



# Graduate Student Handbook

Asian Studies MA Program  
University of Utah

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\*All forms may be signed digitally

## FORMS FOR THE GRADUATE SCHOOL

1. The Graduate Language Verification Form (complete ASAP and submit to Grad School; available at <https://languages.utah.edu/resources/documents/forms/graduate-language-verification-form.pdf> )
2. Statement of Thesis Approval Form (submit to Grad School with thesis; available at <https://gradschool.utah.edu/thesis/forms/>)
3. Petition to Graduate Form (must be signed and dated in fall semester for spring graduation. Available at: <https://registrar.utah.edu/handbook/graduategraduation.php>)
4. Request for Leave of Absence Form (available at <https://registrar.utah.edu/resources/documents/pdf/graduate-leave-absence.pdf>)

\*All forms may be signed digitally

## 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 in the program. Information is accurate to the extent that it reflects policies and procedures in effect as of Fall 2024. 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confirmed with the Director of Graduate Studies and the Asian Studies Academic Advisor to ensure that it has not been superseded by more recent faculty action.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 update the program of study to a later version of the handbook. 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 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, 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. Upon admission into the Program, the student must either A) provide documentation that they have already fulfilled the Asian Studies Program language requirement, or B) take a language placement test through the University of Utah's World Languages and Cultures office to confirm the level of their applied Asian language. Students should submit documentation or the result of the placement test to the Asian Studies Academic Advisor no later than the Friday before the Fall semester. To set up a placement test, please visit: <https://languages.utah.edu/language-requirements/language-placement-testing.php>.

### **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, 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 credits 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 on the Thursday before the first day of classes. 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 every 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. The Committee may act on an ad hoc basis and be formed at anytime throughout the semester, dependent on need.

### **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. This committee's formation is solely dependent on current student interest.

## 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 minimum total of 30 credits including eight 3-credit courses, a Thesis completed through two 3-credit thesis research courses (ASTP 6970) or a Project/Non-Thesis completed through two 3-credit project research courses (ASTP 6971), and a minimum of third-year proficiency in an Asian language (proficiency may be demonstrated through coursework or an approved proficiency examination). Only Graduate level Asian language courses cross listed with courses above 3060 will count towards credits for the Program of Study. The exception to this would be if a student enters the program with proficiency in an Asian language, up to eight credits of coursework in a second Asian language can be counted, even if below the cross listed 3060 level. A referral from the Academic Advisor with a brief justification would be necessary and then submitted to the Director of Graduate Studies for approval.

Students are advised to have both an area concentration and a disciplinary concentration for their program, developed in consultation with the program advisor. Area concentrations currently include East Asia (China, Japan, and Korea), South Asia (India and Pakistan) and Southeast Asia (Vietnam, Cambodia, Indonesia, and Pacific Islands). Cross-regional/area themes of study are supported. A majority of the program of study credits (minimum 15 credits) must focus on the area of concentration. 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. For disciplinary course work, students are required to enroll in one Research Seminar/Methodology course to be taken within the first year of study, preferably first semester, if available, and must be approved by the Director of Graduate Studies.

**Example of Program of Study:** [Refer to page 23 for Master List]  
**30 credit minimum**

- 24-credit elective courses
  - Required to include: Minimum 15 credits within the area concentration
  - One course of Research Seminar/Methodology
  - Suggested to include: Any Asian language course cross listed above 3060 (see exception above)
- 6-credits (10 credits maximum) of Thesis Research (ASTP 6970)\*  
or Project Research (ASTP 6971)\*

\* The student will need set the course up with the academic advisor upon approval from their chair.

\*\* Requirements for elective courses may overlap (ex:1 course meeting both Asia content & disciplinary credits.)

**Example of Programs of Study (Area and Discipline):**

- Conflict & Religions of Southeast Asia
- Population Studies and Health of Displaced Minorities in East Asia
- Political Rhetoric of South Korea



The courses that will constitute the program of study for MA students must receive preliminary approval by their Supervisory Committee Chair (or the Program's Director of Graduate Studies prior to the formation of the Supervisory Committee) before courses begin each semester. To receive approval the student must complete the Asian Studies Semester Course Review Form in consultation with the forementioned, then submit it to the Asian Studies Academic Advisor before the ADD/DROP deadline on the 2<sup>nd</sup> Friday of the semester.

Undergraduate Courses may be taken at a Graduate level if appropriately linked to a graduate course number. To register the undergraduate course at a 6000 level or higher, request approval from the course instructor. Upon instructor approval, their department must also confirm course creation eligibility and then will create a cross listed graduate course number if eligible.

