



COLUMBIA UNIVERSITY
Weatherhead East Asian Institute



Master of Arts in Regional Studies
East Asia (MARSEA)

STUDENT HANDBOOK
2015 – 2016

Updated on August 19, 2015

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About the Weatherhead East Asian Institute

Since its establishment in 1949, Columbia University's East Asian Institute has been a major center for research, teaching, and publishing on modern and contemporary Asia Pacific activities, covering China, Japan, Taiwan, Hong Kong, the Korean peninsula, and the countries of Southeast Asia. The Institute is affiliated with Columbia's Schools of Business, Law, International and Public Affairs, and Arts and Sciences, bringing together over 50 full-time faculty, a diverse group of visiting scholars and professionals, and students from the United States and abroad.

In January 2003, the East Asian Institute was renamed the Weatherhead East Asian Institute to honor the generosity of the Weatherhead Foundation.

The Institute's mission is to train new generations of Asian experts in the humanities, social sciences, and the professions and to enhance understanding of East Asia in the wider community.

Faculty and scholars at the Institute are distinguished by their interdisciplinary and multinational focus. Resources available to the Institute community include Columbia University's renowned C.V. Starr Library and the Institute's extensive ties to the business diplomatic, legal, and media communities in New York City, the nation, and abroad. The Institute is one of the leading in-service teacher training centers in the United States.

The importance of East Asian Studies at Columbia has been recognized by a wide variety of funding sources, including the U.S. Department of Education, which, since 1960, has designated Columbia as an East Asian National Resource Center.

Through its many programs, conferences, seminars, and publications, the Institute creates an international forum for discussion about cultural, economic, historical, and political issues involving the Asia Pacific region.

Contact Information for the Weatherhead East Asian Institute

The Weatherhead East Asian Institute is on Columbia's Morningside Heights campus on the 9th floor of the International Affairs Building. The address and other contact information is as follows.

Weatherhead East Asian Institute
International Affairs Building
420 West 118th Street, 9th Floor
New York, NY 10027
Tel: (212) 854-2592
Fax: (212) 749-1497
Web: www.columbia.edu/weai

For any questions about the MARSEA program, please contact Student Affairs Officer, Jamie Tan, Phone: 212-854-9206, Email: jt2895@columbia.edu, and located in International Affairs Building Room 934.

Master of Arts in Regional Studies–East Asia Program Summary

The Weatherhead East Asian Institute administers the Master of Arts in Regional Studies–East Asia (MARSEA) program through the Graduate School of Arts and Sciences for those wishing to focus on a social science approach to modern East Asia. The program provides interdisciplinary training (intensive exposure to the politics, international relations, modern history, and cultural and social formations of the region) with a country and trans-regional focus through an intensive one year program. Applicants should have some prior language training and must complete at least three years of an East Asian language or two years of Tibetan.

In addition to the language requirement, the degree program requires completion of a **minimum of 30 credits**, including a master's thesis and eight regional courses from a wide range of offerings in Anthropology, Business, Economics, History, International Affairs, Literature, Law, Political Science, and Sociology. Of the eight courses, two must be in modern history. Candidates must also take courses in at least two different disciplines, and at least one course must focus on an Asian country or sub-region other than the country of specialization. Students will normally complete more than 30 credits in order to meet these requirements.

The program, completed in two full-time semesters, is tailored to meet the needs of persons entering professional careers, mid-career professionals, and students preparing for entry into doctoral programs, and those pursuing a professional degree, such as the J.D. or M.B.A., who want to gain regional expertise.

Degree Requirements

The requirements listed below must be fulfilled in accordance with the Graduate School of Arts and Sciences degree requirements, <http://gsas.columbia.edu/content/degree-requirements>.

Requirements vary depending on the regional focus and are described in detail below. The basic requirements are as follows.

