membership. The student is responsible for arranging the requested change with Supervisory Committee members. After informally discussing the change with the Supervisory Committee members involved, a **Request for Change in Supervisory Committee Form** (see Appendices) must be completed by the student, who must collect all signatures from the members of the Supervisory Committee. The completed form is then approved by the Director of Graduate Studies, and submitted to the Asian Studies Academic Advisor, who forwards it to the Graduate School.

4.3 Supervisory Committee Responsibilities and Procedures

The importance of the Supervisory Committee to a student's graduate program cannot be emphasized too strongly. It is the Supervisory Committee who has responsibility for approving by majority vote the student's program of study and the Thesis Prospectus/Comprehensive Examination, as well as guiding the MA Thesis and the Thesis Defense. The Supervisory Committee Chairperson must be present at the Thesis Defense, while arrangements may be made for teleconference participation of committee members who are unable to be present on campus.

CHAPTER 5: GOOD STANDING IN THE ASIAN STUDIES MA PROGRAM

5.1 Good Standing: Graduate School Requirements

For a full discussion of the University of Utah Graduate School's policies on maintaining good standing, see the Graduate Student website: <http://www.gradschool.utah.edu>. The Graduate School considers a student to be in good standing if she or he meets Program standards, which may exceed stated Graduate School requirements in any area.

5.2 Good Standing: Asian Studies Requirements

A student must be in good standing to be considered eligible for Asian Studies financial assistance. In addition, a student who is not in good standing is in danger of being dismissed from the Program. A student must satisfy the following conditions to be considered to be in good standing:

The student must have a graduate GPA of at least 3.0, and the student must have completed the appropriate required courses with a grade of B or better. (If the student has received a grade of B- or less in a required course, that course does not meet the requirement. In such cases, the student must either repeat the course and earn a grade of B or higher, or must take an alternative course as approved by the Supervisory Committee Chair in consultation with the Supervisory Committee.

The grade of “Incomplete” or “T” (incomplete grade for 6000 level or above) is given when special circumstances intervene to prevent the timely completion of coursework and at the discretion of the course instructor. In order for an instructor to assign the grade of “T”, the student must be passing the course and have completed at least 80% of the required coursework as outlined on the Office of the Registrar’s website: <http://www.sa.utah.edu/regist/>. The work must be completed as expeditiously as possible, no later than one year after the course was taken, at which point the grade is automatically converted to ‘E’. A student with two or more incompletes may be in danger of losing the status of good standing. In such cases, the Graduate Committee will give the student a written warning, which will include an indication of what the student must do to avoid losing the status of good standing.

5.3 Annual Graduate Student Review

Students in the Asian Studies MA Program undergo a formal review by the Supervisory Committee during the spring semester to determine whether they are a student in good standing. The Committee Chair, based on their knowledge of the student’s progress, conveys to the Director of Graduate Studies whether the student is in good standing.

The Graduate Committee meets to review each student’s file in Spring Semester. If the result of the review is favorable, the student will be notified informally. If the result of the review is not favorable, a student is no longer considered a student in good standing and is no longer eligible for Asian Studies funding. In this case, the letter from the Graduate Committee will outline steps that the student must take in order to regain good standing status, along with a deadline for successful completion of the steps.

5.4 Dismissal from the Program

All graduate students are expected to maintain standards of academic, behavioral, professional, and ethical conduct, as specified in the Student Code. Misconduct in any of these areas may constitute grounds for dismissal from the program. Failing to satisfy the requirements to remain a student in Good Standing in Asian Studies may result in dismissal from the program.

In the rare instance of dismissal from the Program, the dismissal procedure will be as follows:

1. The Committee Chair, Director of Graduate Studies, and Director of the Asia Center will notify the student in writing, indicating the allegations related to the proposed dismissal.
2. The student will be given an opportunity to meet with the Committee Chair or designee(s) to respond to the allegations.

Following the meeting, the Committee Chair or designee(s) will notify the student of the outcome. The process will then follow those outlined in the Student Code, depending upon the type of dismissal (academic, academic misconduct, behavioral, professional/ethical).