### **3.2 Supervisory Committee (SVC)**

All MA students are required to create a Supervisory Committee (SVC) to oversee and approve completion of a Thesis or Project/Non-Thesis during their program. This committee must be created in the second semester of the student's program of study. A Supervisory Committee Chair and members are selected in consultation with the Director of Graduate Studies. In order to confirm the Committee Chair and members, the student must decide on whether they will pursue a Thesis or Project and the tentative research topic. It is the responsibility of the student to keep communication open with the SVC to stay on track with deadlines and expectations. For more information on the requirements for the Supervisory Committee chair and members, please see section 4.2.

### **3.3 MA Research Prospectus**

In place of a Comprehensive Exam, which is not required by our program, all MA students are required to submit a written Project/Non-Thesis (Project) Prospectus or a Thesis Prospectus. This 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. The Chairperson can provide a tie breaking decision. Students are required to gather signatures and submit an **MA Research Prospectus Form** (see Appendices) to the Academic Advisor after securing the appropriate signatures. Approval signatures can be collected digitally or in person depending on the committee member's preference.

A student prepares a Thesis Prospectus or Project Prospectus in consultation with their Supervisory Committee Chair. There is no required format for the MA Research Prospectus, but it should clearly articulate a) the primary purpose of the thesis or project, b) how this purpose will be met through structured research, c) a preliminary bibliography of primary and secondary sources and d.) IRB Approval for Human Subjects Clearance. The recommended length is 3-5 pages, including only the most important information. If a student foresees working with humans, this process should commence during the first year, if not the first semester, of the MA program due to the lengthy approval process, please visit this link for an application <https://irb.utah.edu/submit-application/index.php>.

### **3.4 MA Final Examination**

All students are required to take an MA Final Examination in the form of a Thesis or Project/Non-Thesis defense. All exams may be done virtually via Zoom upon approval by the Supervisory Committee (SVC). It is the student's responsibility to arrange the date and time (typically 90-120 minutes) with their SVC for the defense and to arrange a location with their academic advisor.

#### **3.4a 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 format, 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.

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 defense of a Thesis must be open to the public to allow someone outside the committee to attend if they like. For it to be labelled a public defense, it must be publicized in some way. It does not need to be heavily publicized; sufficient publicity could include an email announcement to program faculty and students, posters on campus, etc.... contact the Academic Advisor to discuss once a date for the defense is established.

The Thesis Defense must be scheduled in or before **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 three 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 **Asian Studies Thesis Final Exam Approval Form** (see Appendices). A copy must be sent to the Asian Studies Academic Advisor. The student must also complete a **Statement of Thesis Approval Form** available at <https://gradschool.utah.edu/thesis/forms/>. The form is attached to the final copy of the Thesis submitted to the Graduate School. For important Thesis Office submission dates please visit: <https://gradschool.utah.edu/thesis/calendar.php>

#### **3.4b Project/Non-Thesis**

Students must complete an MA essay and have it approved by their supervisory committee after an oral defense. An MA essay is a substantial research paper on an issue or topic related to Asia. Typically, students will register for project research credits during their second year in the MA program to complete their essay. The final Project/Non-Thesis (Project) must be completed and

passed before the last day of final exams of the semester you are graduating; it is preferred to be completed by April 15<sup>th</sup>. Digital copies of the project must be delivered to the members of the Supervisory Committee no less than three weeks prior to the required defense, allowing them an appropriate amount of time to review.

A defense along the lines of a Thesis defense is required for a Project. The format and dynamics of the Project defense are at the discretion of the Supervisory Committee Chair and should adhere to the purpose and structure of the Project stated in the Project Prospectus. This defense will consist of an oral summary of the project by the student, questions from the Supervisory Committee, and time for the Supervisory Committee to discuss and determine the outcome of the presentation (after the student has been excused). Unlike a Thesis defense, a Project defense does not need to be made open to the public. The student is informed of the outcome and requirements for revision immediately following the Supervisory Committee's discussion.

Upon the successful outcome of a Project defense, the members of the Supervisory Committee sign the **Asian Studies Project Final Exam Approval Form** (see Appendices). A copy must be sent to the Asian Studies Academic Advisor along with a copy of the final edit of the MA Project essay in PDF format.

### ***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, providing evidence of language testing scores or as a native speaker. This requirement could have been met within the five years prior to beginning 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.

All graduate Language courses are numbered as ASTP 7300 and cross listed with an undergraduate level course. To register for the graduate level 7300 course, the student must email the World Languages and Cultures office to confirm the level and credits needed for registration, [wlcgraduatestudies@utah.edu](mailto:wlcgraduatestudies@utah.edu).

**The Graduate Language Verification Form** is required by the Graduate School and only required for 1 Proficient Asian Language. This form is available at <https://languages.utah.edu/resources/documents/forms/graduate-language-verification-form.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 Mentor- Director of Graduate Studies (DGS)**

Prior to beginning graduate study in Asian Studies, the Director of Graduate Studies (DGS) will serve as the faculty mentor until the student completes a request for a Supervisory Committee. Prior to the selection of a Supervisory Committee Chair, the DGS 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 their program of study. **The selection of a Supervisory Committee Chair and Supervisory Committee should be finalized early in the second semester of the first year** (see section 3.2).

