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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 September 2011. Students should consult with the Asian Studies website, this Handbook, and the Graduate School website to ensure that all information concerning his/her 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contained in this Handbook should be confirmed with Asian Studies’ Academic Advisor to ensure that it has not been superseded by more recent faculty action.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 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.

Winston Kyan
Director of 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, 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.

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.

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.

2.2 Graduate Student Orientation
An orientation meeting is held for Asian Studies graduate students early in 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.

International Teaching Assistant Program
International students whose first language is not English and who have been awarded financial assistance in the form of teaching assistantships by the Asian Studies Program are required to attend and be certified through an ITA workshop prior to beginning their teaching assignment. This workshop is offered by the Graduate School’s ITA Program and includes a training course designed to facilitate ITAs’ acquisition of skills in language, teaching, and cultural awareness. Students who do not satisfactorily complete certain workshops will be ineligible to receive the
teaching assistantship. Information about workshop registration is available from the Director of Graduate Studies. Other information on the workshop is available at http://www.gradschool.utah.edu/ita.

2.3 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.

2.4 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: GRADUATE ADVISING AND THE SUPERVISORY COMMITTEE

3.1 Temporary Advisors
Prior to beginning graduate study in Asian Studies, the director of graduate studies will serve as a faculty mentor as a 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 early in the fall term of their first year in the program, specifically prior to fall break, to discuss program of study and selection of a Supervisory Committee Chair.

3.2 Selection of the Supervisory Committee
MA Supervisory Committee
MA Supervisory Committees consist of three faculty members, the majority of whom must be regular faculty in Asian Studies. If faculty members outside the University of Utah serve as members of the Supervisory Committee, the outside members’ CVs must be submitted to the Academic Advisor along with the “Request for Supervisory Committee” form for submission to the Graduate School.

All University of Utah faculty members (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 approval of the dean of The Graduate School (a CV for the proposed committee members must accompany the request). Committee chairs must be selected from regular faculty (i.e., tenured or tenure-track) in Asian Studies.

Each student is responsible for initiating the selection of his/her Supervisory Committee. The selection process begins with the student making arrangements with a faculty member to serve as the Supervisory Committee Chair. In consultation with the Supervisory Committee Chair, the student then selects additional faculty as potential members of the Supervisory Committee and personally discusses 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 Appendix 6) to the Asian Studies Program’s Academic Advisor for approval by the Director of Graduate Studies. This form is available from the Academic Advisor. When approval is granted, the form is forwarded to the Graduate School by the Academic Advisor for final action by the Dean of the Graduate School. The “Request for Supervisory Committee” form must be turned in to the Program’s Academic Advisor by the end of the student’s second semester of graduate study.
Request for Change in Supervisory Committee

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 Appendix 7) must be completed by the student, who must collect all signatures from the members of the Supervisory Committee. The completed form is then turned in to the Academic Advisor, who secures the signature of the Director of Graduate Studies, and submits it to the Graduate School. This form is available from the Academic Advisor. The approved request is then forwarded to the Graduate School for inclusion in the student’s official University file.

The names of Supervisory Committee members listed on the approved form (either the original “Request for Supervisory Committee” or “Request for Change in Supervisory Committee”) must correspond with all signatures on later official documents. Further information concerning Supervisory Committees is also available on the Graduate School website at http://www.gradschool.utah.edu/index.php.

3.3 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 which has responsibility for approving the student’s program of study, advising the student concerning coursework prior to each semester of study, preparing and evaluating the Comprehensive Examination, approving the thesis or dissertation proposal, the thesis or dissertation itself, and administering and judging the final thesis defense. Decisions concerning requirements, examination, and the thesis are made by majority vote of the entire Supervisory Committee (regardless of whether or not all Supervisory Committee members are present at the relevant meeting). It is preferred that all members of the Supervisory Committee will be present at any formal meeting that may result in an official Supervisory Committee action. Circumstances can exist, however, that make this expectation an unreasonable burden on the candidate or Supervisory Committee. The Supervisory Committee Chairperson must be present at both proposal defense and thesis defense meetings. Arrangements may be made for teleconference participation of committee members who are unable to be present on campus.
CHAPTER 4: GOOD STANDING IN THE ASIAN STUDIES MA PROGRAM

4.1 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/catalog/index.php. 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.

