DEPARTMENT OF ASIAN LANGUAGES AND LITERATURE
UNIVERSITY of WASHINGTON

GRADUATE STUDENT HANDBOOK
2018-2019
Welcome Letter from the Chair

Dear Student:

It is a pleasure to welcome you into the intellectual community of the Department of Asian Languages and Literature at the University of Washington, as you begin your studies here as an entering graduate student.

Whether you have already pursued graduate studies elsewhere or are just beginning, whether you are already familiar with the campus environment or are new to the area, I am sure that you are very excited and perhaps even a little apprehensive about what lies ahead in the years to come. The faculty share your excitement and have complete confidence that you will thrive here.

Looking back on my own life as a graduate student, which I recall quite vividly, and thinking of the experiences of the students whose studies I have guided, I believe you will find this part of your life a time of significant growth and discovery, both professional and personal. I emphasize the word professional because, while graduate school looks like college, sounds like college, and perhaps even smells like college, you are not in college any more. Regardless of your ultimate career plans, you have entered a profession, with its own privileges and responsibilities, rules (written and unwritten), expectations, and rights.

I encourage you to pursue your studies with great zeal and vigor but leave time to rest, socialize, and take advantage of all the resources that the campus has to offer. Among them are our dedicated staff and faculty, who have prepared this guide as a way to help you learn about the department in the most efficient way possible. Please do not hesitate to ask for further help or advice of any kind when you need it.

I wish you every success in your studies. With warm regards,

Paul S. Atkins Chair
Department of Asian Languages and Literature
About Asian Languages and Literature

The Department of Asian Languages and Literature offers instruction in the principal languages and literatures of Asia, including East, Southeast, Central, and South Asia. Emphasis is placed on the roles of these languages within the cultures they serve as well as on linguistic, textual, and literary analysis. The department offers undergraduate degrees in Chinese, Japanese, Korean, and South Asian languages and literature, and graduate degree programs in Chinese, Japanese, South Asian, and Buddhist Studies.

The Department of Asian Languages and Literature was founded in 1909 as the Department of Oriental History, Literature, and Institutions. Its first faculty member was Reverend Herbert H. Gowen (1864-1960). A Far Eastern Institute was spun off from the department in 1946 with the objective of integrating undergraduate and graduate instruction in Far Eastern studies, and established at the level of a separate college or school. Later renamed the Far Eastern and Russian Institute, it is now the Henry M. Jackson School of International Studies and is part of the College of Arts and Sciences.

In 1969, the Department of Far Eastern and Slavic Languages and Literature reorganized as two autonomous units: the Department of Slavic Languages and Literature and the Department of Asian Languages and Literature. As far back as the last decade of the nineteenth century, the university offered a program of studies in “ancient languages,” in which a course of instruction in Sanskrit was offered along with those in Latin, Greek, and Hebrew. These early Sanskrit offerings were gradually supplemented by instruction in other Asian languages, such as Japanese, Chinese, Korean, and so forth.

Department Mission and Vision

The mission of the Department of Asian Languages and Literature is to serve the University, the region, the nation, and the world at large by:

- providing instruction, at the elementary through advanced levels, in important representative languages of East, South, Southeast, and Central Asia;
- contributing to the general education function of the University, through instruction on the literatures, civilizations, and cultures of Asia;
- offering courses of study leading to the BA, MA, and PhD degrees in Asian Languages and Literature;
- training undergraduate and graduate students, who go on to use their knowledge of and proficiency in Asian languages and literature in diverse professions and enterprises, including business, government service, and academia;
- expanding knowledge, through research in diverse areas, whether historical or descriptive, basic or applied, concerning the languages, literatures, and cultures of Asia;
- promoting educational and cultural exchange between the University of Washington and educational institutions throughout Asia;
- collaborating with other academic units in interdisciplinary curricular and research endeavors;
- assisting educational institutions by training future teachers;
- serving the region by means of the expertise and knowledge possessed by members of the
department; and

- Sponsoring talks, colloquia, conferences, and symposia that expose the general and University communities to intellectual and cultural trends related to Asian languages, literatures, and civilizations.

The University of Washington's Department of Asian Languages and Literature is a nationally and internationally renowned department engaged in teaching, research, and service with regard to representative languages and literatures of East, South, and Southeast Asia. The Department places particular emphasis on treating Asian languages and literatures in a broad humanistic context, taking care to examine them with reference to the cultures and cultural traditions within which they exist and have developed.

The Department seeks to achieve an effective balance among its various activities. Through its language classes, it seeks to inculcate in students, both undergraduate and graduate, advanced abilities to utilize Asian languages for a multiplicity of purposes in a rapidly changing world. Through its courses on literature, culture, and civilization; the Department seeks to spread awareness of the contributions of Asia to the literary and cultural traditions of the world as a whole. And through its research, in areas as far-ranging as literature, linguistics, language pedagogy, philology, religion, epigraphy and paleography, and cultural studies; it attempts to increase knowledge about a geographical region that includes approximately forty percent of the world's population.

The Department of Asian Languages and Literature is situated in one of the thriving cultural and economic centers of the Pacific Rim, and serves as a vital resource to Seattle, the State of Washington, and the Pacific Northwest as a whole. As this region continues to expand its influence on the world stage, knowledge of Asia, its languages and cultures, is indispensable. The Department plays a vital role in training the next generation of citizens to meet the challenges of an increasingly interrelated world. The Department also takes pride in its status as a visible link in a chain of first-tier institutions throughout the world dedicated to the study of the languages and literatures of Asia.
Graduate Advising

Have a question about your studies? Where you should you go, and whom should you talk to? The Asian Languages and Literature is made up of professional staff and faculty, and both are able to offer you valuable advice and assistance.

Staff

- Elizabeth Self / Academic Counselor / efsel@uw.edu / 543-4997 / GWN 225
  The academic counselor is your primary point of contact for all questions related to the requirements for graduation, procedures like petitioning to proceed, and UW Graduate School policies and procedures. She's available to graduate students on a drop-in basis. Come in and see her whenever you are confused about your next steps.

- Youngie H. Yoon / Administrator / haeyoung@uw.edu / 616-7248 / GWN 225
  The administrator handles payroll and financial and administrative tasks.

- Jennifer Miller / Program Coordinator / millerj4@uw.edu / 543-4918 / GWN 225
  The program coordinator is in charge of scheduling classes, handling add codes, and updating the website; she also handles various administrative tasks.

- Anna Schnell / Administrative Assistant / asianll@uw.edu / 616-0937 / GWN 225
  The administrative assistant helps with administrative tasks and is a great resource for basic questions related to office procedures, or if you need office supplies, etc.

Faculty

- Your Adviser & Committee Members
  Your adviser (together with your committee members) is the ultimate authority on your academic work and research. They will help you plan your course schedule, your language study, and sign off on your annual progress reports and MA/PhD thesis.

- Program Coordinators
  Each language program (Japanese, Chinese, Korean, South Asian, Southeast Asian) has a program coordinator. Some, such as Japanese, have two—one for the language program and one for the overall program. A complete list of these roles and the people who serve in them (can change yearly) can be found on the departmental website: https://asian.washington.edu/people/department-service-assignments

- Department Chair & Committees
  The chair and the various committees such as the graduate committee, undergraduate committee, TA committee, etc. help keep the department rolling. Mostly working behind the scenes, they are an invaluable part of the department and it is a good idea to familiarize yourself with who knows about what. You can see a list of the committees here: https://asian.washington.edu/people/department-service-assignments
**Important Locations**

**Departmental Office** – Gowen 225, open 8 AM to 5 PM from Monday to Friday (until 4:30 PM during the summer); closed for lunch from 12 PM to 1 PM.

**Copy Room** – Gowen 216A. Across the hall from Gowen 225; door is kept unlocked during office hours. If locked, use key store in the Departmental Office. There is also a refrigerator for the use of AL&L faculty and staff.

**Graduate Student Mail Boxes** – Gowen 216. Each active graduate student is given a mailbox. Mail or information from the department may be delivered there, so be sure to check it once in a while.

**Student Lounge** – Gowen M218, up the stairs from the office. The student lounge is open during office hours, and for the use of graduate and undergraduate students. It provides a study space and microwave for use by members of the department.

**Conference Room** – Gowen M223. There is a conference room that can be reserved for departmental events, including those sponsored by graduate students. Consult the Program Coordinator for more information.
### Important Dates and Deadlines for the 2018-2019 Academic Year

#### Autumn 2018

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Last Day to submit an <a href="http://example.com">electronic thesis/dissertation (ETD)</a> when paying the <a href="http://example.com">Graduate Registration Waiver Fee</a> (for students who were registered in the previous Summer Quarter)</td>
<td>August 31</td>
</tr>
<tr>
<td>Last Day to submit <a href="http://example.com">approval form</a> for an electronic thesis/dissertation (ETD) to the Graduate School when paying the <a href="http://example.com">Graduate Registration Waiver Fee</a> (for students who were registered in the previous Summer Quarter)</td>
<td>August 31</td>
</tr>
<tr>
<td>Last Day to submit <a href="http://example.com">Survey of Earned Doctorates (SED)</a> online when paying the <a href="http://example.com">Graduate Registration Waiver Fee</a> (only doctoral students who were registered in the previous Summer Quarter)</td>
<td>August 31</td>
</tr>
<tr>
<td><strong>On-Leave</strong> Request Available for Autumn Quarter</td>
<td>September 12</td>
</tr>
<tr>
<td><strong>Classes Begin</strong></td>
<td>September 26</td>
</tr>
<tr>
<td>Last Day for graduate students to submit <a href="http://example.com">On-Leave</a> payment</td>
<td>December 7</td>
</tr>
<tr>
<td>Last Day for graduate students to submit <a href="http://example.com">Reinstatement</a> payment</td>
<td>December 7</td>
</tr>
<tr>
<td>Last Day to <a href="http://example.com">file a Master’s Request</a></td>
<td>December 7</td>
</tr>
<tr>
<td>Last Day to pay $250 <a href="http://example.com">Graduate Registration Waiver Fee</a> without registering/paying tuition for Autumn Quarter (for students who were registered in the previous Summer Quarter)</td>
<td>December 7</td>
</tr>
<tr>
<td>Last Day to submit <a href="http://example.com">approval form</a> for an electronic thesis/dissertation (ETD) to the Graduate School</td>
<td>December 14</td>
</tr>
<tr>
<td>Last Day to submit <a href="http://example.com">Survey of Earned Doctorates (SED)</a> online (doctoral students only)</td>
<td>December 14</td>
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#### Winter 2019

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td><strong>On-Leave</strong> Request Available for Winter Quarter</td>
<td>December 18</td>
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<tr>
<td>Event</td>
<td>Deadline</td>
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<tr>
<td>Last Day to submit electronic thesis/dissertation (ETD) when paying Graduate Registration Waiver Fee (for students who were registered in the previous Autumn Quarter)</td>
<td>December 28</td>
</tr>
<tr>
<td>Last Day to submit approval form for an electronic thesis/dissertation (ETD) to the Graduate School when paying the Graduate Registration Waiver Fee (for students who were registered in the previous Autumn Quarter)</td>
<td>December 28</td>
</tr>
<tr>
<td>Last Day to submit Survey of Earned Doctorates (SED) online when paying the Graduate Registration Waiver Fee (only doctoral students who were registered in the previous Autumn Quarter)</td>
<td>December 28</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>January 7</td>
</tr>
<tr>
<td>Last Day for graduate students to submit On-Leave payment</td>
<td>March 15</td>
</tr>
<tr>
<td>Last Day for graduate students to submit Reinstatement payment</td>
<td>March 15</td>
</tr>
<tr>
<td>Last Day to file a Master’s Request</td>
<td>March 15</td>
</tr>
<tr>
<td>Last Day to pay $250 Graduate Registration Waiver Fee without registering/paying tuition for the quarter (for students who were registered in the previous Autumn Quarter)</td>
<td>March 15</td>
</tr>
<tr>
<td>Last Day for a final submission of an electronic thesis/dissertation (ETD)</td>
<td>March 22</td>
</tr>
<tr>
<td>Last Day to submit approval form for an electronic thesis/dissertation (ETD) to the Graduate School</td>
<td>March 22</td>
</tr>
<tr>
<td>Last Day to submit Survey of Earned Doctorates (SED) online (doctoral students only)</td>
<td>March 22</td>
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**Spring 2019**

<table>
<thead>
<tr>
<th>Event</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>On-Leave Request Available for Spring Quarter</td>
<td>March 19</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>April 1</td>
</tr>
<tr>
<td>Last Day to submit an electronic thesis/dissertation (ETD) when paying the Graduate Registration Waiver Fee (for students who were registered in the previous Winter Quarter)</td>
<td>April 5</td>
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<tr>
<td>Event</td>
<td>Deadline</td>
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</tr>
<tr>
<td>Last Day to submit approval form for an electronic thesis/dissertation (ETD) to the Graduate School when paying the Graduate Registration Waiver Fee (for students who were registered in the previous Winter Quarter)</td>
<td>April 5</td>
</tr>
<tr>
<td>Last Day to submit Survey of Earned Doctorates (SED) online when paying the Graduate Registration Waiver Fee (only doctoral students who were registered in the previous Winter Quarter)</td>
<td>April 5</td>
</tr>
<tr>
<td>Last Day to file a Master’s Request</td>
<td>June 7</td>
</tr>
<tr>
<td>Last Day to pay $250 Graduate Registration Waiver Fee without registering/paying tuition for the quarter (for students who were registered in the previous Winter Quarter)</td>
<td>June 7</td>
</tr>
<tr>
<td>Last Day for a final submission of an electronic thesis/dissertation (ETD)</td>
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<td>Last Day to submit approval form for an electronic thesis/dissertation (ETD) to the Graduate School</td>
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The How-To Guide

Graduate level study is very different from undergraduate study. University of Washington also has many distinctive policies and procedures, which take time to learn. The following section will help you make your way through the MA and PhD program in a timely and efficient manner, so that you are able to concentrate on your research.