### **4.2 Asian Studies Academic Advisor**

The Asian Studies Academic Advisor is available for both virtual and in-person appointments. They are an important tool that will provide information and guidance on academic-related issues, such as program and graduation requirements, exceptions, course planning and registration. The Academic Advisor can help make referrals for students who need assistance with overcoming learning obstacles, career decisions, mental health, or other needs. They provide information to students about relevant campus events and notifications. It is the responsibility of the student to monitor their umail account for any communications from their academic advisor year around while active in their program.

### **4.3 Selection of the Supervisory Committee**

MA Supervisory Committees consist of one Committee Chair and two or more Committee Members. The majority of the Supervisory Committee must be tenure-line University of Utah faculty in Asian Studies. All University of Utah faculty affiliated with the Asia Center (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) with a brief justification letter from the Director of Graduate Studies. Immediate family members are **not** eligible to serve on a student's supervisory committee. Please visit this website for a full list of faculty members and their faculty category, <https://data.utah.edu/data-dashboard/faculty-individual-information/>.

The Committee Chair must be selected from the tenured or tenure-track faculty affiliated with the Asia Center. Students are responsible for selecting their Committee Chair in consultation with the Director of Graduate Studies. The selection then proceeds to 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. For more information on Supervisory Committee formation, please visit: <https://gradschool.utah.edu/navigating-grad-school/supervisory-committees.php>

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 requesting 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.

#### ***4.4 Supervisory Committee Responsibilities and Procedures***

The importance of the Supervisory Committee (SVC) to a student's graduate program cannot be overstated. It is the Supervisory Committee who has the authority to approve, by majority vote, the student's program of study and the Prospectus. They will provide guidance during the MA Thesis/Project paper and the Thesis/Project defense process and by majority vote determining if a student has passed or failed their defense. The Supervisory Committee Chairperson and committee members may participate virtually whenever most convenient or if unable to be present on campus for the defense.

## 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: <https://gradschool.utah.edu/navigating-grad-school/>. The Graduate School considers a student to be in good standing if they meet 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 count towards 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. CR, for courses graded on a Credit/Non- Credit basis, will only be accepted for Thesis/ Project Research courses.

The grade of "Incomplete" or "I" (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. 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: <https://registrar.utah.edu/>. The work must be completed as expeditiously as possible, no later than one year after the course was taken, to receive a letter grade. If the course requirements are not completed within a year, the grade is automatically converted to an '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. Letter 'T' grades will not be given as place holders for Thesis/ Project Research courses, unless a Supervisory Committee Chair feels they did not see sufficient progress made that semester to provide a grade.

### **5.3 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 (please see chapter 7). 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 a student is only continuing registration to complete a Thesis or Project/Non-Thesis, they may register for 1-3 credits of a Research Course that term upon approval from their Chairperson and the Director of Graduate Studies. 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. For rates and deadlines, visit: <https://bursar.utah.edu/>

### **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 & Time Limit**

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. Per Graduate School regulations, all work for an MA degree must be completed within four consecutive calendar years or a student can face discontinuation from their program. Reach out to the Academic Advisor for petition information, if necessary.

### **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. 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, Study Abroad Programs aimed towards their program of study 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 the Director of Opportunity and Affirmative Action Title IX/ADA/Section 504 at University of Utah, located at [383 South University Street, Level 1 OEO Suite, Salt Lake City, UT 84112](#), [OEO@utah.edu](mailto:OEO@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 Withdrawal from Program**

If you wish to withdraw from the Asian Studies Program, you must give notice by the last day of exams of your final semester in written form to the Director of Graduate Studies.

## CHAPTER 7: CODE OF CONDUCT AND STUDENT SERVICES

### **7.1 Student Code of Conduct**

The Student Code for the University of Utah can be found at:

<https://regulations.utah.edu/academics/6-400.php> .

### **Sexual Harassment, Office of Equal Opportunity**

Title IX makes it clear that violence and harassment based on sex and gender (which includes sexual orientation and gender identity/expression) is a civil rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, color, religion, age, status as a person with a disability, veteran's status or genetic information. If you or someone you know has been harassed or assaulted, you are encouraged to report it to the Title IX Coordinator in the Office of Equal Opportunity and Affirmative Action. Office of Equal Opportunity and Affirmative Action Title IX/ADA/Section 504 at University of Utah is located at [383 South University Street, Level 1 OEO Suite, Salt Lake City, UT 84112, \[OEO@utah.edu\]\(mailto:OEO@utah.edu\)](#). For support and confidential consultation, contact the Center for Student Wellness, SSB 328, (801) 581-7776. To report to the police, contact the Department of Public Safety, (801) 585-2677(COPS). If there is any question regarding the OEO policy, please contact our OEO liaison, Natalie Montoya, at [natalie.montoya@utah.edu](mailto:natalie.montoya@utah.edu) to arrange a meeting or visit her in the College of Humanities, Dean's office LNCO 2100.

