



COLUMBIA UNIVERSITY
Weatherhead East Asian Institute



Master of Arts in Regional Studies
East Asia (MARSEA)

STUDENT HANDBOOK
2018 – 2019

Updated on July 27, 2018

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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 which includes China, Hong Kong, Japan, Mongolia, Taiwan, Tibet, the Korean peninsula, and the countries of Southeast Asia. The Institute is affiliated with Columbia University's Schools of Business, Law, Architecture, Social Work, International and Public Affairs, Arts and Sciences, and Barnard College 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 East Asia experts in the humanities and social sciences 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 East Asian Library and the Institute's extensive ties to the business, diplomatic, legal, and media communities in New York City, the nation, and abroad.

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 University 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.

About the Master of Arts in Regional Studies–East Asia (MARSEA) Program

The Weatherhead East Asian Institute administers Columbia University's Master of Arts in Regional Studies–East Asia (MARSEA) program through the Graduate School of Arts and Sciences. MARSEA provides intensive and interdisciplinary exposure to the politics, international relations, modern history, and cultural and social formations of the region with a country and trans-regional focus. 3 years of modern Chinese, Japanese, or Korean language or 2 years of Tibetan language are required for completion of the degree.

In addition to the language requirement, the degree program requires completion of a **minimum of 30 credits**, including a master's thesis and 10 courses from a wide range of offerings in Anthropology, Business, Economics, History, International Affairs, Literature, Law, Political Science, and Sociology. Candidates must take the yearlong MARSEA core seminar (total of 2 courses), 2 courses on the modern history of their country of specialization, courses in at least 2 different disciplines, and at least 1 course on an East Asian country or sub-region other than their country of specialization. Students will normally complete more than 30 credits in order to meet these requirements.

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

Contact Information

Weatherhead East Asian Institute

Columbia University
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
<<http://weai.columbia.edu>>

Master of Arts in Regional Studies-East Asia (MARSEA) Program

The Master of Arts in Regional Studies-East Asia (MARSEA) is directed by faculty and staff of the Weatherhead East Asian Institute. Their contact information is as follows:

MARSEA Faculty Director

Kim Brandt
Research Scholar (Japanese History)
International Affairs Building 925
(212)854-9479
lb28@columbia.edu

Weatherhead East Asian Institute Student Affairs Officer

Jamie Tan
Student Affairs Officer
International Affairs Building 934
(212)854-9206
jt2895@columbia.edu

Master of Arts in Regional Studies–East Asia (MARSEA) Degree Requirements

All students must declare China, Japan, Korea, or Tibet as their country of specialization while in the MARSEA program. In addition, the following requirements must be fulfilled in accordance with Columbia University’s Graduate School of Arts and Sciences degree requirements, <<http://gsas.columbia.edu/content/degree-requirements>>.

Summary of Basic MARSEA Degree Requirements

- Proficiency equivalent to the 3rd year level of Chinese, Japanese, or Korean, or 2nd year level of Tibetan (language credit taken below the 4th year level may not be counted toward graduation)
- The 2 courses of the yearlong MARSEA core seminar
- 2 modern history courses on the country of specialization
- 5 appropriate regional courses (at least 2 of which are colloquia or seminars)
- 1 elective (any graduate-level course, can be outside of East Asia)
- Master’s thesis
- Minimum of 30 credits in total
- 2 residence units (equivalent to 2 full-time semesters at Columbia)
- No credits from an outside institution will be counted toward degree requirements
- No undergraduate level courses will be counted toward degree requirements (must be 4000-level and above)
- No courses may be taken for R credit or Pass/Fail (P/F)

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

- Language proficiency equivalent to the 3rd year level of Chinese, Japanese, or Korean, or 2nd year level of Tibetan. Language proficiency must correlate with the country of specialization, i.e. a MARSEA student specializing in Korea must demonstrate 3rd year level proficiency in Korean. MARSEA’s language requirement may be met through coursework or by passing Columbia University’s language placement examination.
- Yearlong MARSEA core seminar.
- Master’s thesis with a focus on the country of specialization.
- 2 modern history courses on the country of specialization. Comparable work may be substituted with permission from the Director.
- 5 regional courses selected from at least 2 different fields: at least 1 of the 5 courses must focus on an Asia Pacific country or sub-region other than one's country of specialization. These courses must include at least 2 colloquia and/or seminars. Up to 2 semesters of language courses at the 4th-year level or above may be counted toward this requirement. Courses dealing with the region as a whole or dealing with relations between East Asia and other countries (such as the U.S.) may also be taken to fulfill this requirement.
- 1 graduate-level elective course which may focus on topics outside of East Asia.