Asian Languages & Literature Graduate Study Flow Chart
How to Get your MA

In order to graduate with an MA, you must meet the basic requirements of the Graduate School of the University of Washington (university-wide requirements for all graduate students) and the requirements of your specific program (Chinese, Japanese, Buddhist studies) in the Department of Asian Languages and Literature.

Graduate School (University-Wide) Requirements
(From http://grad.uw.edu/policies-procedures/masters-degree-policies/masters-degree-requirements/)

A student must satisfy the requirements for the degree that are in force at the time the degree is to be awarded.

1. Total credits required for the degree program must be completed
   - All courses numbered 400-799 that are numerically graded 2.7 and above, or have a grade of Satisfactory or Credit (‘S’ or ‘CR’) count towards the total credits. 499 courses are not counted in the total credits.
   - Courses graded less than 2.7 do not count towards the total credits.
   - At least 18 credits must be in courses numbered 500 and above.
   - 18 credits must be numerically graded in department approved 400-level courses accepted as part of the major and in 500-level courses. This excludes 499 and transfer credits.
   - No more than 6 graduate level quarter credits can be transferred from other academic institutions to count towards the total credits.
   - No more than 12 UW Graduate Non-matriculated credits can be applied to the total credits.
   - No more than 12 credits derived from any combination of UW Graduate Non-matriculated credits and transfer credits can be applied to the total credits.
   - If a student repeats a non-repeatable class, only one set of credits counts towards the total credits.

2. A minimum cumulative GPA (grade point average) of 3.00 is required for a graduate degree at the University.

3. The Master’s Degree Request must be filed according to posted quarterly dates and deadlines.

4. Must complete all degree requirements within six years.
   - The timeframe/clock begins on the first day of the quarter that the Graduate student uses a course to satisfy degree requirements when he/she is coded as either a Graduate Non-matriculated student (department code with class 6) or as a Graduate student (department code with class 8) in the department to which he/she is admitted.
   - UW Graduate Non-matriculated credits used towards the total credits are counted in the six years.
   - Quarters spent On-Leave and out of status are counted in the six years.

5. Must maintain registration through the end of the quarter in which the degree is conferred or, if eligible, pay the Graduate Registration Waiver Fee.

6. Thesis track students are required to take a minimum of 9 thesis credits in their total credits.

7. Thesis track students are required to submit their thesis to the Graduate School.
Guidelines for the MA in Asian Languages & Literature
(From https://asian.washington.edu/guidelines-ma)

Program specific guidelines are available for Chinese, Japanese Literature, and Japanese Linguistics. You can check these on the AL&L website.

General Aims

The goal of graduate study is to train students to make original contributions to scholarship in a given field and to present them in a coherent form with the appropriate scholarly apparatus. For this purpose, the graduate student needs to build a solid awareness of the publications in the field of specialization, the major questions that are being (and could be) researched, as well as the methodology for answering such questions. In addition, the student should have a solid grasp of the broader academic context in which the field of specialization is situated (i.e., “the big picture”).

How to Proceed

The following explains the rationale behind each of the general requirements for M.A. students in the department and outlines the procedure students should follow to satisfy them.

1. Meeting with the Adviser

Each new student is assigned an interim adviser, that is, a graduate faculty member with whom the student can discuss the course of his/her study in the initial stages. Upon arrival, the student should meet as soon as possible with the assigned interim adviser to chart a plan of course work and the student should meet quarterly with the adviser to keep him/her apprised of his/her progress. It is the student's task to take the initiative for these meetings and the adviser's to file a formal progress report once a year (Annual Spring Review; see Appendix 2: Important Checklists and Forms). Once the student has determined the area of specialization and the faculty member he/she would like to work with, he/she should discuss this with the interim adviser and appoint a permanent adviser (Appointment of Committee and Adviser Form; see Appendix 2: Important Checklists and Forms).

2. Filing a Program of Study

Practically, the graduate student should start by carefully planning a program of study (Program of Studies Form; see Appendix 2: Important Checklists and Forms) that will contribute to achieving the skills mentioned above. Each of the department's programs has its own required graduate courses. The student should carefully plan when to take which courses, keeping in mind that many courses are not offered every year, and that some courses will not be offered when faculty are on leave. Ideally, students should take at least one course with every faculty member in their program, so as to familiarize themselves with the full range of scholarship and expertise available to them.

The student should submit a feasible proposal of study to the adviser, which, after approval, will be filed by the academic counselor no later than the third quarter of graduate study. The plan of study should be viewed as a guideline rather than a straightjacket; specifics of the plan are likely to change as the student proceeds, but the general course of study should be clear.
There is a minimum course requirement of 45 credits, and the student must take classes and examinations relating to both the linguistic and literature aspects of the language of specialization. Classes in other disciplines might also be advisable (e.g., religion or anthropology), depending on the student's chosen field of specialization. Please note that a graduate student is required to maintain a minimum 3.0 GPA.

3. Taking the M.A. General Examination

When the required course work is completed, the student should prepare for the General Examination, which is a written test, consisting of two two-hour exams to be taken in the same week. The purpose of this test is to demonstrate the student's general competence, that is, the aforementioned "broad picture" view. At the latest during the quarter prior to the exam date, the student should meet with the adviser to discuss exam preparation. In preparation for this meeting, the student should compile a list of classes taken and readings completed, so as to give the adviser a good idea of what the student already knows and what needs more work. On the basis of this information, an effective strategy for exam preparation can be devised.

4. Writing a Thesis or Two Research Papers

Officially, it is only after passing the General Examination that the student will proceed to work on a thesis, but it is advisable for the student to start thinking about a topic of specialization and start working on it as soon as is practical. Alternatively, if the adviser approves, students can submit two in-depth research papers in lieu of one thesis.

The M.A. thesis should make an original contribution to existing research in a given field and present it in a coherent form with the conventional scholarly apparatus. In this department, demonstrating the ability to work with primary sources in the language of specialization is a requirement of the thesis.

In practical terms, this means that the graduate student will go through a study process to familiarize him- or herself with the publications in the field of specialization, the major questions that are being (and could be) researched, and the methodological approaches to answering such questions. The end product of this process, the thesis itself, demonstrates the mastery of these materials and approaches. The M.A. thesis differs from the Ph.D. thesis in that it is narrower in scope, and it typically is comparable to a lengthy article rather than a book.

As soon as the General Examination is passed, the student should make a time schedule to organize the writing of the thesis. The student should meet regularly with the adviser to discuss progress and submit chapters of the thesis for comment. A final draft should be submitted to the other member of the examination committee as soon as possible, no later than three weeks before the last day of the quarter in which the student seeks to graduate.

5. Graduating

Once the thesis is nearing completion, the student should apply for the Master's degree using the online Master's degree request on the MyGrad system. Note that this has to be done within the first two weeks of the quarter in which the degree is expected to be conferred. The final revised version of the thesis has to be submitted to the Graduate School by the last day of that quarter.
How to Get your PhD

In order to graduate with a PhD, you must meet the basic requirements of the Graduate School of the University of Washington (university-wide requirements for all graduate students) as well as the requirements of your specific program (Chinese, Japanese, South Asian, Buddhist studies) in the Department of Asian Languages and Literature.

Graduate School (University-Wide) Requirements
(From http://grad.uw.edu/policies-procedures/doctoral-degree-policies/doctoral-degree-requirements/)

In order to qualify for the doctoral degree, it is the responsibility of the student to meet the following Graduate School minimum requirements:

- Completion of a program of study and research as planned by the graduate program coordinator in the student’s major department or college and the Supervisory Committee. At least 18 credits of course work at the 500 level and above must be completed prior to scheduling the General Examination.
- Presentation of 90 credits, 60 of which must be taken at the University of Washington. With the approval of the degree-granting unit, an appropriate master’s degree from an accredited institution may substitute for 30 credits of enrollment.
- Numerical grades must be received in at least 18 quarter credits of course work taken at the UW prior to scheduling the General Examination. The Graduate School accepts numerical grades in department approved 400-level courses accepted as part of the major and in 500-level courses. This excludes 499 credits. A minimum cumulative GPA of 3.00 is required for a graduate degree at the University.
- Creditable passage of the General Examination. Registration as a graduate student is required the quarter the exam is taken and candidacy is conferred.
- Preparation of and acceptance by the Dean of the Graduate School of a dissertation that is a significant contribution to knowledge and clearly indicates training in research. Credit for the dissertation ordinarily should be at least one-third of the total credit. The Candidate must register for a minimum of 27 credits of dissertation over a period of at least three quarters. At least one quarter must come after the student passes the General Examination. With the exception of summer quarter, students are limited to a maximum of 10 credits per quarter of dissertation (800).
- Creditable passage of a Final Examination, which is usually devoted to the defense of the dissertation and the field with which it is concerned. The General and Final Examinations cannot be scheduled during the same quarter. Registration as a graduate student is required the quarter the exam is taken and the degree is conferred.
- Completion of all work for the doctoral degree within ten years. This includes quarters spent On-Leave or out of status as well as applicable work from the master’s degree from the UW or a master’s degree from another institution, if applied toward one year of resident study.
- Registration maintained as a full- or part-time graduate student at the University for the quarter in which the degree is conferred (see detailed information under Final Quarter Registration).
- A student must satisfy the requirements that are in force at the time the degree is to be awarded.
Guidelines for the PhD in Asian Languages & Literature
(From https://asian.washington.edu/guidelines-phd)

Program specific guidelines are available for Chinese, Japanese Literature, and Japanese Linguistics.

General Aims

The goal of graduate study is to train students to make original contributions to scholarship in a given field and to present them in a coherent form with the appropriate scholarly apparatus. For this purpose, the graduate student needs to build a solid awareness of the publications in the field of specialization, the major questions that are being (and could be) researched, as well as the methodology for answering such questions. In addition, the student should have a solid grasp of the broader academic context in which the field of specialization is situated (i.e. "the big picture").

How to Proceed

The following explains the rationale behind each of the general requirements for Ph.D. students in the department, and outlines the procedure students should follow to satisfy them.

1. Meeting with the Adviser

Each new student is assigned an interim adviser, that is, a graduate faculty member with whom the student can discuss the course of his/her study in the initial stages. Upon arrival, the student should meet as soon as possible with the assigned interim adviser to chart a plan of course, and the student should meet quarterly with the adviser to keep him/her apprised of his/her progress. It is the student's task to take the initiative for these meetings, and the adviser's to file a formal progress report once a year. Once the student has determined the area of specialization and the faculty member he/she would like to work with, he/she should discuss this with the interim adviser and appoint a permanent adviser (Appointment of Committee and Adviser Form, see Appendix 2).

2. Filing a Program of Study

Practically, the graduate student should start by carefully planning a program of study (Program of Study Form, see Appendix 2) that will contribute to achieving the skills mentioned above. Each of the department's programs has its own required graduate courses. The student should carefully plan when to take which courses, keeping in mind that many courses are not offered every year, and that some courses will not be offered when faculty are on leave. Ideally, students should take at least one course with every faculty member in their program, so as to familiarize themselves with the full range of scholarship and expertise available to them.

The student should submit a feasible proposal of study to the adviser, which, after approval, will be filed by the academic counselor no later than the third quarter of graduate study. The plan of study should be viewed as a guideline rather than a straightjacket; specifics of the plan are likely to change as the student proceeds, but the general course of study should be clear. NOTE: If you graduated with an MA from the AL&L department with an existing Program of Studies, please be sure to update it when you become pre-doctoral.
There is a minimum course requirement of 90 credits (45 of which must be taken before pre-candidacy), and the student must take classes and examinations relating to both the linguistic and literature aspects of the language of specialization. Classes in other disciplines might also be advisable (e.g., religion or anthropology), depending on the student's chosen field of specialization.

Please note that a graduate student is required to maintain a minimum 3.0 GPA.

In addition, during the second and no later than the third quarter after the student has started graduate studies, an appointment should be made with the academic adviser to develop a plan of language study. The plan of language study should clearly state the reasons for selecting a specific language to satisfy this additional language requirement, how it is relevant to the student’s field of study, and the level of proficiency the student should attain in view of those reasons, as well as a time schedule, determining which courses to be taken when, which works to be read when, and how the student will generally endeavor to work towards this proficiency.

Please also note that fulfillment of the credit requirements does not automatically ensure admission to the Ph.D. Program. All students must be formally admitted to pre-candidacy by the faculty in their Program (Petition to Undertake the PhD Form; see Appendix 2).

3.a. Students with an MA from this Department

Students with an MA from this Department cannot automatically assume successful admission into the PhD program. (See "Petitioning to Proceed" below).

3.b. Students with an MA from another university or in another area

Students with an MA from another University or in another area than the one to be pursued will first need to fulfill the following requirements before petitioning to proceed.

1. The student must complete at least 45 credits of relevant graduate credits at the UW.

2. Except when the student has undergone a comparable MA examination in a comparable program, the student needs to pass also the departmental MA General Examination, which is a written test, consisting of two two-hour parts to be taken in the same week. The point is to establish the student's general competence in the field, that is, the aforementioned "big picture". The adviser will suggest which steps should be taken by the student to prepare for the exam. In some cases, a student may be advised to take the Department's General Examination even when he/she has passed a comparable exam elsewhere, in order to strengthen the student's petition to proceed.

4. Petitioning to Proceed

All PhD students must file a Petition to Proceed (download form as PDF). The petition will demonstrate to the program faculty the student's ability to pursue the PhD, i.e. to make a meaningful contribution of original research to the field. This document should highlight the student's accomplishments (MA thesis or papers, exam papers, transcript of graduate courses, other preparation for research, honors) as well as indicate future direction (study and language plan, proposed four fields and dissertation topic and scope). It should also include a time schedule. The petition to proceed must be filed by end of the
quarter after the candidate received their MA. If the petition is successful, the student becomes a Pre-candidate.