### **7.2 Student Resources** <https://gradschool.utah.edu/resources-hub/index.php>

### **The Americans with Disabilities Act (ADA)**

The Americans with Disabilities Act. The University of Utah seeks to provide equal access to its programs, services, and activities for people with disabilities. If you will need accommodations in this class, reasonable prior notice needs to be given to the Center for Disability & Access, 162 Olpin Union Building, (801) 581-5020. CDS will work with you and the instructor to make arrangements for accommodations. If there is any questions or concerns about the applicability of Americans with Disabilities Act (ADA) for you or your students, please contact our ADA liaison, Natalie Montoya, at [natalie.montoya@utah.edu](mailto:natalie.montoya@utah.edu) to arrange a meeting or visit her in the College of Humanities, Dean's office LNCO 2100.

### **Campus Safety**

The University of Utah values the safety of all campus community members. To report suspicious activity, call campus police at (801)585-COPS (801-585-2677). You will receive important emergency alerts and safety messages regarding campus safety via text message. For more information regarding safety and to view available training resources, including helpful videos, visit <https://safeu.utah.edu/>

### **Wellness**

Personal concerns such as stress, anxiety, relationship difficulties, depression, cross-cultural differences, etc., can interfere with a student's ability to succeed and thrive at the University of Utah. For helpful resources contact the Center for Student Wellness at [www.wellness.utah.edu](http://www.wellness.utah.edu) or (801) 581-7776. Mental Health Resources at <https://studentaffairs.utah.edu/mentalhealth/>.

### **Veterans Center**

If you are a student veteran, the U of Utah has a Veterans Support Center located in Room 161 in the Olpin Union Building. Hours: M-F 8am-5pm. Please visit their website for information about services offered, a list of ongoing events and links to outside resources: <http://veteranscenter.utah.edu/>.

## **CHAPTER 8. FOREIGN LANGUAGE AND AREA STUDIES (FLAS) SCHOLARSHIPS**

### **8.1 Introduction of the FLAS Academic Year Award**

FLAS Fellowships are federally funded awards offered through the University of Utah's Asia Center. They provide funding for graduate students who study modern foreign languages and related area studies. Most Asian Studies MA students are eligible and encouraged to apply for the FLAS scholarship program. For an Academic Year Award period, each Graduate Fellow will be awarded up to \$18,000 through the Tuition Benefit Program and \$20,000 stipend.

The Application deadline is the last Friday of January every year and most start their application once they have completed FAFSA.

### **8.2 Eligibility**

- Applicant must be a U.S. citizen or permanent resident of the United States.
- Applicant must be a current or incoming full-time student at the University of Utah.
- Must Submit FAFSA for the most current year.

### **8.3 Scholarship Requirements**

1. Register for a full graduate course load (9 up to a maximum of 12 credits/semester). All courses must be taken for a letter grade (A-E) and must receive a 3.0 GPA or higher.
2. Take one language course, for three or more credit hours, during both Fall and Spring semesters and receive at least a "B" in the Language courses for both Fall and Spring semesters.
3. Take one area studies course, for three or more credit hours, during both Fall and Spring semesters and receive at least a "B" in the Area courses for both Fall and Spring semesters.
4. Complete a language pre-evaluation at the beginning of the award period and a language post-evaluation at the end of the award period.
5. Complete a Final Report for the US Department of Education at the end of the fellowship period and at regular intervals after your fellowship ends (up to 8 years).
6. FLAS funding cannot be used to pay for internships.

### **Repayment or Suspension**

Failure to complete any of the above terms, or withdrawal from the program, will result in the student's repayment of the award, or suspension from the fellowship. Student will receive written notification if the terms have not been met.

### **8.4 Introduction of the FLAS Summer Award**

For a Summer Award period, each Graduate Fellow will be awarded up to \$5,000 in Tuition, \$3,500 stipend and up to \$1,000 for Travel expenses, dependent on availability. The Summer award can be used for study abroad programs if the language variant and level you want to study is not offered within the United States. All study abroad programs funded with FLAS award funds must be approved prior to award by the FLAS coordinator and the Department of Education.

Please see <https://asia-center.utah.edu/language/flas/index.php> and/or discuss any questions with the FLAS Coordinator at [flas@utah.edu](mailto:flas@utah.edu).

## CHAPTER 9. ASIAN STUDIES MA PROGRAM TENTATIVE TIMETABLE

### 9.1 First Semester (Fall)

- Thursday prior to the start of the term-**Orientation**.
- Week prior to the start of the semester- meet with the Director of Graduate Studies to complete the **Semester Course Review Form** and submit your most recent language placement results.
- Dec 15- Submission deadline for the **Language Verification Form**.
- Start forming contacts for possible faculty supervisory committee members.
- Set up a one-on-one research and bibliography training with an Asian Studies Librarian.