Summary of Basic Degree Requirements

- Proficiency equivalent to 3rd year level of Chinese, or Japanese, or Korean, or 2 years of Tibetan (cannot be counted towards 30 degree credits)
- 2 appropriate modern history courses
- 6 appropriate regional courses (at least 2 of which are colloquia or seminars)
- 2 electives (any graduate-level course, can be outside of East Asia)
- Minimum of 30 credits in total
- 2 residence units (equivalent to two full-time semesters at Columbia)
- Master's thesis (this course can be counted towards your regional requirement)
- No credits from an outside institution will be counted toward the degree requirements
- No undergraduate level courses will be counted toward the degree requirements (must be 4000-level and above except HIST/HSEA which will be considered at 3800-level and above)
- No courses can be taken for R credit or P/F

Requirements for the China, Japan, Korea, or Tibet Program

- Proficiency equivalent to 3 years of Chinese, Japanese, or Korean, or 2 years of Tibetan. The language requirement may be met through coursework or by passing a language placement exam at Columbia. The language placement exam is offered each semester during the week or first week before instruction begins. For more information on the language placement exam, contact the Department of East Asian Languages and Cultures at 212-854-5027 or visit their website at <http://www.columbia.edu/cu/ealac/languages.html>.
- Two courses of modern history in the appropriate country/area. Comparable work may be substituted with written permission by the Institute director.
- Six regional courses selected from at least two different fields: at least one of the six courses must focus on an Asia Pacific country or sub-region other than one's country/area of specialization. These courses must include at least two colloquia and/or seminars. Up to two semesters of language courses at the fourth-year level or above may be counted toward this requirement. Courses dealing with the region as a whole or dealing with American or Soviet/Russian relations with the region may also be taken to fulfill this requirement.
- Two elective courses not necessarily dealing with East Asia.

Thesis

The master's thesis must be at least thirty pages in length (including footnotes and bibliography) and deal with a modern or contemporary topic in the social sciences that focuses on East Asia. It must substantially incorporate the student's country of focus, although other countries can be dealt with in the paper. The use of primary source material is not required.

Approval of the thesis topic must be obtained from the Institute director. A thesis proposal must be submitted and approved by the director one semester before each student writes and submits his/her thesis (i.e. to submit a thesis in the spring semester, students should submit a proposal in the preceding fall semester; to submit a thesis in the fall semester, students should submit a proposal in the preceding spring semester).

The thesis submission deadline varies, but is always near the end of the semester. The thesis proposal due date always falls in the semester prior to the thesis submission.

Mandatory Thesis Writing Workshop

Friday, October 2 1:00-3:00PM IAB 918*

*tentative date

Thesis Proposal and Thesis Submission Due Dates

<u>Submission Semester and Due Date</u>	<u>Thesis Proposal Due</u>	<u>Thesis Advisor Form Due</u>
Fall 2015: November 25, 2015	March 25, 2015	March 25, 2015
Spring 2016: April 27, 2016	October 30, 2015	October 30, 2015

The thesis proposal should include the following:

- a title
- a one to two page narrative of the subject, research methodology, and conceptual framework
- a preliminary bibliography

To assist students with choosing a thesis topic, a thesis discussion will be held each semester. This discussion will be an opportunity for students to get feedback from each other and at least one faculty member. Once the thesis proposal is approved, the Institute will assist students in finding an academic advisor as needed.

Thesis Advisor

Each student works with a professor who serves as the thesis advisor. As many students choose to expand a paper written for a seminar course into a thesis, the professor from the seminar course often serves as the thesis advisor. Students may, however, work with any faculty member of the Institute, or another Columbia University faculty member or course instructor.

Students must have the thesis advisor sign a MARSEA Thesis Advisor Form and turn that form in to the Student Affairs Program Officer by the deadline.

Thesis Submission and Review

One copy of the thesis must be submitted to the thesis advisor, along with a Thesis Grade Form, and another submitted to the Director of the MARSEA program by the deadline. The thesis must be bound or in a report cover, not simply stapled.

Both the thesis advisor and the Director review the thesis. The Director's approval is required for the thesis requirement to be completed. The thesis advisor and the Director confer on the thesis grade.

Thesis Course Registration

Students must register for a thesis course in the semester that they will write the thesis. These credits can be used toward the thirty-credit requirement for the degree, and this can be counted towards the regional degree requirement but cannot be counted as an elective.

Thesis Course Numbers

	<u>Call Number</u>	<u>Course Number</u>	<u>Section Number</u>	<u>Credits</u>	<u>Grade</u>
Fall 2015	TBD	RSRH G4995	001	4	Letter
Fall 2015	TBD	RSRH G4995	002	3	Letter
Spring 2016	TBD	RSRH G4995	001	4	Letter
Spring 2016	TBD	RSRH G4995	002	3	Letter

Residence Units

Students are required to complete two residence units at Columbia University. One full residence unit is equivalent to full-time registration for one semester. Students must formally apply to the Student Affairs Officer to be granted extended residence status which includes a plan for completion with specific courses taken during ER.