5. From Pre-candidate to Candidate: Three Fields and the General Exam

The Pre-candidate will engage in further course work (minimum 45 credits) as established in the study plan. In addition, he/she will work towards fulfilling a language requirement, as established in the language plan (Language Plan Form, see Appendix 2). The student should select his/her course work such that he/she acquires a solid foundation in the field and builds expertise in an area of specialization, as well as prepares for the field exams. The three fields represent areas of specialization but also span the broader range of the program area. The purpose is to assure that the student develops into a broadly versatile scholar. In order to maintain this broad range, linguistics students should have at least one field in literature, and literature students at least one field in linguistics. Each field is supervised by a faculty member; one of the fields can be taken outside the department. The nature and scope of the field exams is early on to be agreed on with the main adviser and the individual field adviser, who together constitute the student’s supervisory committee. This committee will also oversee the General Examination, which again is intended to demonstrate the student’s general knowledge of his/her program area. **No later than the quarter prior to the exam date**, the student should meet with the adviser to discuss exam preparation. In preparation for this meeting, the student should compile a list of classes taken and readings completed, so as to give the adviser a good idea of what the student already knows and what needs more work. On the basis of this information, an effective strategy for exam preparation can be devised. If successful, the student becomes a Candidate.

6. From PhC to PhD: Writing the Dissertation

Officially, it is only after passing the General Examination that the student will proceed to work on a dissertation, but it is advisable to start thinking about a topic of specialization and discussing it with the adviser early on, and to start working on it as soon as feasible.

The PhD dissertation should make an original contribution to existing research in a given field and present it in a coherent form with the conventional scholarly apparatus. In this department, demonstrating the ability to work with primary sources in the language of specialization is a requirement of the dissertation.

In practical terms this means that the graduate student will go through a study process to familiarize him- or herself with the publications in the field of specialization, the major questions that are being (and could be) researched, and the methodological approaches to answering such questions. The end product of this process, the dissertation itself, demonstrates the mastery of these materials and approaches. The PhD dissertation differs from the MA thesis in that it is broader in scope. It is similar to a book in length and scope, while the MA thesis is comparable to a lengthy scholarly article.

Before beginning to write the dissertation, the Candidate should select an informal reading committee and provide the members with a prospectus of the dissertation (topic, state of the field, student’s contribution, and resources to be used) and a time schedule. The student is to send yearly progress reports to the members and should meet regularly with the adviser, submitting drafts for comments. It is advisable to consult early on the graduate school guidelines for formatting and to make sure the
dissertation is in compliance with these rigid stipulations. Once the dissertation is nearing the stage of completion, the committee is formalized (usually the quarter before the final examination). This is done with the Appointment of Committee and Adviser Form (see Appendix 2). The committee consists of three members, two of whom should be in this department; in addition, the student, with the help of his/her adviser, recruits a GST who will oversee the procedure, and needs to be consulted about the scheduling of the examination. Usually this committee is the same as the supervisory committee. Each member should receive an abstract of the dissertation. The complete draft should be given to the committee six (or eight, if the committee members so require) weeks before the final examination. The Final Examination is an oral defense of the dissertation before the committee and the general public. The final version of the dissertation must be submitted to the Graduate School by the last day of the quarter of graduation.
How to Become a Teaching Assistant

Are you interested in becoming a Teaching Assistant in the Department of Asian Languages & Literature? The Department has teaching assistant positions available in Chinese, Japanese, Korean, and some South Asian languages.

In general, all graduate students applying to, accepted by, or currently enrolled in the University of Washington are eligible to apply for teaching assistant positions. Strong preference is given to graduate students in the Department of Asian Languages and Literature.

<table>
<thead>
<tr>
<th>TIMELINE</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Call for TA Applications</td>
<td>Early September, 2018</td>
</tr>
<tr>
<td>TA Application Workshop</td>
<td>November 30, 2018, 3:30 PM to 5:00 PM</td>
</tr>
<tr>
<td>TA Applications Due</td>
<td>Monday, January 7, 2019</td>
</tr>
<tr>
<td>TA Decisions Made</td>
<td>Typically March</td>
</tr>
<tr>
<td>Deadline to Accept TA Position</td>
<td>April 15 for returning TAs, June 1 for new TAs</td>
</tr>
</tbody>
</table>

- **Hiring Policies and Procedures**
  All appointments are subject to availability of funding. Department hiring will be carried out in conformity with the UW/UAW contract for Academic Student Employees (ASE).

- **Selection Criteria**
  How do we decide who gets hired? The following criteria will be taken into consideration in the selection of teaching assistants:

  - command of spoken and written English
  - academic standing (with priority given to AL&L students)
  - evidence of effective teaching potential
  - career plans involving teaching
  - responsibility and the ability to work well with others

In addition, the following criteria will be considered for language teaching applicants:

- proficiency in the target language
- experience teaching the target language
- completion of coursework in foreign language pedagogy (e.g. ASIAN 510/518)
- Knowledge of the grammar of the target language and the ability to explain it clearly.

The University of Washington provides equal opportunity in education without regard to race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran in accordance with University of Washington policy and applicable federal and state statutes and regulations.

- **More Information**
  Because the requirements for different types of TAs can be complicated, we provide a TA application workshop (see above schedule) as well as a number of checklists (see Appendix 2: Forms). Please consult those. If they don’t answer your question, feel free to consult the Academic Counselor at asianapp@uw.edu.
• **English Language Requirement**

By the time of appointment, students who are non-native speakers of English must demonstrate sufficient ability in English by satisfying the requirements detailed in Graduate School Memorandum No. 15.

To satisfy the requirement you must have either:

- A bachelor’s, (NOT a master’s, or doctoral degree) from a regionally accredited institution in the United States or from an institution in Australia, the Bahamas, Canada, Ireland, Jamaica, Kenya, New Zealand, Singapore, Trinidad and Tobago, or the United Kingdom, OR
- have submitted to the University of Washington a currently valid TOEFL Speaking score of 26 or higher, OR a IELTS speaking score of 7.0 or higher, OR a VERSANT score of 65 or higher. NOTE: UW is phasing out acceptance of IELTS scores. Only IELTS scores from tests taken prior to June 1, 2017 will be accepted.

*If you do not fulfill these requirements and are a current student at UW take the VERSANT test OR the University of Washington’s ENGL 105: English for International Teaching Assistants as soon as possible.

*If you do not fulfill these requirements and do not live in the Seattle area, take the TOEFL iBT as soon as possible.

***If your test scores are high enough to qualify for an appeal interview (as described in Graduate Memo 15) we will contact you to arrange an appeal interview. These can be conducted by Skype for those not currently in the Seattle area.

• **Teaching Assistant Salary and Benefits**

Teaching Assistants in the Department of Asian Languages and Literature typically receive a tuition waiver, health insurance, and a monthly salary during the months they are assigned to teach. Exact details of salary and benefits are listed in the offer letter.

• **Job Duties**

Typical job duties include, but are not limited to:
- teaching language classes daily (usually in the morning)
- making/grading tests and homework
- keeping student records
- participating in TA meetings
- collaborating with the supervisor and other TAs

**Application Instructions**

All applicants must submit the following:

- Two-page TA application form, completed in full (available on website).
- A one-page cover letter explaining your qualifications, addressed to Professor Paul S. Atkins, Department Chairman.
- Records of past teaching experience (if applicable), such as course syllabi, student or supervisor evaluations, etc. If you have taught at the University of Washington before, be sure the
department has copies of all of your student evaluations, CIDR evaluations, and supervisor evaluations.

☐ Most recent academic transcript - an unofficial copy is fine, but we may request an official copy if we offer you a position.

Applicants currently enrolled at the University of Washington must submit:

☐ The Home Department Statement of Support form. Please fill out and sign the top portion of the form and ask your faculty adviser to mail it to the Academic Counselor, Box 353521, or scan it and email it to the Academic Counselor at Asian TA Applications asianapp@uw.edu

Applicants currently teaching in the Department of Asian Languages and Literature must submit:

☐ The Supervisor Recommendation form. Please fill out and sign the top portion of the form and ask your faculty adviser to mail it to the Academic Counselor, Box 353521, or scan it and email it to the Academic Counselor at Asian TA Applications asianapp@uw.edu.

Applicants NOT currently teaching the Department of Asian Languages and Literature must submit:

☐ One recent letter of recommendation from a supervisor, employer, or teacher. Those applying for the graduate program in Asian Languages and Literature may use the online letters of recommendation in place of this one letter. The recommender may mail the letter to the Academic Counselor, Box 353521, or email it to asianapp@uw.edu.

Some specific language programs require additional materials and TA applicants for those languages must submit the following as well:

☐ Chinese language: Chinese 443, "Structure of Chinese," is REQUIRED of teaching assistants in the modern Chinese language program. Applicants who have not previously completed Chinese 443 will, if offered a teaching position, be required to enroll in this course during their first (Autumn) term of employment in the program

☐ Chinese language: Chinese language applications must also include an audio recording that demonstrates your fluency. See here for instructions: https://asian.washington.edu/chinese-audio-recording

☐ Japanese language: Any applicant for a Japanese TA position who is a non-native speaker of Japanese is highly recommended (although not required) to take the proctored ACTFL OPI test for non-native speakers of Japanese. (UW defines someone as a native speaker if it was the language (or one of the languages) spoken in the home during the first six years of childhood and in which s/he received instruction in elementary school, through the seventh grade.) For more information, see here: https://asian.washington.edu/japanese-teaching-assistant-applicants

☐ Korean language: Applicants to Korean TA positions are required to submit a video recording URL from YouTube with their application. For instructions, please see here: https://asian.washington.edu/korean-teaching-assistant-applicants
• Submission Procedure

New applicants to the Asian Languages and Literature Graduate Program may attach the 2-page application form to their online University of Washington Graduate application. The cover letter may either be combined with the 2-page form and attached to the online application or emailed separately to Asian TA Applications asianapp@uw.edu.

If you are applying to the Asian L&L Graduate Program, we can use the online letters of recommendation and unofficial transcripts that are part of your online graduate application. Any supplemental application materials (teaching records, audio recording (described below), etc.), may be emailed to the Academic Counselor at Asian TA Applications asianapp@uw.edu, or mailed, delivered in person, or sent by delivery service such as DHL, FedEx, etc. to: Academic Counselor, Department of Asian Languages and Literature, University of Washington, Box 353521, Seattle, WA 98195-3521.

Those who are applying to other UW graduate programs, or those who are already UW graduate students should submit the form to the Academic Counselor in Gowen Hall, Room 225 (or by mail at Box 353521), or by email to Asian TA Applications at asianapp@uw.edu

If you have questions please contact the Academic Counselor by email at asianapp@uw.edu, or by phone at 206-543-4997.
AL&L Graduate Student F.A.Q.

What should I do now, during my first few quarters of graduate study?

Select your faculty adviser early! Your first or second quarter in the Department is not too early to select your faculty adviser. Be bold. Meet the faculty and talk to other graduate students for helpful advice. Be sure to meet with your faculty adviser during your first year to develop a program of studies and a language plan (see Appendix 2: Forms for more information.) If you have any questions about procedure, always feel free to contact the Academic Counselor by phone, email, or an in-person drop-in appointment.

If I change my address or other personal information, who should I contact?

Please be sure to notify the Academic Counselor at asianapp@uw.edu, as well as updating International Student Services if you are an international student. If you are a student worker, please be sure to update your information in Workday as well.

Are there any grade requirements for graduate students? Can I take classes pass/fail?

Yes, there are some requirements. The Graduate School requires that graduate students must maintain a 3.0 GPA. Furthermore, a graduate student must convert an Incomplete into a passing grade by the last day of the next quarter in residence (i.e., the following quarter). In no case can an Incomplete be converted to a passing grade after a lapse of two years. In-completes that are not converted to a grade remain permanently on the transcript and do not convert to a 0.0. (And a student with an Incomplete in a course deemed part of their program will not be "processed" for graduation by the Graduate School.) Students must take classes for a numerical grade if they are to count towards the credits required for the degree.

How long do I have to finish my degree(s)?

According to the Graduate School, the requirements for an M.A. are to be completed within six years; those for the Ph.D., within ten years from the date of first admission as a graduate student. Keep in mind that if you took classes as a non-matriculated graduate school, those classes count towards this timeline.

What does it mean to go on-leave, and when can I do it? What are the policies and/or restrictions regarding being on-leave?

In general, graduate student must meet the continuous enrollment requirement of the Graduate School either by being registered full time (10 credits) or part time (minimum, 2 credits), or by being officially on leave. (TA/RA/SA appointees must be registered for 10 credits during the academic year, and for no less than 2 credits during the summer.) When you go on-leave, you still have many privileges associated with being a graduate student, but you also lose some resources:

Students on leave are entitled to:

- return as a graduate student to the graduate program without going through the reinstatement
process
• use University libraries
• maintain access to the UW email account
• use Hall Health Primary Care Center on a pay-for-service basis
• use the IMA with additional fee (UW Seattle campus students only)

Students on leave are not entitled to:
• faculty and staff counsel/resources (very limited counsel/resources are permitted)
• examinations of any type (except for language competency)
• thesis/dissertation filing
• University housing
• student insurance
• financial assistance

Students are eligible to go on-leave under the following circumstances:
• Must be a graduate student in good standing.
• Must have been registered or on leave the previous quarter.
• Must satisfy any graduate program policies pertaining to going/remaining on-leave.
• US citizen and permanent residents must have registered for at least one quarter of graduate study at UW and have approval from their graduate program.
• International students must have registered full time (10 or more credits) for three consecutive quarters and have approval from both their graduate program and the International Student Services office.
• Pre-registered students must officially withdraw via MyUW or the Registration office prior to the first day of the quarter. Registered students are not eligible for on-leave status.
• In our department, students must generally have been registered for at least three quarters before going on leave, although exceptions may be made.

What is the process for going on-leave?