### 9.2 Second Semester (Spring)

- Week prior to the start of the semester- meet with the Director of Graduate Studies to complete and submit the **Semester Course Review Form**.
- Last Friday of January, Academic Year & Summer FLAS application deadline (must apply yearly).
- Early Semester, decide on either a Thesis or Project and your research topic. Then create short research proposal to submit with your SVC faculty requests.
- April 15- Submission deadline for the **Supervisory Committee (SVC) Form**, recommended to submit earlier.

### 9.3 Summer Break

- Not required to register to keep continuous registration, if registering reach out to your Academic Advisor for deadlines.
- Even if not registered, work independently on Project/Thesis research/topic formation
- Possible Summer FLAS Intensive Language Program Abroad.

### 9.4 Third Semester (Fall)

- Week prior to the start of the semester- meet with the Supervisory Committee Chairperson to complete and submit the **Semester Course Review Form**.
- November 15- Submission deadline for the **MA Research Prospectus Form**.
- Apply to **Graduate** in Spring Semester.

### 9.5 Fourth Semester (Spring)

- Week prior to the start of the semester- meet with the Supervisory Committee Chairperson to complete and submit the **Semester Course Review Form**.
- Mid January- Graduation Application deadline to Graduate in Spring Semester.
- Mid-Late March- Thesis Defense Deadline- **Submit Thesis Final Exam Approval Form**.  
\* Thesis should be sent to committee members no later than 3 weeks prior to the defense.
- Mid April-Submission of Thesis to the Thesis Office, check link below for updated deadlines-  
**Submit Statement of Thesis Approval Form**.
- April 15-Deadline for Project/Non-Thesis Submissions- **Submit Project/Non-Thesis Final Exam Approval Form**.  
\* Project/Non-Thesis essay should be sent to committee members no later than 3 weeks prior to the Project defense.

## IMPORTANT LINKS

Asia Center: <https://asia-center.utah.edu/>

Bursars Tuition Schedules: <https://bursar.utah.edu/tuition-schedules/>

Campus Safety: <https://safeu.utah.edu/>

Career Counseling: <https://careers.utah.edu/>

Center for Student Wellness: [www.wellness.utah.edu](http://www.wellness.utah.edu)

Commuter Services: <https://commuterservices.utah.edu/>

Faculty Information Resource: <https://data.utah.edu/data-dashboard/faculty-individual-information/>

Foreign Language and Area Studies Scholarship: <https://asia-center.utah.edu/language/flas/index.php>

Graduation Deadlines: <https://registrar.utah.edu/graduation>

Graduate School Academic Calendar: <https://gradschool.utah.edu/events/>

Graduate School Resources Hub: <https://gradschool.utah.edu/resources-hub/index.php>

Graduate Writing Center: <https://writingcenter.utah.edu/grad-student-services.php>

Institutional Review Board for Human Research Clearance Applications:

<https://irb.utah.edu/submit-application/index.php>

Interactive Campus Map: <https://map.utah.edu/>

Learning Abroad Office: <https://learningabroad.utah.edu/>

Marriott Library: <https://lib.utah.edu/>

Asian Studies Librarians, Marie Paiva and Dorothy Terry

Nationally Competitive Opportunities:

<https://gradschool.utah.edu/funding/fellowships-scholarships-awards/nationally-competitive/>

New Student Guide to IT recourses: [https://it.utah.edu/help/it\\_guides/new\\_student\\_guide.php](https://it.utah.edu/help/it_guides/new_student_guide.php)

Registrar's Academic Calendars: <https://registrar.utah.edu/academic-calendars/index.php>

Supervisory Committee: <https://gradschool.utah.edu/navigating-grad-school/supervisory-committees.php>

Thesis Office Deadlines: <https://gradschool.utah.edu/thesis/calendar.php>

Ucard Services: <https://ucard.utah.edu/>

University-wide scholarships: <https://utah.academicworks.com/>

Veterans Center: <http://veteranscenter.utah.edu/>

World Languages & Cultures Placement Test: <https://languages.utah.edu/language-requirements/language-placement-testing.php>

Your Campus Life Guidebook: <https://union.utah.edu/resources-spaces/union-programming-council/your-campus-life-guidebook/>

## APPENDICES

### FORMS FOR INTERNAL USE ATTACHED TO THIS HANDBOOK

1. Asian Studies Program of Study Master List
2. Asian Studies Semester Course Review Form
3. Request for Supervisory Committee Form  
<https://asia-center.utah.edu/resources/documents/graduate/forms/supervisory-committee-form.pdf>
4. Request to Change Supervisory Committee Form
5. MA Research Prospectus Form. (Thesis/Project)
6. Asian Studies Thesis Final Exam Approval Form
7. Asian Studies Project/Non-Thesis Final Exam Approval Form
8. Campus Map