Detailed information on resident units available here, <http://gsas.columbia.edu/content/residence-unit-and-other-registration-categories>

Degree Audit and Application for Degree

In order to have the degree conferred, each student must submit the following paperwork to the Student Affairs Program Officer at the Institute:

- MARSEA Degree Audit Form
- Application for Degree or Certificate

Both of these forms are available online at www.columbia.edu/cu/weai/marsea-resources.html

Degree application deadlines are as follows:

<u>Month of Graduation/Degree Conferral</u>	<u>Application Deadline</u>
October 21, 2015	September 1, 2015
February 10, 2016	November 2, 2015
May 18, 2016	December 1, 2015

The MARSEA Degree Audit Form must be submitted on or prior to the deadline.

Language Placement Tests

Columbia's programs in Chinese, Japanese, and Korean languages are run by the Department of East Asian Languages and Cultures (EALAC), a distinct department from the WEAI. At the beginning of every term EALAC offers languages placement tests for students to determine their ability level or test out of required language classes.

Please check the EALAC website (<http://ealac.columbia.edu/language-programs/>) for all East Asian language placement exam schedules.

Advance online registration is required for the Japanese language placement test at <http://ealac.columbia.edu/language-programs/japanese/>. Registration is not normally required for the Chinese or Korean language placement tests.

For additional information about any of these tests, please visit the EALAC website at <http://ealac.columbia.edu/> or call 212-854-5027, or visit the department's office in 407 Kent Hall.

FALL 2015

Date	Event or Deadline	Location
Wednesday, September 2	GSAS Orientation	Alfred Lerner Hall, 2:30 – 4:30 pm
Thursday, September 3	Fall MARSEA Orientation Luncheon	IAB, Room 918, 12:30 – 2:00 pm
Tuesday, September 8	First Day of Classes	
Wednesday, September 16	WEAI Welcome Party	IAB, Room 918, 4:00 – 6:00 pm
Friday, September 18	Add Deadline, Last Day to Receive Tuition Refund for Class Dropped, Last Day to Drop Class (SIPA)	
Friday, October 2	Thesis Writing Workshop	IAB, Room 918, 1:00 – 3:00 pm
Thursday, October 22	Midterm Date	
Friday, October 23	Thesis Discussion	IAB, Room 918, 12:00 – 2:00 pm
Friday, October 30	Fall Thesis Proposals Due	Email to Student Affairs Officer
Monday, November 2	Academic Holiday	
Tuesday, November 3	Election Day – University Holiday	
Thursday, November 19	Pass/Fail Deadline	
Wednesday, November 25	Fall Thesis Due	
Thursday, November 26	Thanksgiving Holiday	
Friday, November 27	Thanksgiving Holiday	
Monday, December 1	Application for Graduation Due (May Graduates)	Monday, December 1
Monday, December 14	Last Day of Classes	
Tuesday, Dec. 15 – Wednesday, Dec. 16	Study Days	
Thursday, Dec. 17 – Wednesday, Dec. 23	Final Examinations	

SPRING 2016

Date	Event or Deadline	Location
Tuesday, January 19	First Day of Classes	
Thursday, January 21	MARSEA Welcome Back Lunch	IAB, Room 918, 12:00 – 2:00 pm
TBD	WEAI Lunar New Year Party	IAB, Room 918
Friday, January 29	Last Day to Add Class, Last Day to Receive Tuition Refund for Class Dropped	
Tuesday, February 23	Last Day to Drop Class (SIPA, GSAS, Continuing Education)	
Friday, February 26	MARSEA Thesis Discussion	IAB, Room 918, 12:00 – 2:00 pm
Friday, March 11	Spring Thesis Proposals Due	
Mon., March 14 – Fri., March 18	Spring Recess	
Thursday, March 24	Last Day to Drop Class For Schools Not Noted Above; Last Day to Pass/Fail	
Friday, April 8	Thesis Lunch Discussion	IAB, Room 918, 12:00 – 2:00 pm
Wednesday, April 27	Thesis Due	To Advisor and Student Affairs Officer, IAB 934
Monday, May 2	Last Day of Classes	
Tuesday, May 3 – Thursday, May 5	Study Days	
Thursday, May 5	End of the Year MARSEA Lunch	Faculty House, 12:00-2:00 pm

Friday, May 6 – Friday, May 13	Final Exams	
Sunday, May 17	GSAS M.A. Convocation Ceremony	3:30 pm
Wednesday, May 18	Columbia University Commencement Ceremony	9:30 am
Wednesday, May 18	SIPA/MARSEA Graduation Reception	IAB, Room 918, Time: 12:30 – 2:00 pm

*** Please note that dates are subject to change**

Writing Center

The Writing Center provides writing assistance to all Columbia students, although it is run by the Undergraduate Writing Program. It is located in 310 Philosophy Hall. Students may call to set up an appointment or drop in.