Students requesting On-Leave status must submit an on-line Request for On-Leave Status via MyGrad Program and complete the department's On-Leave Request Form, provided by the Academic Counselor (see Appendix 2: Forms). A **quarterly $25 fee must be paid at the start of every quarter On-Leave.**

For a given quarter, students can submit the request as early as two weeks prior to the first day of instruction and must submit payment of the non-refundable fee no later than 11:59:59 p.m. PST on the last day of instruction. Leave is granted on a quarterly basis, though the following students may request up to four consecutive quarters of leave at one time: PCMI students, military personnel with deployment orders, and some UW Fulbright grantees (with the exception of military personnel with deployment orders, these students will be required to pay the fee for each quarter of leave requested). International students may have additional requirements. For more information, please contact the Academic Counselor.

What is this MyGrad thing? How do I submit requests to graduate, petitions to go on leave, requests for general exams, etc.?
MyGrad is a handy way for you, your department, and the Graduate School in general to communicate. Use this link to submit electronic Master’s thesis and doctoral dissertation, apply for MA degree, PhD general and final exams, on-leave status: www.grad.washington.edu/mygrad/student.htm

Where can I go to relieve stress and work out or exercise?

There are a ton of options for graduate students to keep in shape at the Seattle campus, from the IMA gym to yoga or dance classes, to renting a kayak and exploring the Puget Sound. Check out this site for more information: http://www.washington.edu/ima/

In addition, stress is a major issue for most graduate students. The IMA has an entire section of classes devoted not only to yoga, but to meditation and mindfulness. Check it out: http://www.washington.edu/ima/classes/mindfulness/

The Counseling Center also offers workshops and tips for managing stress: https://www.washington.edu/counseling/services/workshops/

Does Gowen Hall offer any amenities for busy graduate students?

Yes! The Asian L&L student lounge, Gowen M-218, is open on weekdays 8:15 am - 4:45 pm (4:15 pm in the summer). The student lounge has a computer especially for AL&L graduate student use (maintained by graduate students), a refrigerator and a microwave that you are welcome to use. There is hot water available in the Asian L&L Office for tea or hot drinks.

If you would like a locker to securely store your books, lunch, etc., there are some available on the first floor of Thompson Hall. (Unfortunately, there are none in Gowen.) To be assigned one, you can inquire at the Student Services Office of the Jackson School of International Studies in Thompson Hall Room 111.

Finally, Suzzallo and Allen libraries offer study spaces and carrels for graduate students. See here: http://www.lib.washington.edu/suzzallo/study/carrels
Graduate Student Resources on Campus
The University of Washington is a truly enormous institution, and like any institution, it can be hard to navigate. Below, we’ve tried to provide you with some resources and suggestions for places to go for things that might be on your mind—funding, future career options, and physical or mental health concerns.

Funding Resources
Students in the Asian Languages and Literature department are primarily funded by internal or external fellowships and Academic Student Employee (ASE – e.g. TA) positions.

Departmental Resources

Graduate School Travel Funds
The Graduate School provides limited support for graduate students to present papers at or be active participants in academic conferences, symposiums and workshops. Requests for this support must be channeled through the department. Deadlines for petitioning the Graduate School for travel support vary according to the dates of the proposed travel; please see the departmental website for this information.

Because requests have to pass through the AL&L office (where they are reviewed and approved [or not] for forwarding to the graduate school), anyone wishing to request this kind of support must submit a request to the AL&L department office at least ONE WEEK earlier than the deadline dates. Complete the AL&L Dept. Travel Funds Request Form (available on the website and in the index of this handbook) and return it to the Dept. Administrator.

Rules and regulations:

- The graduate school has a fixed amount of money for this purpose, and once the money is gone, no more requests will be funded.
- The graduate school maximum per request is $300 for domestic travel and $500 for international travel. When necessary AL&L will try to supplement this in modest amounts to the extent department funds allow.
- Travel funds are available for graduate students who have had papers officially accepted for presentation at recognized academic or scholarly meetings, or those who will actively participate in workshops or seminars.
- Please note that you must be currently enrolled (NOT on leave) to receive this funding.

Asian L&L Graduate Student Travel Funding (PDF)
Our graduate students have a limited amount of travel funds from the annual booksale and other donations. Please contact the person who is taking charge of the fund. (Generally the Graduate Student Association Treasurer.)

Fellowship Resources

Graduate Funding Information System at Allen Library
(http://www.lib.washington.edu/commons/services/gfis)
Be sure to take advantage of this great resource! The Graduate Funding Information Service (GFIS) works with both currently enrolled and newly admitted University of Washington graduate students, helping them identify and locate funding opportunities for graduate education-related expenses, including tuition, research, and travel. Students can visit GFIS during drop-in advising hours, schedule individual appointments, or request information by email. Students can also visit GFIS’ Funding Resources Guide (http://guides.lib.uw.edu/friendly.php?s=research/gfis) to learn about internal and external funding resources, databases, and search strategies.

GFIS hosts workshops in the Research Commons, and works with UW departments to design discipline-specific workshops and resources for their graduate students. Recordings of past workshops and events are available online.

The Office of Fellowships and Awards at the Graduate School
The Office of Fellowships and Awards provides many services for graduate students and departments, including administrative and counseling information services. Their staff assists students by publicizing upcoming deadlines, providing some applications and participating in the application process or administration of some campuswide awards. See their list of fellowships for deadlines and award information: https://grad.uw.edu/graduate-student-funding/for-students/fellowships/list-of-fellowships/. The Graduate School also offers a useful guide to applying for fellowships: https://grad.uw.edu/graduate-student-funding/for-students/fellowships/applying-for-fellowships/

Funding Resources for AL&L Graduate Students
Our department also maintains a list of commonly applied-for fellowships, and fellowships that particularly apply to Asian language and literature study. Please be sure to take a look at: https://asian.washington.edu/funding-resources-students.

Abbreviated List of Commonly Received Fellowships

- **Graduate School Presidential Dissertation Fellowship in the Arts, Humanities, Social Sciences, and Social Professions (1 quarter)**
  The Graduate School Presidential Dissertation award is intended to assist Ph.D. candidates in the final stages of writing and completing their dissertations. The 2018-19 Dissertation Fellowship is a one-quarter award established with support of the University President. Nominated by department.
  For more information: https://grad.uw.edu/graduate-student-funding/for-students/fellowships/list-of-fellowships/graduate-school-presidential-dissertation-fellowship/
  **DUE DATE:** Nominations are due in April

- **FLAS (Foreign Language and Area Studies) Fellowship**
  FLAS Fellowships support undergraduate, graduate and professional students in acquiring modern foreign languages and area or international studies competencies. Students from all UW departments and schools are encouraged to apply. Contingent on funding from the U.S. Department of Education, the eight National Resource Centers of the University of Washington will offer Academic Year and Summer FLAS Fellowships in languages including Japanese, Chinese, Persian, Thai, Urdu, and Vietnamese.
  For more information: https://jsis.washington.edu/advise/funding/flas/
  **DUE DATE:** January 31, 2019

- **Fulbright-Hays Doctoral Dissertation Awards**
The Fulbright-Hays Doctoral Dissertation Fellowship provides funding for dissertation research abroad for graduate students pursuing non-Western European area studies. Geographic areas include: Africa; East, Southeast, and South Asia, Pacific Islands; Near East; East Central Europe and Eurasia; and the Western Hemisphere (excluding the United States and its territories). 
For more information: https://grad.uw.edu/graduate-student-funding/for-students/fellowships/list-of-fellowships/fulbright-hays-doctoral-dissertation-award/

**DUE DATE:** Mid-June for the following year – apply far in advance!

- **David L. Boren Graduate Fellowship**
  David L. Boren Graduate Fellowships, an initiative of the National Security Education Program, provide unique funding opportunities for U.S. graduate students to study less commonly taught languages in world regions critical to U.S. interests, and regions that are underrepresented in study abroad programs, including Africa, Asia, Central and Eastern Europe, Eurasia, Latin America and the Middle East. The countries of Western Europe, Canada, Australia and New Zealand are excluded.
  For more information: https://grad.uw.edu/graduate-student-funding/for-students/fellowships/list-of-fellowships/david-l-boren-graduate-fellowship/
  **DUE DATE:** January 8, 2018

- **Alvord Endowed Fellowship in the Humanities**
  Administered by the Dean’s Office. The College’s most prestigious graduate student award in the Humanities. The Alvord Fellow receives a stipend of $16,000 and a benefits package, provided by private donors; and a tuition waiver, provided by the Graduate School.
  For more information: https://admin.artsci.washington.edu/scholarship-information
  **DUE DATE:** Nominations due in March

**Academic Student Employee Positions (Assistantships)**

For ASE positions inside the AL&L department, check out the section on applying for TAships. However, be aware that there may be employment possibilities available to graduate students in other departments or parts of the university as well. At the University of Washington, there are three types of graduate student assistantships:

- Teaching Assistant: work with students in a classroom, lab, or quiz section setting
- Research Assistant: work on research projects; does not involve teaching
- Staff Assistant: other types of duties such as, advising or administration

Academic Student Employees (ASEs), which include the above mentioned graduate student assistantship positions, are covered by the UAW/UW Academic Student Employee union contract. The union contract governs policies and procedures for appointments, salary, job definitions and leave time. You are encouraged to familiarize yourself with this contract. Some, but not all, assistantships provide a tuition waiver and health insurance through the Graduate Appointee Insurance Program (GAIP). Your offer letter from the hiring department will confirm the length of employment, salary and benefits eligibility.

**International Students**: International students in degree programs are eligible to serve in assistantship positions. You must meet university English proficiency requirements (both written and spoken) in order to work with students in a teaching capacity. For more information, please see Graduate School Memorandum 15. If you have questions, please contact your department’s hiring official.
Finding an Assistantship Position
At the University of Washington, ASEs are hired directly by the employing department. Each department conducts its own individual hiring process and can let you know what is required to be considered for such positions. Many departments hire their own students. Other departments – particularly those that do not have graduate students or administrative units that hire graduate students – will recruit widely for positions from relevant degree programs across campus.

You may hear about ASE positions open to all graduate students from the following sources:

- Email forwarded to you from your department
- The UW Employment site under the category Academic Student Employee.
- The Graduate Funding Information Service (GFIS), located in the Allen Library. GFIS maintains a blog for both UW and external funding, including job postings for assistantships.

Other Resources
Writing Consultations for Graduate Students
The Odegaard Writing and Research Center (OWRC) and the UW Libraries Research Commons partner to provide writing consultations that are specifically targeted for writers working on long-term projects. Sessions are exclusively drop-in, and in consideration of the extended scope of the work, can last up to an hour and a half. This service is staffed by graduate tutors who offer writers support, feedback, thoughtful questions and casual, peer-to-peer conversation. See more here: http://www.lib.washington.edu/commons/services/writing.

Speaking Center
The Center offers a space for speech practicing. Students need to sign up for a time on the website and then they can practice, record their speech, and receive feedback from a speaking tutor. See more here: http://www.com.washington.edu/speaking-center/

International Student Services
International Student Services (ISS) provides support to UW international students so that they may reach their educational goals. Advisers can clarify the benefits ad restrictions of F-1 and J-1 visa statuses, as well as other related questions. See more here: https://iss.washington.edu/

Foundation for International Understanding Through Students
FIUTS connects university students through local and global communities through programs that build international awareness, cross-cultural communication, and informed leadership. FIUTS programs create a community of International and American students, members of the local community, and alumni around the world. As a center of international culture that links campus with community, FIUTS delivers programs to a diverse range of constituents that promote cross-cultural understanding, global culture, and respect for diversity. See more here: http://www.fiuts.org/

Disability Resources for Students
The Disability Resources for Students (DRS) is dedicated to ensuring access and inclusion for all students with disabilities on the Seattle campus who are enrolled in our undergraduate, graduate, professional, Evening Degree and Access programs. DRS serves 2,000+ students with either temporary or permanent physical, health, learning, sensory or psychological disabilities. Students partner with our office to
establish services for their access and inclusion on campus. See more here: http://depts.washington.edu/uwdrs/

Veterans Education Benefits
Our office serves military veterans and their dependents during their time as students at the UW. The Veterans Education Benefits staff provides students with information about VA educational benefits, certifies GI Bill® benefits, and answers questions about financial aid. The Veterans Education Benefits office also has resources for students who need help making their academic pursuits as successful as possible. See more here: https://osfa.washington.edu/wp/veterans/

Graduate and Professional Student Senate
The Graduate and Professional Student Senate (GPSS) is the official student government representing the 15,000 graduate and professional students at the University of Washington. GPSS exists to actively support and improve all aspects of graduate and professional student life. GPSS provides and advocates for the tools needed to enhance personal and professional development, and safeguards the interests of the students it represents. See more here: http://depts.washington.edu/gpss/home

Sexual Assault Resources
The University of Washington offers free advocacy and support for students and employees affected by sexual assault, relationship violence, domestic violence, stalking, sexual harassment and other related experiences. Advocacy is a safe and confidential starting point for University of Washington students and employees affected by these issues. Meeting with an advocate will not automatically trigger any kind of investigation by the University or the police. See more here: http://www.washington.edu/sexualassault/

Office of the Ombud
The Office of the Ombud serves the entire University of Washington community by providing a collaborative and confidential environment to discuss concerns or conflicts regarding academic work, employment, or other university-related issues. The role of the Ombud is to listen and understand difficult situations, help talk through and consider options to resolve concerns, and develop a plan for the future. We encourage making an appointment early in a conflict, as the office can be a sounding board for you and provide suggestions that can help challenging situations be resolved before getting worse. The two Ombuds are available to meet at any of the UW campuses: Bothell, Seattle, Tacoma, Harborview, or the UW Medical Center. See more here: https://www.washington.edu/ombud/

SafeCampus
SafeCampus is a hotline available to any UW student if they feel concerned or unsafe about a person or situation. Their number is: 206-685-SAFE. In most situations, SafeCampus is the place to start! SafeCampus has Violence Prevention and Response specialists trained to take your call, connect you with resources, and put safety measures in place to reduce the chances of violence occurring. Since SafeCampus is available 24/7, you will always reach someone who can address your concerns. If SafeCampus not the right resource for you, they can connect you to UW and community resources that might be a better fit.
Career Resources

Your academic adviser and committee members are always great resources for advice on academic careers. Please also feel free to talk to the Academic Counselor about career options and career development. In addition, we have a number of other great resources available on and off campus.