\*All forms may be signed digitally

### FORMS FOR THE GRADUATE SCHOOL (Most 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://languages.utah.edu/resources/documents/forms/graduate-language-verification-form.pdf> )
2. Statement of Thesis Approval Form (submit to Grad School with thesis; available at <https://gradschool.utah.edu/thesis/forms/>)
3. Petition to Graduate Form (must be signed and dated in fall semester for spring graduation. Available at: <https://registrar.utah.edu/handbook/graduategraduation.php>)
4. Request for Leave of Absence Form (available at <https://registrar.utah.edu/resources/documents/pdf/graduate-leave-absence.pdf>)

\*All forms may be signed digitally



### REGIONAL CONCENTRATION

 \_\_\_\_\_

**\*Choose 1 of the following regions:**

East Asia (China, Japan, and Korea), South Asia (India and Pakistan) and Southeast Asia (Vietnam, Cambodia, Indonesia, and Pacific Islands).

### DISCIPLINARY CONCENTRATION

 \_\_\_\_\_

\*e.g., environmental studies, sociology, history, gender, political science, etc...

### COURSEWORK [24 credits]

Course # - Course Name	C	A	D
Example: HIST 6910-History of Brazil	3	✓	✓

**Must be approved and a 6000 course or higher**

- Minimum 15 credits must come from approved AS content courses.
- 1 course of Research Design/ Methodology
- Applicable language courses (see hadbook)

*Elective courses may meet multiple requirement*

\*C-Credits \*A-AS Course \*D-Discipline Course

### THESIS / PROJECT HOURS [6 credits]

 \_\_\_\_\_

Thesis Research: ASTP 6970 only\*  
or Project Research: ASTP 6971 only\*

 \_\_\_\_\_

\*Supervisory Committee, Prospectus & Defense required

### LANGUAGE PROFICIENCY

 \_\_\_\_\_

\*Minimum of third-year proficiency in one Asian Language.

**\*Third-year Proficiency Language**

Available Languages: **Chinese, Japanese, Korean, Vietnamese, Russian, Hindi-Urdu, Tongan, Samoan**

# ASIAN STUDIES

## Semester Course Review Form

**Student Instructions:** please check that you have registered for the courses required for your program and scholarship, focusing on:

- 1) required credit hours and language requirements
- 2) required graduate level courses (ensure you are registering for undergraduate courses at a 6000+ level)

Please consult with your Committee Chair or Director of Graduate studies before a committee is established and have them sign the form upon approval. Then, submit the completed form to the Asian Studies Graduate Advisor for internal record keeping before the add/drop deadline.

Student Name: \_\_\_\_\_ Unid: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

\***Note:** all classes must be taken at the 6000+ level or higher.

Department	Number	Course Title	Instructor	Credits
HISTORY	6230	Global Islam	Shawnakim Lowey-Ball	3 credits

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty/Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_



# ASIAN STUDIES

## Supervisory Committee Form

**Student instructions:** 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/project non-thesis guidance and thesis defense.

Submit this form to the Director of Graduate Studies 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 Name: \_\_\_\_\_ Unid: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Name	Signature	Date
(Chair)		
(Optional)		

Approved by Director of Graduate Studies:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# A SIAN STUDIES

## Supervisory Committee Change Form

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.

**Student instructions:** Collect all signatures from the members of the current Supervisory Committee as approval for the requested change. Then request approval by the Director of Graduate Studies and submit the completed form to the Asian Studies Academic Advisor. They will forward it to the Graduate School.

Student Name: \_\_\_\_\_ Unid: \_\_\_\_\_

Faculty Name	Signature	Date
(Chair)		
(Optional)		

Approved by Director of Graduate Studies:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ASIAN STUDIES

## MA Research Prospectus Form

**Student instructions:** The Thesis or Project/Non-Thesis Prospectus, which takes the place of a Comprehensive Examination, must be approved by a majority vote of the Supervisory Committee. Students are required to submit this form with the approved prospectus document to the Director of Graduate Studies and the Asian Studies Academic Advisor after securing the appropriate signatures. (typically fall semester of the student's second year)

Student Name: \_\_\_\_\_ UNID: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

Thesis

Project/Non-Thesis

The tentative title of the Thesis/Project/Non-Thesis MA Essay:

Human Subjects Committee Clearance Required?  Yes  No

If Yes, attach a copy of approval form.

**COMMITTEE CHAIR:**

APPROVE  DENY

PRINT NAME

SIGNATURE

DATE

**COMMITTEE MEMBER 1:**

APPROVE  DENY

PRINT NAME

SIGNATURE

DATE

**COMMITTEE MEMBER 2:**

APPROVE  DENY

PRINT NAME

SIGNATURE

DATE

**COMMITTEE MEMBER 3, if required:**

APPROVE  DENY

PRINT NAME

SIGNATURE

DATE

**DIRECTOR OF GRADUATE STUDY**

APPROVE  DENY

PRINT NAME

SIGNATURE

DATE

# ASIAN STUDIES

## Thesis Final Exam Approval Form

**Student Instructions:** A Thesis Defense takes place of a Final Exam. Bring this form with you to your defense and return it completed to the Academic Advisor with a PDF copy of your approved Thesis paper.