Language Placement

The Department of East Asian Languages and Cultures (EALAC), a department separate from WEAI, houses Columbia’s programs in Chinese, Japanese, Korean, Tibetan, and Vietnamese languages. EALAC

offers language placement examinations at the beginning of every semester for students to determine their language proficiency or test out of required language courses. Please check the EALAC website for all East Asian language placement examination schedules.

Department of East Asian Languages and Cultures
407 Kent Hall
(212)854-5027
< <http://ealac.columbia.edu>>

Thesis

The MARSEA master's thesis must be at least 30 pages in length (including footnotes and bibliography) and deal with a modern or contemporary topic in the social sciences that focuses on the Asia Pacific region. It must substantially incorporate the student's country of specialization, although other countries may be treated in the paper. The use of primary source material is encouraged but not required.

Signed approval of the thesis topic must be obtained from the MARSEA Director and submitted 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).

Thesis Advisor

Each student works with a faculty member who serves as the Thesis Advisor. As many students choose to expand a paper written for a seminar course into a thesis, the instructor of the 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.

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>
Spring 2019: April 24, 2019	November 7, 2018	November 7, 2018

The thesis proposal should include the following:

- Title
- 500-word description of the topic, research methodology, and conceptual framework
- Preliminary bibliography

Thesis Submission and Review

One copy of the thesis must be submitted to the Thesis Advisor and another submitted to the Director by the deadline. The thesis must be bound or in a report cover, not simply stapled. Both the Thesis Advisor and the Director's approval are required for completion of the thesis requirement.

Residence Units

Students are required to complete 2 residence units at Columbia University. 1 full residence unit is equivalent to full-time registration for 1 semester. Although the program is designed to be completed in 2 semesters, students may take 1-2 years (or 2, 3, or 4 semesters) to complete the MA degree. Students

must formally discuss their timeline for completion with the Director and Student Affairs Officer at the beginning of their program.

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

Application for Degree

In order to have the degree conferred, each student must submit an Application for Degree or Certificate. The application form may be found here: <<http://registrar.columbia.edu/content/application-degree-or-certificate>>.

Application for Degree deadlines are as follows:

<i>Month of Graduation/Degree Conferral</i>	<i>Application Deadline</i>
October 2018	September 1, 2018
February 2019	November 1, 2018
May 2019	December 1, 2018

Courses and Registration

There are two resources for information about East Asia courses at Columbia University: the Weatherhead East Asian Institute Graduate Course Bulletin (<http://weai.columbia.edu/academics/east-asia-courses-grad-level>) and Columbia University's Directory of Classes (<http://www.columbia.edu/cu/bulletin/uwb>). WEAI'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 and professional schools list discipline-specific courses on their websites. Students should review these resources and then discuss their course selection with the Director and Student Affairs Officer.

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 is not), the instructor's name, and the department offering the course. To find more information about a course—including a description of the course's main themes—visit the website of the department or professional school offering the class. You can visit the department's home page simply by clicking on the link available on the Directory of Classes summary page for the class.

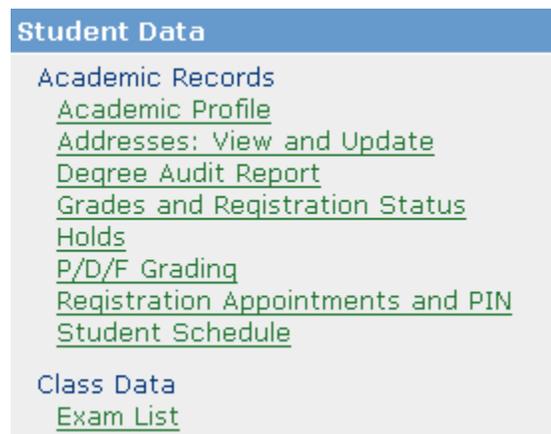
<i>Directory of Classes</i> <i>University of Columbia</i>	
Fall 2008 Political Science G4472 section 001 JAPANESE POLITICS	
Call Number	61600
Day & Time	R 4:10pm-6:00pm
Location	410 International Affairs Building
Points	3
Approvals Required	Instructor
Instructor	Gerald L Curtis
Type	LECTURE
Department	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

Student Services Online (SSOL)

Registration is the formal 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 online system called Student Services Online (SSOL) <<https://ssol.columbia.edu>>. Students are assigned registration appointments—you can only register during one of your appointed times. Your registration times can be viewed online and will be assigned prior to registration.

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.



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 the courses for which they are registered.

Registration 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 for 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 course instructors requiring special approval. Please contact the Student Affairs Officer if you need assistance with this process.

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 in your 1st or 2nd semester of the program. Register for Extended Residency if you have fulfilled the 2 Residence Unit requirement and are entering your 3rd or 4th semester.