Contact and Information

Email: uwp@columbia.edu

Telephone: (212) 854-3886.

Web: <http://www.college.columbia.edu/core/uwp/writing-center>

Course Information

There are generally two resources for information about courses for the MARSEA degree: the Weatherhead East Asian Institute Course Bulletin at <http://www.columbia.edu/cu/weai/courses-grad.html> and the Directory of Classes at <http://www.columbia.edu/cu/bulletin/uwb>. The Institute's Course Bulletin lists all graduate-level East Asia courses at the university, while the Directory of Classes is a comprehensive listing of courses university-wide. Additionally, academic departments generally list courses on their websites, so that, for example, courses offered by the Department of East Asian Languages and Cultures can be found on their website at <http://ealac.columbia.edu/>

Some schools list their courses separately. For students interested in cross-registering for Courses at the Law School, the course list is available at <http://www.law.columbia.edu/courses>. MARSEA students will receive an email at the end of each semester with information on the available the Business School courses for the following semester.

Below is an illustration of a course information summary page from the Directory of Classes. It has most of the information you will need to register and plan your schedule—including the call number, the day and time the class meets, the number of points of credit the course carries, whether instructor approval is required (in this case it isn't), the instructor's name, and the department offering the class. To find more information about a course—including a description of the course's main themes—visit the website of the department offering the class. You can navigate to the department's home page simply by clicking on the link available on the Directory of Classes summary page for the class. This is also helpful in understanding course numbering:

http://sipa.columbia.edu/academics/courses/understanding_course_listing.html

Fall 2008 Political Science G4472 section 001
JAPANESE POLITICS

Call Number	61600
Day & Time	R 4:10pm-6:00pm
Location	410 International Affairs Building
Points	3
Approvals Required	Instructor
Instructor	Gerald L Curtis
Type	LECTURE
Department	Political Science
Enrollment	25 students as of 11:53PM Wednesday, June 18, 2008
Subject	Political Science
Number	G4472
Section	001
Division	Graduate School of Arts and Sciences

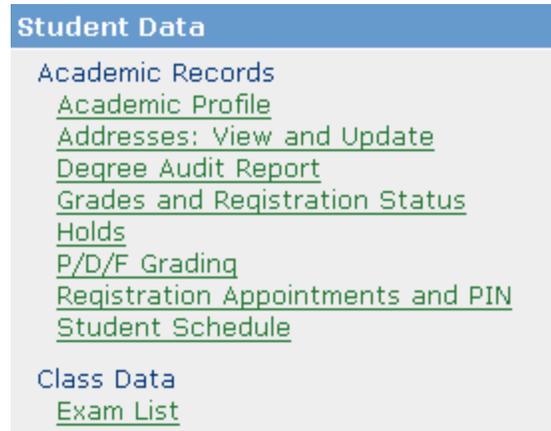
Registration

Registration is the mechanical process of securing a seat in a class. Before a student may be certified as enrolled in good standing, he or she must also satisfy administrative obligations such as paying prior term bills and demonstrating compliance with New York State's public health law requiring immunity from measles, mumps, and rubella.

Students register for classes by means of an interactive on-line system (<https://ssol.columbia.edu/>). Students are assigned registration appointments—you can only register during one of your appointed times. Your assigned registration times can be viewed on-line and will be distributed prior to registration.

The on-line system for registration is part of the very helpful Student Services On-Line system, called SSOL by University administrators. Here is an illustration of the SSOL menu screen, from which you can navigate to screens that allow you to view your grades, your schedule, your billing information, your registration appointments, and update your address.

On the web at <https://ssol.columbia.edu/>



International Students and Scholars Office (ISSO) Contact and Information

All students are asked to give Social Security numbers when registering in the University. However, Social Security numbers are required of international students only when those students will be receiving remuneration from the University. International students should consult the International Students and Scholars Office.