Student Name: \_\_\_\_\_ Unid: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Defense Date: \_\_\_\_\_

The student's qualifying exams were evaluated by the Supervisory Committee as follows:

Thesis Passed

Thesis Failed

Faculty Name	Signature
(chair)	
(Optional)	

Last updated 07/31/24

# ASIAN STUDIES

## Project/ Non-Thesis Final Exam Approval Form

**Student Instructions:** A Project/Non-Thesis Defense takes place of a Final Exam. Bring this form with you to your defense and return it completed along with the approved paper in PDF to the Academic Advisor. If edits are required submit the final edited version of the paper in PDF by the deadline set by the Chairperson of your Supervisory Committee for approval. Then forward the final version to the Academic Advisor.

Student Name: \_\_\_\_\_ Unid: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Defense Date: \_\_\_\_\_

The student's qualifying exams were evaluated by the Supervisory Committee as follows:

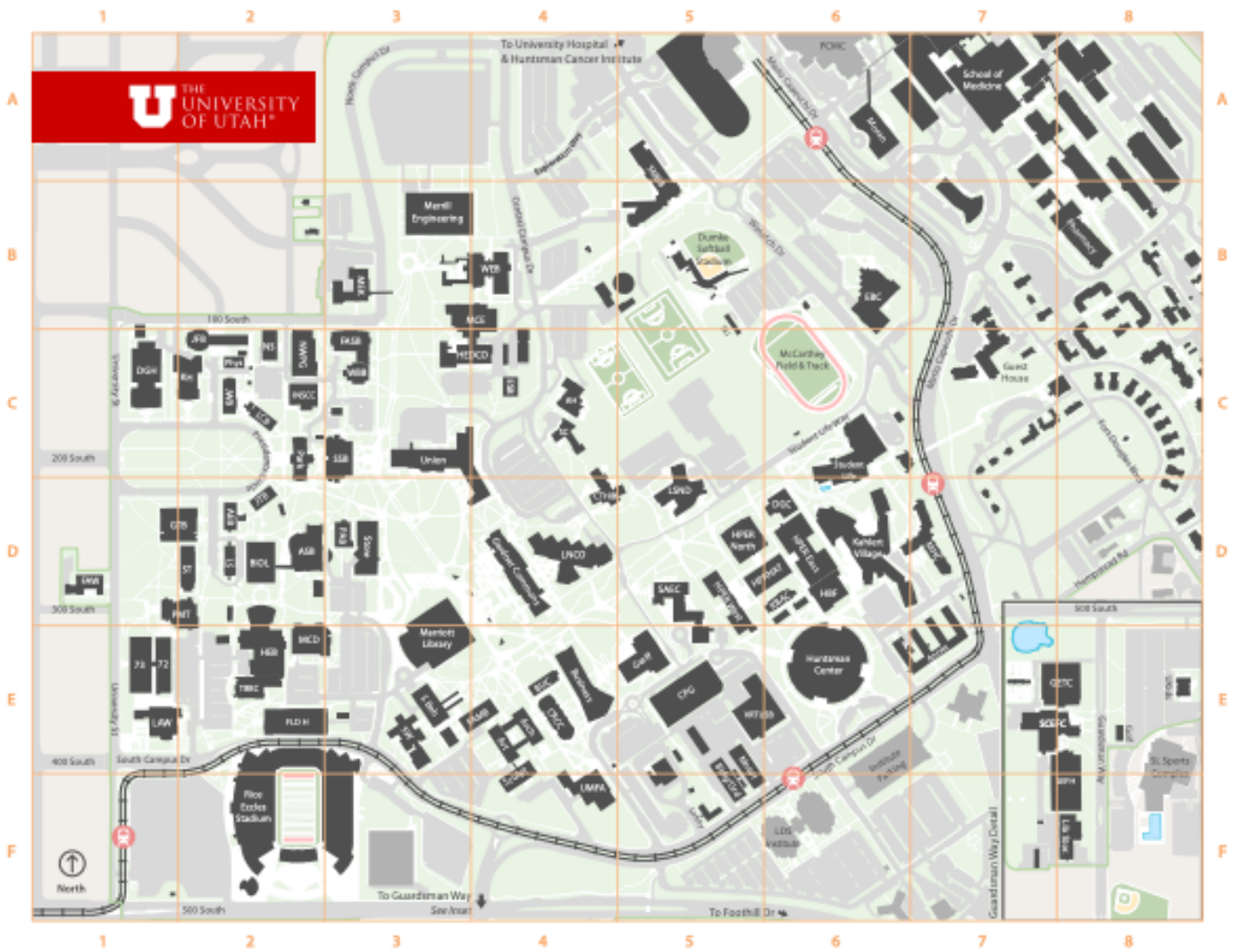
Project/Non-Thesis Passed

Project/Non-Thesis Failed

Faculty Name	Signature
(chair)	
(Optional)	