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
<<http://registrar.columbia.edu>.>

Related Registration Topics

Approvals

To register for courses that require special approval, pick up a registration form at the Registrar's Office in 205 Kent Hall and then contact the course instructor for signed approval. If you have any questions about this process, particularly about cross-enrollment in professional schools such as the Business or Law school, please contact the Student Affairs Officer.

Registration Changes

You may make changes to your course schedule during the first two weeks of classes.

Classes taken for Pass/Fail or R may not count toward 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>>.

Vergil

Vergil is an online course planner. <<https://vergil.registrar.columbia.edu/>>

Full Classes

It is not possible for the Weatherhead East Asian Institute or the Columbia University Registrar to register a student in a full class without the permission of the department and instructor.

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 you should contact the department and/or course instructor for the proper 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 and the MARSEA Director.

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 at Columbia University and may be charged a fine.

Changes in Programs of Study

Students are able to make fee-free changes in their schedules during the first two weeks of Fall and Spring semesters. Any schedule changes after the first two weeks will carry a fee and, in most cases, tuition refunds will not be granted.

A student who wishes to drop courses after the first two weeks of classes or make changes in his or her program of study must obtain written approval from WEAI's Director through the Student Affairs Officer 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. Students who drop courses will remain responsible for all tuition charges and any related late payment fees.

Academic Standards

Academic progress is determined by the successful completion of courses. MARSEA degree candidates must maintain a B average or higher 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 MARSEA Director. 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.

Academic Integrity

Students must avoid cheating on examinations, plagiarism, and improper citation and paraphrasing; they cannot purchase papers from or post papers on online 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.

For more information on the Graduate School of Arts and Sciences' statement on Academic Integrity and Responsible Conduct of Research please see here: <<http://gsas.columbia.edu/academic-integrity>>

For the Columbia University Faculty Statement on Academic Integrity please see here: <<https://www.college.columbia.edu/academics/integrity-statement>>

Leaves of Absence

Many reasons may compel students to discontinue their studies temporarily. Students requiring leaves of absence should work with the Student Affairs Officer to submit a formal request to the Institute Director explaining why leave is required. If the request is approved then a leave of absence form must be completed, signed by the Institute Director, and submitted to the Graduate School of Arts and Sciences. When ready to return, a student must notify the Student Affairs Officer and Institute Director. A returning candidate may be asked for an explanatory statement about the leave.

If a student's absence from the Graduate School of Arts and Sciences has been less than 6 regular semesters (excluding Summer Sessions), the student may apply for readmission by completing an application and submitting it to the Student Affairs Officer at least 6 weeks before the beginning of classes during the semester in which they intend to reenroll. If a student's absence has been 6 or more regular semesters, the student must also submit an update to their admissions statement indicating what they have done during their time away from Columbia, a description of their continued interest in the program, and a proposed timeline for accomplishing the remaining requirements of the MARSEA degree.

Withdrawal and Fees

A student in good academic standing who is not subject to discipline may withdraw formally from Columbia University, if necessary. 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 is ordinarily 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 Student Affairs Officer and Institute Director in writing. Approval from the Institute 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 Student Affairs Officer that the withdrawal has been approved and accepted.

Columbia University's health service fee, health insurance premium, application fees, late fees, and special health fees are not refundable.

E-mail

All students must create a Columbia e-mail account *even if they plan to use another e-mail service as their main e-mail provider*. All formal correspondence from Columbia University and the Weatherhead East Asian Institute will be sent to students' Columbia e-mail accounts. Columbia e-mail addresses are linked to every student's University Network ID (UNI), Columbia University's primary identification granting access to digital services and resources across campus. For information about e-mail accounts and to activate your Columbia e-mail UNI please visit <<http://www.columbia.edu/acis/accounts/create/current.html>>.

Students should familiarize themselves with Columbia's e-mail policies. Unauthorized attempts to gain access to any account or system not belonging to the student 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, policies, or federal, state or local law.

Important Offices, Addresses, & Contact Information

Financial Aid

107 Low Memorial Library
scp3@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

Registrar

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

Student Financial Services

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

Additional Columbia University Resources

International Students and Scholars Office (ISSO)

Columbia University's International Students and Scholars Office (ISSO) advises on immigration-related needs, providing advisory and documentation services as well as information on visas, employment, travel, and tax-filing obligations international students may have during their time at Columbia.

International Students and Scholars Office (ISSO)

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

The Writing Center

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

The Writing Center
310 Philosophy Hall
uwp@columbia.edu
(212) 854-3886
<<http://www.college.columbia.edu/core/uwp/writing-center>>

Center for Career Education (CCE)

The Columbia University Center for Career Education (CCE) offers career counseling, practice interviews, career assessment, and an online job database (LionSHARE) exclusively for Columbia University students and alumni.