CHAPTER 6: REGISTRATION

6.1 Minimum Continuous Registration

Graduate students must maintain minimum registration by registering and paying normal tuition and fees for at least three credit hours per semester from the time they are admitted to the Graduate School until they have completed all requirements for the degree. If students do not comply with the continuous registration policy described above and do not obtain an official leave of absence (see Section 6.7), their Supervisory Committees are terminated and their records are inactivated. To reactivate a file at a later time, the student must reapply for admission to the Graduate School.

6.2 Summer Term Registration

Continuous registration, for the purpose of this policy, refers only to registration during the regular academic year. Continuous registration is not terminated or interrupted by not registering during summer terms (between the end of Spring Semester and the beginning of Fall Semester). Nothing, however, prevents a student from maintaining registration status, if appropriate, during the summer term.

6.3 Tuition

Students are responsible for ensuring that all tuition and fees are paid in a timely manner. If 100% of a student's registration includes courses numbered 6970-6989 or 7970-7989, in-state (resident) tuition is charged.

6.4 Readmission

Students who do not maintain continuous registration as listed above will be removed from the program after the "Last Day to Add" deadline has passed for that semester (typically two weeks after regular classes begin), unless the student is taking a leave of absence that has been formally approved. To reenter the program, students must follow the normal application procedures for all student applications, including application to the University Admissions Office. A complete list of the application procedures is available on the Asian Studies website.

6.5 Maximum Hours

No candidate for a graduate degree is permitted to register for more than 16 credit hours in any single semester. A schedule of nine hours (typically three graduate level courses) is considered a full load for MA degree students.

6.6 Residency Requirements

MA students must take at least 80% of all credit coursework for their program of study at the University of Utah. Any credit for courses transferred from another university must be approved by the Director of Graduate Studies as equivalent to a course offered in the Asian Studies Program. Because of the two-year timeline for the completion of the MA in Asian Studies, graduate students are expected to be in residence for the Fall and Spring Semesters of the first and second year. Semester-long study abroad programs are not appropriate for the MA Program. However, summer study abroad for the purposes of language study and research are encouraged between the first and second year of study, especially if summer language study is needed for the student to achieve third year proficiency in an Asian language as is required for the degree.

6.7 Leaves of Absence

Students who wish to discontinue their studies for one or more semesters, other than summer term, must file a **Request for Leave of Absence Form** (available at <https://registrar.utah.edu/handbook/leave.php>) with their Committee Chair, the Director of Graduate Studies, and the Director of the Asia Center. Requests may be granted in the following circumstances:

1. Leaves of absence generally are granted and reviewed on a yearly basis for reasons relating to illness, military service, residence outside the state of Utah, and work in process in which students are not in continual contact with their Supervisory Committee or other members of the faculty.
2. Leaves also may be granted on a yearly basis to students who are engaged in work considered beneficial to their academic goals, such as temporary teaching or professional employment that allows the students ultimately to complete the degree.
3. Leaves for other reasons may be granted and reviewed on a yearly basis when the student's Committee Chair believes that the leave is in the best interest of both the student and the University.

Students must apply for leaves of absence for a current semester by the last day of classes of that semester. They also must officially withdraw from classes in any semester for which a leave is granted.

The period during which a leave of absence is granted does not count toward the period allowed to complete the degree. Leaves are granted for a maximum of one academic year at a time. The leave of absence is void if the student registers for classes in a semester for which a leave was granted. While on a leave of absence, a student may continue to get health care coverage through the Graduate School.

6.8 Family Leave Policy

Students may take a period of up to 16 weeks for a Family Leave of absence for caregiving, medical conditions associated with pregnancy, and to accommodate recommendation by their medical provider. Please talk with the Director of Graduate Studies or contact Sherrie Hayashi, Director, Office of Equal Opportunity and Affirmative Action Title IX/ADA/Section 504 Coordinator University of Utah, 135 Park Building 201 South Presidents Circle Salt Lake City, UT 84112, sherrie.hayashi@utah.edu. The Title IX Coordinator will work with the student, appropriate faculty, and administration to determine what accommodations are reasonable and effective. The student will be ineligible for financial support during the semester of familial leave. The student may continue to get health care coverage through the Graduate School while on a Family Leave of Absence.