If approved upon edits, please indicate deadline to complete here: \_\_\_\_\_

Chair signature that edits were completed: \_\_\_\_\_ Date: \_\_\_\_\_



**MAIN CAMPUS AREA**

grid	building	grid	building	grid	building	grid	building
C4	Alumni House (AH)	C4	Experimental Studies Building (ESB)	D2	Life Sciences Building (LS)	D5	Sorenson Arts and Education Complex, Beverly Taylor (SAEC)
E7	Annex Building (ANNEX)	E2	Eyring Chemistry Building, Henry (HEB)	E2	Marriott Center for Dance (MCD)	B5	Sorenson Molecular Biotechnology Building, James LeVoy (SMBB)
E4	Architecture Building (ARCH)	D1	Fine Arts West (FAW)	E3	Marriott Library, J. Willard (M LIB)	E4	Spencer Fox Eccles Business Building
E4	Art Building (ART)	E4	Film and Media Arts Building (FAMB)	B3	Meldrum Civil Engineering Building, Floyd & Jeri (MCE)	D2	Stewart Building, William (ST)
D2	Biology Building (BIOL)	C2	Fletcher Physics Building, James (JFB)	B3	Merrill Engineering Building, Joseph F. (MEB)	C6	Student Life Center, George S. Eccles (SLC)
C3	Browning Building, William C. (WBB)	C1	Gardner Hall, David P. (DGH)	E5	Motor Pool (MOTOR)	C3	Student Services Building (SSB)
E1	Building 72	D4	Gardner Commons, Kem & Carolyn (GC)	C2	Naval Science Building (NS)	C3	Student Union, A. Ray Olpin (UNION)
E1	Building 73	E5	Garff Executive Education (GARFF)	C2	Northwest Parking Garage (NWPG)	C3	Sutton Building, Fredrick Albert (FASB)
F5	Buildings and Grounds (BLDG/GRD)	D7	Donna Garff Marriott Residential Honors Scholars Community (MHC)	C2	Park Building, John R. (PARK)	D2	Talmage Building, John (JTB)
D6	Burbidge Athletics-Academic Center (KBAC)	C3	Hedco Building (HEDCO)	D3	Performing Arts Building (PAB)	E2	Thatcher Chemistry Building (TBBC)
E4	Business Classroom Building (BUC)	D6	HPER East (HPR E)	C2	Physics Building, South (PHYS)	E5	Turpin University Services Building, V. Randall (VURTUSB)
D3	Campus Stone, University (STORE)	D6	HPR Natatorium (HPR NAT)	D1	Pioneer Memorial Theatre, Roy W. and Elizabeth E. Simmons (PMT)	F4	Utah Museum of Fine Arts (UMFA)
D4	Carolyn Tanner Irish Humanities Building (CTIHB)	D5	HPR North (HPR N)	F5	Public Safety (SAFETY)	B4	Wamock Engineering Building, John and Marva (WEB)
E5	Central Parking Garage (CPG)	D5	HPR West (HPR W)	F2	Rice-Eccles Stadium (STAD)	C2	Wildsoe Building, John A. (JWB)
E4	Christensen Center, C Roland (CRCC)	D6	Huntsman Basketball Facility (HBF)	F4	Sculpture (SCULP)	Guardsman Way Detail	
E1	College of Law (LAW)	E6	Huntsman Center, Jon M. (JHC)	C4	Sill Center (SC)	F8	Eccles Field House, Spence (SEFH)
C2	Cowles Building, LeRoy E. (LCB)	C2	Intermountain Network Scientific Computation Center (INSCC)	D2	Skaggs Biology Building, Aline Wilmot (ASB)	E7	Eccles Football Center, Spence and Cleone (SCEFC)
D1	Crocker Science Center (CSC)	D6	Kahlert Village (KV)	B5	Ski Team Building (SKI)	E8	Eccles Tennis Center, George S. (GETIC)
B5	Dumke Family Softball Stadium (DFSS)	B3	Kennecott Mechanical Engineering Building (MEK)	E3	Social and Behavioral Science Tower (S BEH)	E8	Layton Golf Academy (GOLF)
D6	Dumke Gymnastics Center (DGC)	C2	Kingsbury Hall (KH)	E3	Social Work (SW)	F8	Library Storage (Lib. Storage)
B6	Eccles Broadcast Center (EBC)	D5	Lassonde Studios (LSND)				
E2	Nielsen Fieldhouse (FLD H)	D4	Languages and Communication (LNCO)				
D2	Emery Building, Alfred C. (AEB)						