Career and Internship Center
The Career & Internship Center (located in Mary Gates Hall) is proud to support the diverse career paths of graduate students at the University of Washington (including academic and non-academic careers). It’s not just for undergraduates! We provide support in numerous ways, including:

- Workshops just for graduate students
- One-on-one career coaching through scheduled appointments
- Downloadable resources on topics ranging from academic CVs to networking at events
- Opportunities and events to connect with alumni and employers

In addition, we offer assistance to graduate students on topics like networking, job search, exploring career options, finding internships, creating a professional online presence, researching employers, and negotiating salary. Please see their website for many great resources and worksheets:

https://careers.uw.edu/graduate-students/

Core Programs
Core Programs collaborates with university partners to provide professional development events for UW graduate students. We offer student success programming for first generation and international graduate students. For up-to-date events information, please refer to Core Programs graduate student e-newsletters. For more information, see their calendar here:

https://grad.uw.edu/for-students-and-post-docs/core-programs/programming-and-events/

Simpson Center for the Humanities
Are you interested in possible alt-ac or public humanities careers? Want career development opportunities? One of the largest and most comprehensive humanities centers in the United States, the Simpson Center for the Humanities is known internationally for its initiatives in public scholarship and the digital humanities. It serves a broad-based academic research mission supporting four objectives:

- Crossdisciplinary research and inquiry
- Initiatives in the humanities at the leading edge of change
- Innovative study at the graduate level
- Scholarship that reaches audiences beyond the academy

Since 2000, the Simpson Center has funded 136 faculty fellowships and 45 dissertation fellowships supporting scholars from 30 campus units across the humanities, arts, social sciences, and professional schools.

Alt-Ac (“Alternative Academic”) Career Resources
These are free or partially free resources for graduate students interested in furthering their knowledge of and interest in alt-ac (non-traditional) career paths.

- ImaginePhD https://www.imaginephd.com/
  This is a free online career exploration and planning tool for PhD students and postdoctoral scholars in the humanities and social sciences. Humanities and social sciences PhD students and their mentors have long recognized the need for more resources to help bridge the knowledge...
gap between doctoral education and the realm of career possibilities. ImaginePhD is designed to meet this need by allowing users to:

- assess their career-related skills, interests, and values
- explore careers paths appropriate to their disciplines
- create self-defined goals
- map out next steps for career and professional development success

VersatilePhD https://versatilephd.com/
This is a web-based, woman-owned, socially positive business that helps universities provide graduate students with non-academic professional development. Our mission is to help graduate students and PhDs envision, prepare for, and excel in non-academic careers.
Physical and Mental Health Resources
Graduate Student Health Insurance
(From http://depts.washington.edu/hhpccweb/health-insurance-support/)

What is health insurance?
Health insurance protects you from paying the full cost of health care – it is a contract between you and your insurance company. Most college students have private insurance, which involve out-of-pocket costs like premiums, deductibles, and co-pays, or Medicaid (Apple Health), a government insurance for low-income people.

Learn about your health insurance
Be prepared for costs by learning about your health insurance in advance. Learn about out-of-pocket costs, like deductibles, copays, and coinsurance. Look into coverage of common health needs, like mental health counseling, urgent care, and prescription medication. Use the Know Your Benefits worksheet. Make sure you have your insurance card. Take a photo of the front and back of your card to store on your phone. Identify a primary care provider, an urgent care provider, and an emergency room that are in-network with your insurance plan, where you will get the highest level of coverage. Use this worksheet to help you identify providers.

No-cost services at Hall Health & UW Counseling Center
UW-Seattle students pay a fee that helps with the cost of one face-to-face visit with a provider each quarter (restrictions apply), as well as unlimited calls and visits with our Consulting Nurses. This fee also pays for limited services at Hall Health’s Mental Health Clinic and at UW Counseling Center. This is not a substitute for health insurance.

Does my insurance cover services at Hall Health Center?
There are thousands of insurance plans in Washington State alone, which is why we encourage you to follow the guidance above to learn about your insurance plan.

Does UW offer health insurance to students?
UW only offers health insurance to international students under certain visa types (F-1 and J-1) and certain graduate student employees. UW does not offer health insurance to domestic students – US citizens, legal permanents, DACA students, or other immigration statuses.

What if I have out-of-state or out-of-country health insurance?
If you have out-of-state or non-US health insurance, and you are not an international student with an F1 or J1 visa or a graduate employee, you will need to look closely at your health insurance to determine whether to enroll in a Washington State plan.

What if I am uninsured or underinsured in Washington State?
If you do not have adequate health insurance coverage in Seattle, and are not eligible for international student insurance or graduate employee insurance, you will need to seek coverage through Washington Healthplanfinder, Washington State’s online health insurance marketplace. All US citizens and legal permanent residents are eligible to apply for insurance through Washington Healthplanfinder,
regardless of income and other criteria. Only US citizens and legal permanent residents of more than 5 years will be eligible to apply for Medicaid (Apple Health). Legal permanent residents of less than 5 years can apply for private insurance.

**How to apply for health insurance through WA Healthplanfinder: http://wahealthplanfinder.com/**

First, set up an account. Use a local address. When you sleep in Washington State and have an address, you are considered a resident for the purpose of applying for health insurance. You will see information about the open enrollment period on the website. You may qualify to apply for insurance outside of open enrollment if you’ve experienced a qualifying life event or are applying for Medicaid.

You can try applying for Medicaid to see if you are eligible if you are a US citizen or legal permanent resident of more than 5 years. Medicaid is a state- and federally-funded health insurance plan for lower-income people. It will only cover you in WA State and has no costs associated with it. Once you are approved, you will need to select a managed care organization (MCO) that will administer your plan.

If you are not eligible for Medicaid, you can apply for a private plan through the exchange. Depending on your income and immigration status, you may be eligible for a subsidy to help pay for your monthly premiums depending on your income. As you are reviewing plans, look at monthly premiums AND deductibles to find something that works for you.

**Selecting a plan**

To select a plan, take the following things into consideration:

- **Medicaid/Apple Health**
  - Does the managed care organization’s network include the clinics and providers that you want to be able to see? Are there providers that are conveniently located close to your home and/or UW?
  - Is the managed care organization’s website well-organized and easy to access?
  - Does the managed care organization have a 24-hour nurse advice line?

- **Private plans**
  - You will need to strike a balance between the deductible (the amount of money you must pay each year before your insurance begins to cover services) and your monthly premiums. Are you a person who rarely uses health care, and would prefer a lower monthly premium? Or do you frequently need health care, and prefer a lower deductible?
  - Does the plan’s network include the clinics and providers that you want to be able to see? Are there providers that are conveniently located close to your home and/or UW?

**What if I am not eligible to use Washington Healthplanfinder?**

If you are on OPT or fall under another situation that makes you ineligible to use the health insurance exchange, consider purchasing a temporary insurance plan. Find more information about alternative insurance plans on the International Student Services website.

**If you are undocumented or a DACA student, please contact us:**

Hall Health Center’s Health Promotion office at hhpccweb@uw.edu, (206) 616-8476, or visit us, just off the main lobby of Hall Health Center.
UW International Student Health Insurance Plan (ISHIP)

(From: https://iss.washington.edu/student-life/health-insurance/#uw_international_student_health_insurance_plan_iship)

All matriculated international students in F-1 or J-1 status are required to purchase the UW International Student Health Insurance Plan (ISHIP). Review the details of the plan carefully, including the effective dates of coverage. We advise you to purchase this insurance for the entire year so that you will be covered whether or not you are enrolled each quarter. For more information on the plan, see here: http://www.washington.edu/ship/international-student-insurance-health-plan/

If you arrive in the U.S. before the effective date of the UW insurance plan, you should buy supplemental insurance to cover you during the uninsured period. Make every effort to be insured during your entire stay in the U.S., including your vacation quarters and after graduation if you stay for a period of Optional Practical Training or Academic Training.

Questions about the International Student Health Insurance Plan (ISHIP)? Contact:
Mr. Chris Dessert
stdins@uw.edu
206-543-6202
Hall Health Center: Wellness Resource Center, Room 187B

Hall Health Center

Hall Health Center is an outpatient clinic that provides health care to University of Washington students, alumni, faculty, and staff as well as the general community. We are a multispecialty group practice closely associated with UW Medicine, the clinical arm of the UW School of Medicine, one of the finest medical schools in the country. UW-Seattle students are eligible for a number of health services at no further cost as a part of the UW Services & Activities Fee (SAF). (Note that you are only eligible for these no-cost services during quarters that you are enrolled in UW-Seattle classes—e.g., probably not summer.)

Services covered as part of your tuition and fees:

Medical care
- Unlimited medical advice from our Consulting Nurses in person or by phone during business hours, or after hours by phone
- One subsidized visit per quarter, which covers the face-to-face time spent with a provider (doctor or Nurse Practitioner) only. We will bill your insurance for this service, but you will not be responsible for any out-of-pocket costs.

Mental health & addiction
- No-cost appointments for mental health referrals and short-term support
- Drop-in care if you have a same-day mental health need
- Help quitting smoking or addressing substance use
- Access to light therapy room for Seasonal Affected Disorder
Safer sex & health insurance

- Free safer sex supplies through the Health Promotion office
- Assistance enrolling in & using health insurance

We bill health insurance for all services not listed above, and you are responsible for any costs not covered by your health insurance. If you need help obtaining or using health insurance, or finding low-cost health care, help is available (http://depts.washington.edu/hhpccweb/health-insurance-support/). For more information on Hall Health Center, please visit their website: http://depts.washington.edu/hhpccweb/

UW Counseling Center

The Counseling Center is a mental health resource where currently enrolled students can receive assistance with adjustment issues, depression, anxiety, relationship concerns, and a variety of other challenges. The Counseling Center is staffed by psychologists and mental health counselors who provide developmentally-based counseling, assessment, and crisis intervention services. Learn more about our services.

Students currently enrolled in degree-seeking programs at the UW Seattle campus are generally eligible for services at the Counseling Center. Because the Counseling Center is funded through tuition and the Services and Activities Fee (SAF), students outside this central funding structure are not eligible for ongoing services. These students are welcome to call us to request assistance with referrals to resources in the local community.

We do not provide online or telephone counseling; students enrolled in online degree programs who are not located in the Seattle area are encouraged to call to request assistance with referrals to resources in their local community.

If your concerns are urgent, please contact the Crisis Clinic at 866-427-4747.

For more information, please visit the UW Counseling Center’s website at http://www.washington.edu/counseling/.
Appendixes

Appendix 1: Departmental Policies and Procedures

Please note: These policies and procedures are provided only for reference and might not be completely up-to-date. For the authoritative departmental policies and procedures, please see the official version, available in the departmental office, Gowen 225. These are also available online at https://asian.washington.edu/departmental-ma-and-phd-policies-and-procedures

1.0.0 Scope of Thesis, Research Papers, and Dissertation

1.1.0 The principal focus of research undertaken for M.A. theses and papers, and for Ph.D. dissertations must fall within the proper purview of the Department’s academic responsibilities: the scholarly disciplines concerned with the humanistic study of the languages and literatures of South, Inner, and East Asia in all of their forms and manifestations. Language study is understood to encompass all aspects of linguistics and philology, including textual criticism, textual history, and formal textual analysis, as well as the usual areas of diachronic and synchronic linguistic research.

1.2.0 While M.A. theses and papers will differ greatly in scope and complexity from Ph.D. dissertations, each must demonstrate the candidate’s ability to conduct original research on a well-defined topic, employing suitable methodology, and to present the results of her research in a coherent form that employs the conventional scholarly apparatus (footnotes, bibliography, etc.). (For further information, see “Master’s Degree: Thesis Program” at: http://www.grad.washington.edu/stsv/mastersinfo.htm. (Feminine pronouns are used in this and in subsequent passages for the sake of succinctness and brevity.)

1.2.1 Graduate level research must show an ability to work with sources in original languages and is expected to be more than translation or bibliographic compilation.

1.2.2 Original research is typically done under faculty supervision, while still allowing the maximum feasible opportunity for the student to engage her own research initiatives and procedures.

1.3.0 Research topics that normally fall within the purview of disciplines such as political science, history, medicine, philosophy, arts, etc., can be accommodated only if the primary approach is literary, philological, linguistic, or textual.

2.0.0 M.A. Program and Requirements

2.1.0 The M.A. program requires a minimum of 45 credits, with 18 credits of course work in numerically graded courses at the 400 and 500 level; 18 credits of courses at the 500 level and above; and 9 credits (Asian 700) for the thesis option. The non-thesis option has for a requirement 45 credits of course work. The M.A. supervisory committee consists of a minimum of two graduate faculty members of this Department.

2.1.1 The student may present her research in either of two ways: (1) by submitting a thesis, in which case she takes at least 36 course credits and 9 thesis credits; or (2) by submitting two research papers, in which case all 45 minimum credits will be in course credits.
2.1.2 A graduate student is expected to maintain a 3.00 cumulative grade point average. Procedures for review of student progress and guidelines for determining status change recommendations (e.g., Warn, Probation, etc.) shall be in accordance with Graduate School Memorandum No. 16: “Continuation or Termination of Students in the Graduate School.”

2.1.3 The M.A. and Ph.D. programs are separate and independent. Admission to the M.A. program does not guarantee admission to the Ph.D. program. For procedures on bypassing the M.A., see sections 3.4.1.c and 3.4.1.d.