Website: <http://www.columbia.edu/cu/isso/>
Office: International House North, Ground Floor
524 Riverside Drive
Phone: 212-854-3587

Courseworks

Another good resource for course information is Courseworks. Most instructors place information about their courses (including syllabi) online in Courseworks. Columbia students can log on at <https://courseworks.columbia.edu/> and view information about courses.

Registration Assistance

The Registration Process

You can register for the majority of your classes online at (<https://ssol.columbia.edu/>). For the widest selection of courses, we advise you to log on at your earliest scheduled appointment. More information about registration can also be found on-line at: (www.columbia.edu/cu/registrar/)

Registration Activities Checklist

Before Registration:

- Select courses from those offered in the *Schedule of Classes* at (<http://www.columbia.edu/cu/bulletin/uwb/>). Get the CALL NUMBER of the courses for which you wish to register.
- Contact the relevant department with any questions about courses.
- You may need to obtain signatures from the department or the instructor for courses requiring special approval.

Registration:

- Go online to <<https://ssol.columbia.edu/>> during your appointment times.
- Enter your University Network ID (UNI) and Password.
- If you log on before your appointment time, the system will remind you of your next appointment.
- Register for your classes.
- Register in a billing category by specifying a full Residence Unit if you are a full-time student (taking four or more courses).

After Registration:

- Make payments at Student Financial Services, located in 210 Kent Hall.
- Go to the ID validation location.

Notes About Registration:

- A late fee is charged for those who register for the first time during the first two weeks of the semester.
- A late fee is charged for those who register for the first time after the first two weeks of the semester.
- Please contact the Registrar's Office for updated information on late registration fees.

Related Registration Topics

Approvals

To register for courses that require special approval, get the required signatures on a registration form available from the Registrar's Office. Some courses may require that you register through the Registrar's Office in 205 Kent Hall.

Change of Program

You may make changes to your program online during the first two weeks of classes.

Classes taken for Pass/Fail or R may not count towards your degree.

All classes, unless otherwise permitted, must be taken for a letter grade.

Directory of Classes

The Directory is available online at <<http://www.columbia.edu/cu/bulletin/uwb/>>.

Dropping Your Last Class

To drop your last course (which constitutes a withdrawal from the university), you must fill out a withdrawal form (available at the Registrar's Office) and have it signed by the Institute's Student Affairs Program Officer. Withdrawal carries a fee.

Full Classes

The Registrar's office cannot override a full class without the department's written permission.

Holds

The University permits many offices to place a "hold" against a student's enrollment. The reasons for holds vary from office to office. Financial holds, library holds, and deans' holds are most common.

Non-Online Registration Courses

Most courses are eligible for online registration. Some seminars or independent study courses, which require department or instructor approval, may not be eligible for online registration. To register for these courses go to the appropriate person or department. At that time they will advise you of the registration procedure.

Time Conflicts

You cannot take two or more classes whose scheduled times are the same, and/or overlap by as little as one minute, without the written permission of a dean.

Policies and Procedures

Immunization Requirements

New York State requires that all college and university students enrolled for 6 or more points be adequately protected against measles, mumps, and rubella (MMR). Students born on or after January 1, 1957, must provide documentation of immunity. (Students born before January 1, 1957, are assumed to have had exposure and need not take further action.) For more information regarding the state law, students should contact the Health and Related Services Immunization Line at (212) 854-7210. Details on methods of documenting immunity are provided in the Columbia Health website, <http://www.health.columbia.edu/>. In very rare cases, a student may be granted exemption from the MMR requirements if he or she submits documentation about a medical diagnosis or religious orientation that precludes further immunization. All letters will be carefully reviewed and considered by the medical director of Health and Related Services. Please note: If you cannot provide evidence that you are immune to measles, mumps, and rubella, you will not be permitted to register for classes and may be charged a fine.

Changes in Programs of Study

A student who wishes to drop courses or to make other changes in his or her program of study must obtain the written approval of the Institute director through the Student Affairs Office on a special registration form issued by the Registrar. Failure to attend classes or unofficial notification to the instructor does not constitute dropping a course and will result in a failing grade in the course. Also, you will remain responsible for all tuition charges and any related late payment fees.