4.2 Good Standing: Asian Studies Requirements
A student must be in good standing to be considered eligible for Asian Studies financial assistance; this is not, however, sufficient to ensure an award of financial assistance or continuation of such an award. In addition, a student who is not in Good Standing is in danger of being dismissed from the graduate program. In order for a student to be considered to be in good standing, she/he must satisfy the following conditions:

1. Grades
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 to 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 his/her Supervisory Committee Chair in consultation with the Supervisory Committee.)

2. Grade of Incomplete
The student must be in compliance with the Program’s policies on grades of “I” (incomplete). See Section 4.3 for information about this policy.

3. Selection of Supervisory Committee
The student must complete all the paperwork for selection of a Supervisory Committee and submit this to the Academic Advisor by the end of her/his second semester of graduate work.

4. Annual Review
The student must submit all of the required materials for the Annual Review (see page 11) to her/his Supervisory Committee Chair by 1 February. (This is to allow the Supervisory Committee Chair to consult with the Supervisory Committee and prepare a cover letter to submit, along with any supporting materials, to the Graduate Committee by 15 February; Supervisory Committee Chairs are permitted to ask students to have this material to them earlier than the 1 February deadline.) Annual review materials should be submitted to the temporary advisor if the Supervisory Committee Chair has not been determined by February 1.

5. On-Going Research Program
MA students must give evidence of an on-going research program, as measured by the Annual Review.

6. Comprehensive Examination
MA Students: Approval of the thesis proposal serves as the comprehensive examination. Normally this must be passed by the end of the student's third semester of graduate study. Any exceptions to this must be approved in writing by the Supervisory Committee Chair, in consultation with the Supervisory Committee, in a letter to the Graduate Committee.

4.3 Grade of Incomplete
The grade of “Incomplete” or “I” 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 “I”, 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’. Students who have two or more “Incompletes” on their record in any semester must supply a plan for the timely completion of that coursework to their Advisor.

A student with two or more incompletes may be in danger of losing the status of Good Standing. In such cases, the Graduate Committee, and will give the student a written warning at the time of the Annual Graduate Student review which will include an indication of what the student must do to avoid losing the status of Good Standing.

4.4 Satisfactory Progress to Degree
Satisfactory Progress to Degree is measured by a student's completion of requirements in a timely manner. The discussion of Good Standing includes most of these time-sensitive issues; they are presented here again for ease of reference. There are some differences that students should note. Like Good Standing, Satisfactory Progress to Degree is a necessary, but not sufficient, condition of financial awards and assistance.
To ensure that students complete their degree in the time allocated by the Graduate School (eight semesters for MA students fourteen semesters for PhD students), the Asian Studies Program has the adopted following time line:

1. Approval of Supervisory Committee by the end of the second semester of graduate study.
2. Courses:
   a. The student must have completed the appropriate required courses with a grade of B- or better. The Supervisory Committee Chair, in consultation with the Supervisory Committee, determines whether the student's coursework is on track for completion of degree within the time frame allocated by the Graduate School.
For MA students this means that coursework should normally be completed in 4 semesters.
b. The student must be in compliance with the Program's policies on grades of “I” (incomplete).

3. Comprehensive Examination:
a. MA Students: Normally this must be passed by the end of the student’s third semester of graduate studies. Any exceptions to this must be approved in writing by the Supervisory Committee Chair, in consultation with the Supervisory Committee, in a letter to the Graduate Committee.

4.5 Annual Graduate Student Review
Each graduate student undergoes a formal review by the Graduate Committee during the spring semester to determine whether he/she is a student in Good Standing. For this review, each student must submit a statement of his/her research and progress towards the degree (no more than 2 pages single-spaced) to his/her Advisor by February 1 (note: this must be done every year). The Advisor, based on information contained in the statement and his/her knowledge of the student’s progress, writes a cover letter addressed to the Graduate Committee, covering each of the following topics:

- What courses has the student completed, and what grades has he/she earned in them?
- What evidence have you observed that the student is a self-starter, independently motivated, insightful, creative, able to assimilate new ideas quickly, and able to ascertain the relevance of ideas?
- Do you have any specific concerns about this student that need to be addressed at this point?