2.2.0 The student is encouraged to arrange an appointment with the language program coordinator as soon as possible after arrival in order to discuss the appointment of an academic adviser. Any special problems should be discussed at that time. During the second and no later than the third quarter, an appointment should be made with the academic adviser to develop a program of studies (PDF). Forms for this purpose can be obtained from the Academic Counselor. Filing a plan of study is a formal requirement of the M.A. program.

2.2.1 The program of studies is to be established on an individual basis in consultation with the academic adviser, and should take into account the student’s background and special interests. It should incorporate specific course requirements as outlined in the individual departmental program descriptions. It must also constitute a comprehensive and interrelated set of courses within the language and literature framework.

2.3.0 After the student has completed an amount of course work that is sufficient in the opinion of the academic adviser to provide a general foundation, the student shall arrange with the adviser to take an examination administered by a two-member examination committee (PDF) that will test the student’s general knowledge of the area.

The exact format of the examination, called the M.A. General Examination, will be determined by the faculty members of the student’s program. In general, the following specifications apply:

1. The examination shall be written and the language of the examination shall be English.
2. The examination shall be four hours in length, consisting of two two-hour parts. Each part must be taken as a unit, and the two parts must be taken within the same five-day period (i.e., no more than three days may elapse between the parts).
3. A minimum of two faculty members must prepare, administer, and evaluate the examination in roughly equal proportions.
4. Within the parameters stated above, the structure and content of the examination may vary to suit the purposes of the examiners, but some effort shall be made to ensure that the examination has a reasonable breadth of coverage, including, in addition to a core component testing the student’s knowledge of the language and literature in question, some aspects of literary, linguistic, and cultural history, broadly interpreted. The student must arrange to meet with her academic adviser in order to discuss the form of the examination and the expectations of the examiners. This meeting, which should be held no later than the quarter prior to the quarter in which the examination is to be taken, will constitute a final assessment of the student’s preparation for the examination, and in connection with
this, the student may be asked to compile a list of courses taken and readings done during the program of study.

2.3.1 The two-member examination committee will normally consist of the student’s academic adviser as chairman and another member suggested by the adviser upon consultation with the student and approval by the other faculty in the specific area (e.g., Chinese, Japanese, Korean, South Asian).

2.3.2 In the event the student fails the examination, the examining committee may arrange for another to be given at an appropriate time. If the student’s performance is especially poor and it is the opinion of the examining committee, after evaluating the student’s grade reports, performance during course work and seminars, and overall research work and achievements, that the student has demonstrated no likelihood of successfully completing the degree, the student may be asked by her adviser to leave the program. (See section 2.1.2.)

2.4.0 After successful completion of the examination, the student may proceed to write a thesis or submit two research papers in lieu of the thesis. (In practice, the actual writing of the thesis may begin any time that the adviser and the student agree it can be conveniently included in the student’s program.) As a piece of research on a narrowly-defined topic, it is properly presented for consideration by all members of the M.A. examining committee only after the student has demonstrated a general competence in the field.

2.4.1 After satisfactory completion of course work, passing of the requisite examinations, and presentation of acceptable research work, the student will be deemed to have satisfied the requirements for the M.A. degree.

2.4.2 A copy of the successful candidate’s research (whether thesis or research papers) will be kept in the student’s file along with comments of the examining committee and their specific recommendations as to whether or not the student should be encouraged to continue for a Ph.D. degree. These recommendations should be included regardless of whether the student has expressed her intention to continue for the Ph.D. or not.

Coordinators of language programs change from year to year. Please consult with the office to learn the current language program coordinator for your area of study.

3.0.0 Ph.D. Program and Requirements

3.1.0 No specific number of course credits is prescribed for the Ph.D. degree by the Department (the Graduate School requires a minimum of 90 credits) but the student should refer to the individual program descriptions for course requirements. In addition, the student should familiarize herself with the “Doctoral Degree Requirements” at https://grad.uw.edu/policies-procedures/doctoral-degree-policies/doctoral-degree-requirements/, particularly those items relating to course-level and residence requirements.

3.1.1 A graduate student is expected to maintain a 3.00 cumulative grade point average. (See section 2.1.2.)
3.2.0 The student should arrange an appointment with the language program coordinator as soon as possible after arrival in order to discuss the appointment of an academic adviser and development of a program of studies. The filing of a program of studies is a formal requirement of the Ph.D. program.

3.3.0 A student who is pursuing the Ph.D. degree is required to pass an an examination in a language other than the language chosen for specialization. This examination must be passed before she can proceed to the doctoral General Examination.

3.3.1 During the second and no later than the third quarter after the student has started graduate studies, an appointment should be made with the academic adviser to develop a plan of language study (PDF). The plan of language study should clearly state the reasons for selecting a specific language to satisfy this additional language requirement, how it is relevant to the student's field of study, and the level of proficiency the student should attain in view of those reasons, as well as a time schedule, determining which courses to be taken when, which works to be read when, and how the student will generally endeavor to work towards this proficiency. The goal may be proficiency to read texts of all sorts, including specific journals, or monographs by specific authors productive in the field. In this case student and faculty will prepare a reading list (that can of course be revised in the course of the study). This serves the purpose of allowing the student to become acquainted with literature crucial to the field of study, as deemed useful in consultation with the adviser. Alternatively, if speaking/listening language proficiency or linguistic analysis is the goal, an oral exam or a specific course requirement, or both, may be specified in consultation with the adviser.

3.4.0 No student will be considered for admission to precandidacy for the Ph.D. degree who has not completed at least two quarters of graduate study in this Department. (University of Washington General Catalog, “Graduate Student Level Classifications,” Category 3, Precandidate: “Having had a doctoral committee appointed and thus having been admitted into the doctoral program but not yet having completed the Graduate School General Examination.”)

3.4.1 No student may be considered for admission to precandidacy until she has completed the minimum 45 course credits for the M.A. degree and has passed the written M.A. comprehensive examination.

3.4.1.a Students who have taken an M.A. in this Department will have satisfied these requirements automatically.

3.4.1.b Students who bypass the M.A. must satisfy these requirements in their entirety.

3.4.1.c Students entering the Department with an M.A. from another University of Washington department or from another institution must satisfy these requirements in their entirety.

3.4.1.d Students entering the Department with an M.A. from another institution in the same language and literature area as the proposed Ph.D. work will be exempted from taking the written M.A. comprehensive examination in this Department.

3.4.2 A student desiring to be admitted to precandidacy for the Ph.D. must present a formal petition to that effect (PDF), explaining as concretely as possible her academic plans and goals, and indicating the
faculty member(s) with whom she expects primarily to study. Petition forms are available in the Department office. The principal part of the petition is a statement of purpose that the student is to append to the form. The statement may be whatever length is deemed appropriate, and should discuss in precise terms the relation between the studies the student has pursued up to this point and proposed Ph.D. work. It may include a specification of the three fields that the student intends to establish, but it does not have to include them.

3.4.2.a In addition to the formal petition, the student desiring admission to precandidacy should prepare as supporting documents: a copy of her M.A. thesis, or appropriate seminar papers, or both; her written M.A. examination papers; and transcripts of all graduate work done. (Note that, when the final copy of a thesis or of the papers is not available, clean penultimate drafts are acceptable. The student should bear in mind that the better the version submitted, the better the application will appear.)

3.4.2.b Beyond these items, a student may ask that any relevant material be included in the file and taken into consideration, for example, records of honors and awards, professional accomplishments, paper presentations, publications, and so forth. The normal procedure will be to cull from the student’s M.A. file appropriate materials to be included in the Ph.D. program application file.

3.4.2.c The petition is the formal means by which a student expresses her desire to be considered for admission to the Ph.D. program, and is to be filed with the Department Academic Counselor, who will open the necessary file and handle all of the administrative work involved in the application.

3.4.2.d Students will be informed in writing by the Graduate Program Coordinator whether or not they have been admitted to the Ph.D. program within four weeks of completing their files for admission. Students receiving an M.A. degree in this Department who wish to be admitted without delay into the Ph.D. program must, therefore, complete their application file by the eighth Friday of the quarter in which they expect to receive their M.A. degree. Otherwise the student must file the Petition to Proceed to the Ph.D. program by the end of the first quarter after the M.A. degree has been received (Summer Quarters excepted). To be assured of knowing the outcome of the petition before the end of the quarter in question students must file their petitions by the end of the eighth week of the quarter. Failure to file by the end of the quarter after having obtained an M.A. degree will have the effect of signaling the student’s intention not to continue, and the student will be expected not to register further. Students who attempt to register for more than one quarter after the M.A. degree has been received from this Department but who have not filed a petition to be admitted into the Ph.D. program will be asked to withdraw from the program. In the event that a student does not withdraw upon such a request, the Department will recommend to the Graduate School that the student be dismissed.

3.4.2.e For students entering the Department with M.A. degrees from other University of Washington departments or from other institutions, the petition cannot be filed before all of the M.A. equivalency requirements (course/credit requirements as specified in section 3.4.1 and following) have been satisfied. Students entering the Department with an M.A. in the same language and literature as that of the proposed Ph.D. work will be exempted from taking the written M.A. comprehensive examinations in this Department, and submission of written M.A. examination papers will not be required (though students may elect optionally to take the written M.A. comprehensive examination in order to strengthen their application to the Ph.D. program).
Once those requirements have been satisfied the student must file the petition to proceed into the Ph.D. program by the end of the following quarter (Summer Quarters excepted). Students who fail to file by this time will be expected to withdraw from the program.

3.4.3.a Once a file is complete, the Academic Counselor will notify all of the graduate faculty in the program in question of the application via a dated evaluation form, accompanied by a copy of the student’s petition. Each faculty member then bears the responsibility of scrutinizing the applicant’s file (available in the Academic Counselor’s office), and of returning the evaluation form with a recommendation for admission or not. Only two options are available: yes or no. Faculty members must choose one or the other or abstain. (Abstentions reduce the effectiveness of the process.)

3.4.3.b When all of the faculty responses have been received by the Academic Counselor, or by the end of a period of three weeks from the time when the applicant’s file became complete, whichever comes first, the Academic Counselor will forward the faculty recommendation forms together with the applicant’s file to the coordinator of the language program in question, who will have the authority and responsibility for making the formal decision. The language program coordinator, may, of course, consult informally with any faculty member about the advisability of a particular admission, but in cases of strong differences of opinion, the language program coordinator must make every effort to evaluate both sides of the question fairly. The written faculty responses to the application will be considered confidential, and will be so treated by the language program coordinator. They will not become a part of the student’s permanent file.

3.4.3.c In the event that, for whatever reason, after informal consultations with other faculty, the language program coordinator cannot arrive at an appropriate decision, he or she may call a meeting of the program faculty so that the question can be discussed viva voce, and a decision can be reached. If this recourse fails to yield a decision, the faculty shall prepare written summaries of the arguments for and against admission, no more than two typescript pages for each summary, and these, together with the application file, shall be turned over to the Department chair, who will decide the question as he or she sees fit.

3.4.3.d The decision will be delivered to the applicant by means of a letter written by the Graduate Program Coordinator within four weeks of the date when the application file became complete, except in cases where consultations and meetings are required such that the four-week deadline cannot be met. In such cases, the student shall be notified of the delay and given a reasonable estimate of when a decision is likely to be forthcoming.

3.4.3.e In the event of an unfavorable decision, the student may, within the time limitations specified in section 3.4.2.d, repeat the petition and application process. Unless the new file is significantly different from the file for the first application, the same decision may be expected.

3.4.3.f If the time limitations specified in section 3.4.2.d have been exceeded, the petition and application process is no longer valid for students whose original application was unsuccessful. Such students must initiate a new application for admission to the Department.

3.5.0 Once accepted into the Ph.D. program the student shall formally establish her/his three fields of specialization, at least two of which must be taken with faculty in the Department of Asian Languages.
and Literature. The three fields in the aggregate must represent a broad coverage of language and literature. No Ph.D. program can be accepted that does not have at least one field in literature and at least one in language (including linguistics and philology).

3.5.1 A statement shall be entered into the student’s file indicating the fields for which she is studying and the faculty members who are guiding her in each of the fields. These faculty members shall constitute the student’s Supervisory Committee, whose appointment will then be made official by the Academic Counselor to the Graduate School. The Graduate School Representative (GSR) should also be appointed at this time. The choice of the Graduate School Representative is to be made by the student’s faculty adviser in consultation with the student and other program faculty. The Graduate School requires that the Supervisory Committee be appointed at least four months prior to the General Examination.

3.6.0 To ensure that the requirements for either M.A. or Ph.D. programs are closely adhered to, a checklist of all requirements should be made to be kept in the student’s file. As a student completes a requirement, the Academic Counselor will indicate (by initialing each item) that the requirement has been met. Samples of the checklists shall be attached to these Policies and Procedures.

3.7.0 Oral examinations for Ph.D. candidates and the defense of the Ph.D. dissertation are, in principle, open to anyone to attend. The Department encourages students still pursuing course work to attend such examinations to become better acquainted with examples of questions that are put to the examinees, the depth and breadth of inquiries, and the challenges and objections that are raised during these oral examinations and defenses.

3.8.0 It shall be the responsibility of the student to seek the advice of the individual members of their Supervisory Committee regarding preparation for their study toward the three field examinations, and to keep the appropriate faculty members apprised of their progress in this regard. No faculty member is obligated to provide an examination on short notice for a student who has failed to keep him or her informed of these matters. Faculty members are, on the other hand, required to evaluate the student’s progress and either to administer the examination or to recommend remedial study as appropriate.

3.8.1 It shall likewise be the responsibility of the student to keep her faculty adviser informed of her progress and to provide him or her sufficient advance notice of her readiness to be examined in each of her three fields.

3.8.2 A field examination may be scheduled at the request of the student or the decision of the supervising faculty member for the field in question, when either the student or the faculty member judges that an appropriate amount of time has been spent on preparation of the field.