For courses dropped after the last day of change of program, no adjustment of tuition will be made. Be aware of university deadlines for schedule changes! The first two weeks of Fall and Spring semesters are available for students to make fee-free changes in their schedules. After the end of the second week of the term, any change in schedule will carry a fee and in most cases students cannot get tuition refunds after the end of this two week period.

Finally, you must formally request extended residency in writing to be granted by the Institute Director.

Academic Standards

Academic progress is determined by the successful completion of courses. MARSEA degree candidates must maintain an average of B or better and a Grade Point Average of 3.0 to remain in good standing; all courses must be taken for credit. No audited courses or courses taken for R credit or Pass/Fail may be counted toward completion of the degree requirements. Students desiring any of these marks must have written permission from the director of the MARSEA program. Academic records are reviewed each term to determine whether candidates are making satisfactory progress. Those who do not maintain a satisfactory average may be asked to discontinue their studies.

Students must avoid cheating on examinations, plagiarism, and improper citation and paraphrasing; they cannot purchase papers from or post papers on on-line term-paper sites; nor should they submit the same paper to more than one class. Failure to observe these rules of conduct can result in dismissal.

Leaves of Absence

Many reasons may compel students to discontinue their studies temporarily. Candidates should write to the Director of the Institute to explain why a leave is required. Additionally, a Leave of Absence form must be completed, signed by the director, and given to GSAS. When ready to return, a student should notify the Director. A returning candidate may be asked for an explanatory statement about the leave.

If your absence from the Graduate School of Arts and Sciences has been less than six regular semesters (i.e., excluding Summer Sessions), you may apply for readmission by completing an application and submitting it to the Weatherhead East Asian Institute office at least six weeks before the beginning of classes of the semester in which you intend to reenroll. If your absence has been six or more regular semesters, you must also submit an update to your admissions statement indicating what you have done in your time away from Columbia, describing your continued interest in the program, and providing a proposed timeline for accomplishing the remaining requirements for your degree.

Withdrawal and Fees

A student in good academic standing who is not subject to discipline will always be given an honorable discharge if he or she wishes to withdraw from the University. Withdrawal is defined as the dropping of one's entire program in a given term as opposed to dropping a portion of one's program.

Formal withdrawal ordinarily is allowed only prior to the examination period. Withdrawal means that courses and grades are not listed on the student's record and that the student does not receive any credit. Any student withdrawing must notify the Weatherhead East Asian Institute office in writing. The approval of the director is required for all withdrawals. The student's responsibility, both academic and financial, continues in all courses for which the student has registered until he or she is notified by the Institute that the withdrawal has been approved and accepted.

The health service fee, health insurance premium, application fees, late fees, and special health fees are not refundable.

E-mail

All students should create a Columbia e-mail account, *even if you plan on using another e-mail service as your main e-mail provider*. Your Columbia e-mail address will be linked to a University Network ID (UNI) and password, which you will use over and over again for a wide range of Columbia University digital services. For information about e-mail accounts and to activate your Columbia e-mail UNI, visit <http://www.columbia.edu/acis/accounts/create/current.html>. You should familiarize yourself with Columbia's e-mail policies. Unauthorized attempts to gain access to any account or system not belonging to you on any University system or on any system outside the University network are not permitted. No University system or network may be used for any purpose or in a manner that violates University statutes or policies or federal, state or local law.

Important Offices, Addresses, & Contact Information

Center for Career Education
74 Morningside Dr.
cce@columbia.edu
(212) 854-5609

Financial Aid
107 Low Memorial Library
sep3@columbia.edu
(212) 854-6725

Health Services
John Jay Hall
519 W. 114th St.
health@columbia.edu
(212) 854-2284 (general questions)
(212) 854-7210 (insurance)

ID Center
204 Kent Hall
IDOffice@columbia.edu
(212) 854-4323

International Students and Scholars Office (ISSO)
525 Riverside Drive
isso@columbia.edu
(212) 854-3587

Registrar
205 Kent Hall
registrar@columbia.edu
(212) 854-4330

Student Financial Services
210 Kent Hall
sfs@columbia.edu
(212) 854-4206

Weatherhead East Asian Institute
International Affairs Building
420 West 118th Street, 9th Floor
New York, NY 10027
www.columbia.edu/weai
weai@columbia.edu
(212) 854-2592

Writing Center
310 Philosophy Hall
uwp@columbia.edu
(212) 854-3886