6.9 Foreign Language and Area Studies (FLAS) Scholarships

Most Asian Studies MA students are eligible and encouraged to apply for the FLAS scholarship program. Please note that for students awarded FLAS distinct requirements apply. Please see <http://asia-center.utah.edu/flas/index.php> and/or discuss any questions with the FLAS Coordinator.

CHAPTER 7. SAFETY AND WELLNESS

7.1 Safety and Wellness

Your safety is our top priority. In an emergency, dial 911 or seek a nearby emergency phone (throughout campus). Report any crimes or suspicious people to 801-585-COPS; this number will get you to a dispatch officer at the University of Utah Department of Public Safety (DPS; dps.utah.edu). If at any time, you would like to be escorted by a security officer to or from areas on campus, DPS will help — just give a call.

The University of Utah seeks to provide a safe and healthy experience for students, employees, and others who make use of campus facilities. In support of this goal, the University has established confidential resources and support services to assist students who may have been affected by harassment, abusive relationships, or sexual misconduct. A detailed listing of University Resources for campus safety can be found at <https://registrar.utah.edu/handbook/campussafety.php>

Your well-being is key to your personal safety. If you are in crisis, call 801-587-3000; help is close. The university has additional excellent resources to promote emotional and physical wellness, including the Counseling Center (<https://counselingcenter.utah.edu>), the Wellness Center (<https://wellness.utah.edu>), and the Women's Resource Center (<https://womenscenter.utah.edu>). Counselors and advocates in these centers can help guide you to other resources to address a range of issues, including substance abuse and addiction.

APPENDICES

FORMS FOR INTERNAL USE ATTACHED TO THIS HANDBOOK

1. Asian Studies Semester Course Review Form
2. Request for Supervisory Committee Form
3. Request to Change Supervisory Committee Form
4. Thesis Prospectus/Comprehensive Examination Form

FORMS FOR THE GRADUATE SCHOOL (These forms are not attached to this Handbook, but are linked directly to the Graduate School and the Registrar)

1. The Graduate Language Verification Form (complete ASAP and submit to Grad School; available at <https://gradschool.utah.edu/wp-content/uploads/2013/05/Graduate-Language-Verification-Form-1.pdf>)
2. Supervisory Committee Approval of Thesis/Defense Form (submit to Grad School with thesis; available at <https://gradschool.utah.edu/thesis/forms/>)
3. Final Reading Approval of Thesis Form (submit to Grad School with thesis; available at <https://gradschool.utah.edu/thesis/forms/>)
4. Petition to Graduate Form (must be signed and dated in fall semester for spring graduation. Available at: <https://registrar.utah.edu/handbook/graduategraduation.php>)
5. Request for Leave of Absence Form (available at <https://registrar.utah.edu/handbook/leave.php>)

ASIAN STUDIES SEMESTER COURSE REVIEW FORM

FOR THE STUDENT

PLEASE CHECK THAT YOU HAVE REGISTERED FOR THE COURSES REQUIRED FOR YOUR PROGRAM AND SCHOLARSHIP, FOCUSING ON 1) REQUIRED CREDIT HOURS; 2) REQUIRED 6000 AND 7000 LEVEL COURSES (OR UNDERGRADUATE COURSES TAKEN AT THE GRADUATE LEVEL); 3) REQUIRED LANGUAGE COURSES; 4) REQUIRED THESIS RESEARCH COURSES.

PLEASE SUBMIT THIS FORM TO THE DIRECTOR OF GRADUATE STUDY FOR CONSULTATION, AND THEN TO THE ASIAN STUDIES ACADEMIC ADVISOR FOR INTERNAL RECORD KEEPING **BEFORE THE ADD/DROP DEADLINE ON THE SECOND FRIDAY OF THE SEMESTER.**

STUDENT NAME:

UNID:

SEMESTER:

YEAR:

COURSE SCHEDULE

	DEPT	NUMBER	COURSE TITLE	INSTRUCTOR	CREDITS
1)					
2)					
3)					
4)					

FOR THE DIRECTOR OF GRADUATE STUDIES

SIGNATURE:

DATE:

ASIAN STUDIES REQUEST FOR SUPERVISORY COMMITTEE FORM

FOR THE STUDENT

PLEASE CONFIRM WITH EACH FACULTY MEMBER ON THIS FORM THAT THEY AGREE TO BE ON YOUR SUPERVISORY COMMITTEE FOR THE MA PROGRAM IN ASIAN STUDIES, INCLUDING DUTIES INVOLVING THESIS GUIDANCE AND THESIS DEFENSE.