The Advisor then submits the student’s statement along with his/her cover letter to the Graduate Committee by February 15. In the review, assessments of student performance from the instructors of courses the student has taken may also be considered. The Graduate Committee meets to review each student’s file and writes a letter to the student explaining the outcome of the review. 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.

4.6 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. For specific criteria to remain a student in Good Standing in Asian Studies, see Sections 4.1, 4.2, 4.3, 4.4, 4.5.
In the rare instance of dismissal from the Program, the dismissal procedure will be as follows:

- The Chair of Supervisory Committee, Director of Graduate Studies, and Director of Asian Studies will notify the student in writing, indicating the allegations related to the proposed dismissal.

- The student will be given an opportunity to meet with the Chair of the Supervisory Committee or designee(s) to respond to the allegations.

- Following the meeting, the 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 5: REGISTRATION

5.1 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 5.3), 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.

5.2 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.

5.3 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.

5.4 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.

5.5 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 is considered a full load for MA degree students.

5.6 Residency Requirements
MA Students
MA students must take at least 80% of all credit coursework for their program of study at the University of Utah. To satisfy a specific requirement for the MA programs of study, any credit
for courses transferred from another university must be approved by the Director of Graduate Studies as equivalent to a course or courses offered in the Asian Studies Program.

5.7 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 with the Chair of their Supervisory Committee. Before being forwarded to the Graduate Records Office for approval by the Dean of The Graduate School, the form must be approved by the Supervisory Committee Chair and the Director of Asian Studies. Requests may be granted in the following circumstances:

- 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.
- Leaves also may be granted on a yearly basis to students who, in the judgment of the Director of Asian Studies, 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.
- Leaves for other reasons may be granted and reviewed on a yearly basis when the student's chair believes 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. For more information about official withdrawal, see Grading Policies in the Undergraduate Information section of the university course catalog.

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.

5.8 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.
CHAPTER 6: REQUIREMENTS FOR THE MA DEGREE

6.1 MA Program of Study
The Asian Studies MA Program is 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 (6 credits), and a minimum of third-year proficiency in an Asian language. 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) and South Asia (India and Pakistan). Courses are also available on Southeast Asia. Disciplinary concentrations can focus on one of the Programs participating in the program or can involve creative and practical interdisciplinary combinations of courses that fit with the student's career goals. (See Appendix 3 for required coursework). Courses should have an Asia focus. Up to two methodology courses in the disciplinary concentration may be accepted toward the degree. (See Appendix 4: Request for Methodology Course Form).

The courses that will constitute the program of study for each MA student must receive preliminary approval by his/her Supervisory Committee before the completion of twelve hours of graduate credit. Upon completion of 75% of coursework, the program of study must receive formal approval by the Director of Graduate Studies. For MA students, formal approval of the program of study must be requested using the “Application for Admission to Candidacy for the Master’s Program” form (see Appendix 10). This form is available on the Graduate School website: http://www.gradschool.utah.edu/index.php and must be signed by all members of the Supervisory Committee prior to being submitted to the Academic Advisor for approval by the Director of Graduate Studies.

The general University-wide requirements for the MA degree may be found on the University of Utah Graduate School’s website http://www.gradschool.utah.edu/index.php.

6.2 The Comprehensive Examination
All MA students are required to take a written Comprehensive Examination. Since the Asian Studies MA is a thesis degree, the approved thesis proposal serves as the Comprehensive Examination. The thesis proposal is approved by majority vote of the Supervisory Committee.

“Report of the Comprehensive Examination” Form
Students are required to submit a “Report of the Comprehensive Examination” form (see Appendix 11) to the Academic Advisor after securing the signature of the Supervisory Committee Chair. The Supervisory Committee Chair must include a cover letter with this form indicating the Committee vote on the exam; the cover letter remains in the student's file in Asia Center and is not forwarded to the Graduate School. The “Report of the Comprehensive Examination” form is available on the Graduate School website: http://www.gradschool.utah.edu/index.php.
6.3 The MA Final Examination
All MA students are required to take an oral Final Exam, in the form of the MA Thesis Defense (described below under section 6.4).

6.4 The MA Thesis
The Asian Studies MA program requires a thesis. Students are required to complete a minimum of 24 hours of coursework, as well as a minimum of six hours of ASTP 6970 (Thesis Research-Masters) while completing the thesis.