3.8.3 After the student has successfully completed the last of their Field Examinations, the chair of the Supervisory Committee will schedule an oral General Examination. This may be scheduled no earlier than four months from the date that the Supervisory Committee is officially appointed to the Graduate School via MyGrad. Upon successfully completing the General Examination, the student is admitted to candidacy and proceeds to write the dissertation. See the University of Washington General Catalog, “Admission to Candidacy for Doctoral Degree,” http://www.grad.washington.edu/stsv/doctoralinfo.htm for details on the procedures.

Last updated September 2018, efs
3.9.0 An informal reading committee will be appointed to evaluate periodically the candidate’s research progress. The committee will consist of the student’s faculty adviser and one or two others. (This is not the Reading Committee to be formally designated by the Dean of the Graduate School.)

3.9.1 The candidate is expected to present to the reading committee a detailed prospectus (about twenty pages) explaining the topic of her projected dissertation, its originality and significance, a bibliography of works related to the topic, and the feasibility of the plan in view of the time and resources available. The committee’s written comments on the prospectus shall be presented to the faculty adviser, who will convey them to the candidate.

3.9.2 The candidate is expected to report on the progress of her research at least once a year and to submit written sections of her research to her faculty adviser. No reading committee member may refuse to read preliminary chapters or decline to evaluate a candidate’s ongoing research.

3.9.3 It is expected that a student will be registered at least two quarters at the University of Washington after passing the General Examination and before a warrant is authorized for the Final Examination.

3.10.1 The chair, as well as the other members of the formal Reading Committee, shall have a minimum of three weeks to read and study a final draft copy of the whole dissertation before signing the “Request for Final Examination,” which is itself due in the Graduate School three weeks before the scheduled Final Examination. Candidates should allow, therefore, a minimum of six weeks between submission of the first draft copy of the complete dissertation and the Final Examination (Defense).

3.10.2 The Reading Committee can in addition request at least two weeks to check on the final form and text of the candidate’s dissertation before the Defense to insure that the comments, reservations, and suggestions made by the members of the Reading Committee have been taken into consideration.

3.10.3 The Ph.D. candidate is not bound to follow the opinion or to accept the corrections and suggestions made by the Reading Committee, provided she has taken cognizance of them and is ready to defend her position at the defense.

4.0.0 Committees

4.1.0 Each graduate student in this Department shall have a Supervisory Committee or other appropriate supervisory faculty members to guide her through the successive steps of her program. Each student shall have a Reading Committee, which will be concerned with the research and actual writing of the thesis or dissertation. Finally, a Grievance Committee shall be constituted by the Department Chair on an ad hoc basis to offer solutions when disagreements arise between members of the Supervisory Committee, the Reading Committee, or between the student and the members of the committees.

4.2.0 The Ph.D. Supervisory Committee will normally consist of a minimum of three AL&L graduate faculty members and one Graduate School Representative (one from each field; in exceptional cases
additional members may be necessary) but must consist of at least four members, three of whom will belong to this Department.

4.3.0 The appointment of the members of the committees shall be done by the chairman of the Supervisory Committee after consultation with the relevant faculty, and with the concurrence of the Graduate School. All appointments shall be made known to all faculty. In case outside faculty participation is required, the chairman may invite such an individual. The requirement that at least two of the Supervisory Committee members must be from this Department remains.

4.3.1 At regular intervals in the year the Graduate Program Coordinator will prepare a list of the existing Supervisory Committees, giving the names of the M.A. and Ph.D. candidates and their respective committees.

4.3.2 At least once a year, faculty of the separate programs in the Department should meet to discuss and evaluate the progress of the students. It is the responsibility of the Graduate Program Coordinator to transmit the substance of the annual evaluation to students in a timely fashion.

4.3.3 No member of a committee shall be removed without his or her knowledge, nor shall any member be allowed to remove himself from a committee without sufficient cause. All new committee members shall also be approved after consultation with the relevant faculty and the Graduate School and their appointments be made known to all the faculty.

4.3.4 The chair of a Supervisory Committee is charged with informing other members of the substance of the candidate’s program, any changes that take place, or any other matter that is of legitimate concern to the other committee members.

5.0.0 Other Procedural Details and Matters of Policy

5.1.0 A graduate student in this Department is not permitted to register for any courses offered by this Department on an S/NS basis.

5.1.1 The Graduate School requires that an M.A. degree be completed within six years, a Ph.D. within ten years from the date of first admission as a graduate student.

5.2.0 A student is required to be registered for the quarter in which she takes an M.A. General Examination, Ph.D. General Examination, or Ph.D. Dissertation Defense. A student must be registered as a full-time or part-time student at the University during the quarter the Master's degree, the Candidate’s certificate, or Doctoral degree is conferred. For further details, see the University of Washington General Catalog, “Final Quarter Registration.”
http://www.grad.washington.edu/stsv/gradpol1.htm#FinalQ

5.2.1 Aside from fulfilling the academic requirements in this Department, the student must submit a review request for the Master’s degree via MyGrad within the deadlines of the quarter in which she expects the degree to be conferred. The filing of the request is the responsibility solely of the student, but deadline dates will be posted on the bulletin board outside the Department office. See the
5.2.2 In order to obtain credit for a course, a student should convert an Incomplete into a passing grade no later than the last day of her next quarter in residence. Under no circumstances can an Incomplete be converted into a passing grade after a lapse of two years or more. A grade of Incomplete is the result of prior discussion and agreement between student and instructor; it is not an automatic privilege.

5.2.3 A graduate student should meet the continuous enrollment requirement and maintain continuous active status either by being registered full or part time or by being officially on leave. A Department on-leave petition may be obtained from the Academic Counselor, and will be approved or denied by the Department Graduate Program Coordinator and the student’s faculty adviser. Students looking to be on leave must also submit a request via MyGrad, by the deadline of the first quarter the student is requesting, along with the current fee. If the student is an international graduate student, International Student Services will also have to approve the MyGrad request. Students may check the progress of their request via MyGrad. The time spent on leave is counted in the six years allowed to complete the requirements for a Master’s degree and in the ten years allowed to complete the Ph.D. On-leave status for graduate students enrolled in this Department is limited to four academic quarters, i.e., one full academic year. Any extension beyond this period must be justified by the student in a written petition to the Graduate Program Coordinator and approved by the student’s academic adviser. No student will be allowed on-leave status until he has completed at least three quarters in residence; exceptions may be made upon recommendation by a committee consisting of the student’s academic adviser, the Graduate Program Coordinator, and the Department chairman.

5.3.0 If a graduate student finds a change of registration necessary, the Graduate Program Coordinator should be contacted during the first week of the quarter. There is a service charge for a change of registration made after the first week of the quarter.

5.4.0 The Academic Counselor should be notified of any change in a student’s local or permanent phone, email, or mailing address.

5.5.0 The University of Washington General Catalog, “Summary of Requirements” for the M.A. degrees, stipulates that a student must satisfy the requirements for the degree that are in force at the time the degree is awarded.

5.6.0 Upon acceptance to the Graduate School, each student in the Department will receive a copy of these Policies and Procedures.
Appendix 2: Important Checklists and Forms

Below, you will find a wide variety of checklists and forms necessary to your graduate study. These are just examples – you will find all necessary forms online on the departmental website (https://asian.washington.edu/) as well.

A complete list follows:

- MA Checklist: p. 45
- PhD Checklist: p. 47
- Annual Graduate Student Review Form: p. 49
- Appointment of Adviser and Committee Members: p. 51
- Program of Studies: p. 52
- Plan of Language Study: p. 53
- Petition to Undertake the PhD Form: p. 54
- TA Applicant Checklist for New Native English Speaking Students: p. 55
- TA Applicant Checklist for New Non-Native English Speaking Students: p. 56
- TA Applicant Checklist for Returning TA Applicants: p. 57
- On-Leave Status Petition Form (Departmental): p. 58
- Request for Travel Funds Form (Graduate Students Only): p. 59
MASTER OF ARTS: CHECKLIST AND TIMELINE

FIRST YEAR

☐ By the end of the second quarter of graduate study, decide on your faculty adviser and notify the Academic Counselor (AC) who will update this on MyGrad.
   Name of Faculty Adviser: ____________________
   Date declared: _____________

☐ By the end of the third quarter of graduate study, meet with Faculty Adviser and fill out the Program of Studies. Sign and submit to the AC.
   Date Program of Studies signed: _____________

☐ By the end of the third quarter of graduate study, meet with Faculty Adviser and fill out Language Plan, detailing how and when you will meet the second language requirement for your degree. Give copy to AC.
   Date Language Plan signed: _____________

SECOND YEAR

☐ Complete all necessary coursework. Ensure faculty adviser and AC have approved your transcript.

☐ M.A. Supervisory committee formalized and Dept. MA & PhD Supervisory Committee & Faculty Adviser Appointment Form submitted to AC and on file.
   Chair: _____________
   Second member: _____________
   Third member (optional): ______________

SECOND – THIRD YEAR

☐ M.A. Written Examinations passed
   1st examination passed. Date: _____________
   2nd examination passed. Date: _____________

☐ MA thesis or two seminar papers completed and approved by adviser (via email or written documentation). Copies on file with AC.
   Date approved: _____________

FOR GRADUATION
In order to graduate with your MA degree, please make sure that all of the below steps have been completed by the end of the quarter in which you hope to graduate.

☐ Thesis or Research Papers approved and copies on file.
☐ Current, unofficial UW transcript, approved by AC. All classes without a numerical grade must be given a numerical grade, S, or CR (no I or X).
☐ Graduate School requirements met. (18 credits must be graded numerically in a 400 or 500 level class; no grade lower than 2.7; GPA of 3.0 or higher; all requirements fulfilled in 6 years or less; you must be registered and an active student the quarter you graduate; if writing a thesis, 9 thesis credits must be taken.)
☐ Apply for M.A. degree on MyGrad.
☐ Thesis and signed MA Supervisory Committee Approval Form submitted to Graduate School (due last day of final quarter)
☐ Warrant (provided by AC) signed by MA Supervisory committee and on file.

PETITION TO PROCEED

If you want to continue on to PhD studies in our department after your MA degree is awarded to you, you must Petition to Proceed. The Petition to Proceed must be submitted to the faculty of the relevant language program by the 8th week of the quarter following the completion of the M.A. requirements. In order to do this, be sure to begin the process during or immediately after the quarter that you complete your MA. The AC will help you with this process.

Required:

☐ Petition cover page form signed by student
☐ Statement of purpose (explanation of this statement available on website)
☐ M.A. thesis or two research papers
☐ M.A exams (two)
☐ Completed Program of Studies form
☐ A current, unofficial UW transcript

Optional

☐ May also include records of honors and awards, professional accomplishments, paper presentations, publications and so forth.
**PHD CHECKLIST AND TIMELINE**

**YEAR ONE – TWO [after receiving MA]**

☐ Petition to Proceed approved and passed.  
   *Date: ____________*

☐ With the help of faculty adviser, identify possible Graduate School Representatives (GSRs) and contact them to see if they are willing to be the GSR on your PhD Supervisory and Reading Committees.

☐ Submit Appointment of Adviser and Committee Members Form to establish your PhD Supervisory Committee to the Academic Counselor (AC), who will enter it into MyGrad.  
   - Chair/Supervisor: _____________  
   - 2nd member: _____________  
   - 3rd member: _____________  
   - GSR: _____________

☐ PhD language requirement satisfied. Ask faculty adviser to describe the terms of this requirement and to document fulfillment (by email or hard copy) for student file.  
   *Date: ____________*

☐ Department and Graduate School course requirements satisfied (with the exception of 27 credits of ASIAN 800: Dissertation Writing) and approved by AC.  
   - 90 credits total (45 before PhD stage)  
   - Classes should be chosen in consultation with adviser

**YEAR THREE – FOUR**

☐ Three Field Exams completed and passed.  
   - 1st Field- Supervisor/date passed: ______________________________  
   - 2nd Field- Supervisor/date passed: ______________________________  
   - 3rd Field- Supervisor/date passed: ______________________________

☐ Use MyGrad student view to schedule General Exam for the PhD. After exam, committee members sign warrant (provided by AC). Return warrant to AC to record results.

☐ Dissertation abstract presented to and approved by the Doctoral Supervisory Committee.

**YEAR FIVE – SIX**
Submit Appointment of Adviser and Committee Members Form to establish the Reading Committee (As opposed to the Supervisory committee, this is the group who will read and sign off on your dissertation.) This should be done by the quarter before you intend to defend your dissertation.

1st member: ____________________
2nd member: ____________________
3rd member: ____________________

Dissertation prospectus presented to Reading Committee; then, submitted, approved and filed with the AC.

Date: ___________

Schedule defense in consultation with the Supervisory Committee. First contact your committee members to establish the date and time. Next, schedule the exam by reserving a room (contact Program Coordinator) and submitting a request to “Schedule a Doctoral General or Final Exam” on MyGrad.

Date of final exam/defense: ___________

After Final Examination is complete, ensure that warrant (provided by AC), is filled out with the results of the exam and appropriate signatures; submit to AC.

GRADUATION

In order to graduate on time, you will need to ensure that the following items on this list are completed and on-file with the Academic Counselor.

- Departmental and Graduate School course requirements must be satisfied: 90 credits, including 27 credits of ASIAN 800 (dissertation writing).
- Field Exams and General Examination for the Ph.D. passed.
- Final Examination passed.
- Warrant, with appropriate signatures, submitted to the AC.
- Dissertation, with appropriate signatures, submitted to the Graduate School via ETD.
- Dissertation and Doctoral Dissertation Reading Committee Approval Form submitted to the Graduate School via ETD.
- Exit survey returned to the Graduate School. Please also leave your forwarding address with the AC.
ANNUAL GRADUATE STUDENT REVIEW

Please provide the following information about your progress during the 2018-2019 academic year, and your plans for 2019-2020. You may omit answers to questions you do not feel are applicable to you, or you are uncomfortable answering.