PLEASE SUBMIT THIS FORM TO THE DIRECTOR OF GRADUATE STUDY FOR CONSULTATION, AND THEN TO THE ASIAN STUDIES ACADEMIC ADVISOR FOR INTERNAL RECORD KEEPING **BEFORE THE END OF YOUR SECOND SEMESTER OF STUDY (TYPICALLY IN SPRING SEMESTER OF THE FIRST YEAR).**

STUDENT:

PRINT NAME AND UNID

SIGNATURE

DATE

COMMITTEE CHAIR:

PRINT NAME

SIGNATURE

DATE

COMMITTEE MEMBER 1:

PRINT NAME

SIGNATURE

DATE

COMMITTEE MEMBER 2:

PRINT NAME

SIGNATURE

DATE

DIRECTOR OF GRADUATE STUDIES:

PRINT NAME

SIGNATURE

DATE

ASIAN STUDIES REQUEST TO CHANGE SUPERVISORY COMMITTEE FORM

FOR THE STUDENT

Because students' interests may change and because faculty members may take leave from campus for extended periods, it is sometimes necessary to request a change in Supervisory Committee membership. The student is responsible for arranging the requested change with Supervisory Committee members, and must complete this form and collect all signatures from the members of the current Supervisory Committee as approval for the requested change. The completed form is then approved by the Director of Graduate Studies, and submitted to the Asian Studies Academic Advisor, who forwards it to the Graduate School. The student must then complete a new **REQUEST FOR SUPERVISORY COMMITTEE FORM**.

STUDENT:

<i>PRINT NAME AND UNID</i>	<i>SIGNATURE</i>	<i>DATE</i>
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COMMITTEE CHAIR:

<i>PRINT NAME</i>	<i>SIGNATURE</i>	<i>DATE</i>
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COMMITTEE MEMBER 1:

<i>PRINT NAME</i>	<i>SIGNATURE</i>	<i>DATE</i>
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COMMITTEE MEMBER 2:

<i>PRINT NAME</i>	<i>SIGNATURE</i>	<i>DATE</i>
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DIRECTOR OF GRADUATE STUDIES:

<i>PRINT NAME</i>	<i>SIGNATURE</i>	<i>DATE</i>
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ASIAN STUDIES THESIS PROSPECTUS/COMPREHENSIVE EXAMINATION FORM

FOR THE STUDENT

The Thesis Prospectus, which takes the place of a Comprehensive Examination, must be completed in the third semester of the student's program of study, typically in the fall semester of the student's second year. This prospectus must be approved by a majority vote of the Supervisory Committee. Students are required to submit this form to the Director of Graduate Studies and the Asian Studies Academic Advisor after securing the appropriate signatures.

STUDENT:

<i>PRINT NAME AND UNID</i>	<i>SIGNATURE</i>	<i>DATE</i>
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<i>COMMITTEE CHAIR, PLEASE CIRCLE ONE:</i>	<i>APPROVE</i>	<i>NOT-APPROVE</i>
--	----------------	--------------------

<i>PRINT NAME</i>	<i>SIGNATURE</i>	<i>DATE</i>
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<i>COMMITTEE MEMBER 1, PLEASE CIRCLE ONE:</i>	<i>APPROVE</i>	<i>NOT-APPROVE</i>
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<i>PRINT NAME</i>	<i>SIGNATURE</i>	<i>DATE</i>
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<i>COMMITTEE MEMBER 2, PLEASE CIRCLE ONE:</i>	<i>APPROVE</i>	<i>NOT-APPROVE</i>
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<i>PRINT NAME</i>	<i>SIGNATURE</i>	<i>DATE</i>
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DIRECTOR OF GRADUATE STUDY

<i>PRINT NAME</i>	<i>SIGNATURE</i>	<i>DATE</i>
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