The MA Thesis Proposal
The student prepares a thesis proposal in consultation with his or her Supervisory Committee Chair and the Supervisory Committee. There is no formal approval process or required format for the thesis proposal; these must be agreed upon between the student and the Supervisory Committee Chair, in consultation with the Supervisory Committee; however, approval of the thesis proposal must be made by majority vote of the committee. Preparation and writing of the thesis itself must conform to the Graduate School’s Style and Format Guide for the Preparation and Presentation of Theses and Dissertations. A copy of the Guide is available for purchase from the Thesis Office or online at the Graduate School website: http://www.gradschool.utah.edu/index.php. As explained above under section 6.2, once the thesis proposal is approved, the student must submit the “Report of the Comprehensive Examination” form (see Appendix 12) to the Academic Advisor after securing the signature of the Supervisory Committee Chair.

The MA Thesis Defense (also referred to as the “Final Examination”)
A public presentation and defense of the thesis is required. The format of the defense must be agreed upon by the student and Supervisory Committee. Typically the thesis defense involves an oral presentation of the research by the student, time for questions from the public audience, time for questions from the Supervisory Committee (after the public audience has been excused), and time for the Supervisory Committee to discuss and determine the outcome of the defense (after the student has been excused). Normally, the student is informed of the outcome of the defense immediately following the Supervisory Committee’s discussion.

The student is responsible for scheduling the defense at a time that is convenient to Supervisory Committee members, reserving a room where the defense will be held, reserving necessary equipment from Instructional Media Services (IMS), and sending the date/time, location, thesis title, and abstract to the Academic Advisor at least two weeks prior to the defense. The Academic Advisor will post the announcements of the defense; if you fail to submit this information two weeks or more prior to the event, you may be required to reschedule your defense for a later date. Students can contact IMS to reserve equipment via their website at http://www.ims.utah.edu/audiovisual_distribution/equipmentreservations.html.

Hard 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.

If you are aiming to graduate in a given semester, please be aware of the Thesis Office’s deadlines for defenses and submission of the final thesis. Thesis defenses in the Asian Studies MA Program normally will not be scheduled in the last two weeks of any semester.

After a successful defense, the Supervisory Committee Chair will work with the Academic Advisor to submit the “Master’s Supervisory Committee Approval”, “Final Reading Approval,” and “Report of the Final Examination” forms. (See Appendix 12)

6.5 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. Again, this is a minimum requirement, and students are encouraged to continue their language study or work with materials in the language throughout their MA Program. Once you have satisfied the requirement, whether through a language placement test or graduate level course work, please contact the graduate advisor. The graduate advisor will assist in submitting your language verification to the Graduate School.
CHAPTER 7: OTHER IMPORTANT INFORMATION

7.1 Tuition Benefit Program
The University of Utah provides tuition benefits ranging from 50% to 100% of a student's eligible tuition for graduate students who are employed by the University if they fall into one of the four categories, and are compensated at an approved level. The categories are:

- Graduate Teaching Assistant (TA)
- Graduate Research Assistant (RA)
- Graduate Assistant (GA)
- Graduate Fellow (GF)

For a full description of this program, as well as its requirements and limitations, please go to http://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines/.

7.2 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.

7.3 Student Health Insurance Policy
The Student Health Insurance Policy offered to Teaching Assistants (TAs) and Research Assistants (RAs) is known as the Subsidized Graduate Student Health Insurance. Student must be receiving a full (100%) tuition benefit and be 100% RA or TA or a Combination of TA/RA that adds up to 100% to qualify. The Subsidized Graduate Student Health Insurance Policy is the same as the Student Health Insurance offered to all University of Utah students. The difference is that the premium is subsidized by the Graduate School for eligible students. Qualifying students pay 20% of the premium and the Graduate School pays 80% of the premium. Brochures for this policy are available online at www.uhcsr.com/utah or from:

Student Health Services
Madsen Health Center Level 1
555 Foothill Blvd.
Salt Lake City, UT, 84112

7.4 Program Staff
The Asia Center has excellent staff support. Bryce Garner is the Associate Director of the International and Area Studies Programs, and Ashley Glenn is the Academic Advising Coordinator and Graduate Academic Advisor. The staff members help graduate students in a variety of ways, as detailed in this Handbook. Graduate students are expected to treat staff courteously and professionally.