Make sure your file is updated with the Academic Counselor before completing this form, including the Program of Studies Form and the Plan of Language Study Form.

This form is due back to your Academic Counselor (efself@uw.edu) by Friday April 26, 2019

Name:

Year you began study in AL&L:

Degree being sought:

Courses taken in 2018-2019:

List course number and title; include independent study and thesis credits

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Proposed Coursework for 2017-2018:

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List degree requirements completed in 2018-2019 and/or degrees granted (with dates).
What progress have you made towards your immediate degree goal? Include coursework requirements; language, field, and general exams; thesis completed, etc.

Source(s) of financial Support for 2018-2019, if any:

Expected Financial Support for 2019-2020, if any:

Have you participated in department activities or student government?

Please comment on your experience as a graduate student this year, both positive and negative, and in terms of both academic and personal concerns. Please mention any issues or problems that you need help or advice about.

Are you satisfied with the advice you are getting in terms of your current academic and work future career goals? Is there anything that you feel needs to be clarified?

Other: Comments of any sort are welcome.
Appointment of Adviser and Committee Members

(Policies & Procedures: 2.2.0; 2.3.0; 2.3.1; 3.5.1; 3.8.3; 3.9.0; Committees: 4.0.0-4.3.4)

To the student: Please use this form to indicate your faculty adviser or chairperson of your supervisory committee, and your committee members. This form can also be used to indicate the members of your reading committee for review of your thesis or dissertation.

The Graduate School requires:
M.A. students have a minimum of two committee members comprised of AL&L Department faculty
Ph.D. students have four committee members:
- Three graduate faculty members from the AL&L Department and
- The Graduate School Representative (GSR)
- The Ph.D. Supervisory Committee must be officially appointed by the Graduate School via MyGrad. This occurs after the student has returned this form to the Graduate Program Adviser.
- A period of four months must pass between the official appointment of a Ph.D. Supervisory Committee and sitting for the General “Oral” Exam.

See UW Graduate Memo 13 for details on both MA and PhD supervisory committee policies.

To the faculty: Please sign your name below if you have agreed to be a member of this student’s Supervisory Committee and/or Reading Committee. Only check the box if you are also a part of the student’s Reading Committee.

Student Name: _____________________________________ Date: __________________________
Committee Type: ___________________________________ Degree Seeking: _________________

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<th>Signatures</th>
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<td>Member (GSR): ____________________________</td>
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Please return this form to the Graduate Program Adviser for inclusion in your student file and posting to your record in the MyGrad system which sends automatic emails notifying committee members of their status.
## PROGRAM OF STUDIES

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### Per the Graduate School Requirements
All students must maintain a 3.0 GPA, and receive a 2.7 in each course in order to count towards the degree

**MA STUDENTS**

45 Total Credits Minimum
18 credits at the 400 Level if approved by advisor
18 credits at the 500 Level and above
9 credits of ASIAN 700 for Thesis track option

Masters: 6 years maximum to completion

Master's Degree Requirements:
grad.washington.edu/policies/masters/requirements.shtml

**PH.D. STUDENTS**

90 Total Credits Minimum
18 credits at the 400 Level if approved by advisor
18 credits at the 500 Level and above
27 credits minimum of Dissertation credits (ASIAN 800) over the period of at least 3 quarters. 10 credits Max. per Quarter

PhD: 10 years maximum to completion

Doctoral Degree Requirements:
grad.washington.edu/policies/doctoral/requirements.shtml

Make 3 copies: (1) Faculty Adviser Copy, (2) Student Copy, (3) Academic Counselor/Student File Copy
PLAN OF LANGUAGE STUDY

Program: _________________

Student:
_____________________Signature:_____________________________Date:___________

Adviser:
____________________Signature:_____________________________Date:___________

CHOICE OF LANGUAGE: _________________

PURPOSE:
If EUROPEAN (French or German):
To consult and benefit from scholarly writing regarding field of study (please explain):

If ASIAN:
Is the purpose to use the Asian language as a research language, to understand fully the literature
in the student’s main Asian language, to understand the historical structure of the main Asian
language, and/or for the purpose of linguistic analysis? (Please explain.)

Other:

LEVEL OF PROFICIENCY:
Reading knowledge/ Listening comprehension/Speaking proficiency up to level:

TIME SCHEDULE
Exams/ Courses to be taken by date (please list)/Works to be read by date (please list):
PETITION TO PROCEED TO A PH.D. PROGRAM

To the Graduate Student:

All students who wish to undertake a Ph.D. program in the Department of Asian Languages and Literature are required to submit a petition to the Department. Please state the area in which you intend to study for the Ph.D. on the bottom half of this form, and attach your statement of purpose. You will want to carefully review the Department’s Policies and Procedures, sections 3.4.2 - 3.4.3f before you begin this process.

Student’s Name: ____________________________________ Date: ____________________

Area of study: _____________________________________ (Buddhist Studies, Chinese, Japanese, or South Asian)

Signature: ________________________________________
Native English-Speaking TA Applicant Checklist - NEW

Name: ______________________

Program: ______________________

Email: ______________________

REQUIRED

☐ TA Application (Two-Page) Cover Letter (One-Page)
☐ Most Recent Unofficial Transcript
☐ Letter of Recommendation / Home Dept. Statement of Support
☐ Applicants for Grad Admissions Only: One Letter of Recommendation. This can be taken from one admissions application letters of recommendation if preferred
☐ Recommender:
☐ Current UW Students Only: Home Dept. Statement of Support Form AND One Letter of Recommendation

KOREAN APPS ONLY:

☐ YouTube video recording of student teaching. REQUIRED of applicants for Korean language courses. Set the privacy settings to UNLISTED. URL should be provided on the TA application

CHINESE APPS ONLY:

☐ Complete Chinese 443: Structure of Chinese. REQUIRED of applicants for Chinese language courses Which quarter do you intend to take Chinese 443?

OPTIONAL

☐ Records of Past Teaching Experience (if applicable)
☐ JAPANESE APPS ONLY: ACTFL OPI or JLPT scores. For native English-speaking applicants in Japanese language courses

WEBSITE
AL&L TA opportunities and more information: http://asian.washington.edu/teaching-assistant-opportunities

QUESTIONS?
Email the Academic Counselor, Elizabeth Self, at asianapp@uw.edu
NON-Native English-Speaking TA Applicant Checklist - NEW

Name: _____________________

Program: _____________________

Email: _____________________

REQUIRED

☐ TA Application (Two-Page) Cover Letter (One-Page)
☐ Most Recent Unofficial Transcript
☐ Spoken English test scores. Scores over two years old (from the test date) are no longer valid.
  ○ Qualifying Scores: 26 on the speaking portion of the TOEFL iBT (currently being phased out); or 7.0 on the speaking portion of the IELTS; or 65 on the Versant English Test
  ○ Test/Score/Date of Test: ___________

OR

☐ Received a BA from an English-speaking university
☐ Letter of Recommendation / Home Dept. Statement of Support
  ○ Applicants for Grad Admissions Only: One Letter of Recommendation. This can be taken from one admissions application letters of recommendation if preferred
    Recommender: ______________

OR

☐ Current UW Students Only: Home Dept. Statement of Support Form AND One Letter of Recommendation

KOREAN APPS ONLY:

☐ YouTube video recording of student teaching. REQUIRED of applicants for Korean language courses. Set the privacy settings to UNLISTED. URL should be provided on the TA application

CHINESE APPS ONLY:

☐ Complete Chinese 443: Structure of Chinese. REQUIRED of applicants for Chinese language courses
  ○ Which quarter do you intend to take Chinese 443? __________

OPTIONAL

☐ Records of Past Teaching Experience (if applicable)
☐ JAPANESE APPS ONLY: ACTFL OPI or JLPT scores. For native English-speaking applicants in Japanese language courses

LINKS

AL&L TA Opportunities: http://asian.washington.edu/teaching-assistant-opportunities
MEMO 15: https://www.grad.washington.edu/policies/memoranda/memo15.shtml

QUESTIONS?

Email Elizabeth Self at asianapp@uw.edu
RETURNING TA Applicant Checklist

*Use this checklist if you have taught classes in the AL&L Department before.*

Name: ____________________

Program: ____________________

Email: ____________________

☐ TA Application (Two-Page)

☐ Cover Letter (One-Page)

☐ Supervisor Recommendation Form Most Recent Unofficial Transcript

☐ Record of Past Teaching Experience (Syllabi & Student/Faculty Evaluations)

☐ Home Department Statement of Support (Current UW student outside AL&L Dept.)

**WEBSITES**
AL&L TA Opportunities: http://asian.washington.edu/teaching-assistant-opportunities

**QUESTIONS?**
Email the Academic Counselor, Elizabeth Self, at asianapp@uw.edu
PETITION FOR ON-LEAVE STATUS

Please fill out this form as well as the Graduate School Petition for On Leave Status web form at: https://www.grad.washington.edu/mygrad/student.htm Return this form to the Asian Languages & Literature Academic Counselor. Please discuss your plans with your faculty adviser or committee chair before submitting these forms, and ask him/her to email their approval to the Academic Counselor. Once the Asian L&L Academic Counselor has approved he/she will contact you. MyGrad will prompt you to pay the $25 per quarter on-leave fee. Payment must be made each quarter before the last day of instruction.

Name: _______________________________________________________________

I wish to apply for On-Leave status for a total of _____ quarters. Log on to MyGrad in order to request leave each quarter, and pay $25 fee before the last day of that quarter.

- Autumn 20___  - Winter 20___  - Spring 20___  - Summer 20___

Current status (___________ Qtr/Yr):  ○ Registered  ○ On-Leave

1. I have been on leave for a total of ______ quarters previous to this request. (Including summer)

2. Location and mailing address while on leave:

3. Permanent mailing address:

* Please note that mail cannot be forwarded to either your leave or permanent addresses.

4. E-mail address(es):_______________________________________________________

5. Faculty Adviser: __________________________________________

6. On a separate page, or on the back of this form, please state briefly your reason for wishing to be on leave, what you expect to accomplish while on leave, and how this fits in with your overall program of graduate studies.

Signature of student: __________________________________ Date: _________

- Approved

- Not Approved  Comments:

____________________________________________Graduate Program Coordinator

Last updated September 2018, efs
Travel Support Guidelines

Travel support is available to graduate students participating in professional scholarly meetings and conferences or attending formally organized instructional workshops or seminars. As long as you are actively participating in the event, you are eligible for travel support.

Eligibility requirements:

- Students must be in good standing and enrolled on a full-time basis at the time of the desired travel (except for the summer quarter travel, in which case the enrollment requirement applies to the preceding spring quarter);
- Students must have been admitted to the department’s PhD program or must be actively pursuing M.A. thesis research; M.A. level students who have elected the non-thesis option are not eligible.
  - Priority will be given to PhD candidates, i.e., to students who have passed the PhD general examination, have thus been advanced to candidacy and are pursuing dissertation research.
- Applicants must be presenting a paper at a professional meeting or similar scholarly conference, or in the case of instructional seminars or workshops, must have been formally invited or accepted to attend as active participants.
- Priority will be given to students who have not received recent travel support, whether from departmental or other sources.

Please keep in mind that in most cases the department will not be able to provide sufficient support to cover all travel costs, therefore students are expected to seek other sources of funding to supplement any departmental support received. For international travel, for example, students are encouraged to look at regional study centers for additional support.

The Graduate School provides limited support for graduate students to present papers at academic conferences, symposiums and workshops. Additional support may be granted by the department. Regardless, requests for this support must be channeled through the department via this application. Deadlines for petitioning the Graduate School for travel support vary according to the dates of the proposed travel.

June 1 for travel between July 1 and August 31;        July 1 for travel between August 1 and Sept. 30
Aug. 1 for travel between Sept. 1 and Oct. 31;          Sept. 1 for travel between Oct. 1 and Nov. 30
Oct. 1 for travel between Nov. 1 and Dec. 31;            Nov. 1 for travel between Dec. 1 and Jan. 31
Dec. 1 for travel between Jan. 1 and Feb. 28/29;        Jan. 1 for travel between Feb. 1 and March 31
Feb. 1 for travel between March 1 and April 30;          March 1 for travel between April 1 and May 31
April 1 for travel between May 1 and June 30;           May 1 for travel between June 1 and July 31

Because requests have to pass through the AL&L office (where they are reviewed and approved [or not] for forwarding to the graduate school), anyone wishing to request this kind of support must submit a request to the AL&L department Chairman at least ONE WEEK earlier than the deadline dates given above.
# Request for Travel Funds

*Graduate Students Only*

Please fill out and return this form to the Academic Adviser. You may email it to asianapp@uw.edu or give a hard copy to the main office.

*Warning: Travel reimbursement requests must be submitted no later than 45 days from the end of your business trip.*

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Adviser Name:</th>
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<table>
<thead>
<tr>
<th>Destination:</th>
<th>Dates of Travel:</th>
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<table>
<thead>
<tr>
<th>Title of Conference or Workshop:</th>
<th>Conference URL:</th>
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</table>

<table>
<thead>
<tr>
<th>Title of Paper or Panel:</th>
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## Estimated Costs

- **Airfare (economy):**
  - [ ] round trip flight
  - Amount: _____

- **Hotel costs:**
  - Amount: _____

- **Per diem:**
  - Please use state per diem rates:
    - [ ] conference registration
      - Amount: _____
    - [ ] ground transportation
      - Amount: _____
    - [ ] other (please specify):
      - Amount: _____

<table>
<thead>
<tr>
<th>Other Costs:</th>
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<table>
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<tr>
<th>TOTAL:</th>
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<tbody>
<tr>
<td>AMOUNT REQUESTED:</td>
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<table>
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<tr>
<th>DATE:</th>
<th>STUDENT SIGNATURE:</th>
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**FOR OFFICE USE ONLY**

<table>
<thead>
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<th>Total Amount Approved:</th>
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