Center for Career Education
74 Morningside Dr.
cce@columbia.edu
(212) 854-5609
<<https://www.careereducation.columbia.edu>>

Columbia Health: Counseling and Psychological Services (CPS)

Counseling and Psychological Services (CPS) offers short-term individual counseling, referrals for long-term therapy, student-life support groups, medication consultation, and emergency consultation. CPS services are offered at *no additional cost* to students enrolled in Columbia Health and adhere to strict standards of confidentiality.

Counseling and Psychological Services (CPS) Main Office: Lerner Hall, 8th Floor
Appointments: (212)854-2878
Clinician-On-Call (After-Hours Health Concerns): (212)854-2878, Press 1
Walk-In Counseling Hours and Locations: <<http://www.health.columbia.edu/cps>>

Earl Hall: Religious Life Advisors (RLA)

Religious Life Advisors (RLA) are clergy and lay people appointed by the University Chaplain to represent different faith traditions at Columbia University. Religious Life Advisors provide pastoral counseling to Columbia University students. For a list of pastoral care office hours please see the Office of the University Chaplain website.

Office of the University Chaplain
Earl Hall 202
2980 Broadway, MC 2008
(212)854-1493
<<http://www.ouc.columbia.edu>>

MARSEA Academic Calendar Fall 2018 – Spring 2019*

FALL 2018

Date	Event or Deadline	Location
Monday, August 6 – Friday, August 10; Monday, Tuesday, August 21 – Thursday, August 23	Open summer registration appointments for Fall 2018	
Tuesday, August 28 – Thursday, August 30	Registration for Fall 2018 (Students who register after these dates will incur a late fee)	
Wednesday, August 29	GSAS Orientation	Avery Plaza & Boone Arledge Auditorium, 3:00 – 5:30 pm
Thursday, August 30	MARSEA Orientation Luncheon	IAB, Room 918, 12:30 – 2:00 pm
Thursday, August 30 – Friday, August 31	Fall 2018 Course Advising Appointments	IAB, Room 925
Monday, September 3	Labor Day Holiday	
Tuesday, September 4	First Day of Fall 2018 Classes	
TBA	WEAI Welcome Party	IAB, Room 918, 3:00 – 5:00 pm
Friday, September 14	Add/Drop Deadline	
Monday, November 5	Academic Holiday	
Tuesday, November 6	Election Day – University Holiday	
Wednesday, November 7	Thesis Proposals Due (For Spring 2019 Thesis Submission)	Submit to Student Affairs Officer, IAB 934 by 5PM
Wednesday, November 14 – Friday, November 16	Spring 2019 Course Advising Appointments	IAB, Room 925
Monday, November 19 – Wednesday, November 21	Advance Registration for Spring 2019	
Wednesday, November 21 – Sunday, November 25	Thanksgiving Holiday	
Friday, December 1	Application for Degree forms due for Spring 2019 commencement	Submit to Student Affairs Officer, IAB 934 by 5PM
Friday, November 30	End of the Year MARSEA Lunch	Faculty House, 12:00-2:00 pm
Monday, December 10	Last Day of Fall 2018 Classes	
Tuesday, December 11 – Thursday, December 13	Study Days	
Friday, December 14 – Friday, December 21	Final Examinations	
Friday, December 21	Fall 2017 Term Ends	
Monday, December 24 – Friday, January 18	Winter Holidays	

SPRING 2019

Date	Event or Deadline	Location
Monday, January 7 – Friday, January 11; Monday, January 14 – Friday, January 18	Registration for Spring 2019 (Students who register after these dates will incur a late fee)	

Monday, January 21	Martin Luther King, Jr. Day Holiday	
Tuesday, January 22	First Day of Spring 2019 Classes	
TBA	WEAI Lunar New Year Party	IAB, Room 918, 3:00 – 5:00 pm
Friday, February 1	Add/Drop Deadline	
Monday, March 18 – Friday, March 22	Spring Break	
Wednesday, April 24	Spring 2019 Thesis Submission Date	Submit to Thesis Advisor and Student Affairs Officer, IAB 934, by 5PM
Monday, May 6	Last Day of Spring 2019 Classes	
Tuesday, May 7 – Thursday, May 9	Study Days	
Friday, May 10 – Friday, May 17	Final Examinations	
Friday, May 17	Spring 2019 Term Ends	
TBA	GSAS M.A. Convocation Ceremony	
Wednesday, May 22	Columbia University Commencement Ceremony	9:30 am
Wednesday, May 22	WEAI Graduation Party	IAB, Room 918, 12:30 – 2:00 pm

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